

## Transferring an OPS Employee to Your Department

### Overview:

#### Understanding the Transferring an OPS Employee Process

This guide includes the basic steps for transferring an active OPS employee to your department using the electronic Personnel Action Form Plus (ePAF+) module 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.

Please confirm that the OPS employee is not retaining their appointment with the original department. If an employee is working for more than one department, please submit a dual compensation form for approval.

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.

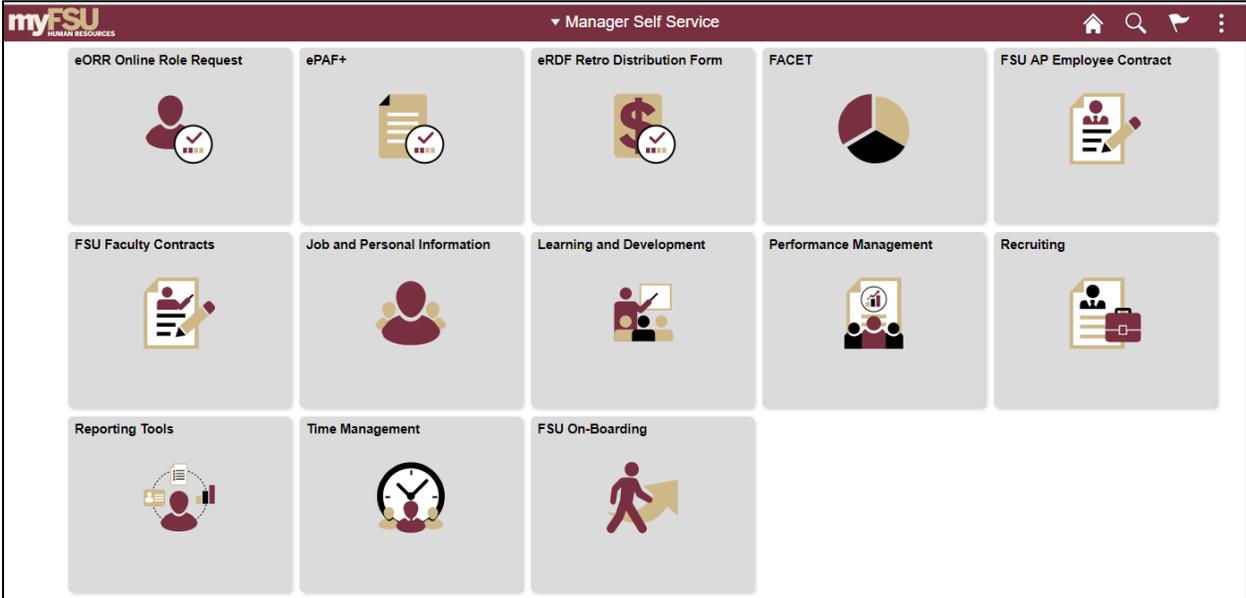
#### Procedure

##### Scenario:

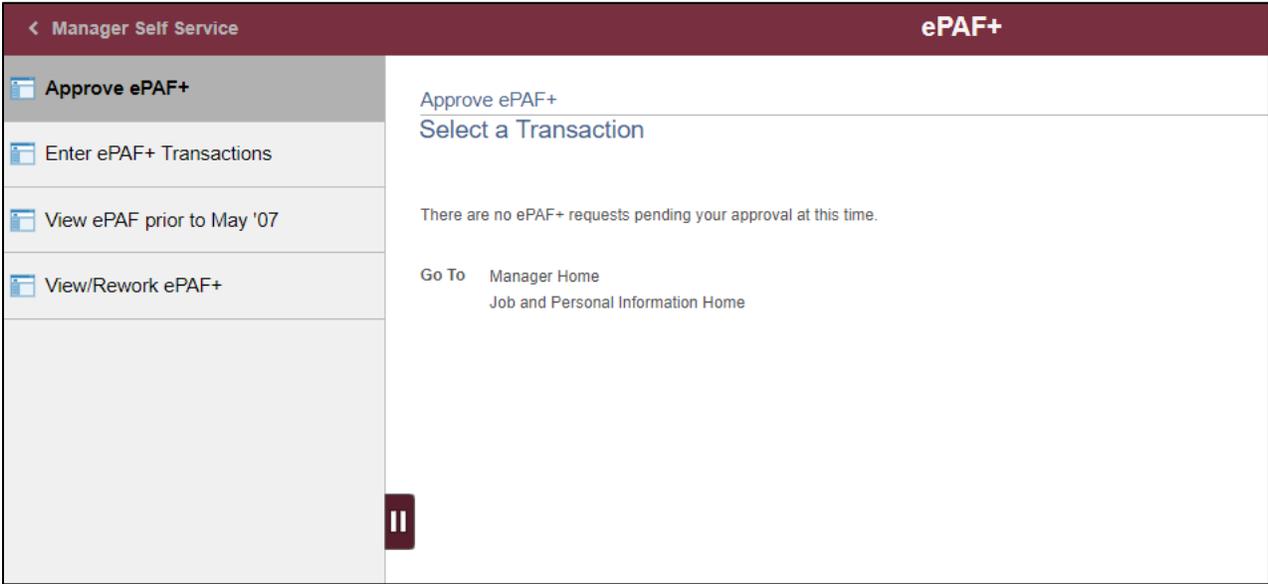
In this topic, you will learn the steps to transfer an OPS employee to your department using the electronic Personnel Action Form Plus (ePAF+).

