

New Position: Updating from Proposed to Approved

Overview:

Understanding the Process to Update a Proposed Position to Approved Status

This guide outlines basic steps for updating a new position that has been approved for "Proposed" status to "Approved" status using the electronic Personnel Action Form Plus (ePAF+).

NOTE: New positions for faculty and staff are created in "Proposed" status for approval using the ePAF+. The position profile information must be created or updated in a separate transaction for staff positions after the proposed position has been approved. For more information detailing the procedure for creating a proposed position, see the "New Position: Creating a Proposed Position" tutorial.

The required funding information to create a new position is for workflow routing purposes only. You are not specifying the future incumbent's actual funding.

Procedure

Scenario:

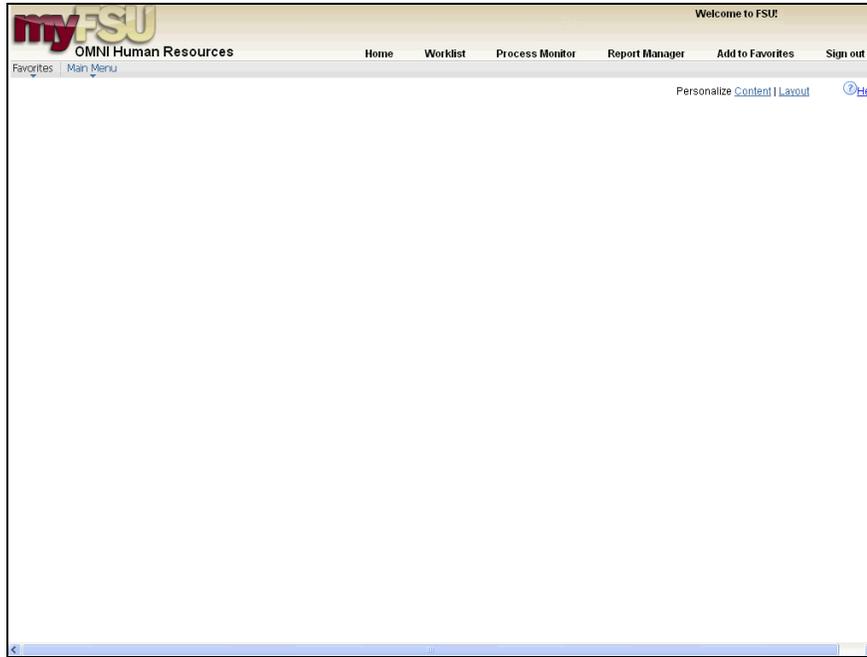
In this topic, you will learn the steps to update a "Proposed" position to "Approved" status after the initial approval process has been completed.

Key Information:

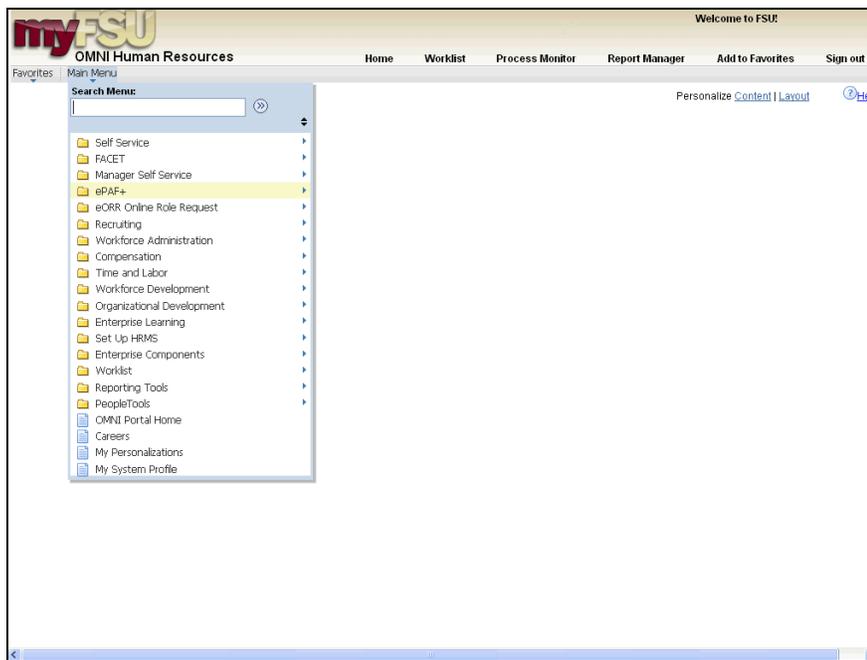
Position Number
Position Details
Position Profile Data

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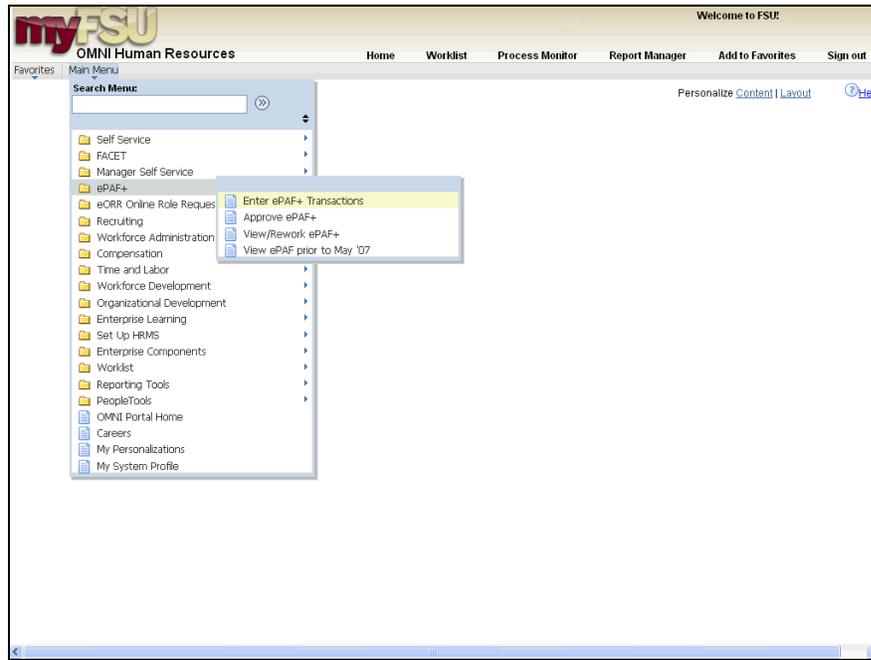
Step	Action
1.	Click in the Main Menu field. Main Menu

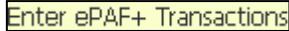


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Step	Action
2.	Click the ePAF+ menu. 



Step	Action
3.	Click the Enter ePAF+ Transactions menu. 

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Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

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

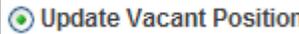
HR Transaction Search Type

Appointment/Filled Position
 Update Vacant Position
 Add New Position

Empl ID:
 Last Name:
 First Name:
 Position:
 Department:
 Terminate Appointment

Refine Search Results

Direct Reports Department Rep

Step	Action
4.	Click the Update Vacant Position option to search for a vacant position. 

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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

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

HR Transaction Search Type

Appointment/Filled Position
 Update Vacant Position
 Add New Position

Empl ID:
 Last Name:
 First Name:
 Position:
 Department:
 Terminate Appointment

Refine Search Results

Direct Reports Department Rep

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Step	Action
5.	Enter the position number into the Position field. For the purpose of this example, enter " 00080895 ".

The screenshot shows the 'Enter ePAF+ Transaction' web form. The 'HR Transaction Search Type' section has three radio buttons: 'Appointment/Filled Position', 'Update Vacant Position' (selected), and 'Add New Position'. The 'Position' field contains '00080895' and 'Admin Support Assistant'. The 'Department' field is empty. The 'Refine Search Results' section has two unchecked checkboxes: 'Direct Reports' and 'Department Rep'. The 'Search' button is highlighted.

Step	Action
6.	Click the Search button.

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Enter ePAF+ Transaction

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

HR Transaction Search Type

Appointment/Filled Position
 Update Vacant Position
 Add New Position

Empl ID:
 Last Name:
 First Name:
 Position: Admin Support Assistant
 Department:

Refine Search Results

Direct Reports Department Rep

Position Nbr	Position Title	Position Status	Job Code	Job Title	DeptID	Department Name	Originator Name
00080895	Admin Support Assistant	Proposed	0189	Admin Support Assistant	065000	Office of Financial Aid	

Step	Action
7.	Select the desired Position Nbr link. 00080895

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:

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Step	Action
8.	<p>Check the transaction effective date. The requested transaction effective date defaults to the current date. Please enter your desired transaction effective date or the first day of the next available payroll cycle. For the purpose of this example, 5/11/12, has been used. Click the Submit button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 10px;">Submit</div>

Step	Action
9.	<p>Click the Position Status drop-down menu.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 10px;"> <input type="text" value="Proposed"/> </div>

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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Enter ePAF+ Transaction

Position Number: 00080895
Working Title: Admin Support Assistant
Headcount Status: Open

*Requested Transaction Date: 05/11/2012

Position Data

	Current Information	Proposed Changes
Status		
Effective Status	Active	Active
Position Status	Proposed	Approved
Job Code		
Job Code	0189 Admin Support Assistant	
Salary Admin Pln	023 Univ Support Personnel System	
Pay Grade	003 USPS Band 3	
FLSA Status	Nonexempt	
Union Code	31E AFSCME-Admin and Clerical Unit	
Academic Rank	099 No Rank Assigned	
Working Title	Admin Support Assistant	
Position Specific - Job		
Max Head Count	1	
FTE	1.000000	

Step	Action
10.	<p>Select Approved status from the Position Status drop-down menu.</p> <p>NOTE: A position cannot be advertised or filled until it is in "Approved" status.</p> 

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Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Enter ePAF+ Transaction

Position Number: 00080895
Working Title: Admin Support Assistant
Headcount Status: Open

*Requested Transaction Date: 05/11/2012

Position Data

	Current Information	Proposed Changes
Status		
Effective Status	Active	Active
Position Status	Proposed	Approved
Job Code		
Job Code	0189 Admin Support Assistant	
Salary Admin Pln	023 Univ Support Personnel System	
Pay Grade	003 USPS Band 3	
FLSA Status	Nonexempt	
Union Code	31E AFSCME-Admin and Clerical Unit	
Academic Rank	099 No Rank Assigned	
Working Title	Admin Support Assistant	
Position Specific - Job		
Max Head Count	1	
FTE	1.000000	

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Step	Action
11.	NOTE: Review the Job Code and Job Data information before entering the position profile information.

