

# WELCOME TO THE WORLD OF E-PAFS

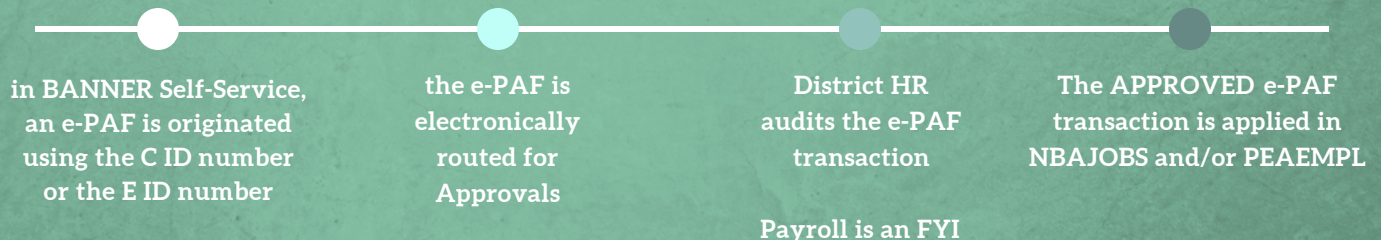


*A great place to*  
**WORK. LEARN. PLAY.**

In February of 2018, **Electronic Personnel Action Forms (e-PAFs)** were launched to replace the paper PARS. Concurrently, **NEOGOV ONBOARD** (electronic completion and submission of new hire requirements) was also launched to replace the paper new hire packets.

The e-PAF Process is designed to accommodate a more efficient approval signature process and supports the movement towards a paperless office. An electronic personnel action form within Banner, an e-PAF is an electronic venue to process any action that would apply information to NBAJOBS and/or PEAEMPL.

## SNAPSHOT OF THE E-PAF PROCESS



## E-PAF ROLES



## E-PAF PROXIES

As an e-PAF APPROVER, set up a PROXY when you are out of the office



# ONBOARDING PROCESS OVERVIEW



*A great place to*  
**WORK. LEARN. PLAY.**

1

## APPLICANT SUBMITS APPLICATION

on our CCCD website that links to [governmentjobs.com](http://governmentjobs.com) and NEOGOV

2

## CANDIDATE IS SELECTED

- For permanent employees: the recruitment is facilitated by the campus/site EEO Coordinator.

- For temporary employees: using NEOGOV Online Hiring Center (OHC), the Hiring Manager reviews the applications, interviews candidates, and selects the new hire

3

## ONBOARDING IS INITIATED

"complete the hire" in NEOGOV OHC:

- For Permanent employees: this is completed by the campus EEO Coordinator

- For temporary employees: this is completed by the Hiring Manager or designee

4

## NEOGOV ONBOARD

In NEOGOV ONBOARD, the new hire completes and submits all of their new hire onboarding requirements electronically

5

## NEW HIRE MEETS WITH DISTRICT HR

District HR processes the new hire. Once this is completed, the Hiring manager will receive the new hire's C ID number

6

## E-PAF IS ORGINATED

Using the C ID number, the new hire e-PAF is originated in BANNER Self- Service:

- For Permanent employees: this is completed by the campus EEO Coordinator

- For temporary employees: this is completed by the Hiring Manager or designee

7

## EMPLOYEE ID #

Once the e-PAF has been approved and applied in BANNER, District HR sends the Hiring manager the Employee ID #

8

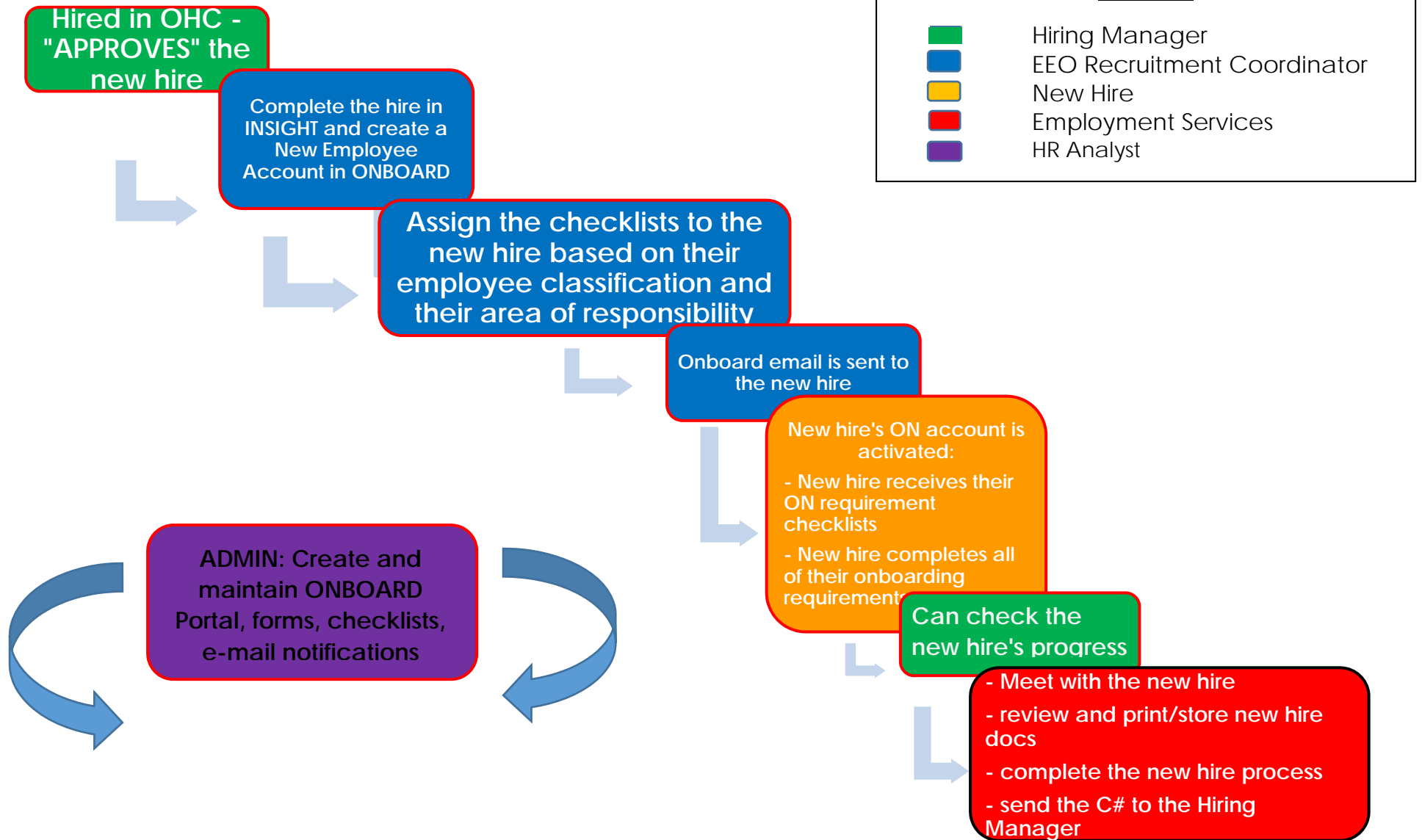
## NEW HIRE LOGISTICS

Once the Employee ID # has been assigned, the requests for computer, phone, email, BANNER access, etc. can now be initiated





## ONBOARD PROCESS FLOW:



# *\*USING NEOGOV\**



*Let's Get Hiring*



## *How to Hire an Applicant in the System*

*Hiring Managers (or designee) will “close out the hire” for temporary employees (160 day, students, PT Faculty, Professional Experts) in NEOGOV:*

- ✓ to ensure that **hired** applicants are no longer available to other Hiring Managers across the District*
- ✓ to kick off the new and accelerated NEOGOV Onboard process to get your **new employee working ASAP***
- ✓ to **facilitate new hire e-PAFS** that will update the employee record and job assignment in BANNER*

## I. LOGGING INTO NEOGOV

Go to: [www.neogov.com](http://www.neogov.com)

Log in with your information –

**User name:** is your full CCC, GWC, or DIST email address

**Password:** your password you established

(Note: if you require your account to be reset, please email your Recruitment EEO Coordinator – see last page for contact information)

## II. VIEWING YOUR Part-Time POOLS

Once you log in, you will see under the OHC screen- My Candidates – **any positions that have been released to you for application review.**

**Note:** If you are need to have an applicant pool **released to you for viewing or “refreshed”** so that you have any new applicants released to you – please send a request to your EEO Recruitment Coordinator (If you are not the assigned manager making the request, please have your assigned manager submit the request for access).

Req #	Requisition Title	Candidates	Department	Division	Hiring Manager	Created On
OCC T Arts POOL	Part-Time Faculty-Theater ...	42	Orange Coast College		Edwina Recalde +2	11/01/2012
OCC PT English POOL	OCC PT English POOL	721	Orange Coast College		Edwina Recalde +3	11/01/2012
OCC PT Child Development POOL	OCC PT Child Developme...	342	Orange Coast College		Edwina Recalde +1	01/09/2013
OCC PT Library Science	OCC PT Library Science	91	Orange Coast College		Edwina Recalde +3	01/22/2013
OCC PT Math Pool	OCC PT Math Pool	506	Orange Coast College		Edwina Recalde +7	05/08/2013

- Click on the “magnifying glass” if you have several pools released to you to search for the particular pool that you are looking for. When you click on the “magnifying glass” you can then type in a title to search for.
- Click on the title of the position you want to begin reviewing applications on.

The screenshot shows the NEOGOV dashboard for user Edwina Recalde. The 'My Tasks' section displays a table with 2 total tasks, including 'SME Review (137)' and 'SME Review (60)'. The 'My Candidates' section shows a search bar with a magnifying glass icon highlighted by a red arrow. Below the search bar, a table lists candidates for the 'Federal WorkStudy Student POOL'.

Type	Related To	Date Assigned	Due Date	Department	Division
SME Review (137)	Job Human Resources Coordina...	10/12/2017		Orange Coast College	
SME Review (60)	Job Staff Aide - Global Engagem...	10/16/2017		Orange Coast College	SS/Enroll/InternCTR

Req #	Req Title	Candidates	Department	Division	Hiring Manager	Created
Federal WorkStudy Student POOL	OCC Federal WorkStudy S...	85	Orange Coast College		Anna Morrow +88	07/28/2017

The detail of this particular hiring pool will then come up.

You will be able to view the transactions that have taken place for the particular hiring pool – clicking on anyone one of the colored sections (hired, interviewed, referred) will take you to those particular candidates that are under those categories. Your listing of active applicants will also appear on this screen, under “referred”.

**Note:** At this stage in the application review – we require you to make due diligence in reviewing applications and scheduling interviews in an effort to create an equitable hiring practice for all of our temporary pools, regardless of which pool. There are many individuals who are qualified and have taken the time to submit an application. A good “rule of thumb” is for every one (1) hire you are wanting to complete; you conduct an interview for a minimum of three (3) selected applicants.

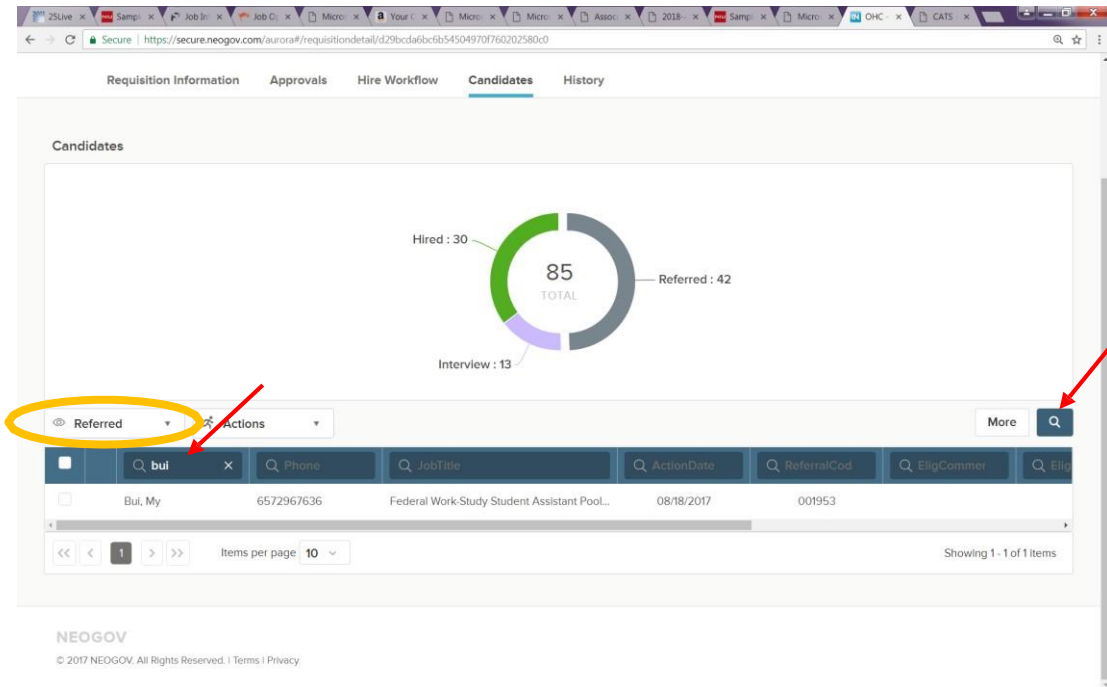
The screenshot shows the 'Requisition Detail' page for the 'OCC Federal WorkStudy Student POOL'. The 'Candidates' tab is selected, displaying a donut chart with 85 total candidates: 30 Hired, 13 Interviewed, and 42 Referred. Below the chart, a table lists referred candidates, with the 'Referred' dropdown menu highlighted by a yellow circle.

Referred	Name	Phone	Job Title	Action Date	Referral Code	Elig Comments	Elig Exp Date	Notices	Referral Expires	Status
<input type="checkbox"/>	ARLES	949.257.8954	Federal Work-Study Student Assistant Pool...	10/11/2017	002156			--	10/11/2018	Referred



- You can search out applicant names by clicking on the magnifying glass and then typing the name in the search box. The name of the applicant will then appear. This helps to search out the applicant so that you are not having to search through a least of names.

**Note:** You will want to conduct the search under the appropriate category the applicant has been staged under – meaning if your applicant has been moved to the “interview stage” you will not be able to find them under a search if you are looking under the “referred stage” (referred stage means – any new applications that have been released and not yet reviewed).

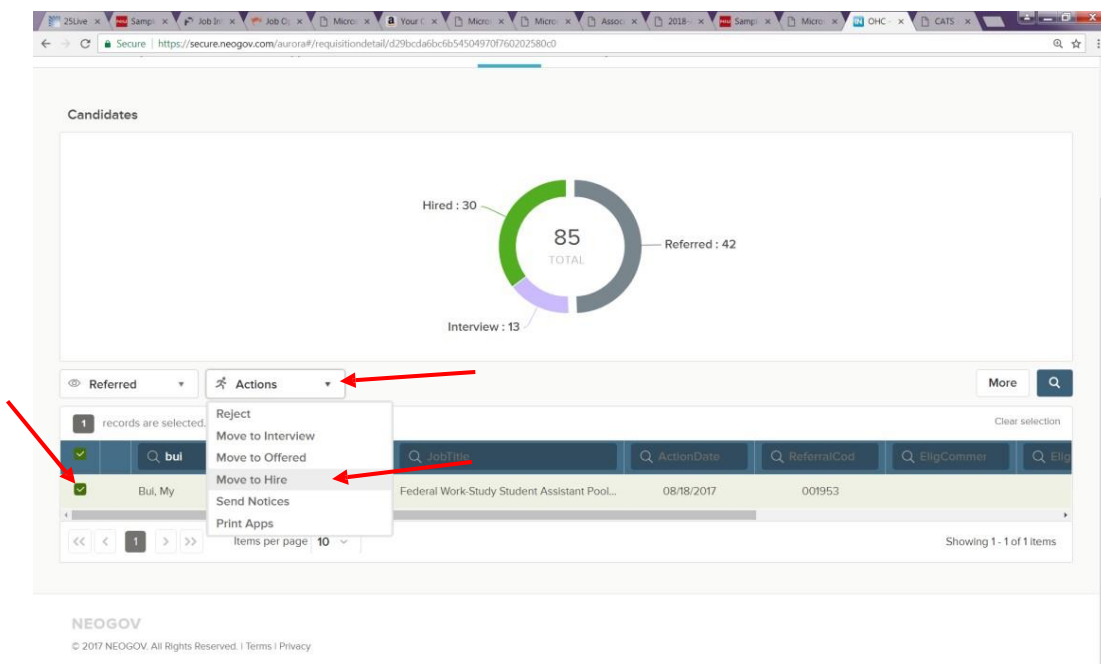


- You can use this step to move the candidate to various stages in the process (reject, interview, hire, send notices, print, etc.)

### III. COMPLETING THE HIRE

- For this particular focus, we are going to be moving our candidate that we have decided to hire to the “hiring stage”:

  - To start this process, select your candidate you want to “hire” by clicking on the white box next to the applicant’s name.
  - Select the “Actions” drop down menu
  - Select “Move to Hire”



- The “**Hire Form**” will appear. The **Offer Date** will automatically populate with the “today’s date” – so this action should be happening right at the time of offer and acceptance. You can alter the date if needed by clicking on the calendar symbol. You will need to enter all the following fields: **Offer Date**, **Date Offer Accepted**, and **Offer Amount** (PT Faculty salary placement is determined at District HR), **Start Date**, and **Filled Date** (Board Date, if applicable).

*These dates may all be the same date.*

In the comment section – please note the **department/division** the individual is being hired into.

**Note:** The start date can be revised by an HR Rep depending on the actual completion of new hire onboard process.

Hire Form  
My Bul (Person ID : 33285872)

1. HIRE INFORMATION 2. APPROVALS 3. ATTACHMENTS

Hire Information

Offer Date \* 09/11/2017

Date Offer Accepted \*

Offer Amount \$

Start Date \*

Filled Date

Active On Eligible List? ☐

Comment  
Welding

- Once you have entered all of the information – click “Save & Continue to next step.”

Hire Form  
My Bul (Person ID : 33285872)

1. HIRE INFORMATION 2. APPROVALS 3. ATTACHMENTS

Hire Information

Offer Date \* 09/11/2017

Date Offer Accepted \* 09/11/2017

Offer Amount \$12.00

Bonus Amount \$

Start Date \* 09/11/2017

Orientation Date

Filled Date 09/11/2017

Active On Eligible List? ☐

Comment  
Federal Work Study - Math & Sciences Division

- ✚ The approval screen will appear. Click on the **ADD Approval Group** and then use the drop down list and select your campus' Personnel Approval Group.

The screenshot shows the 'Hire Form' for 'My Bul (Person ID : 33285872)' at the '2. APPROVALS' step. The 'Approval Workflow' section has a blue arrow pointing to a yellow circle containing the '+ Add Approval Group' button. A red arrow points from this button to a dropdown menu titled 'Approval Group'. The dropdown menu lists several options, with 'OCC Personnel' highlighted in blue. To the right of the dropdown is a 'Due Date' field. At the bottom right, there are 'Save & Close' and 'Save & Continue to next Step' buttons. The left sidebar shows 'Candidates' and 'Referred' status.