##### Key Information:

- Empl ID
- Name
- Effective Date
- Job Code
- Standard Hours
- Department
- Location Code
- Supervisor ID
- Mail Code
- Hourly Rate
- Account Code
- End Date



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

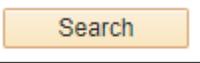


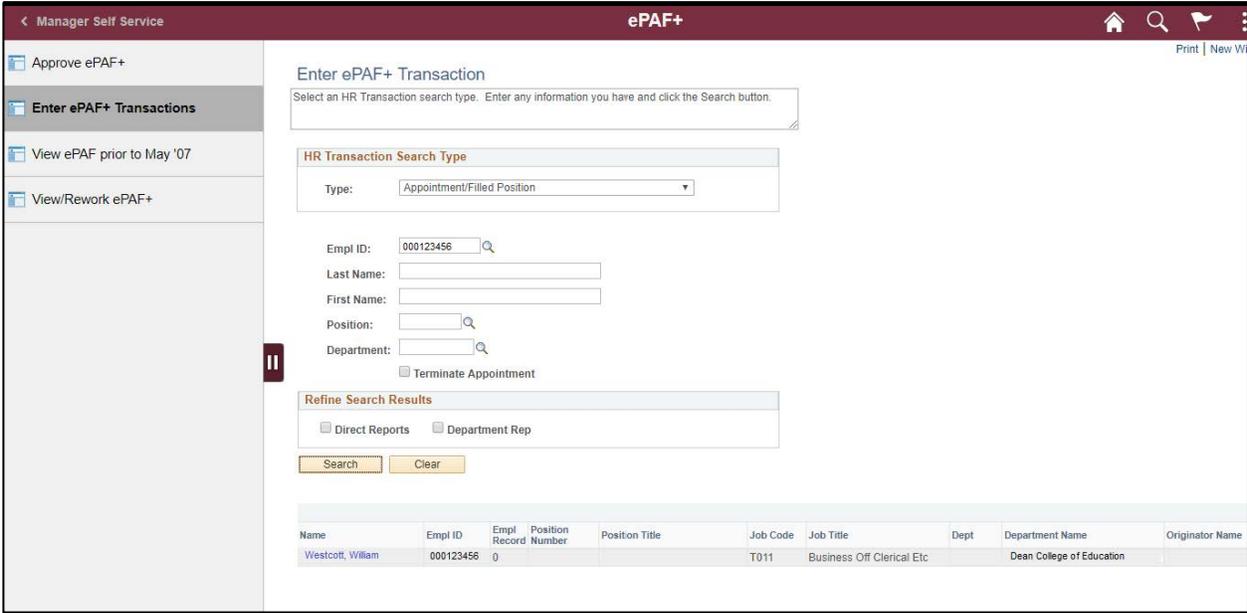
Step	Action
3.	Click <b>Enter ePAF+ Transactions</b> . Select the type of transaction from the drop down menu.