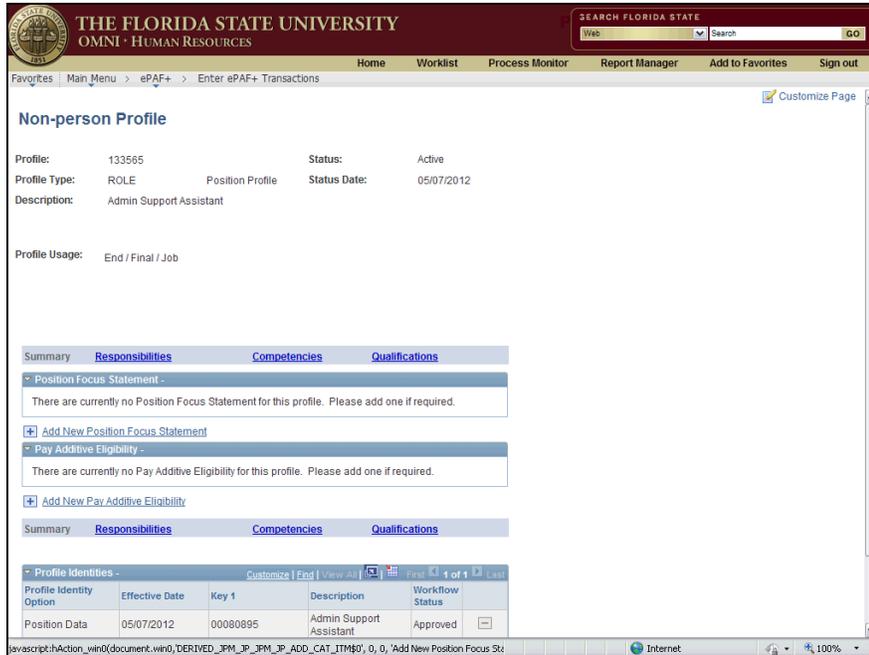
The screenshot displays the 'Enter ePAF+ Transactions' form in the OMNI system. The form is organized into several sections:

- Basic Information:** FTE (1.000000), Standard Hours (40.00), Shift (Day/Standard), and Full/Part Time (Full-Time).
- Organizational Relationships:** Department (085000 - Office of Financial Aid), Location Code (022344400 - UNIVERSITY CENTER - BLDGA4400), County (Leon), and Reports To (00051090 - Assistant Director).
- Specific Information:** Checkboxes for Time Limited Funding, Confidential Position, and Financial Disclosure.
- Position Description:** Profile ID 133565 and a link for Position Profile Data.
- Originator's Information:** Name (Jenna Allen), Telephone ((850)644-4286), and Email ID (ps_invalid_email@admin.fsu.edu).

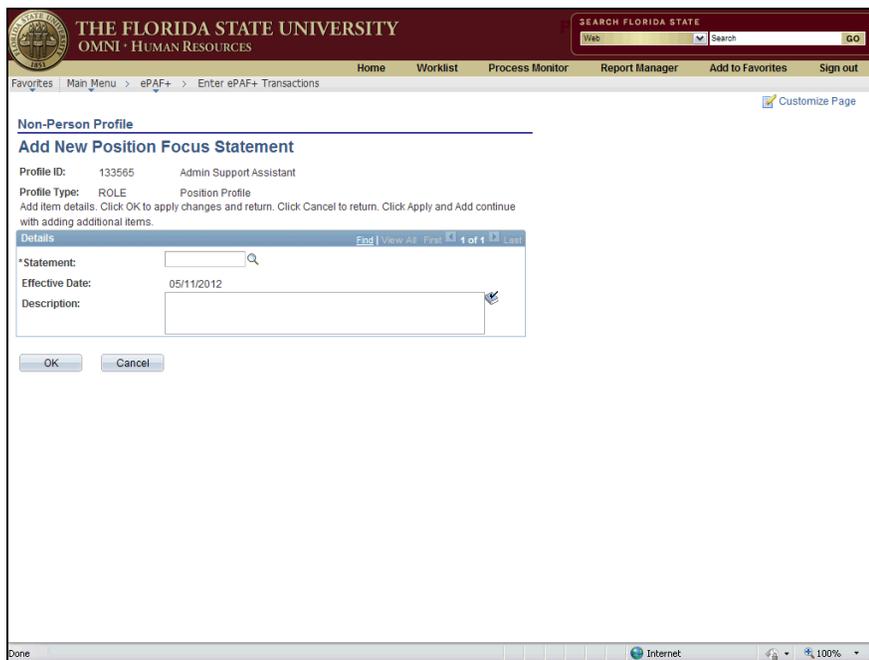
Step	Action
12.	Click the Position Profile Data link to update and add information to the position Focus Statement, Responsibilities, Competencies, and Qualifications. Position Profile Data

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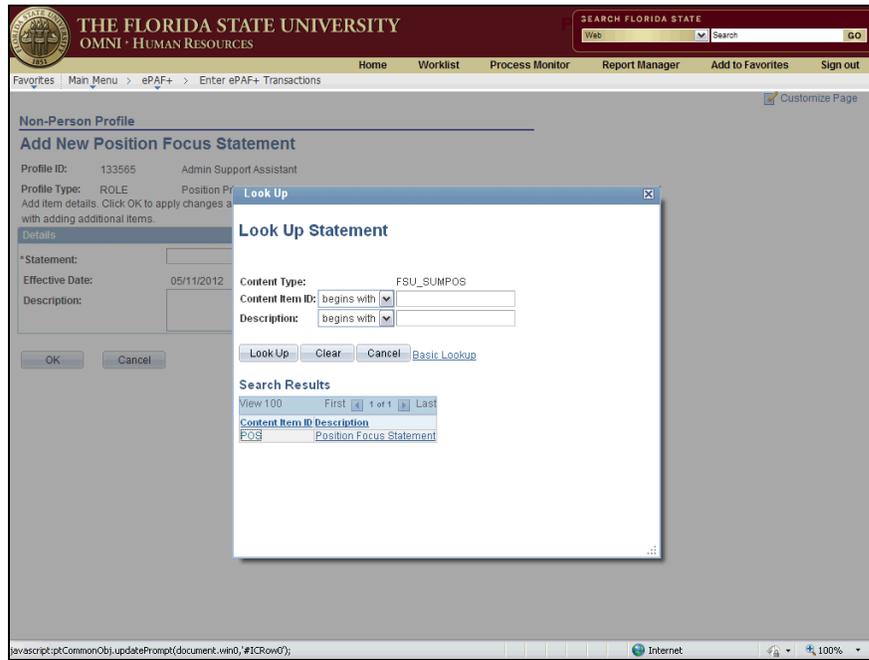
Step	Action
13.	Click the Add New Position Focus Statement link. Add New Position Focus Statement



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Step	Action
14.	Click the Statement Look Up button. 



Step	Action
15.	Click the Position Focus Statement link. 

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Non-Person Profile
Add New Position Focus Statement

Profile ID: 133565 Admin Support Assistant
 Profile Type: ROLE Position Profile
 Add item details. Click OK to apply changes and return. Click Cancel to return. Click Apply and Add continue with adding additional items.

Details	
*Statement:	POS Position Focus Statement
Effective Date:	05/11/2012
Description:	

OK Cancel

Step	Action
16.	<p>Enter the desired information into the Description field. For the purpose of this example, enter "Responsible for providing administrative support to the department."</p> <p>NOTE: This field is limited to 1325 characters.</p>

Non-Person Profile
Add New Position Focus Statement

Profile ID: 133565 Admin Support Assistant
 Profile Type: ROLE Position Profile
 Add item details. Click OK to apply changes and return. Click Cancel to return. Click Apply and Add continue with adding additional items.

