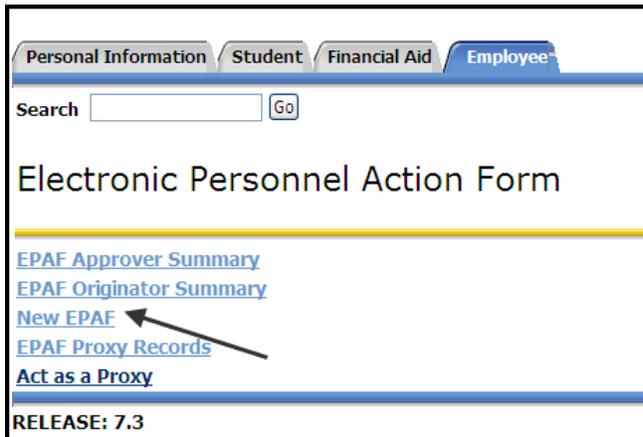


Rate Change

Step One: Electronic Personnel Action Form Screen

1. Select New EPAF



Step Two: New EPAF Person Selection

1. Enter Rocket ID of student and Tab. Name will populate if valid ID and active student
 - a. Magnifying glass icon can be used to search for student if ID not available



2. Leave Query Date to populate current date
3. Select the Approval Category for the EPAF From the drop down menu (New Hire Student Employee NHSTD)
4. Select Go

[Personal Information](#) / [Student](#) / [Financial Aid](#) / [Employee](#)

Search

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - Indicates a required field.

ID: *

Query Date: MM/DD/YYYY*

Approval Category: *

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)
[Return to EPAF Menu](#)

RELEASE: 8.3

Step Three:

Enter Position Information

1. Click All Jobs to view positions held by student.
2. Select the ACTIVE PCN with correct suffix number that you want to change the rate on.
3. If you do not know what your position number is for student positions, you can view available position numbers for your department under the Departmental Pooled Position report in Human Resources General Inquiry folder in the Web Report Library (<https://reports.utoledo.edu/businessobjects/enterprise115/InfoView/main.aspx>) If you do not have access to this report please contact your Business Manager to gain access.
4. Select Go (Not Next Approval Type)

Step Four: Hourly Rate Change

1. Jobs Effective Date - 1st day of employment when EPAF is completed before the actual start date OR 1st day of the current pay period in which EPAF is being completed
2. Personnel Date – 1st date of employment or start date. MUST equal Current Hire Date from Create Employee Record section above
3. Regular Rate – enter the new rate for employee
4. Job Change Reason – select reason code from drop down menu (general reason code is 60, Salary or Rate unless for probationary or disciplinary reasons)

Hourly Rate Change, P99979-05 Seasonal Employee - Pooled

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	08/20/2011	<input type="text" value="12/01/2011"/>
Personnel Date: MM/DD/YYYY	08/20/2011	<input type="text" value="12/01/2011"/>
Regular Rate:	8.65	<input type="text" value="9.50"/>
Job Change Reason:		<input type="text" value="60, Salary or Rate"/>

Step Five: Routing Queue

1. Designate appropriate approvers
 - a. MGMT – should be Manager that signed on SEPA
 - b. EXEC – should be Executive that signed on SEPA
 - c. CSRV – should be SANDERS – Sheila Anderson
 - d. PAYROL – should be PWILLARD – Paula Willard
 - e. PAYAPP – should be Payroll Apply
 - i. Last approval level must be set to APPLY

Please note that the originator, MGMT, and EXEC cannot be one in the same person. There must be a minimum of two different people before it routes to Career Services. The originator can be the MGMT or the MGMT and EXEC can be the same.

Also, **all Approval Levels MUST be completed before submission.** Otherwise it will cause the EPAF to error upon submitting. If you do not see the person within the MGMT or EXEC level, please contact Payroll for further assistance.

2. You **MUST** Save and Add New Rows before you submit your EPAF

Save and Add New Rows

Routing Queue

Approval Level	User Name		Required Action
10 - (MGMT) Management	JHOUSER3	Joanne K Houser	Approve
20 - (EXEC) Executive	STINSLE	Stephanie M Tinsley	Approve
30 - (CSRV) Career Services	SANDERS	Sheila L. Anderson	Approve
65 - (PAYROL) Payroll Approval	PWILLARD	Paula Willard	Approve
95 - (PAYAFP) Payroll Apply	AWALKER18	Alyson M Walker	Apply
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected

Save and Add New Rows

Step Six: Save and Submit EPAF

1. Save and Submit EPAF. By choosing to Save first, you can see and fix many errors before submitting.
2. You will see message that your changes were saved/submitted successfully

Electronic Personnel Action Form

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID:

Transaction:

Transaction Status:

Approval Category:

Christine F
8881
Waiting
New Hire :

Save Submit Delete