- ✚ A list of approvers for your campus' Personnel group will appear:

1. Click on: your EEO Recruitment Coordinator
2. Click "Done"

This screenshot shows the 'Select Approvers' dialog box. It has a search bar at the top with a magnifying glass icon. Below the search bar, there is a list of names: 'Edwina Recalde', 'Rebecca Morgan', and 'Rich Pagel'. Each name has a checkbox to its left. The 'Edwina Recalde' checkbox is checked. At the bottom of the list, there are navigation arrows and a 'Showing 1 - 3 of 3 items' indicator. At the top right of the dialog, there are 'Cancel' and 'Done' buttons. A red circle and arrow highlight the 'Done' button. The background shows the same 'Hire Form' interface as the previous screenshot, with the 'Approval Group' dropdown set to 'OCC Personnel'.

✚ You will see your selected choices in blue. Click **"Add Approval Step"** – this will confirm your selections



The screenshot shows the 'Hire Form' for 'My Bul (Person ID : 33285872)' in the '2. APPROVALS' tab. The 'Approval Workflow' section contains an 'Approval Group' dropdown set to 'OCC Personnel', a 'Due Date' field, and an 'Approvers' section with 'Edwina Recalde' selected. A red circle highlights the 'Add Approval Step' button, with a blue arrow pointing to it from below. The 'Save & Continue to next Step' button is visible in the top right.

You will then see that your choices have been processed as part of the **Approval Workflow**.

You still have an opportunity to edit or delete your selected approvals at this stage by clicking the edit icon or delete icon.

✚ If you are ready to confirm your Approval Workflow – click **"Save and Continue to next step"**. **This step serves as the APPROVAL by the DEPARTMENT HEAD/HIRING MANAGER that this person has been selected for hire. This also signals your Recruitment Coordinator to initiate the new hire ONBOARD process for your new hire.**

The screenshot shows the 'Hire Form' for 'My Bul (Person ID : 33285872)' in the '2. APPROVALS' tab. The 'Approval Workflow' section now displays a table with one approval step. The 'Save & Continue to next Step' button is highlighted with a red circle and a red arrow. A yellow box highlights the table, and a yellow circle highlights the edit and delete icons in the 'Comments' column.

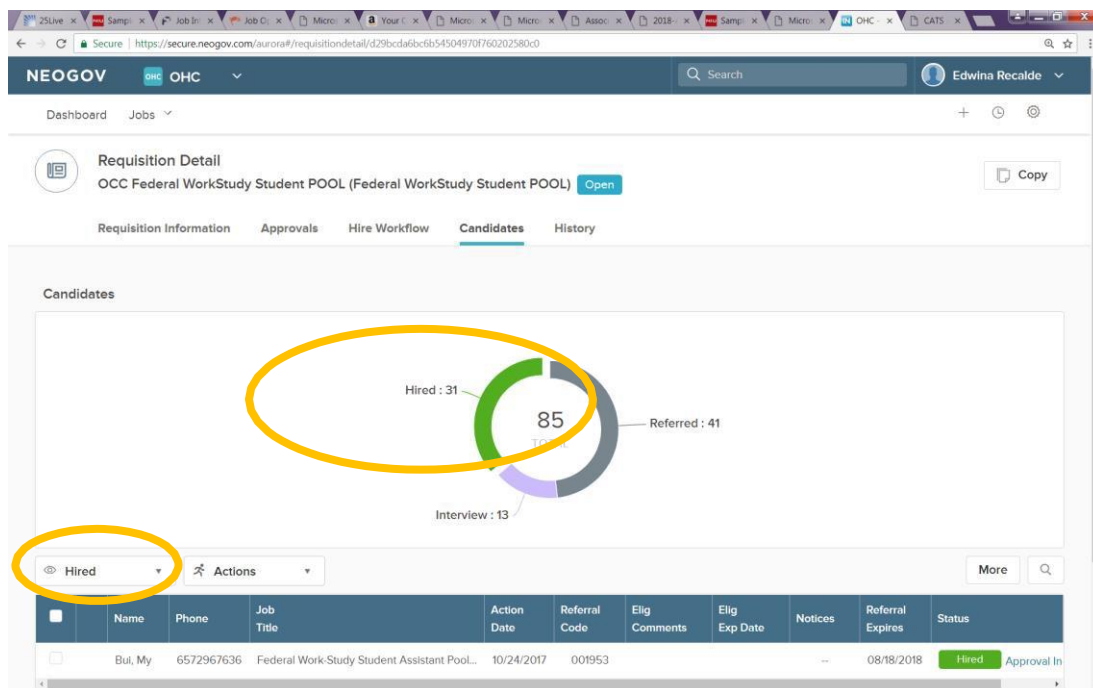
	Approval Group	Approvers	Status	Due Date	Comments
1	OCC Personnel	Edwina Recalde			 



- The attachment screen will then appear. There is not anything that you are required to do with this screen, so you can then click **“Save and Submit”**.

The screenshot shows the 'Hire Form' for 'My Bui (Person ID : 33285872)' in the '3. ATTACHMENTS' step. The interface includes a sidebar with 'Candidates' and a search bar. The main area has a 'Save & Close' button and a highlighted 'Save & Submit' button with a red arrow pointing to it. Below the buttons is a section titled 'Add Attachments' with a large dashed box containing an upload icon and the text: 'Drag and drop your file here, or [browse](#)'. Below this, it states 'Supported file types are .doc, .docx, .pdf'. The NEOGOV logo and copyright notice are at the bottom left.

**CONGRATULATIONS!!** You have **“hired”** your selected individual in the system successfully. 😊 You can double check this by selecting the “hired status” on the colored wheel or clicking on the drop down and selecting the “hired status”. You should then be able to find the individual you hired under the “hired status”.



- You are not done yet...once you receive your new hire's **C ID Number**, you must submit a new hire e-PAF. Once the new hire e-PAF has been approved and then applied in BANNER, District HR will send you the new hire's Employee ID number. **Please let your new hires know to complete ALL of their ONBOARD requirements ASAP.**

## **Coast Community College District Recruitment Team**

### **Coastline Community College**

[jwarren54@cccd.edu](mailto:jwarren54@cccd.edu)

(714) 241-6146 or

**Anna Morrow**

[amorrow@mail.cccd.edu](mailto:amorrow@mail.cccd.edu)

**714-241-6147**

### **Golden West College**

Bre Ritter

[britter1@gwc.cccd.edu](mailto:britter1@gwc.cccd.edu)

714-895-8710

### **Orange Coast College**

Edwina Recalde

[erecalde@occ.cccd.edu](mailto:erecalde@occ.cccd.edu)

**714-432-5132**

### **District**

Anna Morrow

[amorrow@mail.cccd.edu](mailto:amorrow@mail.cccd.edu)

714-438-4714

Claudia Chao

[ychao1@cccd.edu](mailto:ycho1@cccd.edu)

714-438-4716

# E-PAF PROCESS OVERVIEW



*A great place to*  
**WORK. LEARN. PLAY.**



## ORIGINATE e-PAF

- Enter the **C # or E#**
- Enter the **Query Date = Job Effective Date**
- Select the **APPROVAL CATEGORY** (type of e-PAF)
- Enter the **Position ID#**
- Enter the **suffix**



### Complete the **JOB RECORD WITH EARNINGS** section (NBAJOBS):

- Enter **Job Effective Dates**
- Select **Job Change Reason**
- Enter the **Time Sheet Organization #**
- Enter the **Supervisor ID #** (C# or E#)
- Select **Time Entry** details
- Enter **Salary** information



### Complete the **FOAP #** section:

- The FOAP auto-populates from the Position ID # - review, revise and confirm FOAP #
- Ensure that the **Total % = 100%**



### Complete the **Default Earnings** Section

- Enter the **effective dates**
- Enter the **Default Earnings code**

**\* For all NEW HIRE e-PAFS \***

Complete the **CREATE EMPLOYEE RECORD** section (PEAEMPL) includes entering the **Home Organization #** and **Job Location**  
\*HR will send Hiring Manager the C ID# for the NEW HIRE e-PAF\*



## APPROVAL QUEUES

### Select **Approvers**:

- Approvers queue is **sequential**
- Can view **where the e-PAF is in the queue**
- Approvers will receive **workflow e-mail notifications**
- Approvers will either "**APPROVE**" or "**RETURN FOR CORRECTION**"



## DISTRICT HR AUDIT

District HR audits/reviews all e-PAF transactions



## APPLIES IN BANNER

Once the e-PAF has been **approved by all APPROVERS**, the transaction is **applied in BANNER**







# Electronic Personnel Action Form

## e-PAF:

- What You Need to Know: e-PAF terms, Abbreviations, Key
- Setting up your NTRROUT(Default Approval Queues)
- e-PAF Snap Shot
- Starting your e-PAFs
- e-PAF transaction Status Definitions
- Routing Queues
- Comments
- Common errors

# Electronic Personnel Action Form



## e-PAF Terms, Abbreviations and Reference Key

Before you begin, take a few moments to become familiar with terms used.

### You will need to know:

- If the person is a new hire or an existing employee
- The person's E# or if a new hire, their name
- The date you want the change to occur (for new hire's = start date)
- Employee Classification Codes (see next slide)
- The organization # is the department code. May not always be the FOAP # or Time Sheet Org for your department.
- Supervisor's ID #
- The position and position ID #, or where to get it
- Salary grade, group and step or where to view the Salary schedule:  
<https://www.cccd.edu/employment/Pages/salaryschedules.aspx>
- Approval Queues – who needs to approve, cc'd as FYI, & applier. Can set up defaults
- e-PAFs and BANNER are case sensitive!

# Electronic Personnel Action Form

## e-PAF Terms, Abbreviations and Reference Key



### APPROVAL CATEGORIES (types of e-PAFS)

**HIRE-Short Term Employee or Classified Sub, HOURLY**

**HIRE – Professional Experts, PROFEX**

**HIRE- Part Time Faculty, PTFAC**

**HIRE-Federal Work Study Student, FWSTNT**

**HIRE-Student Assistant, STUDNT**

**HIRE-Mgmt, Classified, Confidential, MGTCL – (HR only)**

**HIRE- Full Time Faculty, FTFAC–(HR only)**

**JOBCHG** Job Change for **CURRENT** positions

**ADDJOB** Add suffix or a secondary job (e.g. OT)

**ENDJOB** Job Assignment Complete

### EMPLOYEE CLASSIFICATION CODES

**AA** Faculty – 175 Days

**A2** Faculty 12 month – 221 days

**BB** Part Time Faculty

Faculty Special Rates

**AJ** Administration of Justice Instructors Hourly

**DG** Academic and Classified Management

**E0** Classified – 10 month Employees

**E1** Classified – 11 month Employees

**EE** Classified – 12 month Employees

**HH** Hourly

**JJ** Confidential

**KK** Student Hourly

**LL** Executive Level

**PP** Medical Professionals

**QQ** Counselors – 195 Days

**Q2** Cosmetology – 210 Days

**SS** Special Project Professional Expert Personnel

**S1** Professional Experts – Sailing Center

**S2** Professional Experts – Community & Career Education

**VV** Board of Trustees

# Electronic Personnel Action Form

## e-PAF Terms, Abbreviations and Reference Key



### APPROVAL QUEUE LEVELS

<b>HIREMR</b>	Hiring Manager
<b>CFLAC</b>	FLAC Analyst
<b>CFISCL</b>	Campus Fiscal
<b>BUDGET</b>	District Budget
<b>CAMPHR</b>	HR - Campus
<b>DISTHR</b>	HR - District
<b>DRISK</b>	Risk Services
<b>DISTEX</b>	District Executive
<b>DGRANT</b>	Grants - District
<b>DBENEF</b>	Benefits
<b>DISTIT</b>	IT
<b>PAYROL</b>	Payroll
<b>CLEAD</b>	Campus Lead
<b>CFLAC</b>	FLAC Analyst
<b>SUPER</b>	Super-user

### APPROVAL ROLES


<b>APPROVE</b>	Approver
<b>APPLY</b>	Applier
<b>FYI</b>	For Information Only
<b>ORIGINATOR</b>	Initiates the e-PAF



## Setting up your Default APPROVAL QUEUES in **BANNER 9 - NTRROUT**

Setting your **Default Approval Queues in NTRROUT** will save time and effort for each e-PAF that you originate

#1 - Enter **NTRROUT** in the **Welcome** field



The screenshot shows a web interface with a yellow border. At the top, the word "Welcome" is displayed in a large, bold, black font. Below it is a text input field containing the text "NTRROUT". A red oval highlights the text "NTRROUT" in the input field, and a red arrow points to the oval from the left. To the right of the input field is a blue circular icon with a white 'x'. Below the input field, the text "Electronic Approval Routing Rules (NTRROUT)" is displayed in a smaller font.

# Setting up your Default APPROVAL QUEUES in BANNER 9 - NTRROUT

#2 - Click on the **3 dots** to view all of the **APPROVAL CATEGORIES** (e-PAF types)

Electronic Approval Routing Rules NTRROUT 9.3.4 (PROD)

User ID: LFLORENTESMULLENS Lisa Corinne Florentes Mullens Approval Category:

Approval Category Code Validation (NTVACAT)

Criteria

Category Code	Description	Activity Date
BANOV	Banner Conversion Overtime	05/02/2019
CJCHNG	Criminal Justice - Job Change	05/09/2018
CJHIRE	Hire-Criminal Justice	08/30/2019
EMPLOY	Edit/Create New Employee Recor	05/07/2018
ENDEMP	End Employee Record (PEAEM...	07/10/2018
ENDJOB	End Job (NBAJOBS)	07/10/2018
FTFAC	Hire-FT Faculty	08/30/2019
FWSTNT	Hire Federal Workstudy Student	08/30/2019
HOURLY	Hire Short Term Employee/Sub	08/30/2019
JOBCHG	Job Changes to Existing Pos	07/31/2018

Record 19 of 42

Cancel OK

#3 - Select which e-PAF you are setting the default **APPROVAL QUEUES** for e.g. HOURLY for Short-Term and SUB HIRES

Click on **OK**

#4- Click on **GO**

Electronic Approval Routing Rules NTRROUT 9.3.4 (PROD)

User ID: LFLORENTESMULLENS Lisa Corinne Florentes Mullens Approval Category:  Hire Short Term Employee/Sub

ADD RETRIEVE RELATED TOOLS

Go

## Setting up your Default APPROVAL QUEUES in **BANNER 9 - NTRROUT**

**#5** - Click on the USER ID field and then the **3 dots** which will pull up the **USER IDs**

ELECTRONIC APPROVAL ROUTING RULES					Insert	Delete	Copy	Filter
Level Code	Level	User ID	User ID Name	Required Action *				
APPLY		95	...	Apply				
CFISCL		20		Approval				
DISTHR		50		Approval				
HIREMR		10		Approval				
PAYROL		89		FYI				

**Active User ID's for Level Code**

Criteria:

User Id	Name
BTUMBLESON	Bethany Tumbleson
DEMERSON3	Dana Emerson
DHUDSON	David Hudson
DJOHNSON	Daniel Johnson
DTHOMPSON	Daniela Thompson
DTHOMPSON1	Dwayne Thompson
DTHOMPSON2	David Thompson
DWILLSON1	Dawn Willson
GPETERSON12	Gregory Peterson
KHARRISON21	Kevin Harrison

20 Per Page Record 1 of 17

Cancel OK

**#6** - Select the **USER**

You can SEARCH by typing in the first letters in the Criteria field box)

Click on **OK**

Notes:

- **APPLY** make sure to select **BANWORX**
- **PAYROLL Required Action is FYI** and then select the appropriate Payroll Technician

# Setting up your Default APPROVAL QUEUES in **BANNER 9 - NTRROUT**

**# 7 - OPTIONAL:** If needed, you can ADD another USER to APPROVE or as a FYI by clicking **INSERT**

ELECTRONIC APPROVAL ROUTING RULES					Insert	Delete	Copy	Filter
Level Code	Level	User ID	User ID Name	Required Action *				
HIREMR		10 SOCONNOR	Shannon M O'Connor	Approval				

**# 8 -** Click on the **three dots** and then select **List All Levels (NTRALVL)** from the Option List

APPLY	...	95 BANWORX	Banworth Anwar	Apply
				Approval

Option List

List All Levels (NTRALVL)

List Mandatory Levels (NTRACAT)

Cancel

**# 9 -** Select the **USER**  
You can **SEARCH** by  
typing in the first  
letters in the Criteria  
field box)

Click on **OK**

Approval Level Codes

Criteria

Level	Code	Description	Superuser
95	APPLY	Applier	Y
35	BUDGET	District Budget	N
40	CADMIN	Campus VP/Executives	N
30	CAMPHR	HR-Campus	N
20	CFISCL	Fiscal	N
15	CFLAC	FLAC Analyst	N
5	CLEAD	Campus Lead	N
82	DBENEF	Benefits - District	N
81	DGRANT	Grants - District	N
60	DISTEX	District Executives	N

1 of 2

20 Per Page

Record 1 of 24

Cancel

OK

## Setting up your Default APPROVAL QUEUES in **BANNER 9 - NTRROUT**

**Repeat for the following Approval Categories (types of e-PAF):**

HOURLY - Hire Short Term Employee/Sub

JOBCHG - Job Change

ADDJOB – Add suffix, OT, second job

STUDNT – Hire Student Assistant

ENDJOB – End Job (ACOMP)

ELECTRONIC APPROVAL ROUTING RULES					Insert	Delete	Copy	Filter
Level Code	Level	User ID	User ID Name	Required Action *				
APPLY	95			Apply				
CFISCL	20			Approval				
DISTHR	50			Approval				
HIREMR	10			Approval				
PAYROL	89			FYI				

# e-PAF Snap Shot



To set up your e-PAF, you will need to know and enter:

- C# or E#
- Query Date
- Position #
- Suffix

\* - indicates a required field.

ID: \* C02740162 Mike Raphone

Query Date: MM/DD/YYYY\* 08/24/2018

Approval Category: \* New Hire-Hourly-160 Day, HOURLY

Go

Query date = the **date that the transaction will begin**. You will use this same date throughout the rest of the e-PAF

This is where you select the **APPROVAL CATEGORY = type of e-PAF**

ID: Mike Raphone, C02740162

Query Date: Aug 24, 2018

Approval Category: New Hire-Hourly/160 Day, HOURLY

Job Record w/ Earnings, JEARN

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job	P05530	01	Hly/Temp Skill	1, District Site					<input type="radio"/>

The **Position #** drives the FOAP and EARN CODE options

Verify the **Suffix** by using the ARGOS Banner Job Look Up Report

# e-PAF Snap Shot



Name and ID: Mike Raphone, C02740162  
 Transaction: Query Date: Aug 24, 2018  
 Transaction Status:  
 Approval Category: New Hire-Hourly-160 Day, HOURLY

Save

Transaction | Default Earnings | Routing Queue | Comments | Transaction History  
 New EPAF | EPAF Originator Summary  
 Return to EPAF Menu

Create or Update Employee Record PEAEMPL section is in only the NEW HIRE e-PAF

\* - indicates a required field.

