

Reappointing an OPS Employee

Overview:

Understanding the OPS Reappointment Process

This guide includes the basic steps for reappointing OPS employees and adding funding using the electronic Personnel Action Form Plus (ePAF+) in **OMNI Human Resources**. The ePAF+ cannot be used for retroactive reappointments/funding 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:

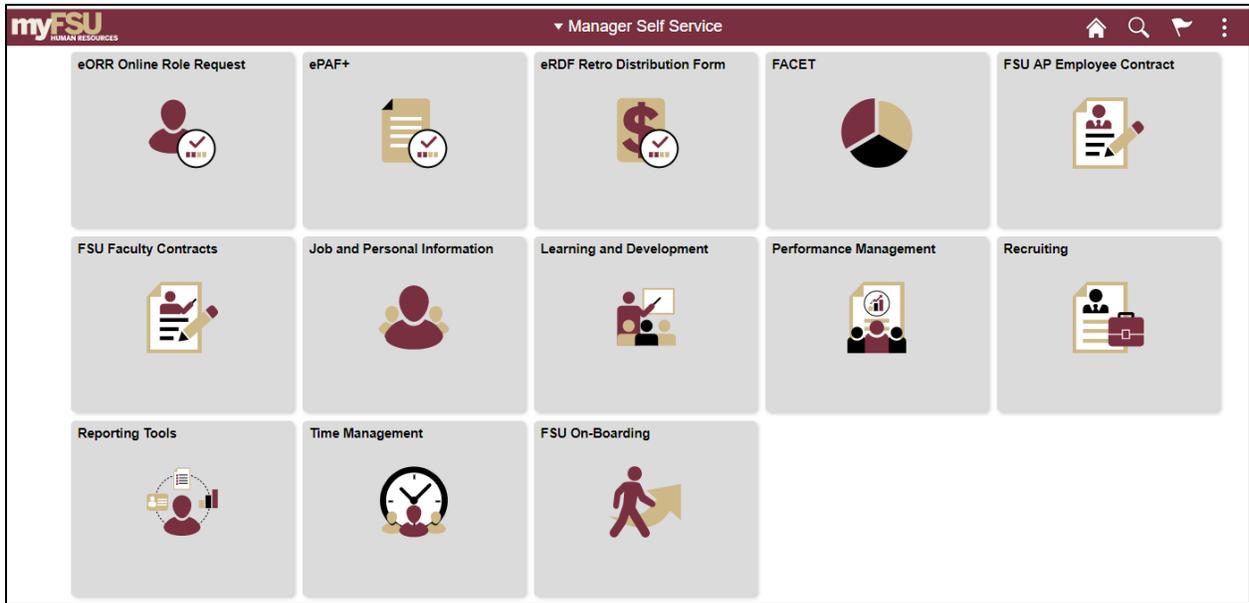
In this topic, you will learn the steps to reappoint an OPS employee and add funding information using the electronic Personnel Action Form Plus (ePAF+).

Key Information:

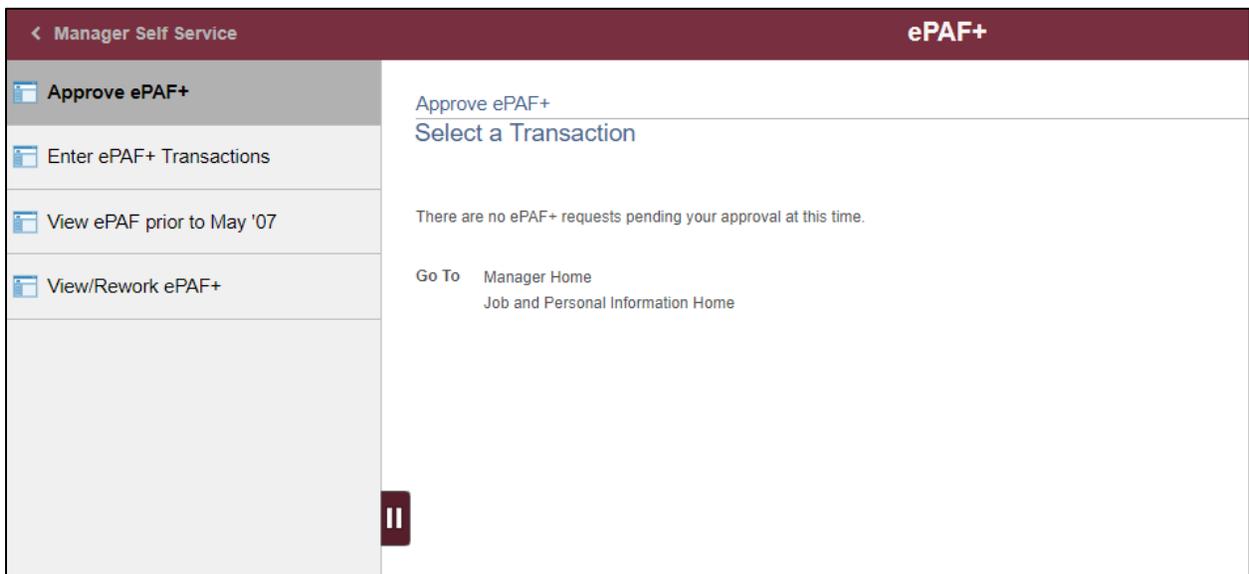
- Empl ID
- Name
- Effective Date
- Appointment Funding