The screenshot shows the 'Enter ePAF+ Transaction' page in the Manager Self Service system. On the left is a navigation menu with options: Approve ePAF+, Enter ePAF+ Transactions (highlighted), View ePAF prior to May '07, and View/Rework ePAF+. The main content area has a title 'Enter ePAF+ Transaction' and a search instruction: 'Select an HR Transaction search type. Enter any information you have and click the Search button.' Below this is a section titled 'HR Transaction Search Type' containing a 'Type:' dropdown menu. The dropdown is open, showing a list of options: 'Add New Position', 'Appointment/Filled Position', 'Courtesy Appointments', and 'Update Vacant Position'. Below the dropdown are input fields for 'Empl ID:', 'Last Name:', 'First Name:', 'Position:', and 'Department:'. At the bottom of this section are 'Search' and 'Clear' buttons. A 'Refine Search Results' section below contains checkboxes for 'Direct Reports' and 'Department Rep'. A red pause icon is visible at the bottom left of the main content area.

Step	Action
4.	Enter the desired information into the <b>Empl ID</b> field.

This screenshot shows the same 'Enter ePAF+ Transaction' page as the previous one, but with the 'Empl ID' field now containing the value '000123456'. The 'Type' dropdown menu is now closed and set to 'Appointment/Filled Position'. The 'Last Name:', 'First Name:', 'Position:', and 'Department:' fields are still empty. The 'Search' and 'Clear' buttons are visible at the bottom. The 'Refine Search Results' section remains the same. A red pause icon is visible at the bottom left of the main content area.

Step	Action
5.	Click the <b>Search</b> button. 



**Enter ePAF+ Transaction**

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

**HR Transaction Search Type**

Type:

Empl ID:

Last Name:

First Name:

Position:

Department:

Terminate Appointment

**Refine Search Results**

Direct Reports  Department Rep

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 <b>desired name</b> link. 



**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
7.	Verify the transaction date and click the <b>Submit</b> button.

**Submit**

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	
<b>Job ?</b>			
ETE	0.200000		<input type="text"/>
Standard Hours	8.00		<input type="text"/>
Comb. STD Hours	8.00	/ 0.200000	
Full/Part Time	Part-Time		
<b>Organizational Relationships</b>			
Department	123000	Dean College of Education	<input type="text"/> 🔍
Location Code	00502301A	STONE BUILDING 2301A	<input type="text"/> 🔍
County	Leon		
Supervisor ID			<input type="text"/> 🔍
<b>Specific Information</b>			
Empl Class	OPS		
Mail Code	2420 000089188	Derek Taylor	<input type="text"/> 🔍
<b>Salary ?</b>			

Step	Action
8.	Click in the <b>Department</b> field.
9.	Enter the desired information into the field. For the purpose of this example, Enter " <b>025000</b> ".
10.	Make changes as needed to Location Code, Supervisor ID, and mail code.

## Transferring an OPS Employee to Your Department

Pay Grade	099	OPS Punch Grade	
FLSA Status	Nonexempt		
Union Code	NNN	OPS No CBU_Not Applicable	
<b>Job</b>			
FTE	0.200000		<input type="text"/>
Standard Hours	8.00		<input type="text"/>
Comb. STD Hours	8.00 / 0.200000		
Full/Part Time	Part-Time		
<b>Organizational Relationships</b>			
Department	123000	Dean College of Education	<input type="text" value="025000"/> Human Resources
* Location Code	00502301A	STONE BUILDING 2301A	<input type="text" value="0223A6200"/> UNIVERSITY CENTER - BLDGA6200
County	Leon		
* Supervisor ID	000089188	Derek Taylor	<input type="text" value="00009876"/> Roy Noles
<b>Specific Information</b>			
Empl Class	OPS		
Mail Code	2420		<input type="text" value="2410"/>

Step	Action
11.	Press <b>[Tab]</b> key to exit the field.