## PEAEMPL-Create or Update Employee Record

Item	Current Value	New Value
Current Hire Date: MM/DD/YYYY*	07/01/2018	08/24/2018
Home Organization: *	249302, SSSP Counseling	249302
Location Code: *	GWC, Golden West College	OCC, Orange Coast College
Employee Class Code: *(Not Enterable)QQ, 195 Day Faculty		HH
Home COAS: *(Not Enterable)	C	C
District Code: *(Not Enterable)	090, Coast Community College Dist	090
Employee Status: *(Not Enterable)	Active	A

The query date will default into CURRENT HIRE

## Job Record w/ Earnings, P05530-01 Hrly/Temp Skill

Item	Current Value	New Value
1st Day in Job: MM/DD/YYYY		08/24/2018
Jobs Effective Date: MM/DD/YYYY*		08/24/2018
Contract Type: *		Primary
Job Change Reason: *		NHIRE, New Hire
Timesheet Orgn: *		249302
Time Entry Type: *(Not Enterable)		T
Time Entry Method: *		Employee Time Entry via Web
Time In/Out Ind: *		Yes
Supervisor ID: *		
Job Location:		Orange Coast College
FTE: (Not Enterable)		1
Appointee		100
Job S: (Not Enterable)		A
Salary Group: *(Not Enterable)		1718/2
Salary Table: *(Not Enterable)		HH
Salary Grade: *		08
Step: *		3
Regular Rate:		
Assign Salary:		
Factor: (Not Enterable)		12
Pays: (Not Enterable)		12
LHE:		

Confirm that this date = QUERY DATE

This is the Job Record w/earnings section = NBA JOBS





# Originating an e-PAF in **BANNER Self – Service**

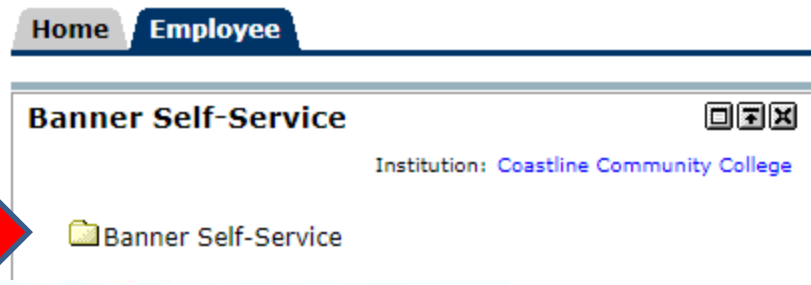


# Electronic Personnel Action Form

## New e-PAF Job Selection



Click on **BANNER SELF-SERVICE**



The interface shows a navigation bar with 'Home' and 'Employee' tabs. Below the tabs is a box titled 'Banner Self-Service' with window control icons. Inside the box, it says 'Institution: Coastline Community College' and 'Banner Self-Service' with a folder icon. A red arrow points from the text 'Click on BANNER SELF-SERVICE' to this folder icon.



[HELP](#) [EXIT](#)

### User Login

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished select Login

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

- **USER ID** - Enter your **C# or E#**
- Enter your **PIN #**
- CLICK on **LOGIN**

**This action will take you to e-PAF Menu to start a new e-PAF**

# Electronic Personnel Action Form

## Where to find the e-PAF



Personal Information **Employee** Finance

Search  Go

Employee

---

[Time Sheet](#)  
[Print Time Sheet](#)  
[Leave Request](#)  
[Electronic Personnel Action Forms](#)  
[Benefits and Deductions](#)  
[Jobs Summary](#)  
[Update Addresses and Phone Numbers](#)  
[Update Personal Contact Information](#)  
[Open Enrollment](#)

---

RELEASE: 8.7

In the **EMPLOYEE** tab:

- select from the menu,  
**Electronic Personnel Action Forms**
- Then select **NEW EPAF**

Personal Information Student **Employee** Finance

Search  Go

Electronic Personnel Action Form

---

[EPAF Approver Summary](#)  
[EPAF Originator Summary](#)  
[New EPAF](#)  
[EPAF Proxy Records](#)  
[Act as a Proxy](#)

# Electronic Personnel Action Form

## How to originate an e-PAF



Personal Information **Employee** Finance

Search

Go

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### 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: \*



Enter the person's **E#** or **C#** in the **ID** field.


If you do not know the E# or C#, click on the magnifying glass to perform a search.

# Electronic Personnel Action Form

## How to originate an e-PAF



### Person Search

 Check the box to limit the search to an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

#### Search Criteria

Employee: ☐

Last Name:

First Name:

Or

ID:

Or

SSN/SIN/TIN:

Records per Page: 25 ▼



After hitting "search" (magnifying glass),  
you can now search by:

- Last name, first name
- C# or E# or SS#
- You can use "%" for any wildcard searches when you have a partial name
- Then click on **GO**.

# Electronic Personnel Action Form

## e-PAF Transaction Status Definitions



Transaction Status	Definition
<b>Waiting</b>	Indicates the EPAF transaction has been saved by the originator and has not yet been submitted for approval.
<b>FYI</b>	A person in the approval queue who receives the EPAF action for information purposes only. FYI'ers do NOT hold up the approval queue.
<b>Pending</b>	The transaction has been submitted, but there are still outstanding approvals.
<b>Return for Correction</b>	Indicates the EPAF transaction has been returned to the originator for correction by an approver. The originator will need to update the EPAF transaction as needed and submit again for approval. Therefore, all approvers in the routing queue will need to approve the EPAF transaction even if they had previously approved it before it was returned for correction.
<b>Approved</b>	The transaction has been approved by an approver(s).
<b>Applied/Completed</b>	All approvals in the routing queue are complete and the transaction has been applied in Banner.
<b>Void</b>	Originator can VOID a transaction that has been SAVED and SUBMITTED. Only originators can void an EPAF transaction from their Originator Summary in the HISTORY tab.
<b>Acknowledge</b>	An FYI approver has reviewed the EPAF and acknowledged receipt.
<b>In the Queue</b>	Indicates that the transaction is on the way to you as the approver but requires action at a different level first. The status will change to Pending when the EPAF transaction is ready for your approval
<b>Delete</b>	Originator can DELETE a transaction that has been SAVED but not yet been submitted. Can delete an EPAF transaction from their Originator Summary in the HISTORY tab.
<b>Overridden</b>	A superuser has overridden one or more approval levels.
<b>Cancelled</b>	Indicates that the EPAF transaction has been canceled after it has already been applied to the database. However, it must be manually removed/revised in Banner.



## e-PAF

# Routing Queues, Comments, SAVE/SUBMIT, Errors and Warnings



# Electronic Personnel Action Form Routing Queue

## Routing Queue

Approval Level	User Name	Required Action
10 - (HIREMR) Hiring Manager	RCAPOCCIA Rozanne M Capoccia-White	Approve
20 - (CFISCL) Campus Fiscal	WROTHGEB Helen M Rothgeb	Approve
30 - (BUDGET) District Budget	TBAKER Timothy M Baker	Approve
35 - (CAMPHR) HR-Campus	RAKINS1 Renate Michelle Akins	FYI
50 - (DISTHR) HR - District	BBACH Bebe M Bach	Approve
95 - (APPLY) Applier		Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

- Using the magnifying glass for each **APPROVAL LEVEL** – select the appropriate person to approve, FYI, or apply. – **you cannot delete any of these mandatory approval levels.**
- But, you can add additional approval levels, as appropriate by clicking on the arrow “**Not Selected**”
- Click on **SAVE**

# Electronic Personnel Action Form

## Comment section

In the comment section, **describe the position/assignment**, otherwise it may be returned for correction. **Be sure to add:**

- Department
- Salary (dollar amount, e.g. \$12.00 per hour)
- Justification for the new hire (be specific. For example, include position/assignment; who they are reporting to; assignment duration; etc.)

Comment

A large, empty rectangular text box with a thin grey border, intended for entering the comment. It is highlighted by a thick yellow border.

# Electronic Personnel Action Form

## Saving and Submitting your e-PAF



### Electronic Personnel Action Form

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

**Name and ID:** Brittany Blue, C02714677

**Transaction:** 39232

**Query Date:** Nov 27, 2017

**Transaction Status:** Waiting

**Approval Category:** Mgmt, Classified, Confidential, MGTCLS

Save Submit Delete

[Approval Types](#) | [Account Distribution](#) | [Default Earnings](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[New EPAF](#) | [EPAF Originator Summary](#)

[Return to EPAF Menu](#)

Once you have completed the e-PAF:


- The system will indicate if the information was **SAVED SUCCESSFULLY**.
- If not, an error message will appear and will describe which field needs correction and will not transmit until corrected
- WARNINGS will allow you to proceed
- If you have no additional changes, click on **SUBMIT**


# Electronic Personnel Action Form

## Saving and Submitting your e-PAF



### Electronic Personnel Action Form

 Transaction was not submitted. Please review errors.

 Enter the information for the EPAF and either Save or Submit

**Name and ID:** Brittany Blue, C02714677


**Transaction:** 39232

**Query Date:** Nov 27, 2017

**Transaction Status:** Waiting

**Approval Category:** Mgmt, Classified, Confidential, MGTCLS

### Electronic Personnel Action Form

 The transaction has been successfully submitted.

 Enter the information for the EPAF and either Save or Submit

**Name and ID:** Brittany Blue, C02714677

**Transaction:** 39232

**Query Date:** Nov 27, 2017

**Transaction Status:** Pending

**Approval Category:** Mgmt, Classified, Confidential, MGTCLS

The system will indicate if your transaction was submitted.  
If not, an error message(s) will appear with error description

# Electronic Personnel Action Form

## **Errors and Warnings**

Once you submit the EPAF, if there are any issues within the e-PAF, the screen will show one of two message types:

**Warning** – Warnings simply deliver information to the user, but will still allow the e-PAF to process successfully.

**Error** – Error messages will not allow the e-PAF to progress to the approval levels. Errors must be corrected.

# Electronic Personnel Action Form Errors



## Common Errors:

\*ERROR\* "Approval types not committed":

- ✓ The **EARN CODE** section has not been completed; OR
- ✓ The **LABOR DISTRIBUTION** section has not been completed;  
OR
- ✓ an action for the added APPROVER/FYI was NOT selected.



# Electronic Personnel Action Form Errors



## **Common Errors:**

- \*ERROR\* Begin Date must equal the first Jobs Effective Date - check your dates!
- \*ERROR\* Job Effective Date. You have checked your dates and they match but there is still an error! There is already an existing assignment in NBAJOBS.
- Position ID # needs to match the appropriate Employee Classification (e.g. HH, KK, etc.) or you will not be able to view the applicable earn codes for that Employee Classification
- If you cannot view the e-PAF menu or are experiencing any other e-PAF difficulties, contact your e-PAF Rapid Response Team at 714-438-4825 or email [employmentservices@cccd.edu](mailto:employmentservices@cccd.edu)

**MOST COMMONLY USED JOB CHANGE REASONS**

<b><u>JOB CHANGE REASON</u></b>	<b><u>DESCRIPTION</u></b>
<b>ACOMP</b>	Assignment Completed
<b>ADDA</b>	Add Assignment
<b>CANCL</b>	Cancel Assignment
<b>EXTND</b>	Extend Assignment
<b>F_SUP</b>	FOAP and Supervisor Change
<b>GRV</b>	Graveyard Shift Assignment
<b>H2P</b>	Hourly to Permanent Position
<b>HOC</b>	Over Contract Hours Assignment
<b>MILE</b>	Mileage Stipend
<b>NHIRE</b>	New Hire
<b>OT1</b>	Overtime, Time & a Half
<b>OT2</b>	Overtime, Double time
<b>RETIRE</b>	Retirement
<b>REV</b>	Job Revision
<b>REV1</b>	Revise Pay Rate
<b>REV2</b>	Revise Hours per Day
<b>REV3</b>	Revise Start Date
<b>REV4</b>	Revise Earning End Date
<b>REV5</b>	Revise Labor Distribution
<b>REV6</b>	Revise Earnings Code
<b>REV7</b>	Revise % Hours - FACULTY
<b>REV8</b>	Revise Ticket #
<b>REV9</b>	Revise Total Compensation
<b>REHIRE</b>	Rehire
<b>SPCA</b>	Special Assignment Rate
<b>SPEC</b>	Special Assignment - FACULT
<b>SUB</b>	Substitute Teaching Assignment
<b>SUB1</b>	Hourly Substitute Assignment
<b>SUPER</b>	Supervisor Change/Revision

## **EARN CODE REFERENCE SHEET**

*\*Note: The Earn Code is driven by the Position\**

<b><u>EARN CODE</u></b>	<b><u>DESCRIPTION</u></b>
<b>EXP</b>	Professional Exp Lum Sum Pay
<b>FL3</b>	Floating Shift Differential 3%
<b>HOC</b>	Hours Over Contract @ Job Rate
<b>HRG</b>	Regular Pay - Hourly
<b>HRS</b>	Hrly Rate/Classified Contract
<b>MAL</b>	Meal Allowance
<b>MIL</b>	Mileage Pay
<b>MRG</b>	Regular Pay - Monthly
<b>OCD</b>	Out of Class Special Rate
<b>OCM</b>	Out of Class Assignment
<b>OT1</b>	Overtime, Time & a Half
<b>OT2</b>	Overtime, Double time
<b>PG1</b>	Professional Growth Cert NEW
<b>PGC</b>	Professional Growth Cert OLD
<b>PGD</b>	Professional Growth Degree
<b>PX1</b>	Professional Expert – SS Schedule. Hourly pay rate, paid by time card
<b>PX2</b>	Professional Expert – SS Schedule. Monthly pay rate, can be paid by time card or payments
<b>PX3</b>	Professional Expert – SS Schedule. Daily pay rate, can be paid by time card or payments
<b>PXH</b>	Professional Expert – S1/S2
<b>PXM</b>	Professional Expert - Contract
<b>SP1</b>	Stipend Pay Nonreportable Ret
<b>SPT</b>	Spilt Position
<b>ST1</b>	Standby Time Overtime @ 1.5
<b>ST2</b>	Standby Time Overtime @ 2.0
<b>STB</b>	Standby Time – Straight Time
<b>SUB</b>	Substitute – Classified Hourly
<b>WT1</b>	Web Time Entry HOURS Worked
<b>WT2</b>	Web Time Entry UNITS Worked
<b>WTH</b>	Web Time Entry HOURS Worked
<b>WTU</b>	Web Time Entry UNITS Worked

**PAYROLL TECHNICIANS**

**Add as FYI to ALL e-PAFs**

<b><u>Last name ends with...</u></b>	<b><u>Payroll Technician</u></b>
<b>A-D</b>	<b>Brittini Tran</b>
<b>E-K</b>	<b>Lieu Nguyen</b>
<b>L-Q</b>	<b>Sergio Borja</b>
<b>R-Z</b>	<b>Cidney Chung</b>

**(2022-2023) January – June 2023 HR EPAF DEADLINES****CERTIFICATED ePAFS (Due to HR Approval Queue)**

<b>Classification</b>	<b>Earning Pay Period</b>	<b>ePAF Deadline</b>	<b>Pay Cycle</b>	<b>Issue Date</b>
Full Time Academic – A1	01/01/23 to 01/31/23	01/09/23	07A	01/31/23
Full Time Academic – A1	02/01/23 to 02/28/23	02/07/23	08A	02/28/23
Full Time Academic – A1	03/01/23 to 03/31/23	03/14/23	09A	03/31/23
Full Time Academic – A1	04/01/23 to 04/30/23	04/11/23	10A	04/28/23
Full Time Academic – A1	05/01/23 to 05/31/23	05/11/23	11A	05/31/23
Full Time Academic – A1	06/01/23 to 06/30/23	06/09/23	12A	06/30/23
Full Time Academic – A1 *Timecard	12/01/22 to 12/31/22	01/09/23	07A	01/31/23
Full Time Academic – A1 *Timecard	01/01/23 to 01/31/23	02/07/23	08A	02/28/23
Full Time Academic – A1 *Timecard	02/01/23 to 02/28/23	03/14/23	09A	03/31/23
Full Time Academic – A1 *Timecard	03/01/23 to 03/31/23	04/11/23	10A	04/28/23
Full Time Academic – A1 *Timecard	04/01/23 to 04/30/23	05/11/23	11A	05/31/23
Full Time Academic – A1 *Timecard	05/01/23 to 05/31/23	06/09/23	12A	06/30/23
Part Time Instructors /Adjunct – A2	12/01/22 to 12/31/22	01/09/23	07A	01/31/23
Part Time Instructors /Adjunct – A2	01/01/23 to 01/31/23	02/07/23	08A	02/28/23
Part Time Instructors /Adjunct – A2	02/01/23 to 02/28/23	03/14/23	09A	03/31/23
Part Time Instructors /Adjunct – A2	03/01/23 to 03/31/23	04/11/23	10A	04/28/23
Part Time Instructors /Adjunct – A2	04/01/23 to 04/30/23	05/11/23	11A	05/31/23
Part Time Instructors /Adjunct – A2	05/01/23 to 05/31/23	06/09/23	12A	06/30/23
Hourly / Professional Expert – A2	12/01/22 to 12/31/22	01/09/23	07A	01/31/23
Hourly / Professional Expert – A2	01/01/23 to 01/31/23	02/07/23	08A	02/28/23
Hourly / Professional Expert – A2	02/01/23 to 02/28/23	03/14/23	09A	03/31/23
Hourly / Professional Expert – A2	03/01/23 to 03/31/23	04/11/23	10A	04/28/23
Hourly / Professional Expert – A2	04/01/23 to 04/30/23	05/11/23	11A	05/31/23
Hourly / Professional Expert – A2	05/01/23 to 05/31/23	06/09/23	12A	06/30/23

**(2022-2023) January – June 2023 HR EPAF DEADLINES****CLASSIFIED ePAFS (Due to HR Approval Queue)**

<b>Classification</b>	<b>Earning Pay Period</b>	<b>ePAF Deadline</b>	<b>Pay Cycle</b>	<b>Issue Date</b>
Full Time Classified – B1	01/01/23 to 01/31/23	<b>01/19/23</b>	07B	02/10/23
Full Time Classified – B1	02/01/23 to 02/28/23	<b>02/14/23</b>	08B	03/10/23
Full Time Classified – B1	03/01/23 to 03/31/23	<b>03/16/23</b>	09B	04/10/23
Full Time Classified – B1	04/01/23 to 04/30/23	<b>04/18/23</b>	10B	05/10/23
Full Time Classified – B1	05/01/23 to 05/31/23	<b>05/16/23</b>	11B	06/09/23
Full Time Classified – B1	06/01/23 to 06/30/23	<b>06/14/23</b>	12B	07/10/23
Full Time Classified – B1 *Timecard	12/01/22 to 12/31/22	<b>01/19/23</b>	07B	02/10/23
Full Time Classified – B1 *Timecard	01/01/23 to 01/31/23	<b>02/14/23</b>	08B	03/10/23
Full Time Classified – B1 *Timecard	02/01/23 to 02/28/23	<b>03/16/23</b>	09B	04/10/23
Full Time Classified – B1 *Timecard	03/01/23 to 03/31/23	<b>04/18/23</b>	10B	05/10/23
Full Time Classified – B1 *Timecard	04/01/23 to 04/30/23	<b>05/16/23</b>	11B	06/09/23
Full Time Classified – B1 *Timecard	05/01/23 to 05/31/23	<b>06/14/23</b>	12B	07/10/23
Part Time Classified - B2	12/10/22 to 01/09/23	<b>01/19/23</b>	07B	02/10/23
Part Time Classified - B2	01/10/23 to 02/09/23	<b>02/14/23</b>	08B	03/10/23
Part Time Classified - B2	02/10/23 to 03/09/23	<b>03/16/23</b>	09B	04/10/23
Part Time Classified - B2	03/10/23 to 04/09/23	<b>04/18/23</b>	10B	05/10/23
Part Time Classified - B2	04/10/23 to 05/09/23	<b>05/16/23</b>	11B	06/09/23
Part Time Classified - B2	05/10/23 to 06/09/23	<b>06/14/23</b>	12B	07/10/23
Hourly / Professional Expert – B2	12/10/22 to 01/09/23	<b>01/19/23</b>	07B	02/10/23
Hourly / Professional Expert – B2	01/10/23 to 02/09/23	<b>02/14/23</b>	08B	03/10/23
Hourly / Professional Expert – B2	02/10/23 to 03/09/23	<b>03/16/23</b>	09B	04/10/23
Hourly / Professional Expert – B2	03/10/23 to 04/09/23	<b>04/18/23</b>	10B	05/10/23
Hourly / Professional Expert – B2	04/10/23 to 05/09/23	<b>05/16/23</b>	11B	06/09/23
Hourly / Professional Expert – B2	05/10/23 to 06/09/23	<b>06/14/23</b>	12B	07/10/23







