This version of the Job Aid has been modified for classroom use. It contains only 6 of the most commonly used job change reason codes. There are, in fact, 26 job change reason codes associated with change in job assignment detail transactions. A complete Job Aid is available in the WSU Help System.
If you have difficulty logging in to EPAF:

- Wait a few minutes and try again.
- Clear cookies in your Web browser.
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Introduction

Welcome to the Change in Job Assignment Detail (JOBDTL) course.

JOBDTL is the EPAF category used to make changes to an employee’s current or existing job. Note that JOBDTL can ONLY be used on an existing and active position number or suffix.

Associated within the JOBDTL category are a number of job change reasons. However, not all job change reasons are available for all employees. Only those job change reasons specific to the employee’s e-class can be selected for each transaction.

NOTE: The JOBDTL approval category CANNOT be used to make changes to positive hourly assignments or attachments. These will be included in separate training courses.

Before we begin, there are three important things to be aware of:

- You must have obtained the proper Banner Security Access to use EPAF. If you have not already done so, see your supervisor.

- For each type of EPAF transaction, you must set up your default routing queues. If not, the EPAF transaction will not move through the appropriate approval queues. Direct questions about this to your approver. Further information may be obtained from http://www.hr.wayne.edu/help under the heading EPAF.

- All originators and approvers must take this course. Originators will learn to complete the actual transactions. Approvers will learn the requirements of the transaction entries to ensure accuracy and completeness.

In this course, we will discuss how to complete transactions for all of the job change reasons associated with JOBDTL.

CRITICAL NOTE: To avoid learner information overload, excessively long classroom hours, and printing more material than needed, this workshop gives you the opportunity to review and practice six of the most commonly used job change reason codes (JCRCs).

There are, in fact, 26 job change reason codes available for use when processing changes in job detail for current assignments.

A complete Job Aid containing all 26 JCRCs is posted in the Help System with the EPAF subtopic Participant Guides.
Pre-Knowledge Assessment

1. Fill in the blank. EPAF’s JOBDTL category is used to make changes to an existing, ___________ position and/or suffix.

2. True or False? JOBDTL is used for all employee types.   T      F

3. Fill in the blank. There are a number of _______ change reasons associated with JOBDTL.

4. True or False? If you haven’t set up your default routing queue, a message will appear that requires you to do so before continuing with the EPAF.   T      F

5. True or False? JOBDTL is the EPAF category used to make changes to hourly positive employees.   T      F

6. Fill in the blank. The _______________ is used to enter additional, but important information and instructions for the originator, approver, or FYIer.

7. True or False? All supporting documentation must be scanned or imported and indexed using WebXtender’s document management system.   T      F

8. Fill in the blank. EPAF’s JOBDTL category is NOT used to make changes to job assignment details for positive hourly and ________________.
Learning Objectives

Upon completion of this course, you will have learned how to complete the EPAF Change in Job Assignment Detail (JOBDTL) transaction. Specifically, you will learn to:

- Step 1: Sign-On to EPAF
- Step 2: Complete the New Person Selection screen
- Step 3: Complete the New EPAF Job Selection screen
- Step 4: Select the Job Change Reason
- Step 5: Complete the Electronic Personnel Action Form for six of the most commonly used job change reasons associated with the JOBDTL transactions:
  - Change in Appointment Percentage (CHAPP)
  - Salary Adjustment (PASAL)
  - Money Data Correction-Overpaid (MONOV)
  - Money Data Correction-Underpaid (MONUN)
  - Renewal of Appointment (RENEW)
  - Sabbatical Leave (LPSAB)
- Step 6: Define the Routing Queue
- Step 7: Add to the Comment Box
- Step 8: Save and Submit the Transaction
- Recognize That You Must Scan/Import Required Documentation
- Identify Where to Access Additional Resources

Let’s begin with Step 1: Sign-On to EPAF
Step 1: Sign On to EPAF

The first step to completing a JOBDTL transaction is to sign on to EPAF. To do this, follow these steps:

1) **Login** to Pipeline at Pipeline.wayne.edu.

2) Click the **Employee tab**.

3) Click **Employee Self Service**

4) Click **More Employee Services**
Step 1: Sign On to EPAF, continued

5) Click **Electronic Personnel Action Forms**.

6) Click **New EPAF**.