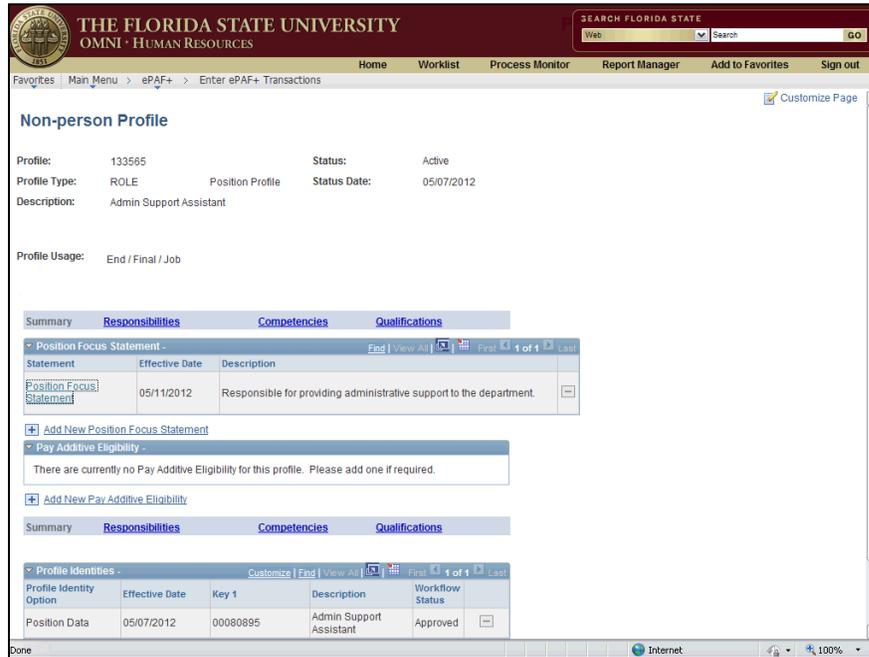
Details	
*Statement:	POS Position Focus Statement
Effective Date:	05/11/2012
Description:	Responsible for providing administrative support to the department.

OK Cancel

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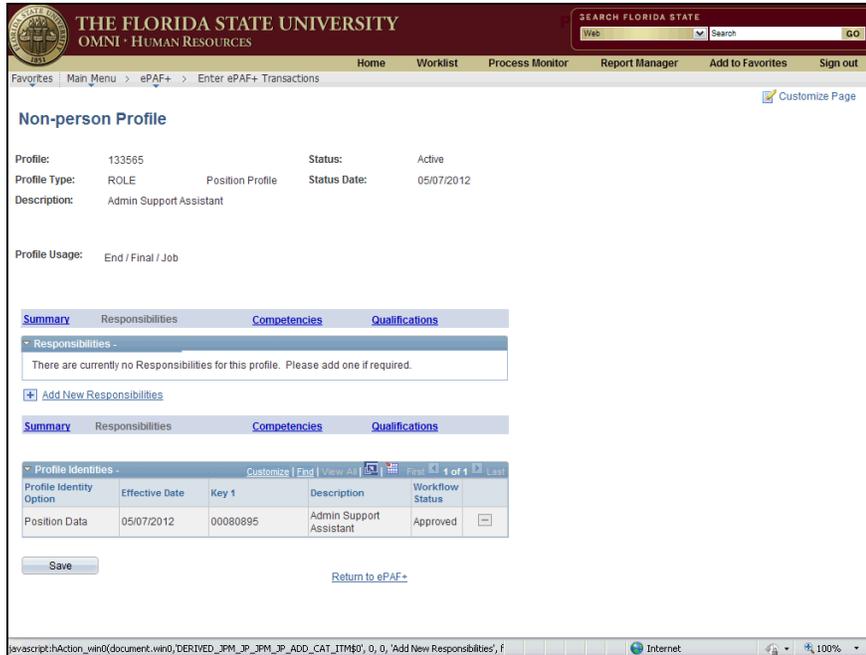
Step	Action
17.	Click the OK button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div>



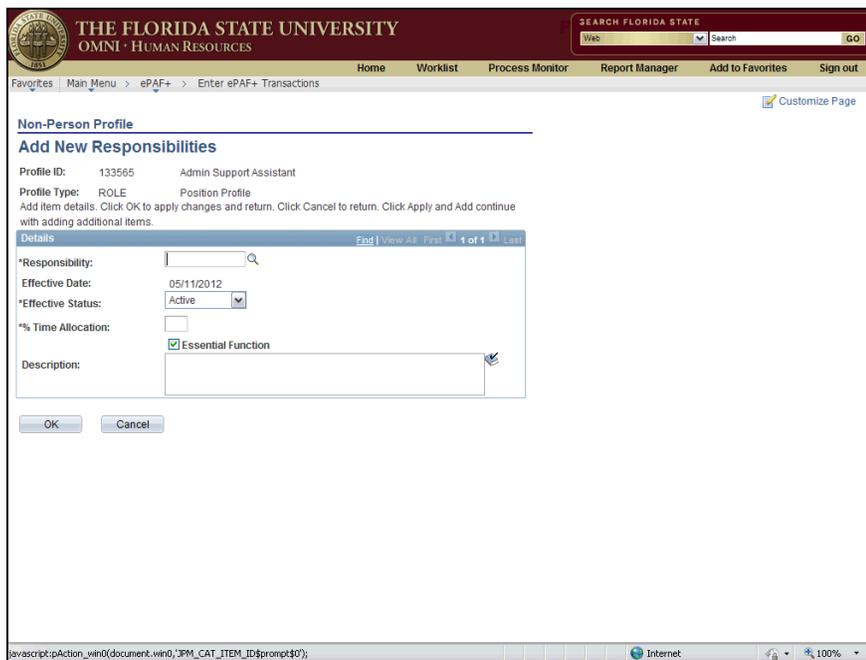
Step	Action
18.	Click the Responsibilities link. NOTE: The Responsibility section requires at least three Essential Functions with Time Allocation totaling 100% in order to save your responsibilities. The maximum number of Responsibilities a position may have is seven. Responsibilities

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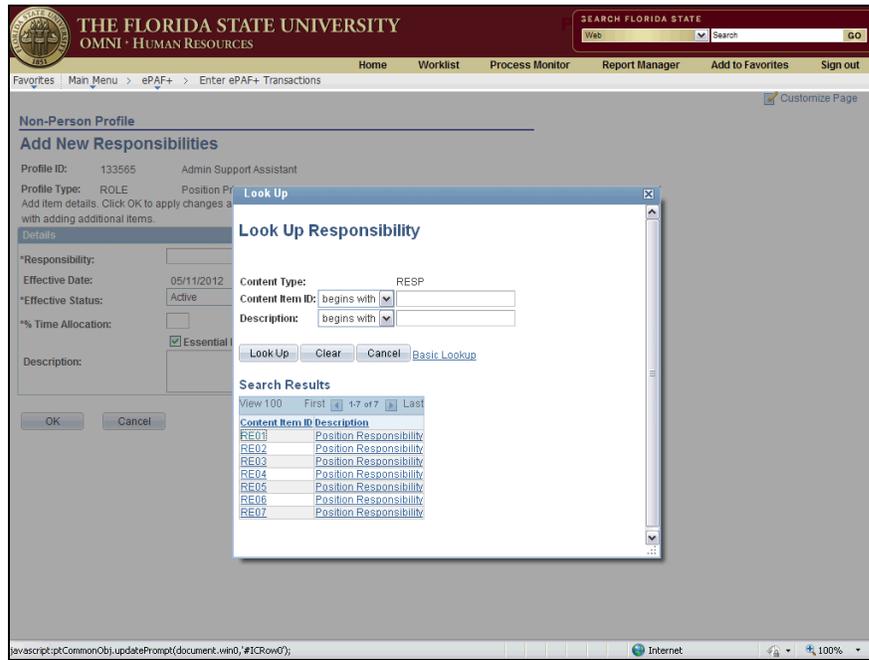
Step	Action
19.	Click the Add New Responsibilities link. Add New Responsibilities



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Step	Action
20.	Click the Look Up Responsibility button. 



Step	Action
21.	Select the appropriate Position Responsibility link. For the purpose of this example, select RE01 . 

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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions Customize Page

Non-Person Profile

Add New Responsibilities

Profile ID: 133565 Admin Support Assistant
Profile Type: ROLE Position Profile
Add item details. Click OK to apply changes and return. Click Cancel to return. Click Apply and Add continue with adding additional items.

Details End | View All First 1 of 1 Last

*Responsibility: RE01 Position Responsibility
Effective Date: 05/11/2012
*Effective Status: Active
% Time Allocation:
 Essential Function
Description:

OK Cancel

Step	Action
22.	Enter the desired information into the % Time Allocation field. For the purpose of this example, enter "35".

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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions Customize Page

Non-Person Profile

Add New Responsibilities

Profile ID: 133565 Admin Support Assistant
Profile Type: ROLE Position Profile
Add item details. Click OK to apply changes and return. Click Cancel to return. Click Apply and Add continue with adding additional items.

Details End | View All First 1 of 1 Last

*Responsibility: RE01 Position Responsibility
Effective Date: 05/11/2012
*Effective Status: Active
% Time Allocation: 35
 Essential Function
Description:

OK Cancel

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Step	Action
23.	Enter the desired information into the Description field. For the purpose of this example, enter " Assists department with standard administrative functions. Serves as first point of contact for students, faculty, staff, and visitors. "

The screenshot shows the 'Non-Person Profile' page in the ePAF+ system. The main heading is 'Add New Responsibilities'. The profile information is as follows:

- Profile ID: 133565 Admin Support Assistant
- Profile Type: ROLE Position Profile

Instructions: Add item details. Click OK to apply changes and return. Click Cancel to return. Click Apply and Add continue with adding additional items.

The 'Details' section shows the following information:

- *Responsibility: RE01 Position Responsibility
- Effective Date: 05/11/2012
- *Effective Status: Active
- % Time Allocation: 35
- Essential Function
- Description: Assists department with standard administrative functions. Serves as first point of contact for students, faculty, staff, and visitors.