# Electronic Personnel Action Form e-PAF

## Originator Queues

# Electronic Personnel Action Form

## e-PAF Transaction Status Definitions

Transaction Status	Definition
<b>Waiting</b>	Indicates the EPAF transaction has been saved by the originator and has not yet been submitted for approval.
<b>FYI</b>	A person in the approval queue who receives the EPAF action for information purposes only. FYI'ers do NOT hold up the approval queue.
<b>Pending</b>	The transaction has been submitted, but there are still outstanding approvals.
<b>Return for Correction</b>	Indicates the EPAF transaction has been returned to the originator for correction by an approver. The originator will need to update the EPAF transaction as needed and submit again for approval. Therefore, all approvers in the routing queue will need to approve the EPAF transaction even if they had previously approved it before it was returned for correction.
<b>Approved</b>	The transaction has been approved by an approver(s).
<b>Applied/Completed</b>	All approvals in the routing queue are complete and the transaction has been applied in Banner.
<b>Void</b>	Originator can VOID a transaction that has been SAVED and SUBMITTED. Only originators can void an EPAF transaction from their Originator Summary in the HISTORY tab.
<b>Acknowledge</b>	An FYI approver has reviewed the EPAF and acknowledged receipt.
<b>In the Queue</b>	Indicates that the transaction is on the way to you as the approver but requires action at a different level first. The status will change to Pending when the EPAF transaction is ready for your approval
<b>Delete</b>	Originator can DELETE a transaction that has been SAVED but not yet been submitted. Can delete an EPAF transaction from their Originator Summary in the HISTORY tab.
<b>Overridden</b>	A superuser has overridden one or more approval levels.
<b>Cancelled</b>	Indicates that the EPAF transaction has been canceled after it has already been applied to the database. However, it must be manually removed/revised in Banner.

# Electronic Personnel Action Form

## Originator – workflow email notification



Thu 12/14/2017 4:24 PM

[employmentservices@cccd.edu](mailto:employmentservices@cccd.edu)

[EPAF workflow]-EPAF # 39624 Submitted for Kiwi, Betsy (C02714780) ?- Job Changes to Existing Pos (JOBCHG)

Florentes Mullens, Lisa

### Submitted EPAF Transaction Summary

EPAF Transaction #: 39624

EPAF Category: Job Changes to Existing Pos (JOBCHG)

Effective Date: @cx\_current\_hire\_date11/1/2017

Employee: Kiwi, Betsy (C02714780)

Position: Hourly Instructor (P04214)

Suffix: S1

Comments:

Approvers: @cx\_approver\_list

Receiving FYI: Paysan, Miguel V.

As an e-PAF **ORIGINATOR**, you will be notified through workflow with an email from [employmentservices@cccd.edu](mailto:employmentservices@cccd.edu)

**\*\*You will also receive an e-mail notification if one of the APPROVERS sends it back for correction\*\***

# Electronic Personnel Action Form

## e-PAF Originator Summary

To view all of your e-PAF submissions, including where it is in the approval queue, select **EPAF Originator Summary**

### Electronic Personnel Action Form

---

[EPAF Approver Summary](#)

[EPAF Originator Summary](#)

[New EPAF](#)

[EPAF Proxy Records](#)

[Act as a Proxy](#)

---

# Electronic Personnel Action Form Originator Summary - CURRENT



In the **CURRENT** tab you will see:  
**Waiting and Return for Correction e-PAFs**

- Select Waiting and Return for Correction or ALL
- Click on **GO**

## EPAF Originator Summary

1 - 3 of 3

[Jump to Bottom](#)

**EPAF Transactions**

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
<a href="#">Almy, James B.</a> Instructor, P03435-D2	C02093642	<a href="#">44810</a>	Job Changes to Existing Posn/Suff incl. Rehires/Extension	Apr 27, 2018	Apr 27, 2018	Return for Correction	<a href="#">**Comments</a>
<a href="#">McSweeney, Brian P.</a> Hrly/Temp Tech, P05526-01	C02148187	<a href="#">44791</a>	Next Fiscal Year - Job Change to Existing Position		Jul 01, 2018	Waiting	<a href="#">**Comments</a> <a href="#">Errors</a>
<a href="#">Nail, To</a> Pt Admin Of Justc, P05391-02	C02740174	<a href="#">44936</a>	Add New Assignment (e.g. Promo, OT, OCD, Secondary)		May 10, 2018	Waiting	<a href="#">Comments</a> <a href="#">Errors</a>

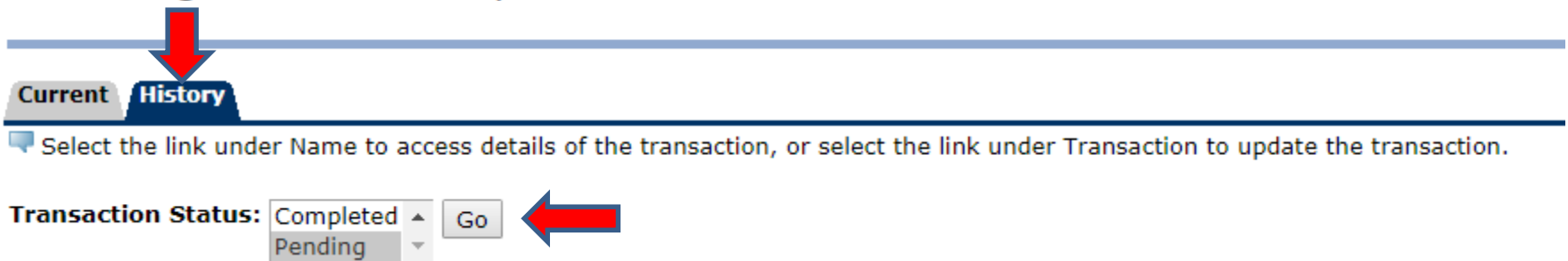
1 - 3 of 3

# Electronic Personnel Action Form Originator Summary - HISTORY

In the **HISTORY** tab you will see:  
**Completed, Pending and Voiced e-PAFs**

- Select **COMPLETED, PENDING, or ALL**
- Click on **GO**

## EPAF Originator Summary



Current History

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.


Transaction Status: Completed Pending Go

# Electronic Personnel Action Form Originator Summary - HISTORY

To view where the e-PAF transaction is in the Approval Queue:

- **Select** the transaction
- Scroll down to the **ROUTING QUEUE**

## EPAF Transactions



Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
Kiwi, Frances Hrly/Temp Prof, P05511-01	C02714795	39563	Hourly-160 Day	Dec 13, 2017	Dec 13, 2017	Pending	<a href="#">Comments</a>
Pink, Cherry TIES Intern, B99211-01	C02714784	39622	Hourly-160 Day	Dec 14, 2017	Dec 14, 2017	Pending	<a href="#">Comments</a>

## Routing Queue

Approval Level	Name	Required Action	Queue Status	Action Date
Hiring Manager, 10	Shannon M O'Connor, SOCONNOR	FYI	FYI	Dec 13, 2017 03:43:12 PM
Fiscal, 20	Lisa Corinne Florentes Mullens, LFLORENTESMULLENS	Approve	Pending	
HR - District, 50	Diane J De Pretto, DDEPRETTO	Approve	In the Queue	
Applier, 95	Miguel Vicente Barrameda Paysan, MPAYSAN	Apply	In the Queue	



# Electronic Personnel Action Form Originator Summary - HISTORY

**This is your electronic file cabinet** – no need to make copies ever again!

- **Select** the transaction you wish to view
- You can **sort** by clicking on the arrows (by name, ID, transaction, type of change, submitted date, effective date, transaction status)

## EPAF Originator Summary

Current **History**

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status: All   
Approved

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)

[Return to EPAF Menu](#)

1 - 25 of 66 Next

[Jump to Bottom](#)

### EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status
<a href="#">Bouzar, Pete</a> Instructor, P06231-A4	C02023044	41527	Job Changes to Existing Job Including Rehires/Extension	Feb 15, 2018	Feb 15, 2018	Completed
<a href="#">Bunny, Bugs</a> Dir Community Education Svcs, B99322-00	C02724801	40904	Promotions and/or Add an Overtime or Secondary Job	Jan 16, 2018	Jan 20, 2018	Completed
<a href="#">Bunny, Bugs</a> Ath & Pe Prof Expert, P05316-	C02724801	40888	End Job (Term, End Assign., Retirement, Layoff, etc.)	Jan 16, 2018	Jan 19, 2018	Completed



# Electronic Personnel Action Form Originator Summary - SEARCH



Can search in your:

- **CURRENT** - Waiting or Return for Correction
- **HISTORY** – Completed or Pending

Click on **SEARCH**

## EPAF Originator Summary

**Current** **History**

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status:

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)  
[Return to EPAF Menu](#)

1 - 20 of 20

[Jump to Bottom](#)

### EPAF Transactions


Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
Abdoli, Mansour Hourly Instructor, P04215-D3	C02695591	44811	Add New Assignment (e.g. Promo, OT, OCD, Secondary)	Apr 27, 2018	Apr 27, 2018	Pending	<a href="#">**Comments</a>
Alonso, Mark E. Hrly/Temp Service, P05538-01	C00692043	44783	Job Changes to Existing Posn/Suff incl. Rehires/Extension	Apr 23, 2018	Oct 30, 2017	Completed	<a href="#">**Comments</a>

# Electronic Personnel Action Form Originator Summary - SEARCH




You can now **SEARCH** by **name, C# or E# or by transaction #**

## Transaction Search

 Enter the Last Name and or First Name of the person or an ID. Or, enter a Transaction number. Select Go. A percent sign may be used as the wildcard.

### Search Criteria


 Last Name:


First Name:

Or

 ID:

Or

 Transaction Number:

Transactions per Page: 25 



# e-PAF APPROVERS



# Electronic Personnel Action Form Approval Workflow



Tue 1/30/2018 3:44 PM

employmentservices@cccd.edu

[EPAF workflow]-Approve EPAF # 41233 for Laguna, Southdakota (C02724780) ; Hourly-160 Day

To OConnor, Shannon; Florentes Mullens, Lisa

Cc Capitullo, Norlyn

You have been flagged as an Approver for the following EPAF transaction and your approval is required.

## Submitted EPAF Transaction Summary

EPAF Transaction #: 41233

EPAF Category: Hourly-160 Day (Hourly-160 Day)

Effective Date: 30-JAN-18

Employee: Laguna, Southdakota (C02724780)

Position: Hrly/Temp Clerical (P05520)

Suffix: 01

Transaction E-Class: HH (Hourly/Temporary)

FOAPL: C 110001 133001 2333 673000 Percent: 100

## Comments:

41233 HR - to support the project. user: LFLORENTESMULLENS

EPAF Originated By: Florentes Mullens, Lisa C. ([lflorentesmullens@gwc.cccd.edu](mailto:lflorentesmullens@gwc.cccd.edu))

## Active Assignments on 30-JAN-18

Employee Primary E-class:

As an **APPROVER**, you will be notified through workflow with an email from employmentservices@cccd.edu

- Notification when e-PAF is originated
- Notification when it is YOUR TURN to approve

# Electronic Personnel Action Form

## e-PAF Approver Summary

To review the e-PAFs that require your approval , including where it is in the approval queue, select **EPAF Approver Summary**

### Electronic Personnel Action Form

---

[EPAF Approver Summary](#)

[EPAF Originator Summary](#)

[New EPAF](#)

[EPAF Proxy Records](#)

[Act as a Proxy](#)

---

# Electronic Personnel Action Form FYI Workflow



---

**From:** [employmentservices@cccd.edu](mailto:employmentservices@cccd.edu) [employmentservices@cccd.edu]  
**Sent:** Wednesday, November 29, 2017 9:41 AM  
**To:** Capitulo, Norlyn  
**Cc:** Paysan, Miguel  
**Subject:** [EPAF workflow]-Acknowledge EPAF # 39277) for Blue, Baby (C02714732) ? Federal Workstudy Student

You have been flagged as an **FYI** for the following EPAF transaction and your acknowledgement is requested.

## Submitted EPAF Transaction Summary

EPAF Transaction #: 39277  
EPAF Category: Federal Workstudy Student (Federal Workstudy Student)  
Effective Date: 28-JAN-2013

Employee: Blue, Baby (C02714732)  
Position: Hourly Instructor (P04214)  
Suffix: S1  
Employee Primary E-Class: PT Faculty (No E-Class)

FOAPL: C 120100 259802 2316 732000 Percent: 100

Comments:

You will be notified through workflow with an email from [employmentservices@cccd.edu](mailto:employmentservices@cccd.edu) when you are flagged as a **FYI**

**You can review your FYI e-PAFs in the e-PAF Approver Summary tab**

# Electronic Personnel Action Form

## Approval Summary - **APPROVE**

**Name and ID:** Massachusetts Zuma, C02724976 **Job and Suffix:** P05518-01, Hrly/Temp Clerical  
**Transaction:** 41168 **Query Date:** Jan 26, 2018  
**Transaction Status:** Pending **Last Paid Date:**  
**Approval Category:** New Hire-Hourly-160 Day, HOURLY  
[Previous](#) [Next](#)

[Approve](#) [Disapprove](#) [Return for Correction](#) [Void](#) [More Info](#) [Add Comment](#)



[Jump to Bottom](#)

[Approval Types](#) | [Account Distribution](#) | [Default Earnings](#) | [Routing Queue](#) | [Transaction History](#)

[EPAF Originator Summary](#)

[Return to EPAF Menu](#)

Click on the transaction to view

Scroll down or Jump to Bottom to review e-PAF

Click on **APPROVE** or...

# Electronic Personnel Action Form

## Approval Summary – RETURN FOR CORRECTION

**Name and ID:** Massachusetts Zuma, C02724976

**Transaction:** 41168

**Transaction Status:** Pending

**Approval Category:** New Hire-Hourly-160 Day, HOURLY

⏪ Previous   Next ⏩

**Job and Suffix:** P05518-01, Hrly/Temp Clerical

**Query Date:** Jan 26, 2018

**Last Paid Date:**

Approve   Disapprove   **Return for Correction**   Void   More Info

**Add Comment**

[Approval Types](#) | [Account](#) | [Comments](#)

[Jump to Bottom](#)

**Name and ID:** Massachusetts Zuma, C02724976

**Transaction:** 41168

**Job and Suffix:** P05518-01, Hrly/Temp Clerical

**Approval Category:** Hourly-160 Day, HOURLY

**Enter Comment**

Incorrect FOAP#.

Please revise to #110001 133001 2333 673000

**Save**

Add **COMMENT** and **SAVE** then


Click on **RETURN FOR CORRECTION**



# Electronic Personnel Action Form Approval Summary - FYI

To **Acknowledge FYI** –  
Click the box under **ACTION** and **SAVE**

## EPAF Approver Summary

 **Current** In My Queue History

Select the link under Name to access details of the transaction.

Queue Status: All FYI Go

[New EPAF](#) | [Update Proxies](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)  
[Return to EPAF Menu](#)

Select All Reset Save

1 - 5 of 5  
[Jump to Bottom](#)

**EPAF Transactions**

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links
<a href="#">Chartreuse, Benjamin</a> Hrly/Temp Clerical, P05522-01	C02714808	39558	Hourly-160 Day	Dec 13, 2017	Dec 13, 2017	FYI	<input checked="" type="checkbox"/>	
<a href="#">Chartreuse, Frances</a> Captain Marine Vessel, B99217-00	C02714811	39555	Mgmt, Classified, Confidential	Dec 13, 2017	Dec 13, 2017	FYI	<input checked="" type="checkbox"/>	
<a href="#">CHARTREUSE, Robert</a> Comm Svcs Prof Exp, P05330-01	C02714803	39556	Professional Experts	Dec 13, 2017	Dec 13, 2017	FYI	<input checked="" type="checkbox"/>	
<a href="#">Chartreuse, Sally</a> Student Asst 3 Non-I, P05272-01	C02714805	39560	Job Changes to Existing Position	Dec 13, 2017	Dec 13, 2017	FYI	<input checked="" type="checkbox"/>	
<a href="#">Orange, Betsy</a> Instructor, B99277-00	C02714793	39621	FT Faculty	Dec 14, 2017	Dec 14, 2017	FYI	<input checked="" type="checkbox"/>	<a href="#">Comments</a>

1 - 5 of 5  
[Return to Top](#)  
\*\*\*Comments Exist


Select All Reset Save

# Electronic Personnel Action Form Approval Summary – in the Queue

Transactions that need to be approved **BEFORE you can give  
your APPROVAL**

**Select** the transaction

EPAF Approval Summary



<b>Current</b> <b>In My Queue</b> History						
Select the link under Name to access details of the transaction.						
<a href="#">New EPAF</a>   <a href="#">Update Proxies</a>   <a href="#">Search</a>   <a href="#">Proxy or Superuser or Filter Transactions</a> <a href="#">Return to EPAF Menu</a>						
1 - 10 of 10 <a href="#">Jump to Bottom</a>						
<b>EPAF Transactions</b>						
▲ Name ▼	▲ ID ▼	▲ Transaction ▼	▲ Type of Change ▼	▲ Submitted Date ▼	▲ Effective Date ▼	Links
<a href="#">Apple, Benjamin</a> Hrly/Temp Clerical, P05522-01	C02714705	39349	Hourly-160 Day		Nov 30, 2017	<a href="#">**Comments</a> <a href="#">Errors</a>
<a href="#">CHARTREUSE, Carl</a> CyberPatriot Project Spec, B99198-00	C02714804	39620	End Job (Term, End Assignment, Retirement, layoff, etc.)	Dec 14, 2017	Dec 14, 2017	<a href="#">Comments</a>
<a href="#">Orange, Frances</a>	C02714800	39612	End Employee Record		Dec 14, 2017	<a href="#">Comments</a> <a href="#">Errors</a>
<a href="#">Pink, Cherry</a> TIES Intern, B99211-01	C02714784	39622	Hourly-160 Day	Dec 14, 2017	Dec 14, 2017	<a href="#">Comments</a>
<a href="#">Pink, Cherry</a> Professional Expert, P05352-00	C02714784	39600	Professional Experts	Dec 14, 2017	Dec 14, 2017	<a href="#">**Comments</a> <a href="#">Warnings</a>
<a href="#">Pink, David</a> Student Asst 3 Inst, P05267-01	C02714778	39321	Federal Workstudy Student		Nov 01, 2017	<a href="#">Comments</a>
<a href="#">Pink, Frances</a> Contract Ed Prof Exp, P05334-00	C02714789	39613	End Job (Term, End Assignment, Retirement, layoff, etc.)	Dec 14, 2017	Dec 14, 2017	<a href="#">Comments</a>
<a href="#">Pink, Robert</a> Cyber-Patriot Project Spec, B99171-00	C02714765	39618	Add an Overtime or Secondary Job	Dec 14, 2017	Dec 14, 2017	<a href="#">Comments</a> <a href="#">Warnings</a>


# Electronic Personnel Action Form

## Approval Summary – **IN THE QUEUE**

Scroll down to **ROUTING QUEUE** to determine where the e-PAF is in the queue.