If you have difficulty logging in to EPAF:

- Wait a few minutes and try again.
- Clear cookies in your Web browser.
Step 2: New EPAF Person Selection

The second step in creating a JOBDTL EPAF involves completing the **New EPAF Person Selection** screen. This must be done for EVERY EPAF transaction. The following steps explain how to complete this screen:

1) Enter the employee’s **Banner ID** or **Access ID** and TAB to the Query Date field.

   **NOTE**: Always check to be sure you have entered the appropriate ID!

2) In the Query Date field, leave the **Query date** and press TAB.

   **NOTE**: Best practice is to enter the personnel date as the query date. This ensures you will see all current data on future actions.

3) In the Approval Category field, click the down arrow and select **Change in Job Assignment Detail, JOBDTL**.

4) Click **Go**.
Step 3: New EPAF Job Selection

The third step in creating a JOBDTL EPAF involves the New EPAF Job Selection screen. This must be done for EVERY EPAF transaction. The following explains how to use this screen:

1) Under Existing Jobs, click the Number and Title of the assignment for which the JOBDTL will change.

NOTE: Do NOT enter anything under New Job.
Step 4: Select the Job Change Reason

After signing on to EPAF and completing the New Person Selection and New Job Selection screens, you will be prompted to select a job change reason. This also must be done for EVERY EPAF transaction.

1) Here, following the directive, “Please Select a JCRE,” click the down arrow to select the appropriate job change reason code.

2) A description of the job change reason you selected appears.

Now that we’ve discussed the steps involved in beginning a JOBDTL EPAF, let’s take a close look at completing the Electronic Personnel Form for each job change reason associated with JOBDTL.
Change in Appointment Percentage (CHAPP)

Overview

Change in Appointment Percentage (CHAPP) is the JOBDTL job change reason used to make changes to the appointment percentage of an active assignment that is NOT part of a renewal, leave, or change in classification.

CHAPP can be used with the following e-classes: HC, HE, NE, NN, PE, PN, PS, NC, SA, A2, A9, C2, C9, F1, F2, F9, FA, S2, S9, D2, D9, EX, MA, R2, and R9.

REMEMBER! JOBDTL cannot be used for positive hourly assignments (where a timesheet must be submitted to get paid) or attachments. For positive hourly assignments, use HR-DTL. For attachments, use AT-DTL.

Complete the EPAF Transaction

The following outlines the procedures for completing the JOBDTL CHAPP transaction.

STEP 1
Sign-On to EPAF (page 7)

STEP 2
New EPAF Person Selection (page 9)

STEP 3
New EPAF Job Selection (page 10)

STEP 4
Select Job Change Reason (page 11)

More Information Required

Please Select A JCRE [CHAPP]

Change in Appointment Percent - Use for any change in the Appointment Percentage of an active assignment that is not part of a Renewal, Leave or Change in Classification Title.
Change in Appointment Percentage (CHAPP), continued

STEP 5
Electronic Personnel Action Form

NOTE: You MUST be aware of the “Loading” message in the upper right corner of the screen. This indicates that the system is retrieving web enhancements and no entry should be made until loading is complete.

1) Scroll down until all fields under Job Detail are visible.

2) Enter the Personnel Date and Tab to the Appointment Percent field.

   REMEMBER! The Personnel Date is the actual date the transaction occurs.

   NOTE: The Jobs Effective Date defaults in and can NOT be changed.

3) In Appointment Percent, enter the Appointment Percentage and Tab to the Annual Salary field.

4) The Annual Salary field is optional and should ONLY be completed if the Annual Salary is changing. If so, in the Annual Salary field, enter the actual salary the employee is to receive.

   NOTE: If there is no change in the Annual Salary, do NOT enter - the program will determine the value if the job is fractional. ONLY enter the Annual Salary if it is different from the original.

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID: Ann Johnson, 000000001
Transaction: N/A
Transaction Status: N/A
Approval Category: Change in Job Assignment Detail, JOBDTL

Job Detail

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Change Reason:</td>
<td>CHAPP</td>
<td>CHAPP, Change in Appointment Percent</td>
</tr>
<tr>
<td>Personnel Date: MM/DD/YYYY</td>
<td>11/04/2007</td>
<td>09/04/2008</td>
</tr>
<tr>
<td>Appointment Percent:</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Annual Salary:</td>
<td>30000</td>
<td></td>
</tr>
</tbody>
</table>
Change in Appointment Percentage (CHAPP), continued

**STEP 6**  
*Routing Queue (page 33)*

**STEP 7**  
*Comment Box (page 34)*

**STEP 8**  
*Save and Submit the Transaction for Approval (page 35)*

**STEP 9**  
*Scan or Import Required Documentation (page 36)*

**Reminders**

When creating a CHAPP transaction, there are several things you need to remember:

- If the Annual Salary is NOT changing, do NOT enter. The program will calculate it if the job is fractional.
- ONLY enter the Annual Salary if it is different from the original.
- It’s important that the transaction be approved and applied in accordance with the payroll deadline calendar, or the transaction will fail.

