

Step	Action
7.	Verify the transaction date and click the Submit 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	
Job ?			
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		
Organizational Relationships			
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"/> 🔍
Specific Information			
Empl Class	OPS		
Mail Code	2420 000089188	Derek Taylor	<input type="text"/> 🔍
Salary ?			

Step	Action
8.	Click in the Department field.
9.	Enter the desired information into the field. For the purpose of this example, Enter " 025000 ".
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	
Job ?			
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		
Organizational Relationships			
Department	123000	Dean College of Education	<input type="text" value="025000"/> Human Resources i
* 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
Specific Information			
Empl Class	OPS		
Mail Code	2420	<input type="text" value="2410"/>	

Step	Action
11.	Press [Tab] 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"/>
Appointment Funding ?			
Current Account / Distribution %			
Begin Date	End Date	Total Period Amount	
07/01/2013	06/30/2014	16792.000000	
Current Funding			
Account Code	Description	Dist %	Period Amount
1230001100	EDU_DEAN GEN_REV OPS	100.0000	16792.000000
<input type="checkbox"/> 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	<input type="text"/>	0.000	
Proposed Funding			
Account Code	Description	Dist %	Period Amt
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Originator's Information			
Name	Suse Seminole Telephone <input type="text" value="850-644-0000"/>		
Email ID	sseminole@fsu.edu		
Additional Approver (Optional)			

Step	Action
12.	Click in the End Date field. <input type="text"/>

13.	Enter the desired information into the field. For the purpose of this example, Enter " 12/20/2019 ".
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The screenshot displays a web application interface for managing employee funding. Key sections include:

- Hourly Rate:** 9.000000
- Bi-Weekly Rate:** 720.000000
- Reason Code:** (empty field)
- Hourly Change Rate:** (empty field)
- Change Pct:** (empty field)
- Appointment Funding:**
 - Current Account / Distribution %:**

Begin Date	End Date	Total Period Amount
07/01/2013	06/30/2014	18792.000000
 - Proposed Funding:**

Account Code	Description	Dist %	Period Amount
1230001100	EDU_DEAN GEN_REV OPS	100.000	18792.000000
- Originator's Information:**
 - Name: Susie Seminole
 - Telephone: 850-644-0000

Step	Action
14.	Press [Tab] key to exit the field.
15.	Click in the Account Code 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 " 025000110o ".

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	08/30/2014	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 [Tab] key to exit the field.
18.	Click in the Distribution Percentage field. <input type="text"/>
19.	Enter the desired information into the field. For the purpose of this example, Enter " 100.00 ".

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	100.000	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	12/20/2019	0.000	

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@su.edu

Additional Approver (Optional)

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

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	100.000	7560.000000

Proposed Funding

Account Code	Description	Dist %	Period Amt
0250001100	HUMAN_RES_GEN_REV OPS	100.000	7560.000000

Originator's Information

Name: Susie Seminoie Telephone: 850-644-0000

Email ID: sseminoie@su.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 *Originator Comments: Required field.
22.	Enter the desired information into the *Originator Comments: Required field. For the purpose of this example, Enter " Employee transferring to Human Resources. ".

The screenshot shows a web form with the following sections:

- Originator's Information:** Name: Susie Seminole, Telephone: 850-644-0000, Email ID: sseminole@fsu.edu
- Additional Approver (Optional):** VP Approver (empty field)
- Pre-Manager Approver (Optional):** Pre-Manager Approver (empty field)
- ePAF+ Originator Comments:** *Originator Comments: Employee transferring to Human Resources.

Step	Action
23.	Click the Submit field.

The screenshot shows the ePAF+ Approval screen with the following details:

- Originator's Information:** Name: Susie Seminole, Telephone: 850-644-0000, Email ID: sseminole@fsu.edu
- Approval Status:** Pending
- FSU ePAF+ Approval:** EMPLID=000094832, EMPL_RCD=0, POSITION_NBR=, ACTION_DT_SS=2013-07-29, EFFSEQ=0:Pending
- Comments:** sseminole 07/29/13 - 2:12 PM: Employee transferring to Human Resources.

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