Training Guide

Reappointing an OPS Employee



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
- Appointment/Filled Position
- Courtesy Appointments
- Update Vacant 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:

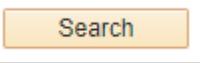
Position:

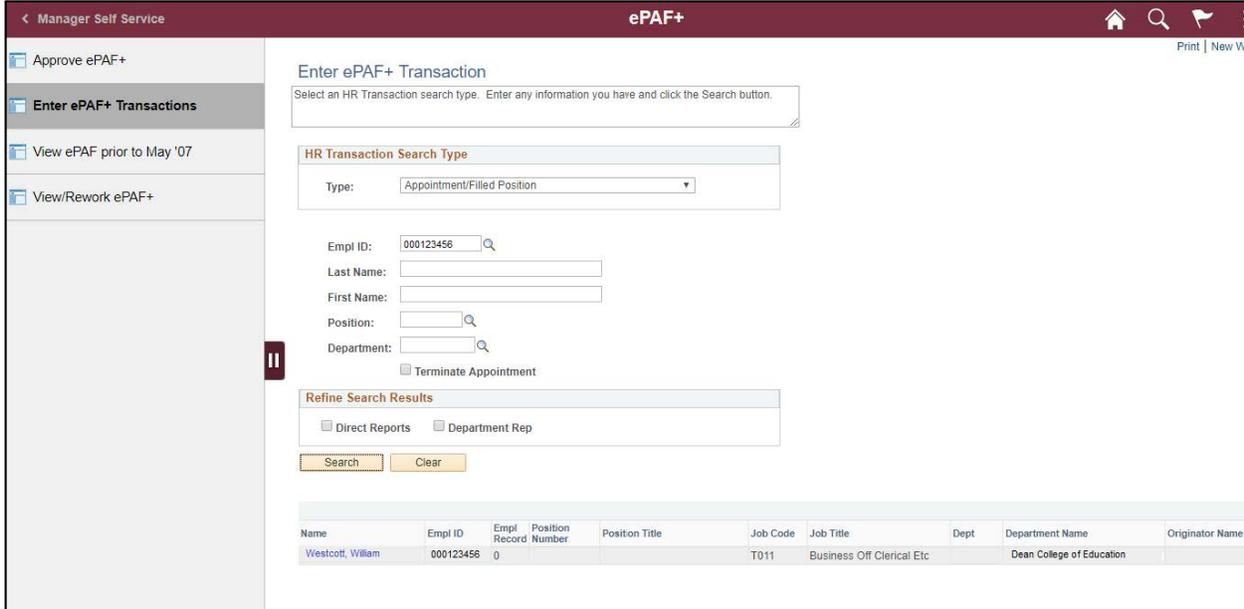
Department:

Terminate Appointment

Refine Search Results

Direct Reports Department Rep

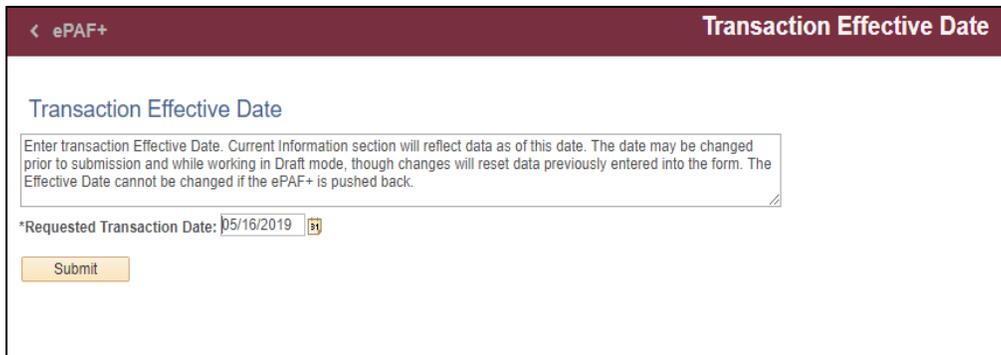
Step	Action
5.	Click the Search button. 



