

Entering Changes to an OPS Appointment

Overview:

Understanding the ePAF+ Process for Changes to OPS Appointment

This guide outlines the basic steps to use the electronic Personnel Action Form Plus (ePAF+) for changing an OPS employee's job information in **OMNI Human Resources**. An ePAF+ cannot be used for retroactive reappointments/changes unless the employee has not received a paycheck from ANY job on campus during the reappointment/funding change period. If the employee has received a paycheck during the reappointment/funding change period, the paper Personnel Action Form (pPAF) must be used for the reappointment/funding change.

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

Procedure

Scenario:

In this topic, you will learn the steps to change an OPS employee's job code, standard hours and hourly rate using the electronic Personnel Action Form Plus (ePAF+).

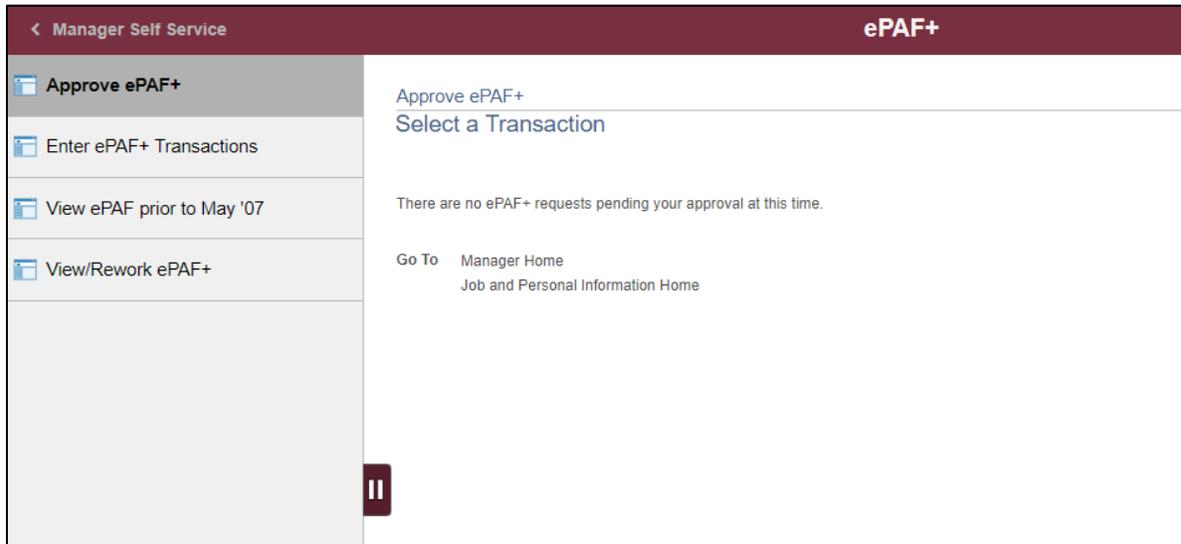
Key Information:

- Empl ID
- Name
- Effective Date
- Job Code
- Standard Hours
- Hourly Rate

Entering Changes to an OPS Appointment



Step	Action
1.	Go to OMNI HR and select Manager Self Service from the dropdown menu.
2.	Click in the ePAF+ tile.



Step	Action
3.	Click Enter ePAF+ Transactions . Select the type of transaction from the drop down menu.

Manager Self Service ePAF+

Approve ePAF+

Enter ePAF+ Transactions

View ePAF prior to May '07

View/Rework ePAF+

Enter ePAF+ Transaction

Select an HR Transaction search type. Enter any information you have and click the Search button.

HR Transaction Search Type

Type: Add New Position

Empl ID:

Last Name:

First Name:

Position:

Department:

Refine Search Results

Direct Reports Department Rep

Step	Action
4.	Enter the desired information into the Empl ID field.

Manager Self Service ePAF+

Approve ePAF+

Enter ePAF+ Transactions

View ePAF prior to May '07

View/Rework ePAF+

Enter ePAF+ Transaction

Select an HR Transaction search type. Enter any information you have and click the Search button.