**Review**

In this topic, you learned to complete the JOBDTL personnel transaction for the CHAPP job change reason code.
Salary Adjustment (PASAL)

Overview

The Salary Adjustment (PASAL) transaction is the JOBDTL job change reason used for any change in salary that does NOT affect Classification Title, Appointment Percentage, or Shift. Also, do NOT use this code to adjust Part-Time Faculty salary during an active semester.

PASAL can be used with the following e-class codes: HC, HE, NC, NE, NN, PE, PN, PS, SA, A2, A9, C2, C9, F1, F2, F9, FA, S2, S9, 24, 7M, AS, HU, OE, OS, CW, HK, HP, HT, SK, ST, TE, MR, D2, D9, EX, MA, XA, R2, R9, U2, and U9.

REMEMBER! JOBDTL cannot be used for positive hourly assignments or attachments. For positive hourly assignments, use HR-DTL. For attachments, use AT-DTL.

Complete the EPAF Transaction

The following pages outline the step-by-step procedures for completing the JOBDTL PASAL (Salary Adjustment) transaction.

STEP 1
Sign-On to EPAF (page 7)

STEP 2
New EPAF Person Selection (page 9)

STEP 3
New EPAF Job Selection (page 10)

STEP 4
Select Job Change Reason (page 11)
Salary Adjustment (PASAL), continued

STEP 5
Electronic Personnel Action Form

NOTE: You MUST be aware of the “Loading” message in the upper right corner of the screen. This indicates that the system is retrieving web enhancements and no entry should be made until loading is complete.

1) Scroll down until all fields under Job Detail are visible.

2) Enter the Personnel Date and Tab to the Annual Salary field.

   REMEMBER! The Personnel Date is the actual date the transaction occurs.

   NOTE: The Jobs Effective Date defaults in and can NOT be changed.

3) In the Annual Salary field, enter the actual annual salary OR regular rate the employee is to receive.

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Change Reason:</td>
<td>CHAPP</td>
<td>PASAL, Salary Adjustment</td>
</tr>
<tr>
<td>Annual Salary:</td>
<td>19762.8</td>
<td>21543.5</td>
</tr>
</tbody>
</table>

STEP 6
Routing Queue (page 33)

STEP 7
Comment Box (page 34)

STEP 8
Save and Submit the Transaction for Approval (page 35)

STEP 9
Scan or Import Required Documentation (page 36)
Salary Adjustment (PASAL), continued

Reminders

When creating a PASAL transaction, you need to remember:

- In the Annual Salary field, enter the actual annual salary OR regular rate the employee is to receive.
- It’s important that the transaction be approved and applied in accordance with the payroll deadline calendar, or the transaction will fail.

Review

In this topic, you learned to complete the JOBRTL personnel transaction for the PASAL job change reason code.
Money Data Correction-Overpaid (MONOV)

Overview

The Money Data Correction-Overpaid (MONOV) transaction is the JOBDTL job change reason used for any correction to the original action that resulted in an employee being overpaid.

**MONOV** can be used with the following e-classes: HC, HE, NC, NE, NN, PE, PN, PS, SA, A2, A9, C2, C9, F1, F2, F9, FA, S2, S9, 24, 7M, AS, HU, OE, OS, P2, P5, P6, PT, MR, D2, D9, EX, MA, R2, R9, U2, U9, and ER.

**REMEMBER!** JOBDTL cannot be used for positive hourly assignments or attachments. For positive hourly assignments, use HR-DTL. For attachments, use AT-DTL.

Complete the EPAF Transaction

The following pages outline the step-by-step procedures for completing the JOBDTL **MONOV** (Money Data Correction-Overpaid) transaction.