*In this example – Shannon must approve before Lisa can approve*

### **Routing Queue**

Approval Level	Name	Required Action	Queue Status	Action Date
Hiring Manager, 10	Shannon M O'Connor, SOCONNOR	Approve	In the Queue	
HR - District, 50	Lisa Corinne Florentes Mullens, LFLORENTESMULLENS	Approve	In the Queue	
Applier, 95	Norlyn B Capitulo, NCAPITULO	Apply	In the Queue	

# Electronic Personnel Action Form

## Approval Summary - HISTORY

- This view includes all of your **APPROVALS**
- Click on transaction to view

### EPAF Approver Summary

Current In My Queue **History**

Select the link under Name to access details of the transaction.

Queue Status: All Approved Go

[New EPAF](#) | [Update Proxies](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)  
[Return to EPAF Menu](#)

1 - 25 of 34 Next  
[Jump to Bottom](#)

#### EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Links
<a href="#">Apple, Cherry</a> CyberPatriot Project Spec, B99198-00	C02714707	39598	Mgmt, Classified, Confidential	Dec 14, 2017	Dec 01, 2017	<a href="#">**Comments</a> <a href="#">Warnings</a>
<a href="#">Apple, David A.</a> Studnt Asst 1 Inst, P05246-01	C00691244	39332	Federal Workstudy Student	Nov 30, 2017	Nov 01, 2017	<a href="#">**Comments</a>
<a href="#">Chartreuse, Ann</a> Studnt Asst 1 Inst, P05246-01	C02714801	39473	Job Changes to Existing Position	Dec 12, 2017	Nov 01, 2017	
<a href="#">Chartreuse, Betsy</a> Research Analyst, B99216-01	C02714806	39566	Add an Overtime or Secondary Job	Dec 14, 2017	Jan 14, 2018	<a href="#">Warnings</a>
<a href="#">CHARTREUSE, Carl</a> CyberPatriot Project Spec, B99198-00	C02714804	39599	Mgmt, Classified, Confidential	Dec 14, 2017	Dec 01, 2017	<a href="#">Warnings</a>



# Electronic Personnel Action Form

## e-PAF

## Proxies

# Electronic Personnel Action Form Proxy

Personal Information **Employee** Finance

Search  Go

## Electronic Personnel Action Form

[EPAF Approver Summary](#)

[EPAF Originator Summary](#)

[New EPAF](#)

[EPAF Proxy Records](#)

[Act as a Proxy](#)

To set a proxy either:

From e-PAF menu- select **e-PAF  
PROXY RECORDS**

OR while in an e-PAF  
transaction- **select PROXY or  
SUPERUSER**

[New EPAF](#) | [Update Proxies](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)

[Return to EPAF Menu](#)

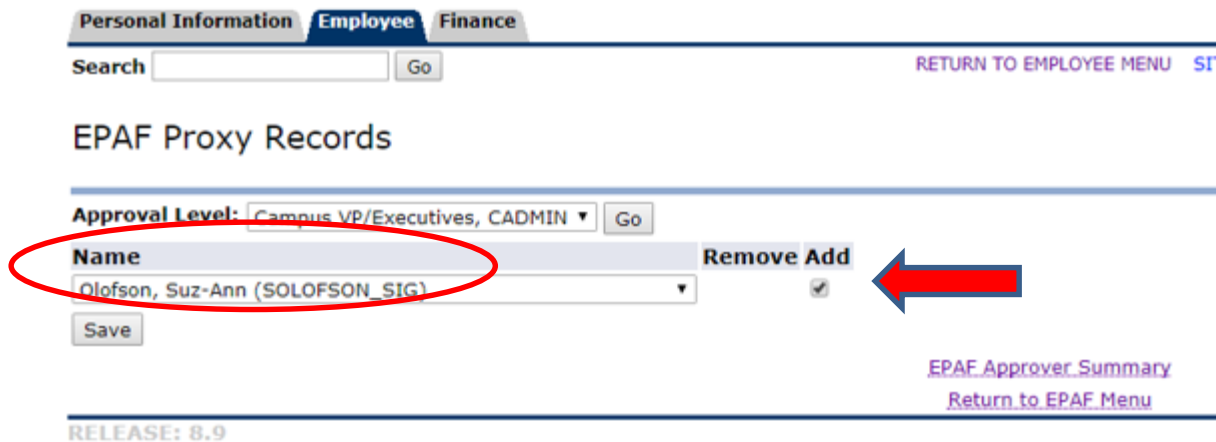
# Electronic Personnel Action Form Proxy



The screenshot shows a web interface for 'EPAF Proxy Records'. At the top, there are three tabs: 'Personal Information', 'Employee' (which is selected), and 'Finance'. Below the tabs is a 'Search' input field followed by a 'Go' button. The main heading is 'EPAF Proxy Records'. Below this, there is an 'Approval Level:' label followed by a dropdown menu. The dropdown menu is open, showing a list of options: 'Campus VP/Executives, CADMIN' (highlighted in blue), 'Campus VP/Executives, CADMIN', 'HR - District, DISTHR', 'HR-Campus, CAMPHR', and 'Risk Services, DRISK'. A red circle is drawn around the first two options, and a red arrow points to the second option. To the right of the dropdown menu is a 'Go' button. At the bottom left of the form, it says 'RELEASE: 8.9'.

**select APPROVAL LEVEL** that you  
wish to delegate

# Electronic Personnel Action Form Proxy



Personal Information **Employee** Finance

Search  Go [RETURN TO EMPLOYEE MENU](#) [ST](#)

### EPAF Proxy Records

Approval Level: Campus VP/Executives, CADMIN Go

Name	Remove	Add
Olofson, Suz-Ann (SOLOFSON_SIG)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save

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

RELEASE: 8.9

Select the person who you want to **APPROVE** on your behalf

**Click the add box**

**SAVE**



# Electronic Personnel Action Form

## Proxy


### Electronic Personnel Action Form

[EPAF Approver Summary](#)

[EPAF Originator Summary](#)

[New EPAF](#)


[EPAF Proxy Records](#)

[Act as a Proxy](#) 

If you are acting as a PROXY  
select **ACT as a PROXY**

Select the person that you are  
acting as a **PROXY** for

Click on **GO**

 Act as a proxy or a superuser and enter the following criteria to filter transactions.

Proxy For:

Act as a Superuser:

Submitted From Date: MM/DD/YYYY

Submitted To Date: MM/DD/YYYY

Transactions Per Page:

▼  
  
  
  
  
 ▼





# e-PAF for NEW HIRES



**PROFEX** New Hire – Professional Expert

**FWSTNT** New Hire – Federal Work Study

**HOURLY** New Hire – Hourly 160 Day

**STUDNT** New Hire – Student


**MGTCLS** New Hire – Classified, Classified Management, Confidential, Educational Admin, Executives **(HR ONLY)**

# Electronic Personnel Action Form

## e-PAF for NEW HIRES



### Person Search Results

 To choose a person, select a link under ID.




[EPAF Person Search](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

Once the search  
is completed:  
Select your **new  
hire**



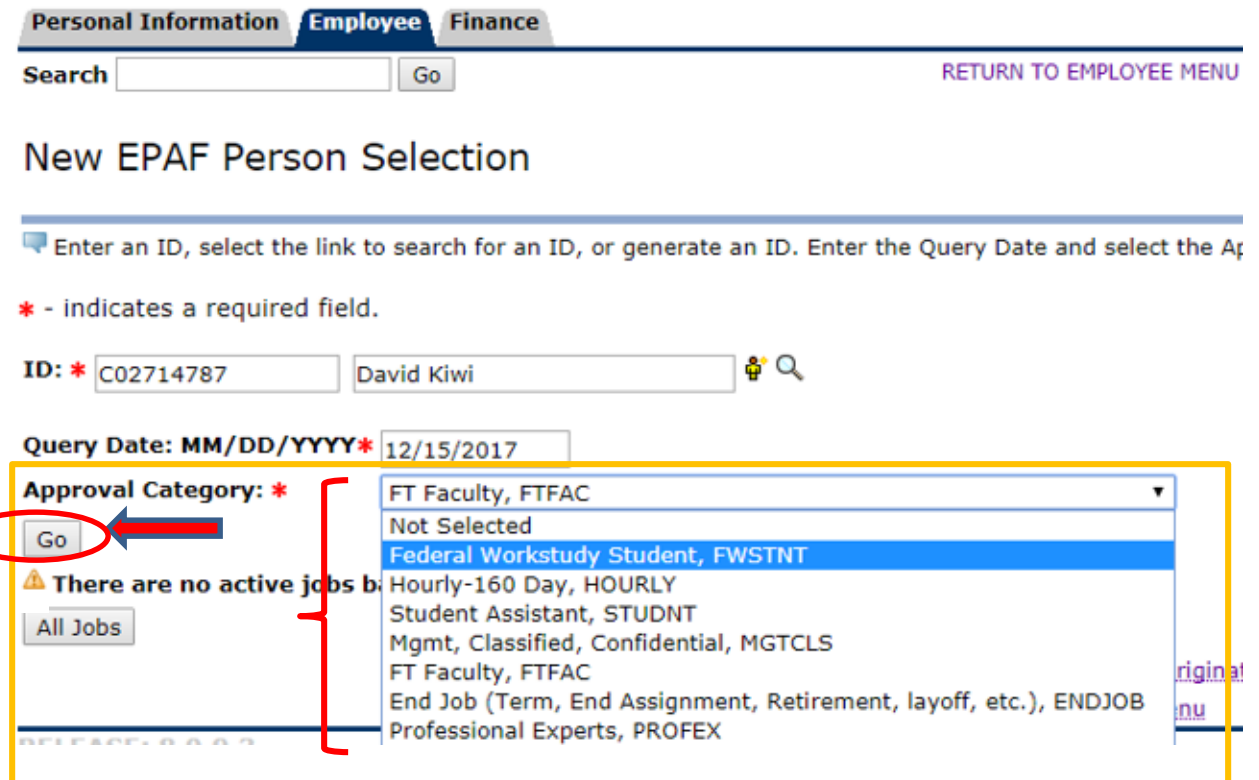
 ID	 Last Name	 First Name	Middle Name	Birth Date	Name Type
<a href="#">C00652512</a>	Blue	Deborah	M	Jan 03, 1954	
<a href="#">C00417906</a>	Blue	David	L	Mar 01, 1968	
<a href="#">C00711708</a>	Blue	David		Mar 23, 1984	
<a href="#">C02188902</a>	Blue	Darin	Patrick	Jun 17, 1985	
<a href="#">C00580371</a>	Blue	Daniel	A	Oct 26, 1956	
<a href="#">C02222664</a>	Blue	Christopher	Marcus	Jan 18, 1989	
<a href="#">C01058732</a>	Blue	Charles	B	Sep 15, 1982	
<a href="#">C00117945</a>	Blue	Cathy Ann		May 12, 1948	
<a href="#">C02167945</a>	Blue	Carol	Kimberly	Jul 23, 1973	
<a href="#">C00983296</a>	Blue	Carl	A	Dec 29, 1976	
<a href="#">C02714677</a>	Blue	Brittany		Feb 01, 1990	
<a href="#">C02162991</a>	Blue	Brandon	Robert	Nov 20, 1980	

# Electronic Personnel Action Form

## e-PAF for NEW HIRES

Select the **new hire's** employee classification from the **APPROVAL CATEGORY:**

- ✓ Federal Work Study Student = **FWSTNT**
- ✓ Hourly – 160 Day = **HOURLY**
- ✓ Student Assistant = **STUDNT**
- ✓ Management, Classified, Confidential, Educ Admin = **MGTCLS**
- ✓ Full Time Faculty = **FTFAC**
- ✓ Part time Faculty = **PTFAC**
- ✓ Professional Experts = **PROFEX** → **GO**




Personal Information Employee Finance

Search  Go [RETURN TO EMPLOYEE MENU](#)


### 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.

\* - indicates a required field.

ID: \*   

Query Date: MM/DD/YYYY\*

Approval Category: \*  

There are no active jobs for this person.

- FT Faculty, FTFAC
- Not Selected
- Federal Workstudy Student, FWSTNT
- Hourly-160 Day, HOURLY
- Student Assistant, STUDNT
- Mgmt, Classified, Confidential, MGTCLS
- FT Faculty, FTFAC
- End Job (Term, End Assignment, Retirement, layoff, etc.), ENDJOB
- Professional Experts, PROFEX

# Electronic Personnel Action Form e-PAF for NEW HIRES



Personal Information **Employee** Finance

Search  Go [RETURN TO EMPLOYEE MENU](#)

## 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.

\* - indicates a required field.

ID: \*

Query Date: MM/DD/YYYY \*

Approval Category: \*

There are no active jobs for this person.

- FT Faculty, FTFAC
- Not Selected
- Federal Workstudy Student, FWSTNT
- Hourly-160 Day, HOURLY
- Student Assistant, STUDNT
- Mgmt, Classified, Confidential, MGTCLS
- FT Faculty, FTFAC
- End Job (Term, End Assignment, Retirement, layoff, etc.), ENDJOB
- Professional Experts, PROFEX

The **query date** will always appear as the current day's date in this box. **Be certain that this is the date that you need the change to occur. You will be unable to change it later!**

# Electronic Personnel Action Form

## e-PAF for NEW HIRES



Personal Information **Employee** Finance

Search  Go

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### New EPAF Job Selection


Enter or search for a new position number and enter the suffix, or select the link under Title.


**ID:** Brittany Blue, C02714677

**Query Date:** Nov 27, 2017

**Approval Category:** Mgmt, Classified, Confidential, MGTCLS

#### Job Record w/ Earnings, JEARN



Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
 New Job										<input type="radio"/>

⚠ There are no active jobs based on the Query Date.

All Jobs

Go

Since this is a NEW HIRE, this person has **NO active jobs**

To **SEARCH**, click on the magnifying glass to find the Position and Position ID#

# Electronic Personnel Action Form e-PAF for NEW HIRES



Personal Information **Employee** Finance

Search  Go

New Position Selection

Enter search criteria and select Go. Then select the link under Position to select

**Search Criteria**

**Position Number:**

**Employee Class:** CC, Criminal Justice Faculty  
DD, Educational Administrator  
EE, Classified

**COA:** All  
C, Coast Chart of Accounts

**Budget Organization:** 180500, Budget  
180600, Fiscal Affairs  
180700, Accounting

**Go**

[Jump to Bottom](#)

Once you have selected your search criteria, click **GO**. A list of available positions to choose from will be displayed.

- Click on the **EMPLOYEE CLASS** (e.g. EE, HH)
- COA:** Select "C" Coast
- Choose the **BUDGET ORGANIZATION**
- Click on **GO**
- Then **choose the POSITION/POSITION ID#**

[Return to EPAF Menu](#)

**\*Refer to the POSITION ID# AND TITLE LIST (for TEMP employee classifications)\***

## Search Results

Position	Title	Employee Class	COA	Budget Organization	Begin Date	End Date
B99331	Accounting Analyst	EE, Classified	C	180700, Accounting	Jul 01, 2015	
B99377	Accounting Analyst	EE, Classified	C	180700, Accounting	Jul 01, 2015	
P00965	Accounting Technician Senior	EE, Classified	C	180700, Accounting	Jul 01, 2006	
P01600	Accounting Technician Senior	EE, Classified	C	180700, Accounting	Jul 01, 2006	
P02340	Accounting Technician	EE, Classified	C	180700, Accounting	Jul 01, 2006	

[Return to Top](#)



# Electronic Personnel Action Form

## e-PAF for NEW HIRES



Personal Information **Employee** Finance

Search  Go

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

**ID:** Brittany Blue, C02714677

**Query Date:** Nov 27, 2017

**Approval Category:** Mgmt, Classified, Confidential, MGTCLS

#### Job Record w/ Earnings, JEARN

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	B99331	00	Accounting Analyst	180700, Accounting					

⚠ There are no active jobs based on the Query Date.

All Jobs

Go

Once you have chosen the appropriate position and position ID#:

*\*Refer to the e-PAF Suffixes, earn codes and end dates for new hires document\**

- Enter **"00"** into the suffix for monthly jobs and **"01"** for any other assignments. Faculty suffixes are dependent upon the semester.
- Ensure that the correct position is selected
- Click on **GO**

# Electronic Personnel Action Form

## Creating the e-PAF for NEW HIRES



### PEAEMPL-Create or Update Employee Record

Item	Current Value	New Value
Current Hire Date: MM/DD/YYYY*		<input type="text" value="11/27/2017"/>
Home Organization: *		<input type="text" value="180700"/>
Location Code: *		<input type="text" value="CCC, Coastline Community College"/>
Employee Class Code: *		<input type="text" value="EE"/>
Home COAS: *(Not Enterable)		<input type="text" value="C"/>
District Code: *(Not Enterable)		<input type="text" value="090"/>

Note: all \* are **REQUIRED** fields

- Enter the **HOME ORGANIZATION** or click on the magnifying glass to search
- Enter the **LOCATION CODE** or click on the magnifying glass to search
- Enter the **EMPLOYEE CLASS CODE** (e.g. EE, HH) or click on the magnifying glass to search
- **HOME COAS** and **DISTRICT CODE** are not enterable and **cannot be changed**

# Electronic Personnel Action Form

## Creating the e-PAF for NEW HIRES



Job Record w/ Earnings, B99187-02 Sub Hourly Librarian

Item	Current Value	New Value
1st Day in Job: MM/DD/YYYY		01/26/2018
Jobs Effective Date: MM/DD/YYYY*		01/26/2018
Contract Type: *		Primary
Job Change Reason: *		NHIRE, New Hire
Timesheet Orgn: *		090000
Time Entry Type:		Pay Period Time Sheet
Time Entry Method:		Employee Time Entry via Web
Time In/Out Ind: *		Yes
Supervisor ID: *		C02386376
FTE:		0
Appointment Percent: (Not Enterable)		100
Job Status: *(Not Enterable)		A

- **1<sup>ST</sup> DAY IN JOB:** and the **JOBS EFFECTIVE DATE** are the same date for a **NEW HIRE** = **The date the employee will begin work**
- Enter the **CONTRACT TYPE** as **PRIMARY**
- Enter the **JOB CHANGE REASON** as **NHIRE, New Hire**
- Enter the **TIME SHEET ORGN #** or click on the magnifying glass to search
- Select the **TIME ENTRY TYPE** and **TIME ENTRY METHOD**
- Make sure to select **YES** for **Time In/Out**
- Enter the **Supervisor C# or E#**

# Electronic Personnel Action Form

## Creating the e-PAF for NEW HIRES



### Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Subr

[View Salary Schedules.](#)



**Name and ID:** Brittany Blue, C02714677

**Transaction:**

**Transaction Status:**

**Approval Category:** Mgmt, Classified, Confidential, MGTCLS

Save

Salary Group: \*(Not Enterable)

1718/2

Salary Table: \*

EE

Salary Grade: \*

123

Step: \*

3

Factor:

12

Pays:

12

To access an view the **SALARY SCHEDULE**, click on the link at the TOP of this form:

- Enter the **SALARY TABLE** (e.g. EE, DG, JJ)
- Enter the **SALARY GRADE** (e.g.123)
- Enter the **SALARY STEP** (no "0")
- **All other fields are not enterable & cannot be changed**

**\*Also refer to the SALARY TABLE/GRADE/STEP REFERENCE SHEET\***

# Electronic Personnel Action Form

## Creating the e-PAF for NEW HIRES

Current  
Effective Date: 11/27/2017  
COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New  
Effective Date: MM/DD/YYYY 11/27/2017

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
Q C		Q 110001	Q 180700	2131	Q 672000					100.00	
Q		Q	Q		Q						
Q		Q	Q		Q						
Q		Q	Q		Q						
Q		Q	Q		Q						
Total:										100.00	

### FOAP:

- Double check the **FOAP # and the % and effective dates**
- The **TOTAL must = 100%**, even when the salary is split among several accounts.
- You may add FOAPs if this employee's salary is paid by multiple departments from different accounts.