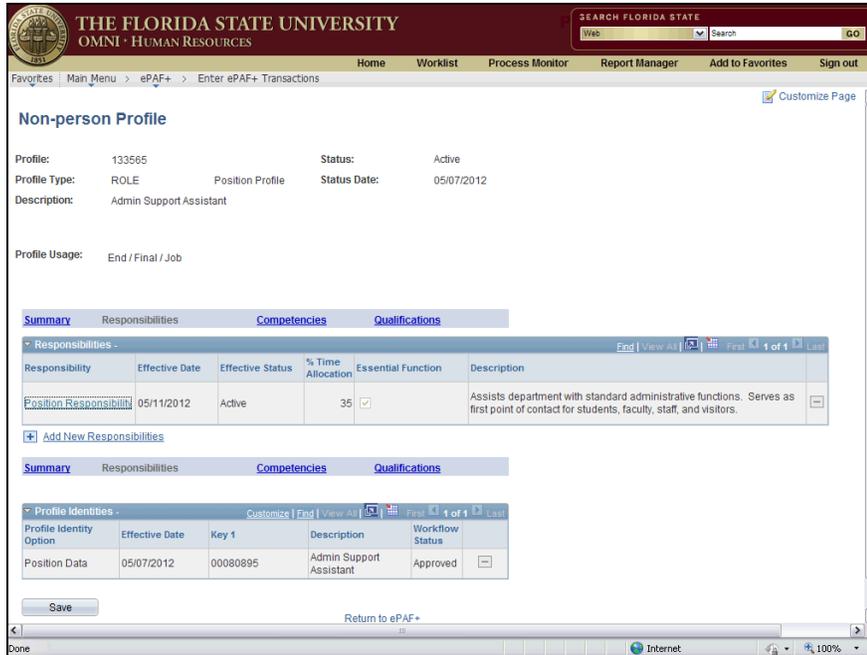
Buttons: OK, Cancel

Step	Action
24.	Click the OK button.

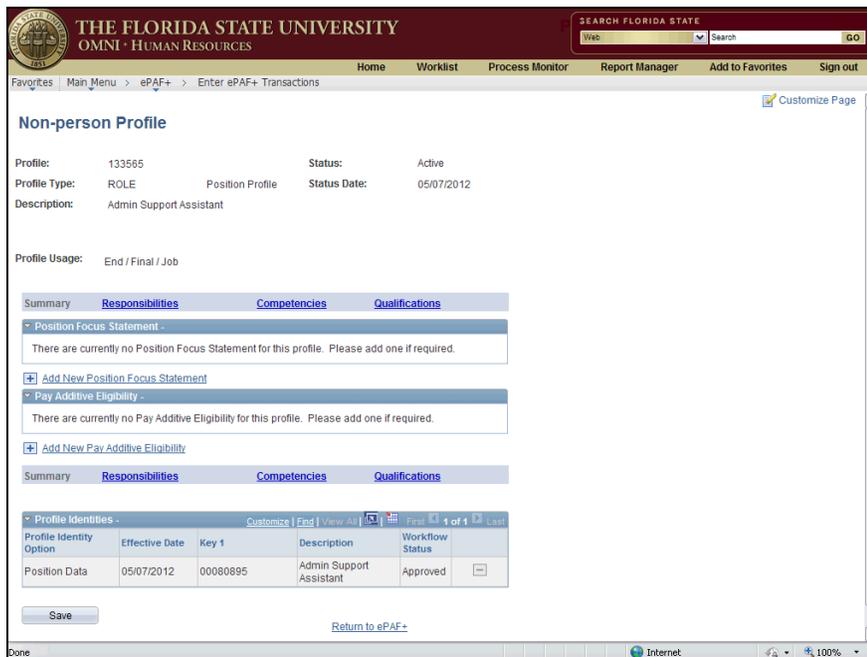


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Step	Action
25.	Continue to enter Position Responsibilities to equal 100%. For the purpose of this example we will move on to Competencies.



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Step	Action
26.	Click the Competencies link. Competencies

Non-person Profile

Profile: 133565 Status: Active
 Profile Type: ROLE Position Profile Status Date: 05/07/2012
 Description: Admin Support Assistant

Profile Usage: End / Final / Job

Summary Responsibilities **Competencies** Qualifications

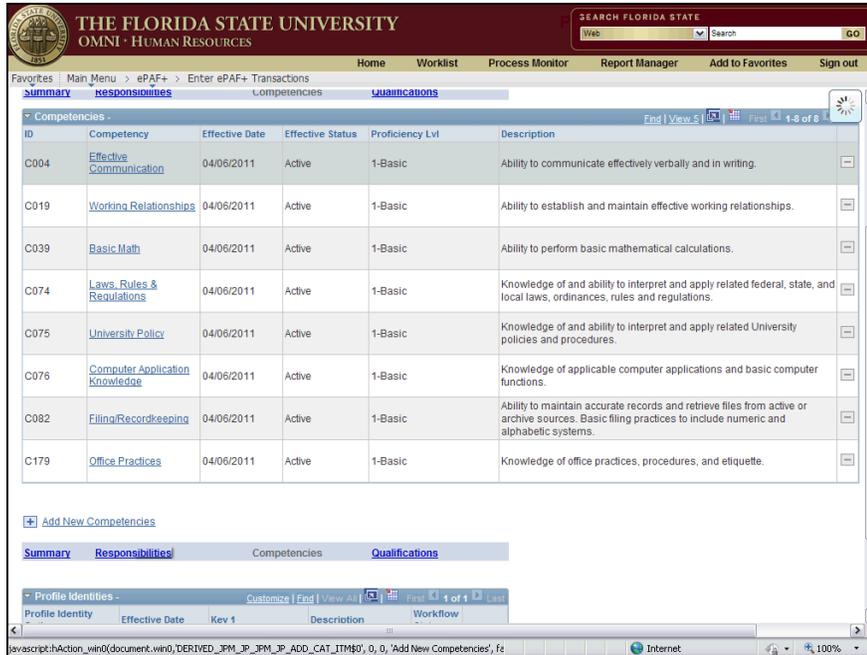
ID	Competency	Effective Date	Effective Status	Proficiency Lvl	Description
C004	Effective Communication	05/07/2012	Active	1-Basic	Ability to communicate effectively verbally and in writing.
C019	Working Relationships	05/07/2012	Active	1-Basic	Ability to establish and maintain effective working relationships.
C039	Basic Math	05/07/2012	Active	1-Basic	Ability to perform basic mathematical calculations.
C074	Laws, Rules & Regulations	05/07/2012	Active	1-Basic	Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations.
C075	University Policy	05/07/2012	Active	1-Basic	Knowledge of and ability to interpret and apply related University policies and procedures.

[Add New Competencies](#)

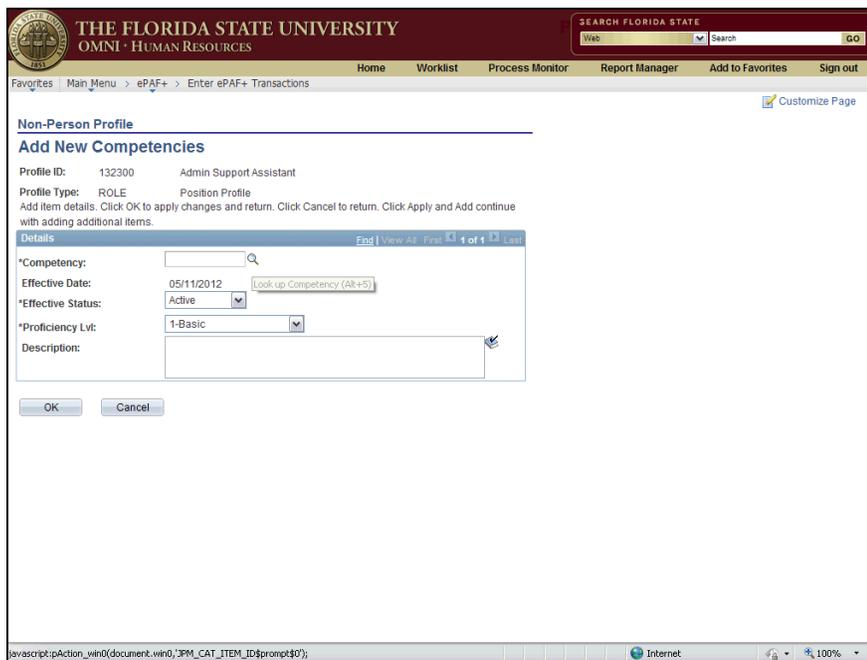
Step	Action
27.	<p>NOTE: Recommended Competencies from the job class specification will automatically load to the position profile. Based on the responsibilities of the position, you may wish to inactivate some of these recommended competencies from the profile.</p> <p>Click the View All link to view all competencies.</p> <p>View All</p>

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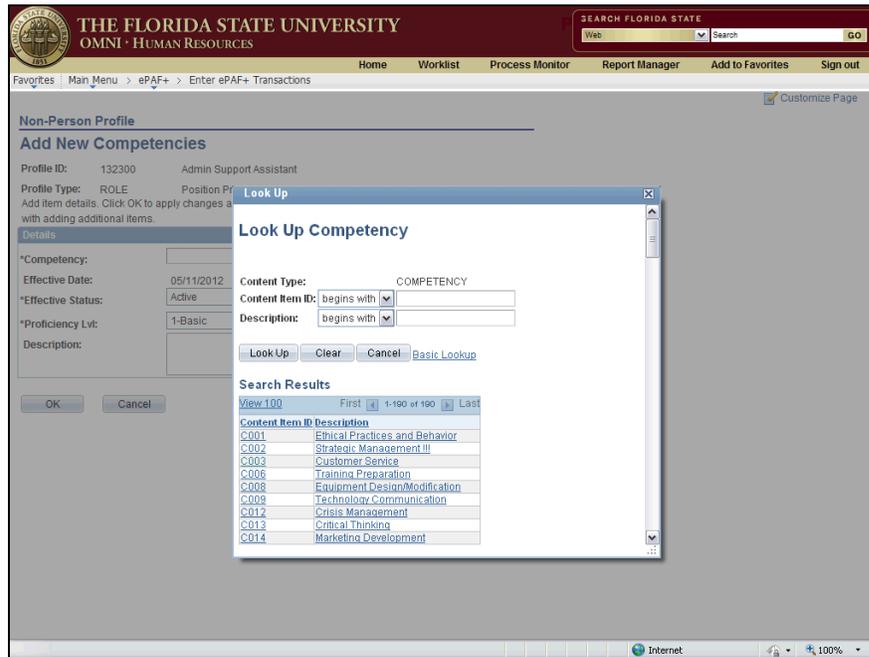
Step	Action
28.	To add a new competency, click the Add New Competencies link. Add New Competencies



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Step	Action
29.	Click the Look Up Competency button to view all available competencies or to search for a specific competency by ID or Description. 