**STEP 1**
*Sign-On to EPAF (page 7)*

**STEP 2**
*New EPAF Person Selection (page 9)*

**STEP 3**
*New EPAF Job Selection (page 10)*

**STEP 4**
*Select Job Change Reason (page 11)*

---

More Information Required

Please Select A JCRE: **MONOV**

Money Data Correction - Overpaid - Use for any correction to the original action which resulted in the employee getting overpaid.
Money Data Correction—Overpaid (MONOV), continued

STEP 5
Electronic Personnel Action Form

NOTE: You MUST be aware of the “Loading” message in the upper right corner of the screen. This indicates that the system is retrieving web enhancements and no entry should be made until loading is complete.

1) Scroll down until all fields under Job Detail are visible.

2) Enter the Personnel Date and Tab to the Appointment Percent field.

REMEMBER! The Personnel Date is the actual date the transaction occurs.

NOTE: The Jobs Effective Date defaults in and can NOT be changed.

3) Enter the employee’s appointment percentage as a whole number in the Appointment Percent field and Tab to the Annual Salary field.

NOTE: You MUST enter the employee’s appointment percentage even if it is NOT changing.

4) In the Annual Salary OR Regular rate field, enter the actual, annual salary OR Regular rate the employee is to receive.

5) In the Shift field, make any corrections to the shift differential code by clicking the arrow to the right of the field and selecting the appropriate code.
Money Data Correction—Overpaid (MONOV), continued

### Job Detail

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Change Reason:</td>
<td>MONUN</td>
<td>MONOV, Money Data Correct - Overpaid</td>
</tr>
<tr>
<td>Personnel Date: MM/DD/YYYY</td>
<td>12/31/2007</td>
<td>05/03/2008</td>
</tr>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY</td>
<td>12/31/2007</td>
<td>05/03/2008</td>
</tr>
<tr>
<td>Regular Rate:</td>
<td>13</td>
<td>12</td>
</tr>
<tr>
<td>Appointment Percent:</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Shift:</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**NOTE:** Click Shift Differential Codes to view the most recent shift codes job aid.

### Summary of Shift Differential Codes Used in Banner

<table>
<thead>
<tr>
<th>Shift Differential Code</th>
<th>Shift Definition</th>
<th>Shift Differential Amount</th>
<th>E-Class Eligible for Shift Differential</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Day Shift</td>
<td>No Differential received</td>
<td>All E-Classes</td>
</tr>
<tr>
<td>B</td>
<td>Afternoon Shift</td>
<td>.10</td>
<td>24</td>
</tr>
</tbody>
</table>

**STEP 6**
Routing Queue (page 33)

**STEP 7**
Comment Box (page 34)

**NOTE:** Enter the reason for the Money Correction – Overpaid in the Comment Box.

**STEP 8**
Save and Submit the Transaction for Approval (page 35)

**STEP 9**
Scan or Import Required Documentation (page 36)
Money Data Correction–Overpaid (MONOV), continued

Reminders

When creating an MONOV transaction, you need to remember:

- You MUST enter the employee’s appointment percentage as a whole number in the Appointment Percent field – even if it is NOT changing.
- Click Shift Differential Codes to view the most recent shift codes job aid.
- Enter the reason for the Money Correction – Overpaid in the Comment Box.
- It’s important that the transaction be approved and applied in accordance with the payroll deadline calendar, or the transaction will fail.

Review

In this topic, you learned to complete the JOBDTL personnel transaction for the MONOV job change reason code.
Money Data Correction-Underpaid (MONUN)

Overview

The Money Data Correction-Underpaid (MONUN) transaction is the JOBDTL job change reason used for any correction to the original action that resulted in an employee being underpaid.

MONUN can be used with the following e-classes: HC, HE, NC, NE, NN, PE, PN, PS, SA, A2, A9, C2, C9, F1, F2, F9, FA, S2, S9, 24, 7M, AS, HU, OE, OS, P2, P5, P6, PT, MR, D2, D9, EX, MA, R2, R9, U2, U9, and ER.

REMEMBER! JOBDTL cannot be used for positive hourly assignments or attachments. For positive hourly assignments, use HR-DTL. For attachments, use AT-DTL.

Complete the EPAF Transaction

The following pages outline the step-by-step procedures for completing the JOBDTL MONUN (Money Data Correction-Underpaid) transaction.