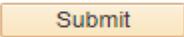
The screenshot shows the 'Enter ePAF+ Transaction' page. The search results table is as follows:

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. 



The screenshot shows the 'Transaction Effective Date' form. The 'Requested Transaction Date' is set to 05/16/2019. A 'Submit' button is visible at the bottom.

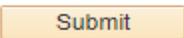
Step	Action
7.	Click the Submit button. 
8.	Note: The Requested Transaction Date will default to the current Date. Enter the desired information into the *Requested Transaction Date: Required field. For the purpose of this example, Enter " 05/31/2019 ".

< 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:

Step	Action
9.	Click the Submit button. 

Salary ?

		Reason Code
Hourly Rate	10.000000	Hourly Change Rate <input type="text"/>
Bi-Weekly Rate	160.000000	Change Pct <input type="text"/>

Appointment Funding ?

Current Account / Distribution %

Begin Date	End Date	Total Period Amount
04/19/2019	04/26/2019	96.000000

Account Code	Description	Dist %	Period Amount
1080001100	ITS GEN_REV OPS	100.000	96.000000

Allow Gaps in Funding Dates [Copy Budget Forward](#) [Department Budget Table](#)

Proposed Account / Distribution %

Begin Date	End Date	Total Dist %	Total Period Amount
05/31/2019	<input type="text"/>	0.000	

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

Originator's Information

Step	Action
10.	Click in the End Date field.
11.	Enter the desired information into the End Date field. For the purpose of this example, Enter " 12/20/2019 ".

The screenshot displays the 'Salary' and 'Appointment Funding' sections of a software interface. The 'Appointment Funding' section is expanded to show 'Current Account / Distribution %' and 'Proposed Account / Distribution %'. The 'Current Funding' table has one entry: Account Code 1080001100, Description ITS GEN_REV OPS, Dist % 100.000, and Period Amount 96.000000. The 'Proposed Funding' table is currently empty. The 'End Date' field in the 'Proposed' section is set to 12/20/2019.

Step	Action
12.	Press [Tab] to exit the field.
13.	Click in the Account Code field.
14.	Enter the desired information into the field. For the purpose of this example, Enter " 123000110o ".

Salary ?

Hourly Rate: 10.000000
Bi-Weekly Rate: 160.000000

Reason Code: _____
Hourly Change Rate: _____
Change Pct: _____

Appointment Funding ?

Current Account / Distribution %

Begin Date: 04/19/2019 End Date: 04/26/2019 Total Period Amount: 96.000000

Account Code	Description	Dist %	Period Amount
1080001100	ITS_GEN_REV OPS	100.000	96.000000

Allow Gaps in Funding Dates [Copy Budget Forward](#) [Department Budget Table](#)

Proposed Account / Distribution %

Begin Date: 05/31/2019 End Date: 12/20/2019 Total Dist %: 0.000 Total Period Amount: _____

Account Code	Description	Dist %	Period Amt
1230001100	EDU_DEAN_GEN_REV OPS	_____	_____

Originator's Information

Step	Action
15.	Press [Tab] to exit the field.
16.	Click in the Distribution Percent field.
17.	Enter the desired information into the field. For the purpose of this example, Enter "50.00" .

Salary ?

Hourly Rate: 10.000000
Bi-Weekly Rate: 160.000000

Reason Code: _____
Hourly Change Rate: _____
Change Pct: _____

Appointment Funding ?

Current Account / Distribution %

Begin Date: 04/19/2019 End Date: 04/26/2019 Total Period Amount: 96.000000

Account Code	Description	Dist %	Period Amount
1080001100	ITS_GEN_REV OPS	100.000	96.000000

Allow Gaps in Funding Dates [Copy Budget Forward](#) [Department Budget Table](#)

Proposed Account / Distribution %

Begin Date: 05/31/2019 End Date: 12/20/2019 Total Dist %: 50.000 Total Period Amount: 1168.000000

Account Code	Description	Dist %	Period Amt
1230001100	EDU_DEAN_GEN_REV OPS	50.000	1168.000000

Step	Action
18.	Press [Tab] to exit the field.
19.	Click the Add a new row "+" key. 

Salary ?

Hourly Rate: 10.000000
Bi-Weekly Rate: 160.000000

Reason Code
Hourly Change Rate
Change Pct

Appointment Funding ?