HR Transaction Search Type

Type: Appointment/Filled Position

Empl ID:

Last Name:

First Name:

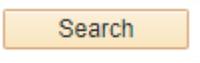
Position:

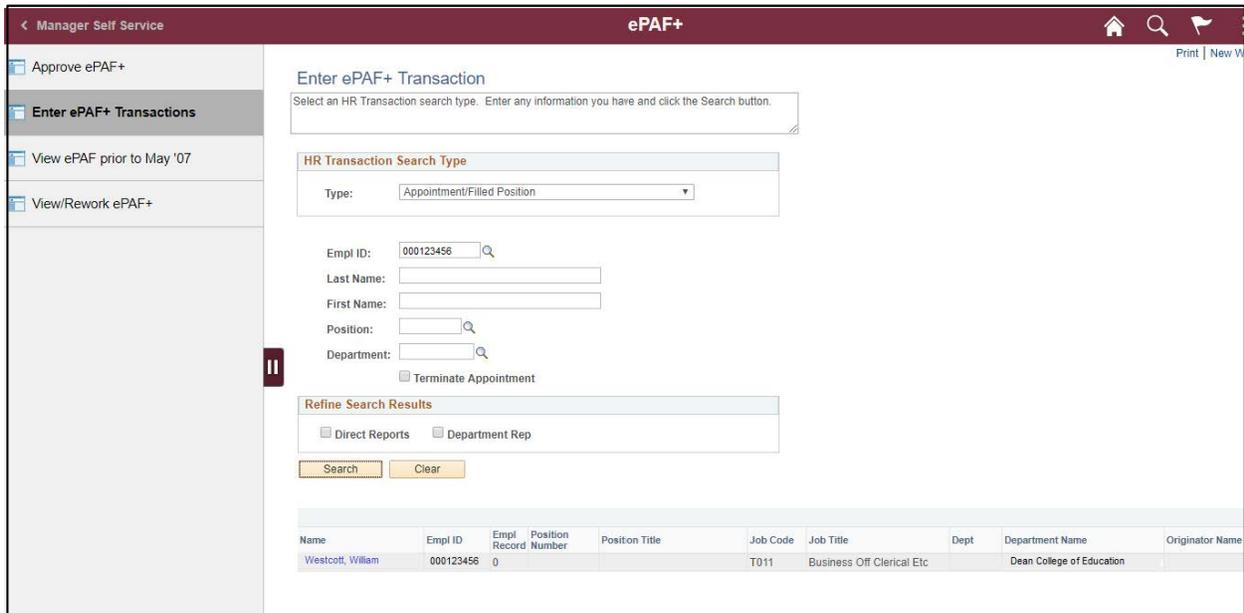
Department:

Terminate Appointment

Refine Search Results

Direct Reports Department Rep

Step	Action
5.	Click the Search button. 



Manager Self Service ePAF+

Approve ePAF+

Enter ePAF+ Transactions

View ePAF prior to May '07

View/Rework ePAF+

Enter ePAF+ Transaction

Select an HR Transaction search type. Enter any information you have and click the Search button.

HR Transaction Search Type

Type: Appointment/Filled Position

Empl ID: 000123456

Last Name:

First Name:

Position:

Department:

Terminate Appointment

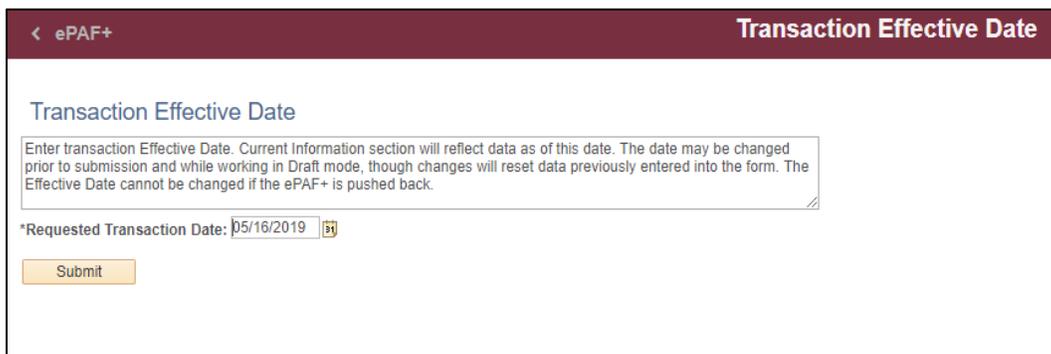
Refine Search Results

Direct Reports Department Rep

Search Clear

Name	Empl ID	Empl Record Number	Position Number	Position Title	Job Code	Job Title	Dept	Department Name	Originator Name
Westcott, William	000123456	0			T011	Business Off Clerical Etc		Dean College of Education	