# Electronic Personnel Action Form

## Creating the e-PAF for NEW HIRES

Current									
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date			
New Value									
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove		
01/26/2018	HRG, Regular Pay - Hourly					07/09/2018			
	Not Selected				1				
	Not Selected				1				
	Not Selected				1				

Save and Add New Rows

**\*EARNINGS must be entered or will receive an ERROR message\***

- Enter the **EFFECTIVE DATE** = First Day worked
- Enter the **EARN CODE** (e.g. HRG for Temp, MRG for Perm, PX1 for Professional Expert SS schedule, etc.) – see drop down menu to view

# Electronic Personnel Action Form

## Creating the e-PAF for NEW HIRES



Current									
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date			
New Value									
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove		
01/26/2018	HRG, Regular Pay - Hourly				1	07/09/2018			
	Not Selected				1				
	Not Selected				1				
	Not Selected				1				

Save and Add New Rows

**TEMP employees: 160 Day Hourlies, Students, Federal Work Study and Professional Experts **MUST** have an **END DATE**, enter the end of FISCAL YEAR DATE: e.g. for this current FY, enter 07/09/XX**

# e-PAF for NEW HIRES – Part Time Faculty







# Electronic Personnel Action Form

## Completing the e-PAF – PT FAC: NEW HIRE

**ID:** Texas Hermosa, C02724946  
**Query Date:** Jan 30, 2018  
**Approval Category:** New Hire-Part-Time Faculty, PTFAC

**Faculty Job Record, JOBFAC**



Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	p04214	00	Hourly Instructor	379935, Holding for Pooled Positions					<input type="radio"/>

⚠ There are no active jobs based on the Query Date.

All Jobs

Go

Enter the **POSITION #** and **SUFFIX 00**

Click on **GO**

# Electronic Personnel Action Form

## Completing the e-PAF – PT FAC: NEW HIRE

**Name and ID:** Hawaii Hermosa, C02724885

**Transaction:**

**Query Date:** Feb 15, 2018

**Transaction Status:**

**Approval Category:** New Hire-Part-Time Faculty, PTFAC

[Save](#)

[Approval Types](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[New EPAF](#) | [EPAF Originator Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

\* - indicates a required field.

### PEAEMPL-Create or Update Employee Record

Item	Current Value	New Value
Current Hire Date: MM/DD/YYYY*(Not Enterable)		08/24/2018
Home Organization: *		090102
Location Code: *		GWC, Golden West College
Employee Class Code: *(Not Enterable)		BB
Home COAS: *(Not Enterable)		C
District Code: *(Not Enterable)		090
Employee Status: *(Not Enterable)		A

- Current Hire Date = **first day of the semester**
- Enter the **HOME ORGANIZATION AND LOCATION CODE** or click on the magnifying glass to search

**The next fields are not enterable**

# Electronic Personnel Action Form

## Completing the e-PAF – PT FAC: NEW HIRE



Job Record, P04214-00 Hourly Instructor

Item	Current Value	New Value
Timesheet Orgn: *		<input type="text" value="090101"/>
Supervisor ID: *		<input type="text" value="C02435853"/>
1st Day in Job: MM/DD/YYYY*(Not Enterable)		<input type="text" value="08/24/2018"/>
Jobs Effective Date: MM/DD/YYYY*(Not Enterable)		<input type="text" value="08/24/2018"/>
Contract Type: *(Not Enterable)		<input type="text" value="P"/>
Job Change Reason: *(Not Enterable)		<input type="text" value="NHIRE"/>
Time Entry Type: (Not Enterable)		<input type="text" value="N"/>
Time Entry Method: (Not Enterable)		<input type="text" value="P"/>
FTE: (Not Enterable)		<input type="text" value="1"/>
Appointment Percent: (Not Enterable)		<input type="text" value="100"/>
Job Status: *(Not Enterable)		<input type="text" value="A"/>
Salary Group: *(Not Enterable)		<input type="text" value="1718/2"/>
Salary Table: *(Not Enterable)		<input type="text" value="BB"/>
Salary Grade: *(Not Enterable)		<input type="text" value="I"/>
Step: *(Not Enterable)		<input type="text" value="1"/>
Factor: (Not Enterable)		<input type="text" value="12"/>
Pays: (Not Enterable)		<input type="text" value="12"/>

- Enter the **TIMESHEET ORG #**
- Enter the **SUPERVISOR C# OR E#**

**The next fields are not enterable**

Employment Services will review/revise salary grade and step upon verification

Faculty are run through **FLAC**



## POSITION ID NUMBERS – effective 9/1/2019

### DIST – Single Position Coding Logic

DM9999	Management
DC9999	Classified
DA9999	Confidential
DE9999	Executive

### OCC – Single Position Coding Logic

OF9999	Full Time Faculty
OM9999	Management
OC9999	Classified
OA9999	Confidential
OE9999	Executive

### DIST – Pooled Position Coding Logic

DCLERL	Clerical/Secretarial
DINSTR	Instruction/Research Assistant
DPROFL	Professional
DSERMA	Service/Maintenance
DSKLCR	Skilled Crafts
DTECPA	Technical/Paraprofessional
DSTURG	Student Assistant
DSTUFW	Federal Work Study Student
DSTUCA	CalWorks Student
DPROEX	Professional Expert
DEN999	Executive Interim
DEA999	Executive Acting
DMN999	Management Interim
DMA999	Management Acting
DBOARD	Board Member
DTRUST	Student Trustee

### OCC – Pooled Position Coding Logic

OCLERL	Clerical/Secretarial
OINSTR	Instruction/Research Assistant
OPROFL	Professional
OSERMA	Service/Maintenance
OSKLCR	Skilled Crafts
OTECPA	Technical/Paraprofessional
OSTURG	Student Assistant
OSTUFW	Federal Work Study Student
OSTUCA	CalWorks Student
OPROEX	Professional Expert
OEN999	Executive Interim
OEA999	Executive Acting
OMN999	Management Interim
OMA999	Management Acting
OPTFAC	Part Time Faculty
OPTCOU	Part Time Counselor
OPTLIB	Part Time Librarian
OPTFAS	Part Time Faculty - Sub
OPTCOS	Part Time Counselor - Sub
OPTLIS	Part Time Librarian - Sub

**CCC – Single Position Coding Logic**

CF9999	Full Time Faculty
CM9999	Management
CC9999	Classified
CA9999	Confidential
CE9999	Executive

**GWC – Single Position Coding Logic**

GF9999	Full Time Faculty
GM9999	Management
GC9999	Classified
GA9999	Confidential
GE9999	Executive

**CCC – Pooled Position Coding Logic**

CCLERL	Clerical/Secretarial
CINSTR	Instruction/Research Assistant
CPROFL	Professional
CSERMA	Service/Maintenance
CSKLCR	Skilled Crafts
CTECPA	Technical/Paraprofessional
CSTURG	Student Assistant
CSTUFW	Federal Work Study Student
CSTUCA	CalWorks Student
CPROEX	Professional Expert
CEN999	Executive Interim
CEA999	Executive Acting
CMN999	Management Interim
CMA999	Management Acting
CPTFAC	Part Time Faculty
CPTCOU	Part Time Counselor
CPTLIB	Part Time Librarian
CPTFAS	Part Time Faculty - Sub
CPTCOS	Part Time Counselor - Sub
CPTLIS	Part Time Librarian - Sub

**GWC – Pooled Position Coding Logic**

GCLERL	Clerical/Secretarial
GINSTR	Instruction/Research Assistant
GPROFL	Professional
GSERMA	Service/Maintenance
GSKLCR	Skilled Crafts
GTECPA	Technical/Paraprofessional
GSTURG	Student Assistant
GSTUFW	Federal Work Study Student
GSTUCA	CalWorks Student
GPROEX	Professional Expert
GEN999	Executive Interim
GEA999	Executive Acting
GMN999	Management Interim
GMA999	Management Acting
GPTFAC	Part Time Faculty
GPTCOU	Part Time Counselor
GPTLIB	Part Time Librarian
GPTFAS	Part Time Faculty - Sub
GPTCOS	Part Time Counselor - Sub
GPTLIS	Part Time Librarian - Sub
GPTFCJ	Part Time Criminal Justice



## **SUFFIXES, EARN CODES, END DATES for NEW HIRES**

Please note:

- The **Department** will originate the e-PAFS for the **TEMPORARY NEW HIRES** (Part-Time Faculty, Short-Term, Substitutes, Student Assistants, and Professional Experts).
- The **Campus EEO Coordinators** will originate the e-PAFS for all the **PERMANENT NEW HIRES** “contract” and/or recruited positions (Full-Time Faculty, Executive, Educational Administrators, Classified Management and Classified).
- **Financial Aid** will originate the e-PAFS for Federal Work Study (FWS)

### **SUFFIXES:**

Part-Time Faculty	160 day Hourlies	Students	FWS	Prof. Experts	Full Time Faculty	Executive	Educ. Admin.	Classified Management	Classified
00	01	01	01	01	00	00	00	00	00



### **EARN CODES (no earn required for PT Faculty):**

160 day Hourlies	Students	FWS	*Prof. Experts*	Full Time Faculty	Executive	Educ. Admin.	Classified Management	Classified
HRG	HRG	HRG	PX1	MRG	MRG	MRG	MRG	MRG
			PX2					
			PX3					
			PXH					
			PXM					

#### **\*Professional Experts\*:**

- PX1 = PE Schedule. Hourly pay rate, paid by time card.
- PX2 = PE Schedule. Monthly pay rate, can be paid by time card or payments.
- PX3 = PE Schedule. Daily pay rate, can be paid by time card or payments.
- PXH = S1/S2 Schedule
- PXM = Contract

### **END DATES (required for TEMPORARY NEW HIRES ONLY – except for PT Faculty):**

Short-Term Substitutes	Student Assistants	FWS	Prof. Experts
As approved by DIST HR	As approved by DIST HR	As approved by DIST HR/Financial Aid	As approved by DIST HR



**SALARY TABLE/GRADE/STEP REFERENCE SHEET**

CLASSIFICATION (CLASS CODE)	TABLE	GRADE	STEP
<b>Full-time Faculty</b> (AA, AT)	AA (175 Day) A2 (221 Day)	I II III IV V	1 – 10 1 – 12 1 – 13 1 – 20 1 – 26
<b>Full-time Counselor Cosmetology Faculty</b> (QQ, QT)	QQ Q2	I II III IV V	1 – 10 1 – 12 1 – 13 1 – 20 1 – 26
<b>Part-time Faculty</b> (BB)	BB	I II III MI (Misc. Instructional) MN (Misc. Non-Instructional)	1 – 7 1 – 7 1 – 7 1 1
<b>Criminal Justice Academy</b> (CC)	AJ	LAB LEC	1 – 9 1 – 9
<b>Educational Administrators</b> (DD)	DG	1 - 14	1 - 9
<b>Classified Managers</b> (GG)	DG	1 - 14	1 - 9
<b>Classified</b> (EE)	EE (12 Month) E1 (11 Month) E0 (10 Month)	101 – 126	1 - 9
<b>Short-term/Hourly (160 Day)</b> (HH)	ST	ST	10-26
<b>Confidential</b> (JJ)	JJ	1 - 6	1 - 9
<b>Students and Work Study</b> (KK)	SA	SA	10-12
<b>Executives</b>	LL	2 3	1 – 7 1
<b>Professional Experts</b> (PE)	PE – Special Project SC – Sailing Center S2 – Community Ed	PE SC HRLY	10 – 33 10-25 1 - 39

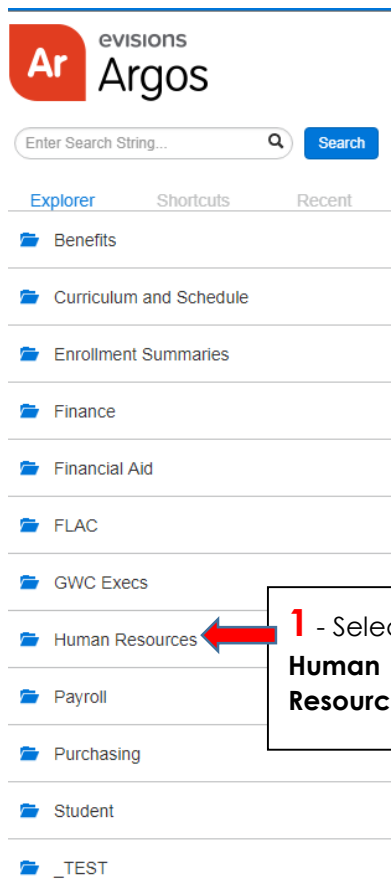
**Employee Class Code Options:**

*(Note: Class Code is different than the salary schedule table)*

AA – Full-time Faculty  
 AT- Full-time Faculty (Tenure Track)  
 BB – Part-time Faculty  
 CC – Criminal Justice (GWC Only)  
 DD- Educational Administrators  
 EE – Classified Employees  
 GG – Classified Managers  
 HH- Short-term, Classified Subs  
 JJ – Confidential Employees  
 KK – Students and Work Study  
 LL – Executives  
 PE – Professional Experts  
 QQ – 195 Day Faculty (Counselors)  
 QT – FT Counselors (Tenure Track)  
 TE – Temporary Faculty  
 VV – Board of Trustees

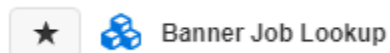


## ARGOS BANNER JOB LOOK UP REPORT



**1** - Select the **Human Resources** folder

**2** - Click on the **Banner Job Lookup** report



**3** - Enter the **Employee ID#**  
**CID or EID**

Employee ID:

Effective Date:

Term:

### Date used to select job data values:

- Use today's date to get current effective data;
- Use 12/31/2099 to get greatest effective data, even if in the future.  
\*this will be the most effective when looking up ALL Job assignments and suffixes\*

Select a line to show the FOAP in the upper right hand FOAP box.

cID	LAST NAME	FIRST NAME	NBRJOB POSN	NBRJOB SUFF	NBRJOB STATUS	PAYROLL	JOB NO	PRIME	JOB DESC
-----	-----------	------------	-------------	-------------	---------------	---------	--------	-------	----------

**To view the FOAP** for specific assignments, select an assignment and view the FOAP of that assignment in the upper right hand FOAP box

FOAP:

POSN	SUFF	FTE	EFF_DT	FUNDC	ORGNC	ACCTC	PROGC	ACTVC	LOCNC
P05901	00	100	12/1/2006	812001	261055	2131	696000		

### Example of Full Time Faculty Report

NBRBJOB POSN	NBRBJOB SUFF	NBRBJOB STATUS	PAYROLL	JOB NO	PRIME	JOB DESC	JOB BEG	JOB END	EARN Code	SHIFT Code	PAY RATE	TITLE
P06231	00	A	A	M100	Y		12/01/201..	12/31/205..	MGR	DAY	11,277.800	Instructor
P06231	A1	T	A	AG21	N	EXM T/C (AA-I-00) /A1	06/17/201..	06/18/201..	EXM	DAY	45.525	Instructor
P06231	A2	T	A	AG22	N	EXM T/C (AA-I-00) /A2	07/01/201..	08/26/201..	EXM	DAY	45.525	Instructor
P06231	A3	T	A	AG23	N	EXM (AA-IV-00) /A3	08/05/201..	08/06/201..	EXM	DAY	45.074	Instructor
P06231	A4	T	A	AG24	N	EXM (AA-IV-00) /A4	08/17/201..	08/18/201..	EXM	DAY	45.074	Instructor
P06231	B1	T	A	BG21	N	EXM T/C (AA-IV-00) /B1	12/01/201..	12/17/201..	EXM	DAY	47.797	Instructor
P06231	B2	T	A	BG22	N	EXM T/C (AA-I-00) /B2	08/23/201..	12/13/201..	EXM	DAY	45.074	Instructor
P06231	B3	T	A	BG23	N	EXM (AA-I-00) /B3	08/23/201..	12/13/201..	EXM	DAY	1,253.600	Instructor
P06231	B8	T	A	BG28	N	EXM T/C (AA-I-00) /B8	07/01/201..	12/31/201..	EXM	DAY	45.704	Instructor
P06231	BX	T	A	BG2X	N	EXM (AA-I-00) /BX	11/01/201..	12/02/201..	EXM	DAY	45.074	Instructor
P06231	C1	T	A	CG21	N	EXM (AA-I-00) /C1	01/02/201..	01/23/201..	EXM	DAY	47.797	Instructor
P06231	C2	T	A	CG22	N	SBM T/C (AA-I-00) /C2	01/21/201..	01/29/201..	SBM	DAY	98.395	Instructor
P06231	D1	A	A	DG21	N	EXM (AA-I-00) /D1	02/01/201..	02/28/201..	EXM	DAY	47.797	Instructor
P06231	D2	A	A	DG22	N	EXM (AA-I-00) /D2	04/01/201..	04/15/201..	EXM	DAY	500.000	Instructor
P06231	D3	T	A	DG23	N	EXM (AA-I-00) /D3	05/01/201..	05/10/201..	EXM	DAY	46.695	Instructor
P06231	D4	T	A	DG24	N	EXM (AA-I-00) /D4	01/30/201..	05/29/201..	EXM	DAY	45.074	Instructor