Step	Action
30.	Select the desired competency from the catalog. For the purpose of this example, click the C003, Customer Service link. 

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Non-Person Profile
Add New Competencies

Profile ID: 132300 Admin Support Assistant
 Profile Type: ROLE Position Profile
 Add item details. Click OK to apply changes and return. Click Cancel to return. Click Apply and Add continue with adding additional items.

Details Find | View All | First | 1 of 1 | Last

*Competency: C003 Customer Service
 Effective Date: 05/11/2012
 *Effective Status: Active
 *Proficiency Lvl: 1-Basic
 Description: customer service skills.

OK Cancel

Step	Action
31.	To change the proficiency level, click the Proficiency Lvl list. For the purpose of this example, select 2-Proficient .

2-Proficient

Non-Person Profile
Add New Competencies

Profile ID: 132300 Admin Support Assistant
 Profile Type: ROLE Position Profile
 Add item details. Click OK to apply changes and return. Click Cancel to return. Click Apply and Add continue with adding additional items.

Details Find | View All | First | 1 of 1 | Last

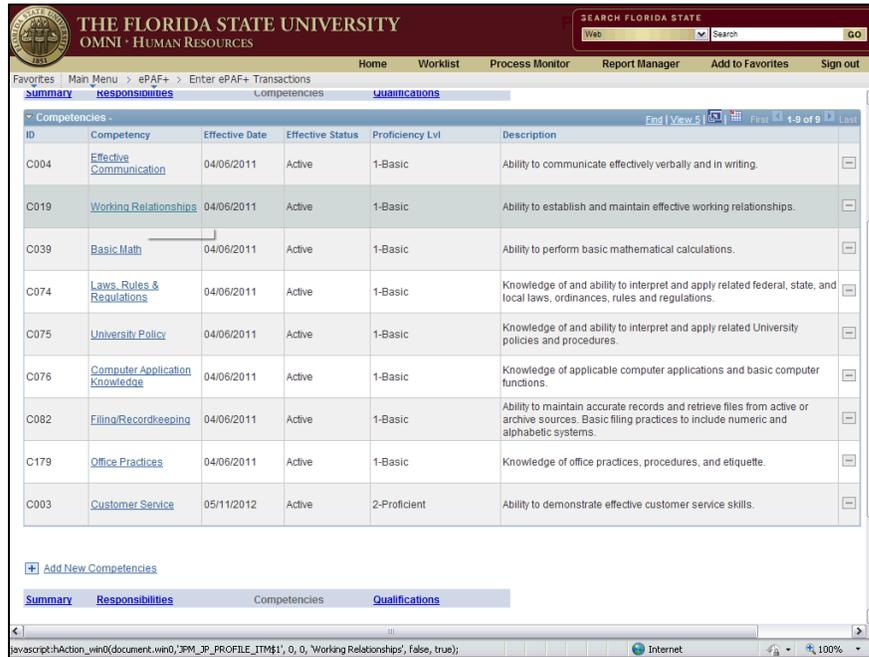
*Competency: C003 Customer Service
 Effective Date: 05/11/2012
 *Effective Status: Active
 *Proficiency Lvl: 2-Proficient
 Description: Ability to demonstrate effective customer service skills.

OK Cancel

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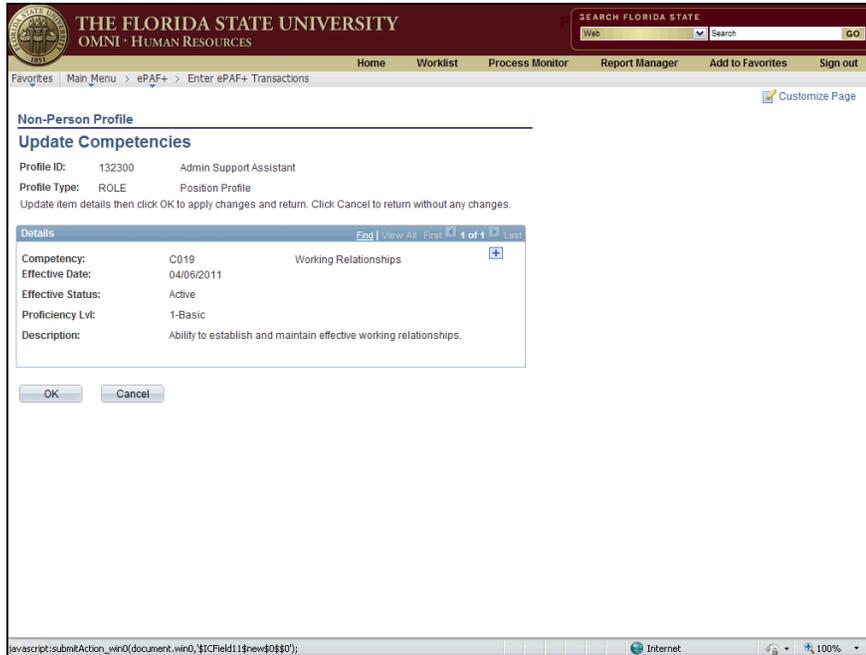
Step	Action
32.	Click the OK button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div>



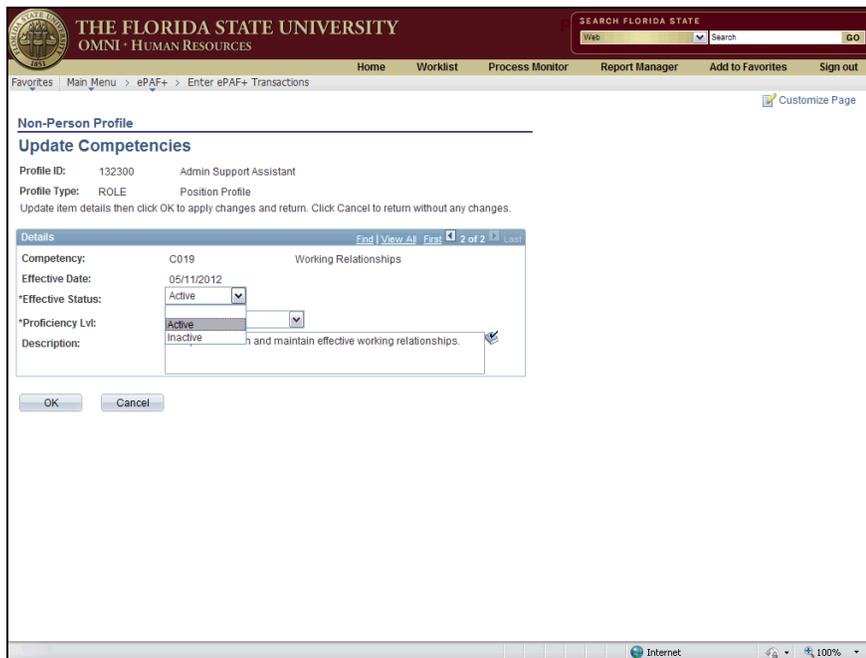
Step	Action
33.	To inactivate a competency that is currently on the profile, select the competency you would like to inactivate. For the purpose of this example, click the Working Relationships link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Working Relationships</div>

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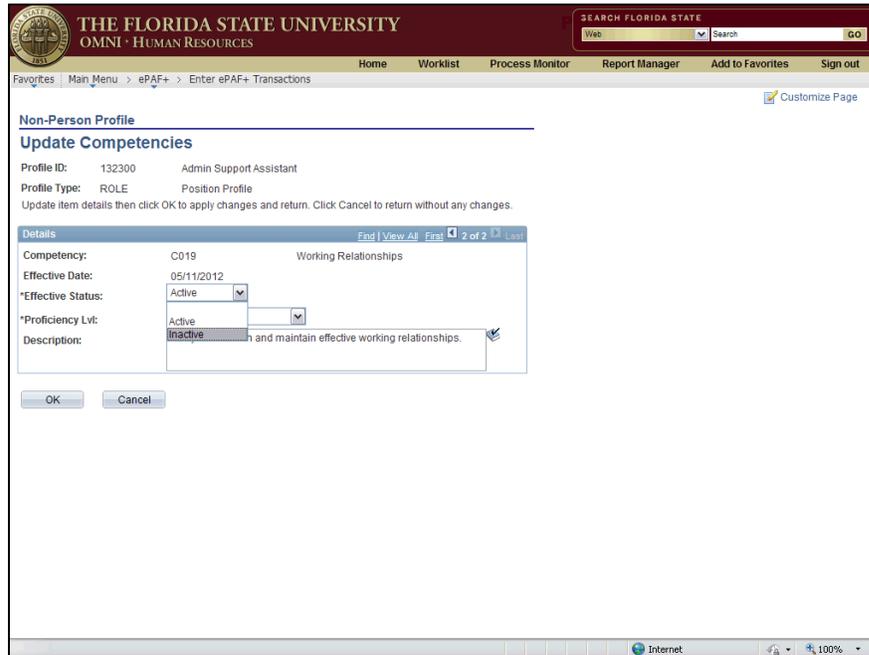
Step	Action
34.	Click the Add a New Row (plus sign) button. 