Step	Action
6.	Click the desired name link. 



ePAF+ Transaction Effective Date

Transaction Effective Date

Enter transaction Effective Date. Current Information section will reflect data as of this date. The date may be changed prior to submission and while working in Draft mode, though changes will reset data previously entered into the form. The Effective Date cannot be changed if the ePAF+ is pushed back.

*Requested Transaction Date: 5/16/2019

Submit

Entering Changes to an OPS Appointment

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

< Fsu Mss Multi Menu
Transaction Effective Date

Transaction Effective Date

Enter transaction Effective Date. Current Information section will reflect data as of this date. The date may be changed prior to submission and while working in Draft mode, though changes will reset data previously entered into the form. The Effective Date cannot be changed if the ePAF+ is pushed back.

*Requested Transaction Date: 

Calendar

May 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

⬅ Current Date ➡

< Fsu Mss Multi Menu
Transaction Effective Date

Transaction Effective Date

Enter transaction Effective Date. Current Information section will reflect data as of this date. The date may be changed prior to submission and while working in Draft mode, though changes will reset data previously entered into the form. The Effective Date cannot be changed if the ePAF+ is pushed back.

*Requested Transaction Date: 

Step	Action
8.	Click the Submit button. 

Entering Changes to an OPS Appointment

< Fsu Mss Multi Menu
Enter ePAF+ Transaction

Enter ePAF+ Transaction

Incumbent:

Emplid	Red#	Name
000123456	0	William Westcott

*Requested Transaction Date: 05/31/2019 ✎

Appointment Data

Current Information		Proposed Changes
Job Code		
Job Code	T011 Business Off Clerical Etc.	<input style="width: 50px;" type="text"/> 🔍
Salary Admin Pln	000 OPS Punch Time Reporters	
Pay Grade	099 OPS Punch Grade	
FLSA Status	Nonexempt	
Union Code	NNN OPS No CBU_Not Applicable	
Job ?		
FTE	1.00000000	<input style="width: 50px;" type="text"/>
Standard Hours	40.00	<input style="width: 50px;" type="text"/>
Comb. STD Hours	40.00 /1.000000	
Full/Part Time	Full Time	
Organizational Relationships		
Department	123000 Dean College of Education	<input style="width: 50px;" type="text"/> 🔍
Location Code	005022301A STONE BUILDING 2301A	<input style="width: 50px;" type="text"/> 🔍
County	Leon	
Supervisor ID		<input style="width: 50px;" type="text"/> 🔍

Step	Action
9.	Click in the Job Code field. <div style="border: 1px solid black; width: 60px; height: 20px; margin: 5px auto;"></div>

< Fsu Mss Multi Menu
Enter ePAF+ Transaction

Enter ePAF+ Transaction

Incumbent:

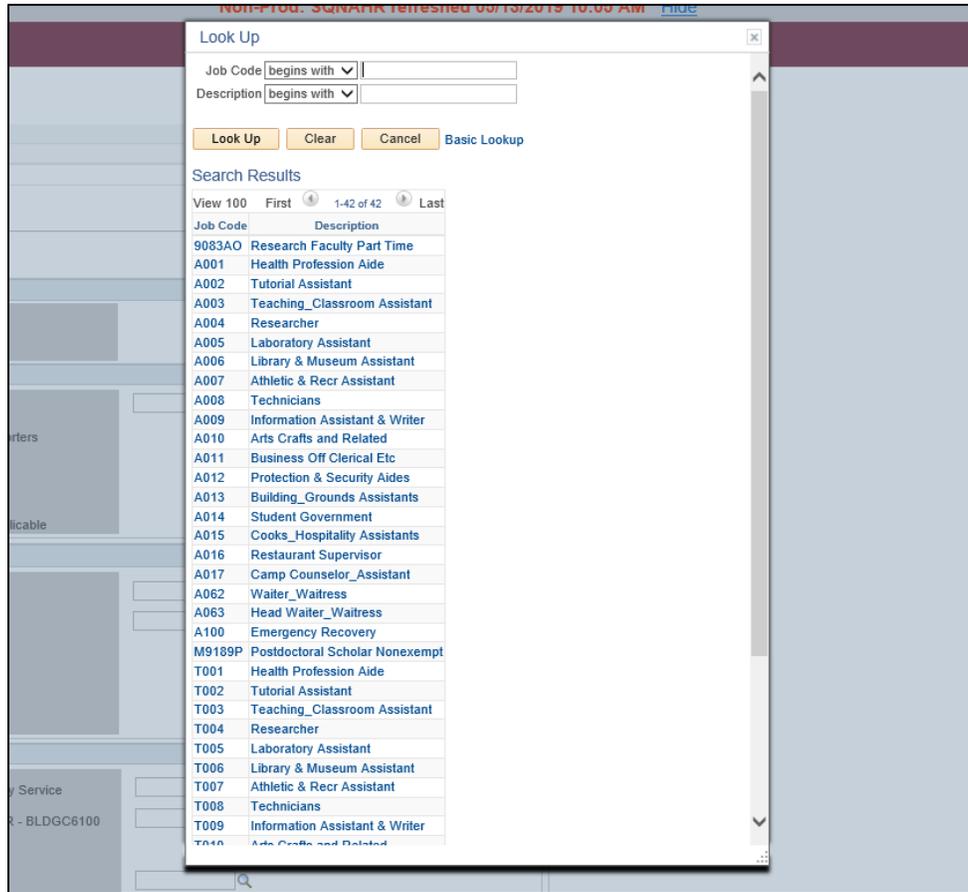
Emplid	Rcd#	Name
000123456	0	William Westcott

*Requested Transaction Date:

Appointment Data

Current Information	Proposed Changes																				
Job Code																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Job Code</td> <td style="width: 10%;">T011</td> <td style="width: 60%;">Business Off Clerical Etc.</td> <td style="width: 10%;"><input type="text"/></td> </tr> <tr> <td>Salary Admin Pln</td> <td>000</td> <td>OPS Punch Time Reporters</td> <td></td> </tr> <tr> <td>Pay Grade</td> <td>099</td> <td>OPS Punch Grade</td> <td></td> </tr> <tr> <td>FLSA Status</td> <td>Nonexempt</td> <td></td> <td></td> </tr> <tr> <td>Union Code</td> <td>NNN</td> <td>OPS No CBU_Not Applicable</td> <td></td> </tr> </table>	Job Code	T011	Business Off Clerical Etc.	<input type="text"/>	Salary Admin Pln	000	OPS Punch Time Reporters		Pay Grade	099	OPS Punch Grade		FLSA Status	Nonexempt			Union Code	NNN	OPS No CBU_Not Applicable		
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Job																					
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Location Code	005022301A	STONE BUILDING 2301A	<input type="text"/>																		

Step	Action
10.	To find a Job Code, Click the Look up key.



11. Select the desired Job Code link. For the purpose of this example, Click the **Tutorial Assistant** link.

[Tutorial Assistant](#)

< Fsu Mss Multi Menu Enter ePAF+ Transaction

Enter ePAF+ Transaction

Incumbent:

Emplid	Rcd#	Name
000123456	0	William Westcott

*Requested Transaction Date: 05/31/2019

Appointment Data

Current Information		Proposed Changes
Job Code		
Job Code	T011 Business Off Clerical Etc.	T002 <input type="text"/> Tutorial Assistant
Salary Admin Pln	000 OPS Punch Time Reporters	
Pay Grade	099 OPS Punch Grade	
FLSA Status	Nonexempt	
Union Code	NNN OPS No CBU_Not Applicable	
Job		
FTE	1.00000000	<input type="text"/>
Standard Hours	40.00	<input type="text"/>
Comb. STD Hours	40.00 /1.000000	
Full/Part Time	Full Time	
Organizational Relationships		
Department	123000 Dean College of Education	<input type="text"/>
Location Code	005022301A STONE BUILDNG 2301A	<input type="text"/>

Step	Action
12.	Click the Standard Hours field.
13.	Enter the desired information into the * Required field. For the purpose of this example, Enter " 35.00 ".