STEP 1
Sign-On to EPAF (page 7)

STEP 2
New EPAF Person Selection (page 9)

STEP 3
New EPAF Job Selection (page 10)

STEP 4
Select Job Change Reason (page 11)
Money Data Correction—Underpaid (MONUN), continued

STEP 5
Electronic Personnel Action Form

NOTE: You MUST be aware of the “Loading” message in the upper right corner of the screen. This indicates that the system is retrieving web enhancements and no entry should be made until loading is complete.

1) Scroll down until all fields under Job Detail are visible.

2) Enter the Personnel Date and Tab to the Appointment Percent field.

REMEMBER! The Personnel Date is the actual date the transaction occurs.

NOTE: The Jobs Effective Date defaults in and can NOT be changed.

3) Enter the employee’s appointment percentage as a whole number in the Appointment Percent field and Tab to the Annual Salary field.

NOTE: You MUST enter the employee’s appointment percentage even if it is NOT changing.

4) In the Annual Salary OR Regular rate field, enter the actual, annual salary OR Regular rate the employee is to receive.

5) In the Shift field, if necessary, make corrections to the shift differential code by clicking the arrow to the right of the field and selecting the appropriate code.

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Change Reason:</td>
<td>MASAL</td>
<td>MONUN, Money Data Correct - Underpaid</td>
</tr>
<tr>
<td>Personnel Date:</td>
<td>07/01/2007</td>
<td>05/03/2008</td>
</tr>
<tr>
<td>Jobs Effective Date:</td>
<td>07/01/2007</td>
<td>05/03/2008</td>
</tr>
<tr>
<td>Regular Rate:</td>
<td>13.8</td>
<td>15.1</td>
</tr>
<tr>
<td>Appointment Percent:</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Shift:</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Shift Differential Codes
Money Data Correction—Underpaid (MONUN), continued

**Job Detail**

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Change Reason:</td>
<td>CHAPP</td>
<td>MONUN, Money Data Correct - Underpaid</td>
</tr>
<tr>
<td>Personnel Date: MM/DD/YYYY</td>
<td>11/04/2007</td>
<td>09/03/2008</td>
</tr>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY</td>
<td>11/04/2007</td>
<td>09/03/2008</td>
</tr>
<tr>
<td>Appointment Percent:</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Annual Salary:</td>
<td>19762.8</td>
<td>20052.8</td>
</tr>
<tr>
<td>Shift:</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**NOTE:** Click Shift Differential Codes to view the most recent shift codes job aid

<table>
<thead>
<tr>
<th>SHIFT DIFFERENTIAL CODE</th>
<th>SHIFT DEFINITION</th>
<th>SHIFT DIFFERENTIAL AMOUNT</th>
<th>E-CLASS ELIGIBLE FOR SHIFT DIFFERENTIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Day Shift</td>
<td>No Differential received</td>
<td>All E-Classes</td>
</tr>
<tr>
<td>B</td>
<td>Afternoon Shift</td>
<td>10</td>
<td>24</td>
</tr>
</tbody>
</table>

**STEP 6**
*Routing Queue (page 33)*

**STEP 7**
*Comment Box (page 34)*

**NOTE:** Enter the reason for the Money Correction – Underpaid in the Comment Box.

**STEP 8**
*Save and Submit the Transaction for Approval (page 35)*

**STEP 9**
*Scan or Import Required Documentation (page 36)*
Money Data Correction—Underpaid (MONUN), continued

Reminders

When creating an MONUN transaction, you need to remember:

- You MUST enter the employee’s appointment percentage as a whole number in the Appointment Percent field – even if it is NOT changing.
- Click Shift Differential Codes to view the most recent shift codes job aid.
- Enter the reason for the Money Correction – Underpaid in the Comment Box.
- It’s important that the transaction be approved and applied in accordance with the payroll deadline calendar, or the transaction will fail.

Review

In this topic, you learned to complete the JOBDTL personnel transaction for the MONUN job change reason code.
Renewal of Appointment (RENEW)

Overview

The Renewal of Appointment (RENEW) transaction is the JOBDTL job change reason used for any Renewal of Assignment when there is no gap in service. It can also be used for Part-Time Faculty that are not additional service assignments and when the employee has had a Part-time Faculty assignment within the past three years.

**NOTE:** Only use RENEW if the employee has not fallen off payroll, or if the employee will not fall off payroll prior to the transaction being applied.

RENEW can be used with the following e-classes: A2, A9, C2, C9, F1, F2, F9, FA, S2, S9, MR, D2, D9, R2, R9, and U2, U9.