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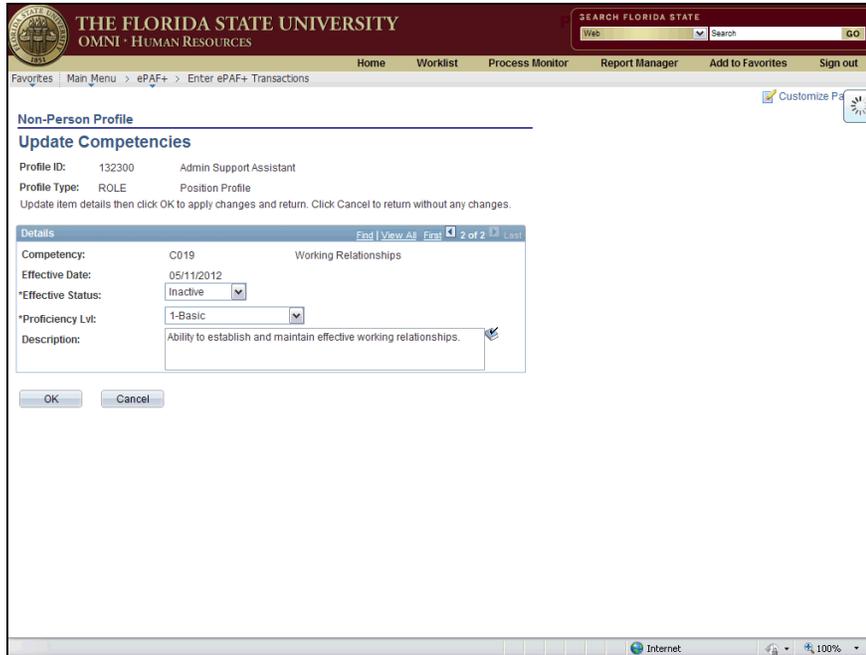
Step	Action
35.	Click the Effective Status drop-down menu. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Active ▼</div>



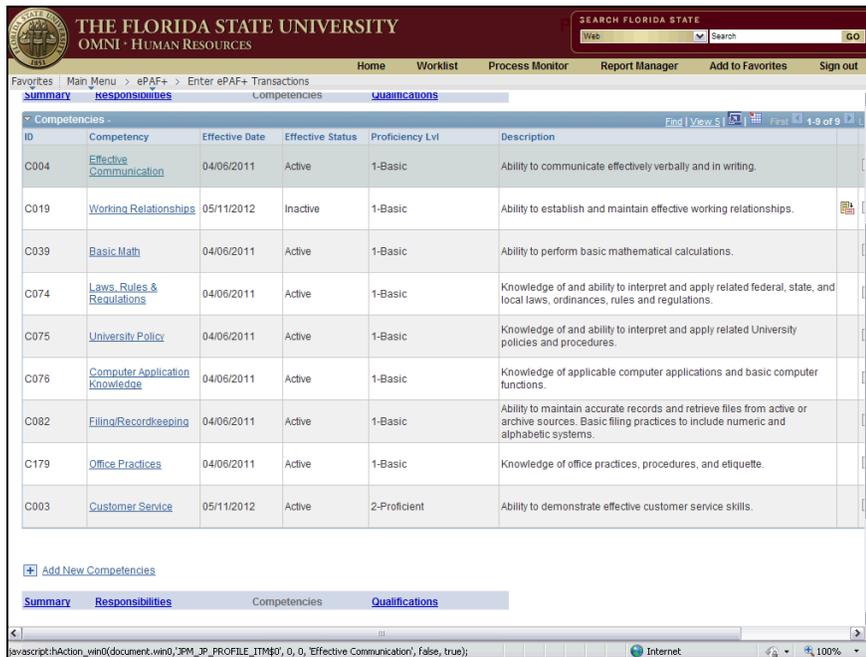
Step	Action
36.	Select Inactive from the options listed. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Inactive</div>

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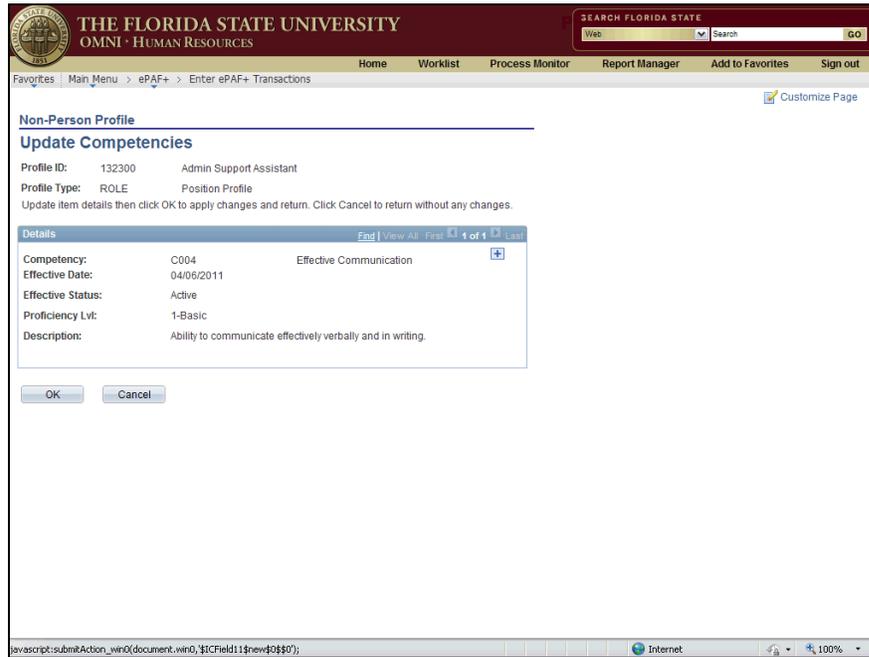
Step	Action
37.	Click the OK button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px 0;">OK</div>



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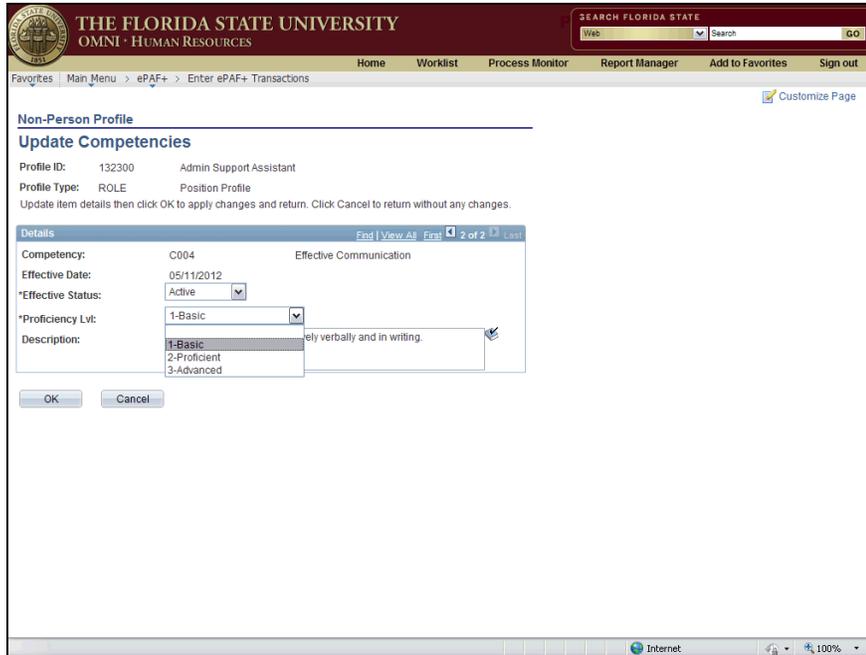
Step	Action
38.	To update the proficiency level of a competency that is currently on the profile, select the competency you would like to update. For the purpose of this example, click the Effective Communication link.



