Entering Changes to a Courtesy Appointment

Overview:

Understanding the ePAF+ Process for Changes to Courtesy Appointment

This guide outlines the basic steps to use the electronic Personnel Action Form Plus (ePAF+) for changing a Courtesy Appointment's job information in OMNI Human Resources.

NOTE: Multiple transactions effective on the same date require only one ePAF (i.e. job code and location code change). Do not submit multiple ePAFs for the same effective date.

Scenario:

In this topic, you will learn the steps to change a Courtesy Appointment's job code and location code using the electronic Personnel Action Form Plus (ePAF+).

Key Information:

- Empl ID
- Name
- Effective Date
- Job Code
- Department
- Location Code
- Supervisor
- Empl Class
- Mail Code
# Training Guide

## Entering Changes to a Courtesy Appointment

**Revised June 4, 2021**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Go to OMNI HR and select <strong>Manager Self Service</strong> from the dropdown menu.</td>
</tr>
<tr>
<td>2.</td>
<td>Click in the <strong>ePAF+</strong> tile.</td>
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<td>3.</td>
<td>Click <strong>Enter ePAF+ Transactions.</strong> Select the &quot;<strong>Courtesy Appointment</strong>&quot; type of transaction from the drop down menu.</td>
</tr>
<tr>
<td>4.</td>
<td>Enter the desired information into the <strong>Empl ID</strong> field. You can also search by first and last name or by department ID.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>Search</strong> button, then select the desired employee's name from the results.</td>
</tr>
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### Step 6.

The Requested Transaction Date will default to the current date. Click the **Choose a date** key to change the transaction date.
Step | Action
--- | ---
7. | Click the **Submit** button.

8. | Click in the **Job Code** field.

9. | To find a Job Code, Click the **Look up** key.
Select the desired Courtesy Job Code link. For the purpose of this example, Click the **Generic Courtesy** link.
Step | Action
--- | ---
11. | Click the **Location Code** field.
12. | Enter the new Location Code. To find a Location Code, Click the **Look up** key.
13. | For the purpose of this example, **enter 45460100**.
14. | Press [Tab] to exit the field.
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<td>15.</td>
<td>Click in the <em>Originator Comments: Required</em> field.</td>
</tr>
<tr>
<td>16.</td>
<td>NOTE: Comments are required. Enter the desired information into the <em>Originator Comments: Required</em> field. For the purpose of this example, Enter &quot;Change in Job code and location code.&quot;</td>
</tr>
<tr>
<td>17.</td>
<td>Click the Submit button.</td>
</tr>
<tr>
<td>18.</td>
<td>Congratulations! You have completed this topic. End of Procedure.</td>
</tr>
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</table>