**REMEMBER!** JOBDTL cannot be used for positive hourly assignments or attachments. For positive hourly assignments, use HR-DTL. For attachments, use AT-DTL.

**Remember!** JOBDTL RENEW can ONLY be used with an active, existing position.

Complete the EPAF Transaction

The following pages outline the step-by-step procedures for completing the JOBDTL RENEW transaction.

**STEP 1**
*Sign-On to EPAF (page 7)*

**STEP 2**
*New EPAF Person Selection (page 9)*

**STEP 3**
*New EPAF Job Selection (page 10)*
Renewal of Appointment (RENEW), continued

STEP 4
Select Job Change Reason (page 11)

NOTE: The JOBDTL RENEW EPAF is selected for personnel actions on an active position/suffix only – it can NOT be used for a new appointment.

STEP 5
Electronic Personnel Action Form

NOTE: You MUST be aware of the “Loading” message in the upper right corner of the screen. This indicates that the system is retrieving web enhancements and no entry should be made until loading is complete.

1) Scroll down until all fields under Job Detail are visible.

2) Enter the Personnel Date and Tab to Contract End Date.

   REMEMBER! The Personnel Date is the actual date the transaction will occur.

   NOTE: The Jobs Effective Date defaults in and can NOT be changed.

3) In the Contract End Date field, enter the new contract end date and TAB to Job Status.

4) At the Job Status drop-down menu, click the down arrow and select the status of the employee, Active. Then, Tab to Appointment Percent.

5) In the Appointment Percent field, enter the appointment percent as a whole number and Tab to Annual Salary.

   NOTE: You MUST enter the appointment percent, even if it is NOT changing.
Renewal of Appointment (RENEW), continued

6) If the Annual Salary is changing with the renewal, enter the actual annual salary the employee is to receive.

**NOTE:** If there is no change in the Annual Salary, do NOT enter - the program will determine the value if the appointment is fractional.

### Job Detail

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Change Reason:</td>
<td>RENEW</td>
<td>RENEW, Renewal of Appointment</td>
</tr>
<tr>
<td>Personnel Date: MM/DD/YYYY</td>
<td>07/01/2007</td>
<td>09/23/2008</td>
</tr>
<tr>
<td>Contract Begin Date: MM/DD/YYYY</td>
<td>07/01/2007</td>
<td>07/01/2007</td>
</tr>
<tr>
<td>Contract End Date: MM/DD/YYYY</td>
<td>06/30/2008</td>
<td>09/15/2010</td>
</tr>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY</td>
<td>07/01/2007</td>
<td>09/23/2008</td>
</tr>
<tr>
<td>Job Status:</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>Appointment Percent:</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Annual Salary:</td>
<td>12:120</td>
<td></td>
</tr>
<tr>
<td>VISA Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VISA Type:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STEP 6**

*Routing Queue (page 33)*

**STEP 7**

*Comment Box (page 34)*

**NOTE:** If applicable, use the Comment Box to enter the specific details (date and type) of the employee’s VISA.

**STEP 8**

*Save and Submit the Transaction for Approval (page 35)*

**STEP 9**

*Scan or Import Required Documentation (page 36)*
Renewal of Appointment (RENEW), continued

Reminders

When creating an RENEW transaction, you need to remember:

- Only use RENEW if the employee has not fallen off payroll, or if the employee will not fall off payroll prior to the transaction being applied.
- The JOBDTL RENEW EPAF is selected for personnel actions on an active position/suffix only – it can NOT be used for a new appointment.
- You MUST enter the appointment percent, even if it is NOT changing.
- If there is no change in the Annual Salary, do NOT enter - the program will determine the value if the job is fractional.
- If applicable, use the Comment Box to enter the specific details (date and type) of the employee’s VISA.
- It’s important that the transaction be approved and applied in accordance with the payroll deadline calendar, or the transaction will fail.

Review

In this topic, you learned to complete the JOBDTL personnel transaction for the RENEW job change reason code.
Sabbatical Leave (LPSAB)

Overview

The Sabbatical Leave (LPSAB) transaction is the JOBDTL job change reason used for any Sabbatical Leave of Absence with pay.

LPSAB can be used with the following e-classes: A2, A9, S2, S9, and XA.