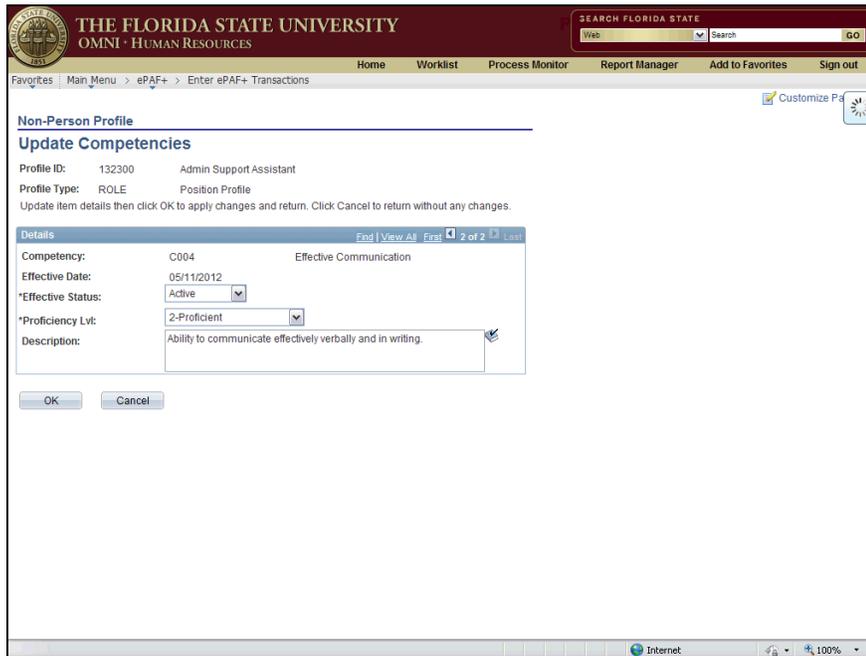
Step	Action
39.	Click the Add a New Row (plus sign) button. 

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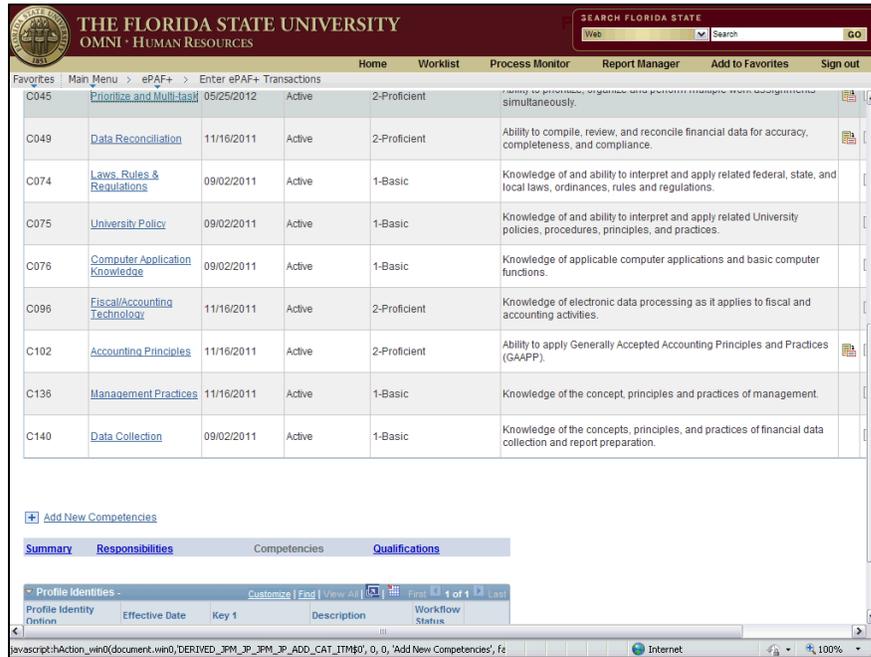
Step	Action
40.	To change the proficiency level, click the Proficiency Lvl list. For the purpose of this example, select 2-Proficient .



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Step	Action
41.	Click the OK button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div>



Step	Action
42.	<p>NOTE: Although there are no limitations on the number of competencies a position can have, it is recommended that no more than 25 competencies are assigned.</p> <p>For assistance in assigning appropriate competencies to a position, contact the HR Compensation/Classification department.</p>

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The screenshot shows the 'ePAF+' interface with a list of competencies. The 'Save' button is highlighted in blue.

Competency ID	Competency Name	Effective Date	Status	Level	Description
C074	Laws, Rules & Regulations	04/06/2011	Active	1-Basic	Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations.
C075	University Policy	04/06/2011	Active	1-Basic	Knowledge of and ability to interpret and apply related University policies and procedures.
C076	Computer Application Knowledge	04/06/2011	Active	1-Basic	Knowledge of applicable computer applications and basic computer functions.
C082	Filing/Recordkeeping	04/06/2011	Active	1-Basic	Ability to maintain accurate records and retrieve files from active or archive sources. Basic filing practices to include numeric and alphabetic systems.
C179	Office Practices	04/06/2011	Active	1-Basic	Knowledge of office practices, procedures, and etiquette.
C003	Customer Service	05/11/2012	Active	2-Proficient	Ability to demonstrate effective customer service skills.

Buttons: [Add New Competencies](#), [Save](#), [Return to ePAF+](#)

Step	Action
43.	Click the Save button.

The screenshot shows the profile page for 'Admin Support Assistant' (Profile ID: 133395). The 'Save' button is highlighted in blue.

Profile Information:
 Profile: 133395 | Status: Active
 Profile Type: ROLE | Position Profile | Status Date: 09/02/2011
 Description: Admin Support Assistant
 Profile Usage: End / Final / Job

Navigation: [Summary](#) | [Responsibilities](#) | [Competencies](#) | [Qualifications](#)

Education/Experience Section:

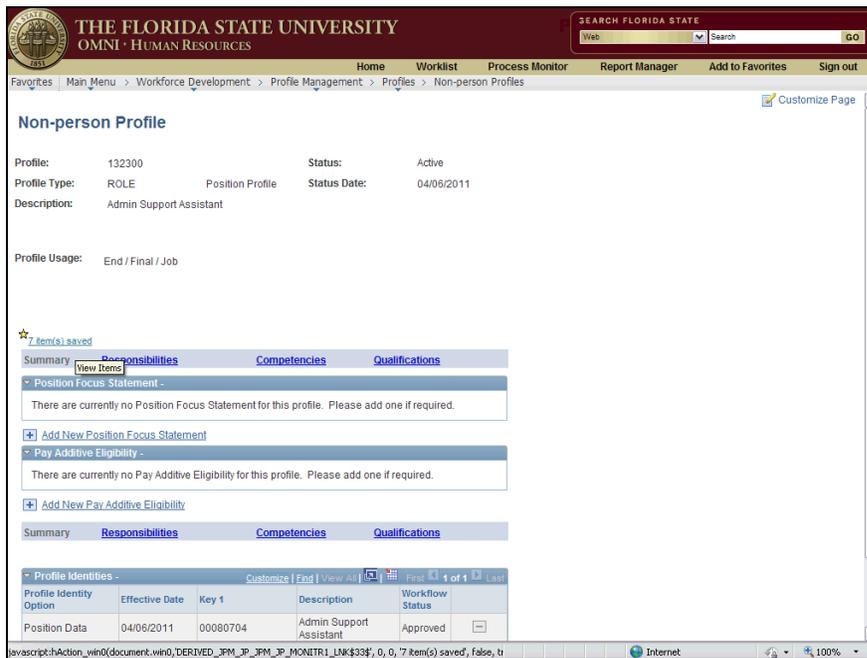
Education/Experience	Effective Date	Education Level	Years of Experience	Experience Substitutable	Note
Education/Experience	11/16/2011	High School or Equivalency	2	<input checked="" type="checkbox"/>	

Other sections: Degrees, Licenses & Certifications, Tests/Examinations, Memberships.

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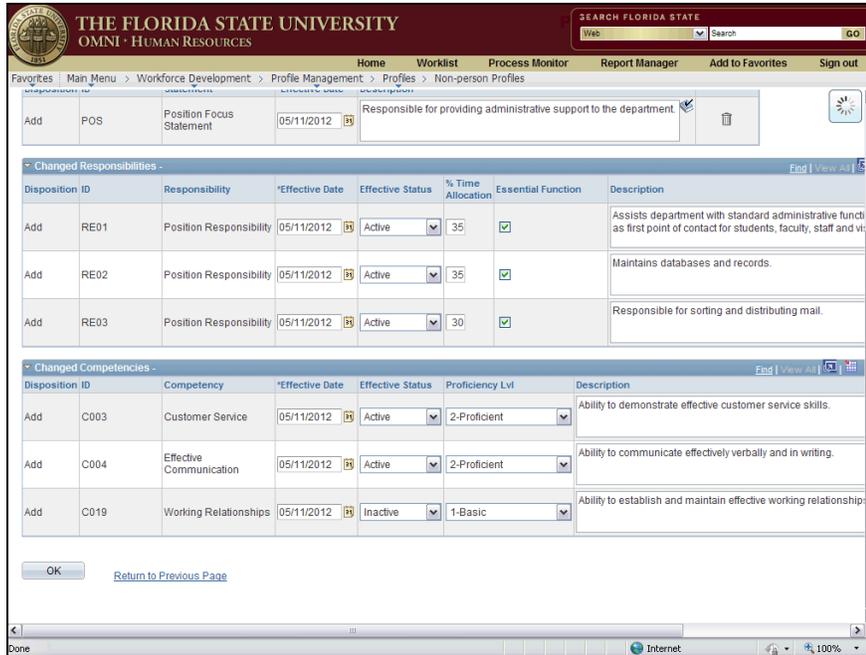
Step	Action
44.	<p>NOTE: Education/experience, licenses/certifications, tests/examinations (i.e. background checks), and memberships can all be found under the Qualifications section.</p> <p>The minimum education/experience listed on the job class specification will automatically load to the profile. Education/experience should match the job code designated minimum education/experience. Please contact your Classification Analyst if you need to require education/experience above the minimum of the job code.</p>