### Example of Classified Employee Report

NBRBJOB POSN	NBRBJOB SUFF	NBRBJOB STATUS	PAYROLL	JOB NO	PRIME	JOB DESC	JOB BEG	JOB END	EARN Code	SHIFT Code	PAY RATE	TITLE
P01991	00	A	B	M100	Y	REG (E0-115-09) /00	10/01/201..	12/31/205..	MGR	DAY	5,390.300	Instructional Associate
P01991	01	T	B	O301	N	OT1 T/C (E0-44-05) /01	08/25/201..	05/29/201..	OT1	DAY	24.753	Lab Inst Ast-Agr/Bio
P01991	02	A	B	O302	N	HOC T/C (E0-115-09) /02	10/01/201..	12/31/205..	HOC	DAY	30.979	Instructional Associate
P01991	03	A	B	O303	N	OT1 T/C (E0-115-09) /03	10/01/201..	12/31/205..	OT1	DAY	30.979	Instructional Associate
P01991	04	T	B	O304	N	OCD T/C (E0-48F-00) /04	02/10/201..	04/09/201..	OCD	DAY	2.592	Lab Inst Ast-Agr/Bio

### Example of Part Time Faculty Report

NBRBJOB POSN	NBRBJOB SUFF	NBRBJOB STATUS	PAYROLL	JOB NO	PRIME	JOB DESC	JOB BEG	JOB END	EARN Code	SHIFT Code	PAY RATE	TITLE
P04214	00	A	A			UNT T/C (BB-III-04) /00	01/30/201..	12/31/205..	UNT	DAY	76.556	Hourly Instructor
P04214	A1	T	A	AG21	N	EXH (BB-MN-01) /A1	08/08/201..	08/10/201..	EXH	DAY	35.000	Hourly Instructor
P04214	B1	T	A	BG21	N	EXH (BB-MN-01) /B1	12/01/201..	12/18/201..	EXH	DAY	35.000	Hourly Instructor
P04214	B9	T	A	BG29	N	EXH (BB-MN-01) /B9	12/01/201..	12/17/201..	EXH	DAY	35.000	Hourly Instructor
P04214	D1	T	A	DG21	N	EXH (BB-MN-01) /D1	05/01/201..	05/02/201..	EXH	DAY	35.000	Hourly Instructor
P04214	D4	T	A	DG24	N	EXH (BB-MN-01) /D4	01/30/201..	05/28/201..	EXH	DAY	35.000	Hourly Instructor
P04214	F1	T	A	FG21	N	UNT #50659 (BB-I-00) /F1	08/28/201..	12/16/201..	UNT	DAY	82.828	Hourly Instructor
P04214	F2	T	A	FG22	N	UNT #51034 (BB-I-00) /F2	08/28/201..	12/16/201..	UNT	DAY	82.828	Hourly Instructor
P04214	F3	T	A	FG23	N	LAB #50082 (BB-I-00) /F3	08/29/201..	12/18/201..	LAB	DAY	63.771	Hourly Instructor
P04214	S1	A	A	SG21	Y	UNT #61271 (BB-I-00) /S1	01/29/201..	05/27/201..	UNT	DAY	82.828	Hourly Instructor
P04214	S2	A	A	SG22	N	UNT #60813 (BB-I-00) /S2	01/29/201..	05/27/201..	UNT	DAY	82.828	Hourly Instructor
P04217	B1	T	A	BG31	N	SBH T/C (BB-MI-01) /B1	10/25/201..	10/26/201..	SBH	DAY	44.366	Substitute Instr Cta
P04217	D3	T	A	DG33	N	SBH T/C (BB-MI-01) /D3	04/06/201..	04/07/201..	SBH	DAY	44.366	Substitute Instr Cta

### Example of 160 Day Employee Report

NBRBJOB POSN	NBRBJOB SUFF	NBRBJOB STATUS	PAYROLL	JOB NO	PRIME	JOB DESC	JOB BEG	JOB END	EARN Code	SHIFT Code	PAY RATE	TITLE
P05540	01	T	B	O201	Y	HRG T/C (HH-04-01) /01	07/01/201..	11/30/201..	HRG	DAY	13.400	Hrly/Temp Service
P05540	02	A	B	O202	N	HRG T/C (HH-04-03) /02	12/01/201..	07/09/201..	HRG	DAY	14.770	Hrly/Temp Service
P05540	03	T	B	O203	N	HRG T/C (HH-04-01) /03	12/10/201..	06/30/201..	HRG	DAY	13.400	Hrly/Temp Service
P05540	04	T	B	O204	N	HRG T/C (HH-06-01) /04	12/10/201..	06/30/201..	HRG	DAY	17.960	Hrly/Temp Service

**NBRJOB POSN = Position #**

**NBRBJOB SUFF = Suffixes**

**NBRBJOB STATUS = either Active "A" or Terminated "T" Status**

**PRIME = Primary is "Y" Secondary assignments are "N"**

**JOB DESC = Salary Table/Salary Grade/Salary Step (TC = Time Card) & suffix**

**JOB BEG/JOB END = Job Effective Dates**

**EARN CODE = Earn Code**

**SHIFT CODE = Shift**

**PAYRATE –Pay Rate**

**TITLE – Job Title**

## When to use ADDJOB vs. JOBCHG

For Sub and Special Assignments Refer to FACULTY e-PAFs: Sub, Special & Cancelled Assignments Reference Sheet

<u>e-PAF Type:</u>	<u>ADDJOB - Add a secondary job/new suffix/new Position ID - Never previously used</u>	<u>JOBCHG - Change of existing position, assignment and /or suffix – can reuse already used suffixes, even if terminated</u>
<b>When to Use:</b>	Add New Suffix	For the new <b>FISCAL YEAR</b> (= or > 07/01/20XX) <b>renewing job assignment for Temporaries:</b> <ul style="list-style-type: none"> <li>Use the <b>JOBCHG e-PAF</b></li> <li>Select <b>REHIRE</b> as the Job Change Reason</li> </ul>
	Add Shift	Add shift change to existing assignment
	Adding Secondary Job	FOAP Change
	<b>NEW</b> Sub Assignment (PT Faculty)	% change
	<b>NEW</b> Special Assignment (FT or PT Faculty)	Supervisor Change
	<b>NEW SECONDARY ASSIGNMENT</b> (FT Faculty)	Rate Change ( <b>for corrections only</b> )
	Add OT	<b>Reuse</b> already used suffixes (even if terminated). e.g. <b>SUB, Special Assignments, Overload</b> . But <b>do NOT reuse suffixes for Faculty in the same semester</b>
	Add different FOAP#s for Temporaries	Renew job assignment for Temporaries - Enter <b>EXTEND</b> as Job Change Reason to re-start an assignment that has ended <b>before the end of the Fiscal year</b> for the new Fiscal year < 07/01/20XX

*~this is NOT an exhaustive list of when to use ADDJOB and JOBCHG~*



# Electronic Personnel Action Form: e-PAF **JOBCHNG**

## Change of existing position and suffix –

even if that position has been “terminated”/”completed”

You can re-use the suffix.

- ✓ FOAP Change
- ✓ Percent Change
- ✓ Supervisor Change
- ✓ “Re-hire” for TEMP employees
- ✓ Rate Change (for CORRECTIONS only)
- ✓ Sub and Special Assignments (refer to Sub Special Assignment Reference Sheet)

## Note:

### For Instructors:

Be sure to check the **ARGOS - BANNER LOOK UP Report or NBAJOBS** to view the current assignment date. **The Query date and Jobs Effective Date MUST BE AFTER this date.**

# Electronic Personnel Action Form

## New e-PAF Job Selection- JOBCHG



View the ARGOS Banner Job Look Up Report before you start the e-PAF

You will need the E ID#

Ar

evisions  
Argos

Enter Search String...

Search

ExplorerShortcutsRecent

Benefits

Curriculum and Schedule

Enrollment Summaries

Finance

Financial Aid

FLAC

GWC Execs

Human Resources

Payroll

Purchasing

Student

\_TEST

### District Tools

ArgosPROD for all your reporting needs.  
Please login with your Active Directory (your computer login) credentials.  
[Click here for directions.](#)

★ Banner Job Lookup



# Electronic Personnel Action Form

## New e-PAF Job Selection- JOBCHG



Personal Information **Employee** Finance

Search  Go [RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### 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

\* - indicates a required field.

ID: \*

Query Date: MM/DD/YYYY\*

Approval Category: \*

There are no active jobs b

RELEASE: 8.9.0.3

© 2017 Ellucian Company L.P. and its affiliates.

- FT Faculty, FTFAC
- Not Selected
- Federal Workstudy Student, FWSTNT
- Hourly-160 Day, HOURLY
- Student Assistant, STUDNT
- Mgmt, Classified, Confidential, MGTCLS
- FT Faculty, FTFAC
- End Job (Term, End Assignment, Retirement, layoff, etc.), ENDJOB
- Professional Experts, PROFEX
- Job Changes to Existing Position, JOBCHG**
- Add an Overtime or Secondary Job, ADDJOB

Update job changes to existing position:

- ✓ Salary Change
- ✓ Hourly Change
- ✓ FOAP Change
- ✓ Percent Change
- ✓ Supervisor Change

# Electronic Personnel Action Form

## New e-PAF Job Selection- JOBCHG

Click on **ALL JOBS** to see all of the employee's positions

Query Date: MM/DD/YYYY\* 03/20/2018

Approval Category: \* Job Changes to Existing Job Including Rehires/Extension, JOBCHG ▼

Go

### Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	P05634	00	Administrative Asst I	304003, Career Technical Education Office	Apr 16, 2015			Active

All Jobs

# Electronic Personnel Action Form

## New e-PAF Job Selection- JOBCHG



Select the position click on **GO**

ID:

Query Date: \_\_\_\_\_

Approval Category: Job Changes to Existing Pos, JOBCHG

### Job Record w/ Earnings, JEARN

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	<input type="text"/>	<input type="text"/>							<input type="radio"/>
	Secondary	P05517	01	Hrly/Temp Clerical	830100, Reimb Ancillary ISD Marketing	Sep 03, 2009	Jun 30, 2011		Terminated	<input type="radio"/>
	Secondary	P05517	02	Hrly/Temp Clerical	830100, Reimb Ancillary ISD Marketing	Sep 03, 2009	Jun 30, 2011		Terminated	<input type="radio"/>
	Secondary	P05518	01	Hrly/Temp Clerical	14100, Educational Services	Jul 22, 2010	Nov 30, 2014		Terminated	<input type="radio"/>
	Secondary	P05518	02	Hrly/Temp Clerical	14100, Educational Services	Jul 22, 2010	Nov 30, 2014		Terminated	<input type="radio"/>
	Secondary	P05518	03	Hrly/Temp Clerical	14100, Educational Services	Jul 22, 2010	Nov 30, 2014		Terminated	<input type="radio"/>
	Secondary	P05518	04	Hrly/Temp Clerical	14100, Educational Services	Jul 22, 2010	Nov 30, 2014		Terminated	<input type="radio"/>
	Secondary	P05518	05	Hrly/Temp Clerical	14100, Educational Services	Jul 01, 2011	Nov 30, 2014		Terminated	<input type="radio"/>
	Secondary	P05518	06	Hrly/Temp Clerical	14100, Educational Services	Feb 01, 2012	Nov 30, 2014		Terminated	<input type="radio"/>
	Secondary	P05520	01	Hrly/Temp Clerical	32310, Career Technical Education	Dec 08, 2014	Apr 15, 2015		Terminated	<input type="radio"/>
	Primary	P05634	00	Administrative Asst I	304003, Career Technical Education Office	Apr 16, 2015			Active	<input checked="" type="radio"/>
	Secondary	P05634	01	Staff Specialist	32310, Career Technical Education	Jun 01, 2015	Jun 30, 2016		Terminated	<input type="radio"/>
	Primary	P06377	00	Isd Staff Aide	830100, Reimb Ancillary ISD Marketing	Dec 01, 2006	Sep 02, 2009		Terminated	<input type="radio"/>

Active Jobs

Go

# Electronic Personnel Action Form

## Completing the e-PAF - JOBCHG



Job Record w/ Earnings, P05634-00 Administrative Asst I

Item	Current Value	New Value
1st Day in Job: MM/DD/YYYY(Not Enterable)	04/16/2015	<input type="text"/>
Jobs Effective Date: MM/DD/YYYY*	10/01/2017	<input type="text" value="03/20/2018"/>
Contract Type: *	Primary	Secondary ▾
Job Change Reason: *	CCOMP	REV5, Revise Labor Distribution ▾
Timesheet Orgn: *	304003	<input type="text" value="304003"/>
Time Entry Type:	None	Not Selected ▾
Time Entry Method:	Payroll Time Entry	Not Selected ▾

1<sup>st</sup> Day in Job:  
**CANNOT CHANGE**

**Effective date of the transaction**

Since this transaction is for a change to an existing job, there will already be a "current value" level. **You will not be able to enter a new value.**

- Enter Effective date of the transaction in the **JOB EFFECTIVE DATE** field
- **CONTRACT TYPE -PRIMARY only**
- Search the drop down menu for the **JOB CHANGE REASON** (*this is only the reason code description, you still must make the change in the e-PAF*)
- If different, enter the new **TIME SHEET ORGN #** or click on the magnifying glass to search
- If different, enter the new **TIME ENTRY TYPE** &/or **TIME ENTRY METHOD** or click on the magnifying glass to search

# Electronic Personnel Action Form

## New e-PAF Job Selection- JOBCHG

Job Record w/ Earnings, P05524-01 Hrly/Temp Tech

Item	Current Value	New Value
1st Day in Job: MM/DD/YYYY(Not Enterable)	01/17/2018	<input type="text"/>
Jobs Effective Date: MM/DD/YYYY*	01/17/2018	<input type="text"/>
Contract Type: *	Primary	Secondary ▼
Job Change Reason: *	NHIRE	REV, Job Revision ▼
Timesheet Orgn: *	180700	REV3, Revise Start Date
Time Entry Type:	Pay Period Time Sheet	REV4, Revise Earnings End Date
Time Entry Method:	Employee Time Entry via Web	REV5, Revise Labor Distribution
		REV6, Revise Earnings Code

Sample Job Change Reasons:  
**REV** - % Change  
**SUPER** – Supervisor Change  
**REV 5**– Revise Labor Distribution  
**F\_SUP**- FOAP and Supervisor Change

### JOB CHANGE REASON:

Click on the down arrow to search the job change reason menu and select the appropriate reason.

Refer to the MOST COMMON JOB CHANGE REASON Reference Sheet

**\*\*REMEMBER:** Simply entering the job change reason does not automatically make the change. You **must** make the desired change in the Job Record; FOAP; or Earn Code section(s).\*\*

# Electronic Personnel Action Form

## Completing the e-PAF – JOBCHG: RATE CHANGE

You will need to **re-enter the Salary info** (refer to the current values to the left) since these are required fields

Item	Current Value	New Value
Job Status: *	Active	Active
Salary Group: *(Not Enterable)	1718/2	1718/2
Salary Table: *	EE	EE
Salary Grade: *	117	117
Step: *	5	5

# Electronic Personnel Action Form

## Completing the e-PAF – JOBCHG: FOAP Change



In the **FOAP** section:

The Query Date defaults into the NEW EFFECTIVE DATE. **If you are changing the FOAP, review to ensure that the QUERY DATE = NEW EFFECTIVE DATE**

Current												
Effective Date: 02/12/2018												
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override End Date
C		124010	259704	2131	643000					80.00		
C		110001	262104	2131	643000					20.00		

New												
Effective Date: MM/DD/YYYY 03/14/2018												
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override End Date
<input type="text" value="C"/>	<input type="text"/>	<input type="text" value="124010"/>	<input type="text" value="259704"/>	<input type="text" value="2131"/>	<input type="text" value="643000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	80.00	<input type="text"/>	<input type="text"/>
<input type="text" value="C"/>	<input type="text"/>	<input type="text" value="110001"/>	<input type="text" value="262104"/>	<input type="text" value="2131"/>	<input type="text" value="643000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	20.00	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Total:										100.00		

# Electronic Personnel Action Form

## New e-PAF Job Selection – JOBCHNG



In the **EARNINGS SECTION** for an **EARN CODE** change, enter the:

- **NEW EFFECTIVE DATE**
- new **EARN CODE**
- **END DATE** (if needed)

Click on **SAVE and** proceed to **ROUTING QUEUE and COMMENTS** sections

### Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
02/12/2018	MRG, Regular Pay - Monthly				1	

### New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY
03/14/2018	OT1, Overtime, Time & a Half ▼				1	06/30/2018
	Not Selected ▼				1	
	Not Selected ▼				1	
	Not Selected ▼				1	
	Not Selected ▼				1	



# Electronic Personnel Action Form

## New e-PAF Job Selection – JOBCHNG

If there is **NO CHANGE in EARN CODE**: The New Effective Date = the Current Effective Date,  
**DO NOT CHANGE**

Click on **SAVE and** proceed to **ROUTING QUEUE and COMMENTS** sections

### Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
04/16/2015	MRG, Regular Pay - Monthly	174.00			1	

### New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY
04/16/2015	MRG, Regular Pay - Monthly ▼	174.00			1	
	Not Selected ▼				1	
	Not Selected ▼				1	
	Not Selected ▼				1	
	Not Selected ▼				1	

# Electronic Personnel Action Form

## New e-PAF Job Selection – JOBCHNG



### For an EARN CODE Change:

If you are changing the EARN CODE, **make sure to enter the NEW EFFECTIVE DATE**

Select, as appropriate:

- EARN CODE
- END DATE, if needed

Current					
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift End Date
04/16/2015	MRG, Regular Pay - Monthly	174.00			1

New Value							
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	
03/20/2018	OT1, Overtime, Time & a Half				1		
	Not Selected				1		

**JOBCHG - Change of existing position, assignment and /or suffix – can reuse already used suffixes, even if terminated but do not reuse for Faculty if in the same semester**

**Remember to click on ALL JOBS as you enter the Query Date and Approval Category (e-PAF type)**

**Note:**

**For Instructors:**

Be sure to check the **ARGOS - BANNER LOOK UP Report** to view the current assignment date. **The Query date and Jobs Effective Date MUST BE AFTER this date.**

Query Date	Position/ Suffix	1 <sup>st</sup> Day in Job	Jobs Effective Date	Contract Type	Job Change Reason	Salary Table, Grade, and Step	FOAP	Earn Code
Enter the date of when the job change starts	Select the desired suffix and/or Position #	Since this transaction is for a change to an existing job, there will already be a "current value".  <b><u>You will not be able to enter a new value.</u></b>	Enter the effective date of when the job change starts = same as the Query Date  <b>For Instructors:</b> Be sure to check the <b>ARGOS - BANNER LOOK UP Report</b> to view the current assignment date. <b>The Query date and Jobs Effective Date MUST BE AFTER this date.</b>	Select either <b>PRIMARY or SECONDARY</b>	Search the drop down menu for the <b>JOB CHANGE REASON</b> (this is only the reason code description, you still <b>must make the change in the e-PAF</b> )  Refer to the <b>MOST COMMON JOB CHANGE REASONS REFERENCE</b> Sheet.	If there is <b>NO change in salary, re-enter the CURRENT</b> salary table, grade and step.  If there is <b>a change in salary, enter the NEW</b> salary table, grade and step.	The Query Date defaults into the NEW EFFECTIVE DATE.  <b>If you are changing the FOAP, make sure the NEW EFFECTIVE DATE is entered</b>	In the <b>EARNINGS SECTION for an EARN CODE change:</b> Enter: - <b>NEW Effective Date</b> - new <b>EARN CODE</b> - <b>End Date</b> (if needed)  Refer to the <b>EARN CODE REFERENCE</b> sheet

**JOBCHG - Change of existing position, assignment and /or suffix – can reuse already used suffixes, even if terminated but do not reuse for Faculty if in the same semester**

Job Record w/ Earnings, P05634-00 Administrative Asst I

Item	Current Value	New Value	
1st Day in Job: MM/DD/YYYY(Not Enterable)	04/16/2015		1 <sup>st</sup> Day in Job: <b>CANNOT CHANGE</b>
Jobs Effective Date: MM/DD/YYYY*	10/01/2017	03/20/2018	Enter Effective Date of the assignment/suffix
Contract Type: *	Primary	Secondary	Any suffix AFTER the Primary is <b>SECONDARY</b> , e.g. suffix 01, 02, 03,
Job Change Reason: *	CCOMP	REV5, Revise Labor Distribution	Select Job Change Reason
Timesheet Orgn: *	304003	304003	Enter or re-enter the Time Sheet Org and Supervisor ID#
Time Entry Type:	None	Not Selected	
Time Entry Method:	Payroll Time Entry	Not Selected	
Time In/Out Ind:	No	Not Selected	
Supervisor ID: *	C02632847	C02632847	For <b>Supervisor Change</b> – Enter <b>NEW C or E ID #</b>
FTE:	1		
Appointment Percent:	100	100	
Job Status: *	Active	Active	
Salary Group: *(Not Enterable)	1718/2	1718/2	If there is <b>NO change in salary</b> , re-enter the <b>CURRENT</b> salary table, grade and step.
Salary Table: *	EE	EE	
Salary Grade: *	117	117	
Step: *	5	5	If there is <b>a change in salary</b> , enter the <b>NEW</b> salary table, grade and step.