REMEMBER! JOBDTL cannot be used for positive hourly assignments or attachments. For positive hourly assignments, use HR-DTL. For attachments, use AT-DTL.

Complete the EPAF Transaction

The following pages outline the step-by-step procedures for completing the JOBDTL LPSAB transaction.

STEP 1
Sign-On to EPAF (page 7)

STEP 2
New EPAF Person Selection (page 9)

STEP 3
New EPAF Job Selection (page 10)

STEP 4
Select Job Change Reason (page 11)
Sabbatical Leave (LPSAB), continued

STEP 5
*Electronic Personnel Action Form*

**NOTE:** You MUST be aware of the “Loading” message in the upper right corner of the screen. This indicates that the system is retrieving web enhancements and no entry should be made until loading is complete.

1) Scroll down until all fields under *Job Detail* are visible.

2) Enter the *Personnel Date* and **Tab** to *Contract End Date*.

**REMEMBER!** The Personnel Date is the actual date the transaction occurs.

**NOTE:** The Jobs Effective Date defaults in and can NOT be changed.

3) At the *Job Status* drop-down menu, click the down arrow and select *Leave with Pay, with Benefits*, as the information bubble shows. Then, **TAB** to *Appointment Percent*.

4) In the *Appointment Percent* field, enter the employee’s appointment percentage as a whole number.

**NOTE:** You MUST enter the employee’s appointment percent, even if it is NOT changing.

<table>
<thead>
<tr>
<th>Job Detail</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Change Reason:</td>
<td>NASAL</td>
<td>LPSAB, Sabbatical Leave</td>
</tr>
<tr>
<td>Personnel Date: MM/DD/YYYY</td>
<td>06/17/2006</td>
<td>09/23/2008</td>
</tr>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY</td>
<td>08/28/2006</td>
<td>09/23/2008</td>
</tr>
<tr>
<td>Job Status:</td>
<td>Active</td>
<td>Leave with Pay, with Benefits</td>
</tr>
<tr>
<td>Appointment Percent:</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

STEP 6
*Routing Queue (page 33)*

STEP 7
*Comment Box (page 34)*

**NOTE:** You MUST place the dates of the sabbatical leave in the Comment box.

STEP 8
*Save and Submit the Transaction for Approval (page 35)*

STEP 9
*Scan or Import Required Documentation (page 36)*
Sabbatical Leave (LPSAB), continued

Reminders

When creating an LPSAB transaction, you need to remember:

- You MUST enter the employee’s appointment percent, even if it is NOT changing.
- You MUST place the dates of the sabbatical leave in the Comment box.
- It’s important that the transaction be approved and applied in accordance with the payroll deadline calendar, or the transaction will fail.

Review

In this topic, you learned to complete the JOBDTL personnel transaction for the LPSAB job change reason code.
Step 6: Routing Queue

The sixth step in completing an EPAF transaction is making sure your routing queue is accurate. The steps for doing so follow.

Step 6
Routing Queue

NOTE: If you haven’t already done so, you will be prompted to set up your default routing queue when you first enter the EPAF transaction. The steps that follow are for editing the routing queue for the current transaction. The routing queue must be accurate. If you have questions about the routing queue, speak to your approver or business manager.

1) If necessary, for the current transaction only, enter additions to the required Approval (review) Levels.

2) If necessary, for the current transaction only, enter changes or additions to the AccessID(s) for an approval level(s).

3) If necessary, for the current transaction only, enter changes or additions to the Required Action for an approval level(s).

NOTE: If more than 9 approval levels are required, click Save and Add New Rows and enter the additional approval level information

NOTE: Do NOT add approval level 60 to the routing queue!

Scroll down until the Comment box is visible.
Step 7: Comment Box

The seventh step in completing an EPAF transaction is adding explanatory and/or required comments. Comments should give information that further clarifies the transaction, or instructs the approver or originator about transaction specifics. The steps for adding a comment follow.

**Step 7**

*Comment Box*

1) Enter **any comments** that are relevant to the transaction in this box.

2) Click **Save**.

Comment

Leave dates, 09/08/08-10/08/08.
Step 8: Save and Submit the Transaction

The final step, Step 8, is saving and submitting the transaction. This saves it to the system, and places it in the routing queue to be reviewed and approved. The steps for doing so follow.

Step 8
Save and Submit the Transaction

1) Click **Save**.

2) Click **Submit**.