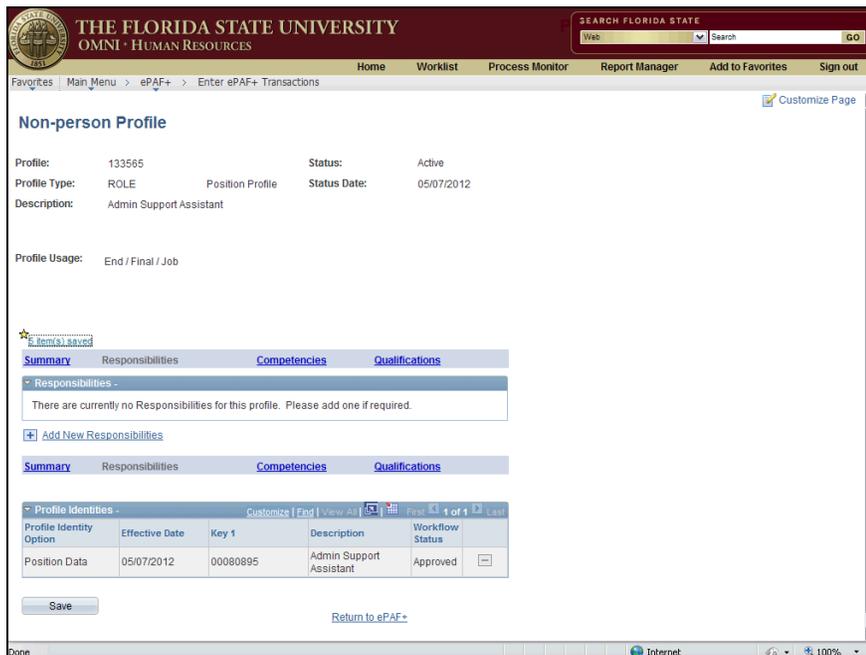
Step	Action
45.	<p>Changes to a position profile will not appear on the profile until the ePAF+ transaction has been fully approved. To view or make changes to your updates, click the item(s) saved link.</p> <p>7 item(s) saved</p>

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New Position: Updating from Proposed to Approved



Step	Action
46.	For the purpose of this example you have 7 saved items. Click the OK button once you have finished reviewing/revising your saved items. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;">OK</div>



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New Position: Updating from Proposed to Approved

Step	Action
47.	If you have made any additional changes, click Save . After you have saved the changes, click the Return to ePAF+ link. Return to ePAF+

The screenshot shows the 'Enter ePAF+ Transactions' page in the ePAF+ system. The page is titled 'THE FLORIDA STATE UNIVERSITY OMNI - HUMAN RESOURCES'. It features a search bar at the top right and a navigation menu at the top. The main content area includes several sections: 'Position Description' with a profile ID of 133565 and a link to 'Position Profile Data'; 'Originator's Information' with fields for Name (Jenna Allen), Telephone (850/644-4286), and Email ID (ps_invalid_email@admin.fsu.edu); 'Additional Approver (Required)' with a field for *VP Approver; 'Pre-Manager Approver (Optional)' with a field for Pre-Manager Approver; and an *Originator Comments text area. At the bottom, there are buttons for Submit, Save as Draft, Cancel Draft, and Return to Transaction Search / Action Page, along with an Approval Signatures section.

Step	Action
48.	Enter the appropriate VP Approver into the VP Approver field. For the purpose of this example, enter " TFULCHER ".

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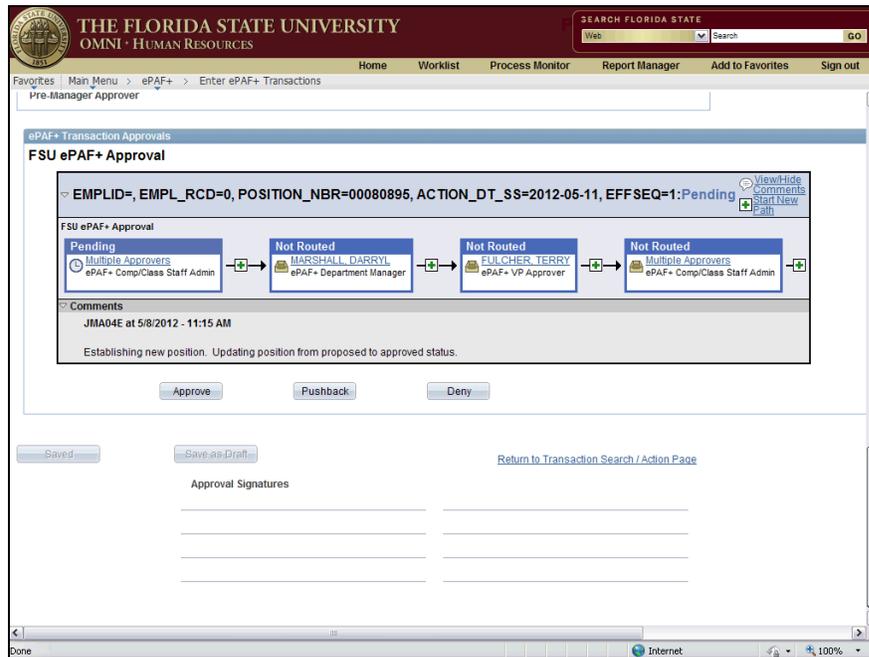
New Position: Updating from Proposed to Approved

Step	Action
49.	<p>Comments are required by the originator. Indicate any information an approver may need to know prior to approving the ePAF+ transaction into the Comments field.</p> <p>For the purpose of this example, enter, "Establishing new position. Updating position from proposed to approved status."</p>

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New Position: Updating from Proposed to Approved

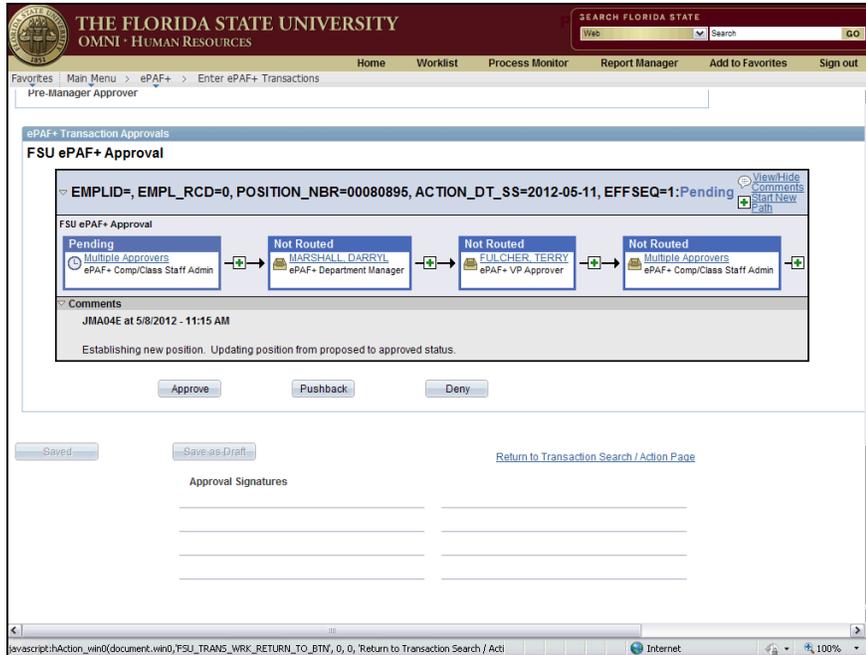
Step	Action
50.	<p>If you would like to save the transaction as a draft to submit later, click the Save as Draft button, otherwise, click Submit. For the purpose of this example, click the Submit button.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Submit</div>



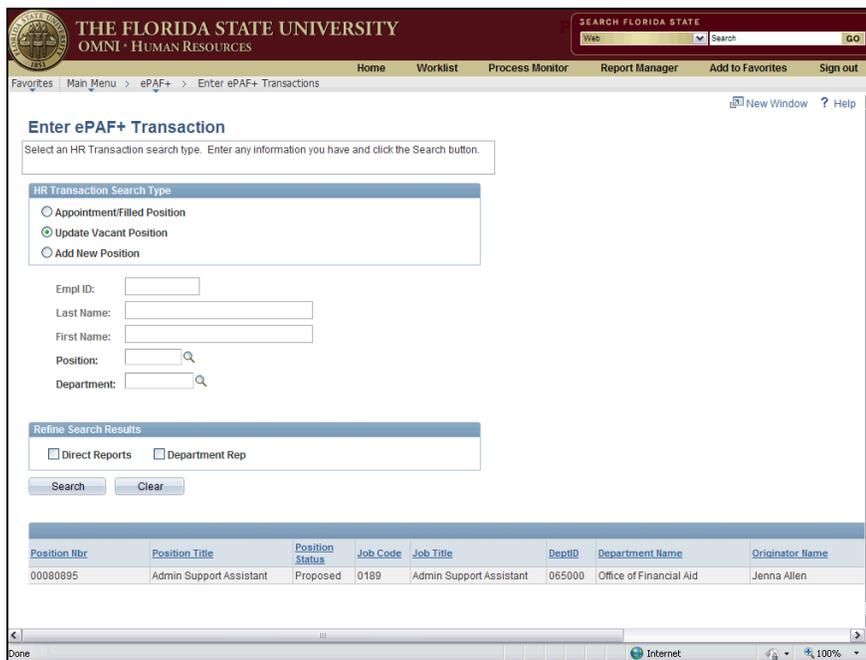
Step	Action
51.	<p>Review Approval Routing here. To insert an approver, select the "+" at the desired step. The inserted approver must have appropriate approval authority.</p>

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New Position: Updating from Proposed to Approved



Step	Action
52.	Click the Return to Transaction Search / Action Page link. Return to Transaction Search / Action Page



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Step	Action
53.	Click the Home link. Home



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