< Fsu Mss Multi Menu
Enter ePAF+ Transaction

Enter ePAF+ Transaction

Incumbent:

Emplid	Rcd#	Name
000123456	0	William Westcott

*Requested Transaction Date: 05/31/2019

Appointment Data

Current Information		Proposed Changes
Job Code		
Job Code	T011 Business Off Clerical Etc.	<input type="text" value="T002"/> Tutorial Assistant
Salary Admin Pln	000 OPS Punch Time Reporters	
Pay Grade	099 OPS Punch Grade	
FLSA Status	Nonexempt	
Union Code	NNN OPS No CBU_Not Applicable	
Job		
FTE	1.00000000	<input type="text" value="0.875000"/>
Standard Hours	40.00	<input type="text" value="35.00"/>
Comb. STD Hours	40.00 / 1.000000	35.00 / 0.875000
Full/Part Time	Full Time	
Organizational Relationships		
Department	123000 Dean College of Education	<input type="text"/>
Location Code	005022301A STONE BUILDING 2301A	<input type="text"/>

Step	Action
14.	Press [Tab] to exit the field.
15.	Click in the Hourly Rate field.
16.	Enter the desired information into the field. For the purpose of this example, Enter " 30.00 ".

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Specific Information	
Empl Class	OPS
Mail Code	2420 <input type="text"/>
Visa Type	OS
Visa Exp Date	12/20/2016
Salary ?	
Hourly Rate	9.00000
Bi-Weekly Rate	720.00000
Reason Code	<input type="text"/>
Hourly Change Rate	<input type="text"/>
Change Pct	<input type="text" value="30.00"/>

Step	Action
17.	Press [Tab] key to exit the field.

Begin Date	End Date	Total Dist %	Total Period Amount
05/31/2019	<input type="text"/>	0.000	<input type="text"/>
Proposed Funding			
Account Code	Description	Dist %	Period Amt
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Originator's Information			
Name	Shayna Harris		Telephone
			352/256-7090
Email ID	SLH13C@psinvalid.fsu.edu		
Additional Approver (Optional)			
VP Approver	<input type="text"/>		
Pre-Manager Approver (Optional)			
Pre-Manager Approver	<input type="text"/>		
ePAF+ Originator Comments			
*Originator Comments	<input type="text"/>		
Submit		Return to Transaction Search / Action Page	

Step	Action
18.	Click in the *Originator Comments: Required field.
19.	NOTE: Comments are required. Enter the desired information into the *Originator Comments: Required field. For the purpose of this example, Enter " Change in Job code, and Standard hours. "

Entering Changes to an OPS Appointment

Proposed Funding

Account Code	Description	Dist %	Period Amt
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Originator's Information

Name: Susie Seminole Telephone: 850/611-0000
 Email ID: SLH13C@psinvalid.fsu.edu

Additional Approver (Optional)

VP Approver:

Pre-Manager Approver (Optional)

Pre-Manager Approver:

ePAF+ Originator Comments

*Originator Comments:

[Return to Transaction Search / Action Page](#)

Approval Signatures

Step	Action
20.	Click the Submit button.

Additional Approver (Optional)

VP Approver:

Pre-Manager Approver (Optional)

Pre Manager Approver:

ePAF+ Originator Comments

FSU ePAF+ Approval

EMPLID=000094832, EMPL_RCD=0, POSITION_NBR=, ACTION_DT_SS=2013-07-31, EFFSEQ=0: Pending [View/Hide Comm](#)

FSU ePAF+ Approval

Pending: Notes, Ray ePAF+ Department Manager → Not Routed: Multiple Approvers ePAF+ EDM Admin

Comments

SSEMINOLE at 07/29/13 - 3:09 PM
 Change in Job code, and Standard Hours.

Step	Action
21.	Congratulations! You have completed this topic. End of Procedure.