NOTE: You MUST be aware of the “Loading” message in the upper right corner of the screen. This indicates that the system is retrieving web enhancements and no entry should be made until loading is complete. Do NOT click SUBMIT until “Loading” is complete.

NOTE: Only click SUBMIT once.

NOTE: After submitting the transaction, always scroll down to see if there are any errors.

NOTE: Once the transaction has been successfully submitted, it is placed in the Pending Queue awaiting approval.

Electronic Personnel Action Form

The transaction has been successfully submitted

Enter the information for the EPAF and either Save or Submit

<table>
<thead>
<tr>
<th>Name and ID:</th>
<th>Ann Johnson, 000000001</th>
<th>Job and Suffix:</th>
<th>NS6246-00, Secret</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction:</td>
<td>195650</td>
<td>Query Date:</td>
<td>Sep 03, 2008</td>
</tr>
<tr>
<td>Transaction Status:</td>
<td>Pending</td>
<td>Last Paid Date:</td>
<td>Dec 30, 2007</td>
</tr>
<tr>
<td>Approval Category:</td>
<td>Change in Job Assignment Detail, JOBDTL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3) At the bottom of the screen is the **Transaction History** section. This section shows when the transaction was created and submitted, and by whom.

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
<th>User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created:</td>
<td>Sep 03, 2008</td>
<td>Lynita Louise Swartout</td>
</tr>
<tr>
<td>Submitted:</td>
<td>Sep 03, 2008</td>
<td>Lynita Louise Swartout</td>
</tr>
</tbody>
</table>
Step 9: Scan or Import and Index Documentation

When the EPAF JOBDTL transaction has been successfully saved and submitted, it is time to organize your supporting documentation and scan or import it and index it using the ApplicationXtender application. This provides an electronic copy for individuals in your routing queues to refer to as they review your transaction.

There is a separate course for the ApplicationXtender application. You MUST attend this course to be granted access. See your supervisor for details.
Additional Resources

Although this course is relatively comprehensive, there are additional resources available to assist you with the EPAF process.

The WSU Help System holds different resource documents that are available for download. Here is a partial listing:

- EPAF Participant Manuals and Job Aids
- EPAF 101, Getting Started guide
- Setting Your Routing Queue guide
- EPAF FY1er and Approver Participant Guide
- Application/WebExtender Job Aids

To access any of these documents, follow this link, [http://www.hr.wayne.edu/help](http://www.hr.wayne.edu/help).
Summary

This completes the Change in Job Assignment (JOBDTL) course. Now that you have completed the course, you should be able to complete the EPAF Change in Job Assignment Detail (JOBDTL) transaction for each of its job change reasons. Specifically, you should be able to:

- Step 1: Sign-On to EPAF
- Step 2: Complete the New Person Selection screen
- Step 3: Complete the New EPAF Job Selection screen
- Step 4: Select the Job Change Reason
- Step 5: Complete the Electronic Personnel Action Form for all job change reasons associated with the JOBDTL transaction:
  - Change in Appointment Percentage (CHAPP)
  - Salary Adjustment (PASAL)
  - Money Data Correction-Overpaid (MONOV)
  - Money Data Correction-Underpaid (MONUN)
  - Renewal of Appointment (RENEW)
  - Sabbatical Leave (LPSAB)
- Step 6: Define the Routing Queue
- Step 7: Add to the Comment Box
- Step 8: Save and Submit the Transaction
- Recognize That You Must Scan/Import Required Documentation
- Identify Where to Access Additional Resources
Post-Knowledge Assessment

1. True or False? All supporting documentation must be scanned or imported and indexed using WebXtender’s document management system.  
   
   | T | F |

2. Fill in the blank. EPAF’s JOBDTL category is used to make changes to an existing, ___________ position and/or suffix.

3. True or False? If you haven’t set up your default routing queue, a message will appear that requires you to do so before continuing with the EPAF.  
   
   | T | F |

4. Fill in the blank. EPAF’s JOBDTL category is NOT used to make changes to job assignment details for positive hourly and ________________.

5. True or False? JOBDTL is used for all employee types.  
   
   | T | F |

6. Fill in the blank. The ________________ is used to enter additional, but important information and instructions for the originator, approver, or FYIer.

7. True or False? JOBDTL is the EPAF category used to make changes to hourly positive employees.  
   
   | T | F |

8. Fill in the blank. There are a number of ________ change reasons associated with JOBDTL.