Hourly Rate	9.000000	Reason Code	
Bi Weekly Rate	720.000000	Hourly Change Rate	<input type="text"/>
		Change Pct	<input type="text"/>
<b>Appointment Funding</b>			
<b>Current Account / Distribution %</b>			
Begin Date	End Date	Total Period Amount	
07/01/2013	06/30/2014	16792.000000	
<b>Current Funding</b>			
Account Code	Description	Dist %	Period Amount
1230001100	EDU_DEAN GEN_REV OPS	100.0000	16792.000000
<input type="checkbox"/> Allow Gaps in Funding Dates <b>Copy Budget Forward</b> Department Budget Table			
<b>Proposed Account / Distribution %</b>			
Begin Date	End Date	Total Dist %	Total Period Amount
07/29/2013		0.000	
<b>Proposed Funding</b>			
Account Code	Description	Dist %	Period Amt
<b>Originator's Information</b>			
Name	Susie Seminole	Telephone	(850) 644-0000
Email ID	sseminole@fsu.edu		
<b>Additional Approver (Optional)</b>			

Step	Action
12.	Click in the <b>End Date</b> field.

13.	Enter the desired information into the field. For the purpose of this example, Enter " <b>12/20/2019</b> ".
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Step	Action
14.	Press <b>[Tab]</b> key to exit the field.
15.	Click in the <b>Account Code</b> field. <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div>
16.	Enter the desired information into the field. For the purpose of this example, Enter " <b>0250001100</b> ".

Hourly Rate: 9.000000  
Bi-Weekly Rate: 720.000000

Reason Code: \_\_\_\_\_  
Hourly Change Rate: \_\_\_\_\_  
Change Pct: \_\_\_\_\_

**Appointment Funding**

**Current Account / Distribution %**

Begin Date	End Date	Total Period Amount
07/01/2013	06/30/2014	18792.000000

Account Code	Description	Dist %	Period Amount
1230001100	EDU_DEAN GEN_REV OPS	100.000	18792.000000

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

**Proposed Account / Distribution %**

Begin Date	End Date	Total Dist %	Total Period Amount
07/29/2013		0.000	

Account Code	Description	Dist %	Period Amt
0260001100			

**Originator's Information**

Name: Susie Semnole    Telephone: 850-644-0000  
Email ID: ssemnole@fsu.edu

Additional Approver (Optional): \_\_\_\_\_

Step	Action
17.	Press <b>[Tab]</b> key to exit the field.
18.	Click in the <b>Distribution Percentage</b> field. <input type="text"/>
19.	Enter the desired information into the field. For the purpose of this example, Enter " <b>100.00</b> ".

Reason Code

Hourly Change Rate  Change Pct

Hourly Rate 9.000000

Bi-Weekly Rate 720.000000

Appointment Funding

Current Account / Distribution %

Begin Date	End Date	Total Period Amount
07/01/2013	08/30/2014	18792.000000

Current Funding

Account Code	Description	Dist %	Period Amount
1230001100	EDU_DEAN_GEN_REV OPS	100.0000	18792.000000

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

Proposed Account / Distribution %

Begin Date	End Date	Total Dist %	Total Period Amount
07/29/2013	12/20/2019	0.0000	

Proposed Funding

Account Code	Description	Dist %	Period Amt
0250001100	HUMAN_RES_GEN_REV OPS	100.00	

Originator's Information

Name: Susie Seminoie Telephone: 850-644-0000

Email ID: sseminoie@fsu.edu

Additional Approver (Optional)

Step	Action
20.	Press <b>[Tab]</b> key to exit the field.

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Proposed Account / Distribution %

Begin Date	End Date	Total Dist %	Total Period Amount
07/29/2013	12/20/2019	100.0000	7560.000000

Proposed Funding

Account Code	Description	Dist %	Period Amt
0250001100	HUMAN_RES_GEN_REV OPS	100.0000	7560.000000

Originator's Information

Name: Susie Seminoie Telephone: 850-644-0000

Email ID: sseminoie@fsu.edu

Additional Approver (Optional)

VP Approver

Pre-Manager Approver (Optional)

Pre-Manager Approver

ePAI+ Originator Comments

\*Originator Comments:

Step	Action
21.	The Comments field is required. Click in the <b>*Originator Comments: Required</b> field.
22.	Enter the desired information into the <b>*Originator Comments: Required</b> field. For the purpose of this example, Enter " <b>Employee transferring to Human Resources.</b> ".

Step	Action
23.	Click the <b>Submit</b> field.

Step	Action
24.	Congratulations! You have completed the topic. <b>End of Procedure.</b>