Entering Changes to a Courtesy Appointment via ePAF+

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:
This topic will teach you 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

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1. Go to MyFSU and select Manager Self Service from the drop-down menu.

2. Click on the ePAF+ tile.

3. Click Enter ePAF+ Transactions. Select the Courtesy Appointments type from the drop-down menu.
4. Enter the desired information into the **Empl ID** field. You can also search by first and last name or by department ID.
5. Click the **Search** button, then select the desired employee’s name from the results.
6. The Requested Transaction Date will default to the current date. Click Calendar Requested Transaction Date key to change the transaction date.

7. Click Submit.

8. Click in the Job Code field.
9. To find a Job Code, Click the **Lookup** key.

10. Select the desired Courtesy Job Code link. For this example, Click the **Generic Courtesy** link.
11. Click the **Location Code** field.

12. Enter the new Location Code. To find a location code, click the **Lookup** key.

13. Press **[Tab]** to exit this field.

14. Click in the **Originator Comments: Required** field.

   **NOTE:** Comments are required. Enter the reason for the ePAF+ request into the field.
15. Click the **Submit** button.

Questions?

For questions related to creating ePAF+ for Courtesy Appointments, please contact Amelia Colorado at acolorado@fsu.edu or Amy Walker at azwalker@fsu.edu.