Current Account / Distribution %

Begin Date	End Date	Total Period Amount
04/19/2019	04/26/2019	96.000000

Current Funding

Account Code	Description	Dist %	Period Amount
1080001100	ITS_GEN_REV OPS	100.000	96.000000

Allow Gaps in Funding Dates [Copy Budget Forward](#) [Department Budget Table](#)

Proposed Account / Distribution %

Begin Date	End Date	Total Dist %	Total Period Amount
05/31/2019	12/20/2019	50.000	1168.000000

Proposed Funding

Account Code	Description	Dist %	Period Amt
1230001100	EDU_DEAN_GEN_REV OPS	50.000	1168.000000

Step	Action
20.	Enter the desired information into the Account Code field. Enter "0250001100" .

Salary ?

Hourly Rate: 10.000000
Bi-Weekly Rate: 160.000000

Reason Code
Hourly Change Rate
Change Pct

Appointment Funding ?

Current Account / Distribution %

Begin Date	End Date	Total Period Amount
04/19/2019	04/26/2019	96.000000

Current Funding

Account Code	Description	Dist %	Period Amount
1080001100	ITS_GEN_REV OPS	100.000	96.000000

Allow Gaps in Funding Dates [Copy Budget Forward](#) [Department Budget Table](#)

Proposed Account / Distribution %

Begin Date	End Date	Total Dist %	Total Period Amount
05/31/2019	12/20/2019	50.000	1168.000000

Proposed Funding

Account Code	Description	Dist %	Period Amt
1230001100	EDU_DEAN_GEN_REV OPS	50.000	1168.000000
0250001100	HUMAN_RES_GEN_REV OPS		

Step	Action
21.	Click in the Distribution Percent field.
22.	Enter the desired information into the field. For the purpose of this example, Enter " 50.00 ".

Salary ?

Hourly Rate: 10.000000
Bi-Weekly Rate: 160.000000

Reason Code: _____
Hourly Change Rate: _____
Change Pct: _____

Appointment Funding ?

Current Account / Distribution %

Begin Date	End Date	Total Period Amount
04/19/2019	04/26/2019	96.000000

Current Funding

Account Code	Description	Dist %	Period Amount
1080001100	ITS GEN_REV OPS	100.000	96.000000

Allow Gaps in Funding Dates [Copy Budget Forward](#) [Department Budget Table](#)

Proposed Account / Distribution %

Begin Date	End Date	Total Dist %	Total Period Amount
05/31/2019	12/20/2019	100.000	2336.000000

Proposed Funding

Account Code	Description	Dist %	Period Amt
1230001100	EDU_DEAN GEN_REV OPS	50.000	1168.000000
0250001100	HUMAN_RES GEN_REV OPS	50.000	1168.000000

Step	Action
23.	Click in the *Originator Comments: Required field.
24.	NOTE: Comments are required. Enter the desired information into the *Originator Comments: Required field. For the purpose of this example, Enter " Employee being reappointed with split funding. "

Account Code	Description	Dist %	Period Amount
1080001100	ITS GEN_REV OPS	100.000	96.000000

Allow Gaps in Funding Dates [Copy Budget Forward](#) Department Budget Table

Proposed Account / Distribution %

Begin Date	End Date	Total Dist %	Total Period Amount
05/31/2019	12/20/2019	100.000	2336.000000

Proposed Funding

Account Code	Description	Dist %	Period Amt
1230001100	EDU_DEAN GEN_REV OPS	50.000	1168.000000
0250001100	HUMAN_RES GEN_REV OPS	50.000	1168.000000

Originator's Information

Name: Shayna Harris Telephone: 352/256-7090
 Email ID: SLH13C@psinvald.fsu.edu

Additional Approver (Optional)
 VP Approver: _____

Pre-Manager Approver (Optional)
 Pre-Manager Approver: _____

ePAF+ Originator Comments

*Originator Comments: Employee being reappointed with split funding

Step	Action
25.	Click the Submit button.

Submit

Account Code	Description	Dist %	Period Amount
1230001100	EDU_DEAN GEN_REV OPS	50.000	3096.000000
0250001100	HUMAN_RES GEN_REV OPS	50.000	3096.000000

Originator's Information

Name: Susan Seminoke Telephone: 650-644-0000
 Email ID: sseminoke@fsu.edu

Additional Approver (Optional)
 VP Approver: _____

Pre-Manager Approver (Optional)
 Pre-Manager Approver: _____

ePAF+ Originator Comments

FSU ePAF+ Approval

EMPLID=000084832, EMPL_RCD=0, POSITION_NBR=, ACTION_DT_SS=2013-06-16, EFFSEQ=0: Pending [View/Hide Comments](#)

FSU ePAF+ Approval

Pending: Notes_Rev (ePAF+ Department Manager) → Not Routed: Multiple Approvals (ePAF+ EDM Admin)

Comments

sseminoke at 07/29/13 - 2:36 PM
 Employee being reappointment with split funding.

Step	Action
26.	Congratulations! You have completed the topic. End of Procedure.