**JOBCHG - Change of existing position, assignment and /or suffix – can reuse already used suffixes, even if terminated but do not reuse for Faculty if in the same semester**

For a **FOAP Change**:

The **Query Date** defaults into the **NEW EFFECTIVE DATE**.

**Current**

Effective Date: 07/01/2017

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
C		110001	304003	2131	601000					83.67			
C		124120	304010	2131	663000					16.33			

**New**

Effective Date: MM/DD/YYYY 03/20/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance
<input type="text" value="C"/>	<input type="text"/>	<input type="text" value="124120"/>	<input type="text" value="304010"/>	<input type="text" value="2131"/>	<input type="text" value="663000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="20.00"/>	<input type="text"/>
<input type="text" value="C"/>	<input type="text"/>	<input type="text" value="110001"/>	<input type="text" value="304016"/>	<input type="text" value="2131"/>	<input type="text" value="601000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="80.00"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total:</b>										100.00	

**JOBCHG - Change of existing position, assignment and /or suffix – can reuse already used suffixes, even if terminated but do not reuse for Faculty if in the same semester**

If there is **NO CHANGE in EARN CODE:**

The New Effective Date = the Current Effective Date, **do not change**

Current						
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
04/16/2015	MRG, Regular Pay - Monthly	174.00			1	

New Value						
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY
04/16/2015	MRG, Regular Pay - Monthly	174.00			1	
	Not Selected				1	
	Not Selected				1	
	Not Selected				1	
	Not Selected				1	

**For an EARN CODE Change:**

If you are changing the EARN CODE, **make sure to enter the NEW EFFECTIVE DATE**

Select, as appropriate:

- **EARN CODE**
- **END DATE**, if needed

Current						
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
04/16/2015	MRG, Regular Pay - Monthly	174.00			1	

New Value						
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY
03/20/2018	OT1, Overtime, Time & a Half				1	
	Not Selected				1	

## FOAP and Supervisor Changes

### **FOAP CHANGE:**

#### Job Record w/ Earnings, B99497-00 Course Assistant

Item	Current Value	New Value
1st Day in Job: MM/DD/YYYY(Not Enterable)	12/11/2014	<input type="text" value="07/13/2018"/>
Jobs Effective Date: MM/DD/YYYY*	10/01/2017	07/13/2018
Contract Type: *	Primary	Primary
Job Change Reason: *	CCOMP	REV5, Revise Labor Distribution
Timesheet Orgn: *	847401	847510
Time Entry Type: *	None	None
Time Entry Method: *	Payroll Time Entry	Payroll Time Entry
Time In/Out Ind: *	No	No
Supervisor ID: *	C02682279	C02682279
Job Location:	CCC, Coastline Community College	CCC, Coastline Community College
FTE:	1	<input type="text" value="1"/>
Appointment Percent:	100	<input type="text" value="100"/>
Job Status: *	Active	Active
Salary Group: *(Not Enterable)	1718/2	1718/2
Salary Table: *	EE	EE
Salary Grade: *	114	114
Step: *	4	4
Regular Rate:	25.376437	<input type="text" value="25.376437"/>
Assign Salary:	4415.5	<input type="text" value="4415.5"/>
Factor:	12	<input type="text" value="12"/>
Pays:	12	<input type="text" value="12"/>
LHE:		<input type="text" value=""/>

**1<sup>st</sup> Day in Job: CANNOT CHANGE**

Enter Effective Date of the change

Select Job Change Reason as **REV 5**

Review and/or revise the Time Sheet Org

Re-enter the Supervisor ID C or E#. If you are making a FOAP and SUPERVISOR change, see below.

**Re-enter the** salary table, grade and step.

**Enter the NEW FOAP #**

The **Query Date** defaults into the **NEW EFFECTIVE DATE** (this should equal the effective date of the FOAP change)

Current  
Effective Date: 11/16/2017  
COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date  
C 110001380102 2131 699000 100.00  
New  
Effective Date: MM/DD/YYYY 07/13/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
C		110001	380102	2131	699005					100.00			
Total:										100.00			



## SUPERVISOR CHANGE:

### Job Record w/ Earnings, B99497-00 Course Assistant

Item	Current Value	New Value
1st Day in Job: MM/DD/YYYY(Not Enterable)	12/11/2014	<input type="text" value="07/13/2018"/> <b>1st Day in Job: CANNOT CHANGE</b>
Jobs Effective Date: MM/DD/YYYY*	10/01/2017	<input type="text" value="07/13/2018"/> Enter Effective Date of the change
Contract Type: *	Primary	Primary
Job Change Reason: *	CCOMP	SUPER, Supervisor Chg/Revision <b>Select Job Change Reason as SUPER</b>
Timesheet Orgn: *	847401	<input type="text" value="847510"/> Review and/or revise the Time Sheet Org
Time Entry Type: *	None	None
Time Entry Method: *	Payroll Time Entry	Payroll Time Entry
Time In/Out Ind: *	No	No
Supervisor ID: *	C02682279	C02386376 Enter the <b>NEW</b> Supervisor ID C or E#.
Job Location:	CCC, Coastline Community College	CCC, Coastline Community
FTE:	1	<input type="text" value="1"/>
Appointment Percent:	100	<input type="text" value="100"/>
Job Status: *	Active	Active
Salary Group: *(Not Enterable)	1718/2	1718/2
Salary Table: *	EE	EE
Salary Grade: *	114	114
Step: *	4	4
Regular Rate:	25.376437	<input type="text" value="25.376437"/>
Assign Salary:	4415.5	<input type="text" value="4415.5"/>
Factor:	12	<input type="text" value="12"/>
Pays:	12	<input type="text" value="12"/>
LHE:		<input type="text" value=""/>

**Re-enter the salary table, grade and step.**

## FOAP AND SUPERVISOR CHANGE:

### Job Record w/ Earnings, B99497-00 Course Assistant

Item	Current Value	New Value
1st Day in Job: MM/DD/YYYY(Not Enterable)	12/11/2014	<b>1st Day in Job: CANNOT CHANGE</b>
Jobs Effective Date: MM/DD/YYYY*	10/01/2017	07/13/2018 <b>Enter Effective Date of the change</b>
Contract Type: *	Primary	Primary
Job Change Reason: *	CCOMP	F_SUP, FOAP and Supervisor Change <b>Select Job Change Reason as F_SUP</b>
Timesheet Orgn: *	847401	847510 <b>Review and/or revise the Time Sheet Org</b>
Time Entry Type: *	None	None
Time Entry Method: *	Payroll Time Entry	Payroll Time Entry
Time In/Out Ind: *	No	No
Supervisor ID: *	C02682279	C02386376 <b>Enter the NEW Supervisor ID C or E#. If you are making a FOAP and SUPERVISOR change, see below.</b>
Job Location:	CCC, Coastline Community College	CCC, Coastline Community College
FTE:	1	
Appointment Percent:	100	100
Job Status: *	Active	Active
Salary Group: *(Not Enterable)	1718/2	1718/2
Salary Table: *	EE	EE
Salary Grade: *	114	114
Step: *	4	4
Regular Rate:	25.376437	
Assign Salary:	4415.5	
Factor:	12	
Pays:	12	
LHE:		

**Re-enter the salary table, grade and step.**

Enter the NEW FOAP #

The Query Date defaults into the NEW EFFECTIVE DATE (this should equal the effective date of the FOAP change)

Current

Effective Date: 01/09/2017

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
C		110001	847401	2131	601000			M100	Y	100.00			

New

Effective Date: MM/DD/YYYY 07/13/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
C		110001	847401	2131	611000			M100	Y	100.00			
Total:										100.00			

✓ Defaulting values for Labor Distribution from the Job records.

Default from Index

Save and Add New Rows

## REMINDER about the EARN CODE:

If there is **NO CHANGE in EARN CODE:**

The New Effective Date = the Current Effective Date, **do not change**

Current							
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date	
01/09/2017	MRG, Regular Pay - Monthly	174.00			1		

New Value							
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
01/09/2017	MRG, Regular Pay - Monthly	174.00			1		
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

✓ Defaulting values for Default Earnings from the Job records.

Save and Add New Rows

### For an EARN CODE Change:

If you are changing the EARN CODE, **make sure to enter the NEW EFFECTIVE DATE**

Select, as appropriate:

- **EARN CODE**
- **END DATE**, if needed

Current							
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date	
04/16/2015	MRG, Regular Pay - Monthly	174.00			1		

New Value							
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	
03/20/2018	OT1, Overtime, Time & a Half				1		
	Not Selected				1		

## REAUTHORIZATION e-PAFs

**REAUTH e-PAFs are only used as needed and as approved by DIST HR**

You will need to refer to the e-PAF Details from DIST HR, for example:

Position ID	Salary Table	Salary Grade	Step	Rate	Start Date	End Date	Employee Name	C#
DCLERL	ST	ST	12	\$15.00	2/18/2020	7/9/2020	Raphone, Mike	C0123456

Query Date: MM/DD/YYYY\* 07/10/2019 **#1 – Query Date = Assignment Start Date**

Approval Category: \* REAUTHORIZATION OF TEMPORARY EMPLOYEE, **REAUTH** **#2 – APPROVAL CATEGORY = REAUTH**

Go **#3 – Click on GO**

ID:

Query Date: Jul 01, 2019

Approval Category: Reauthorization of Temp Assign, REAUTH

### Job Record w/ Earnings, JEARN

Search	Type	Position	Suffix	Title
	New Job	DCLERL	02	Short Term Temp Clerical Sec

**#4 – Enter the Position ID Code (see the e-PAF details provided by DIST HR )**

**#5 – Enter the suffix**

## Job Record w/ Earnings,

Item	Current Value	New Value
1st Day in Job: MM/DD/YYYY(Not Enterable)		02/18/2020
Jobs Effective Date: MM/DD/YYYY*(Not Enterable)		02/18/2020
Contract Type: *		SECONDARY
Job Change Reason: *	#7 - Job Change Reason = REAUT	REAUT, Reauthorization
Timesheet Orgn: *		8XXXXX
Time Entry Type: *		Pay Period Time Sheet
Time Entry Method: *		Employee Time Entry via Web
Time In/Out Ind: *		Yes
Supervisor ID: *		
Job Location:		Not Selected
FTE:		0
Appointment Percent:		100
Job Status: *(Not Enterable)		A
Salary Group: *		1920
Salary Table: *		ST
Salary Grade: *		ST
Step: *		12
Regular Rate:		
Assign Salary:		
Factor:		12
Pays:		12
LHE:		

**#6- 1<sup>st</sup> day in job and Jobs Effective dates = Assignment Start Date and Contract type = SECONDARY**

**#7 - Job Change Reason = REAUT**

**#8 - Enter Current Time Sheet Org #**

**#9 - Refer to your e-PAF details**

**Enter:**

- Group = 1920
- Salary Table = ST
- Salary Grade = ST
- Step

**#10 Enter the current FOAP# on COA-D**

<b>Current</b>												
Effective Date: 07/01/2018												
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override End Date
C		110001 181900	2399	673000						100.00		
<b>New</b>												
Effective Date: MM/DD/YYYY 07/10/2019												
Q	D	8XXXXX		Q 2399	Q 673000	Q				100.00		
Q				Q		Q						
Q												
Q												
Q												
<b>Total:</b>										100.00		

✓ Defaulting values for Labor Distribution from the Job records.

Default from Index    Save and Add New Rows

#11 Enter the **Effective Date**  
= Assignment Start Date

#12 **HRG** as the Earnings Code

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
02/18/2020	HRG, Regular Pay - Hourly					07/09/2020	
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

#13 Enter the **End Date**

Comment

#14 Enter **Comments** to include: Department and Reauthorized assignment for <start date> through <end date>

Financial Aid Office

Reauthorized assignment for 02/18/2019 through 07/09/2020

#### Routing Queue

Approval Level	User Name	Required Action
10 - (HIREMR) Hiring Manager	<input type="text"/>	Approve
20 - (CFISCL) Fiscal	<input type="text"/>	Approve
50 - (DISTHR) HR - District	<input type="text"/>	Approve
89 - (PAYROL) Payroll Approvers	<input type="text"/>	FYI
95 - (APPLY) Applier	BANWORX	Apply
Not Selected	<input type="text"/>	Not Selected







# Electronic Personnel Action Form

## e-PAF:

# **ADDJOB**

**Add a secondary job/ a new suffix - Add new job.**

e.g.

- ✓ secondary jobs (suffixes for budget or for different shifts)
- ✓ **NEW** Sub and Special Assignments (refer to Sub Special Assignment Reference Sheet)
- ✓ OT

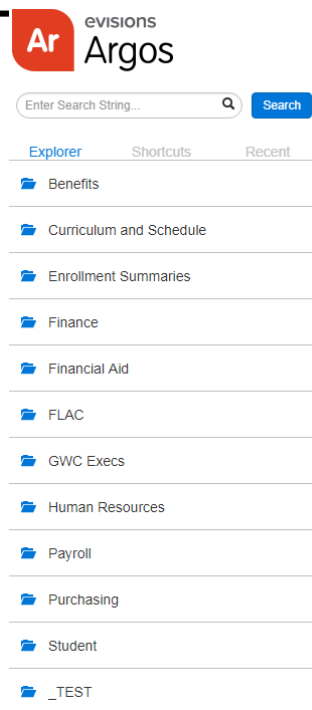
# Electronic Personnel Action Form

## New e-PAF Job Selection – ADDJOB



View the ARGOS Banner Job Look Up Report before you start the e-PAF

You will need the E ID#



### District Tools

ArgosPROD for all your reporting needs.  
Please login with your Active Directory (your computer login) credentials.  
[Click here for directions.](#)



★ Banner Job Lookup

# Electronic Personnel Action Form

## New e-PAF Job Selection – ADDJOB



**ADDJOB = to ADD a Job** , e.g OT or secondary job

click on the **ALL JOBS**

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 t

\* - indicates a required field.

ID: \*

Query Date: MM/DD/YYYY\*

Approval Category: \*

Job Changes to Existing Position, JOBCHG

Not Selected

Federal Workstudy Student, FWSTNT

Hourly-160 Day, HOURLY

Student Assistant, STUDNT

Mgmt, Classified, Confidential, MGTCLS

FT Faculty, FTFAC

End Job (Term, End Assignment, Retirement, layoff, etc.), ENDJOB

Professional Experts, PROFEX

Job Changes to Existing Position, JOBCHG

Add an Overtime or Secondary Job, ADDJOB

### Employee Job Assignment

Type	Position	Suffix	T
Secondary	B99191	00	R



# Electronic Personnel Action Form

## New e-PAF Job Selection – ADDJOB



Enter **POSITION #**

Enter next **SUFFIX**, e.g. 02, 03, etc. (since you are adding a job)

Click on **GO**

### Job Record w/ Earnings, JEARN

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	P05523	03	Hrly/Temp Tech	879803, Instructional Salary Holding					<input checked="" type="radio"/>
	Primary	P05523	01	Hrly/Temp Tech	169500, Educational Services	Jan 25, 2018			Active	<input type="radio"/>
	Secondary	P05523	02	Hrly/Temp Tech	180800, Payroll	Jan 25, 2018			Active	<input type="radio"/>

All Jobs

Go

# Electronic Personnel Action Form

## New e-PAF Job Selection – ADDJOB



- 1<sup>st</sup> day in Job – enter the **DATE the additional job starts**
- Since this is ADDJOB, the **Contract Type is Secondary**
- Select the appropriate Job Change Reason
- Select the **TIME ENTRY TYPE** and **TIME ENTRY METHOD**
- Make sure to select **YES** for **Time In/Out**

Job Record w/ Earnings, P05523-03 Hrly/Temp Tech

Item	Current Value	New Value
1st Day in Job: MM/DD/YYYY		<input type="text" value="01/26/2018"/>
Jobs Effective Date: MM/DD/YYYY*		<input type="text" value="01/26/2018"/>
Contract Type: *		<input type="text" value="Secondary"/>
Job Change Reason: *		<input type="text" value="OT2, OT Assignment @ 2.0"/>
Timesheet Orgn: *		<input type="text" value="090101"/>
Time Entry Type:		<input type="text" value="Pay Period Time Sheet"/>
Time Entry Method:		<input type="text" value="Employee Time Entry via Web"/>
Time In/Out Ind: *		<input type="text" value="Yes"/>
Supervisor ID: *		<input type="text" value="C02386376"/>
FTE:		<input type="text" value="0"/>
Appointment Percent: (Not Enterable)		<input type="text" value="100"/>
Job Status: *(Not Enterable)		<input type="text" value="A"/>

# Electronic Personnel Action Form

## New e-PAF Job Selection – ADDJOB



Enter **SALARY TABLE, GRADE,** and **STEP OR** enter current salary info

Job Status: *	Active	<input type="text" value="Active"/>
Salary Group: *(Not Enterable)	1718/2	<input type="text" value="1718/2"/>
Salary Table: *	HH	<input type="text" value="HH"/>
Salary Grade: *	04	<input type="text" value="04"/>
Step: *	3	<input type="text" value="3"/>

# Electronic Personnel Action Form

## New e-PAF Job Selection – ADDJOB



New

Effective Date: MM/DD/YYYY 01/26/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
Q C		Q 110001	Q 155100	Q 2339	Q 678000					100.00	
Q		Q	Q	Q	Q						
Q		Q	Q	Q	Q						
Q		Q	Q	Q	Q						
Q		Q	Q	Q	Q						
Total:										100.00	



Default from Index

Save and Add New Rows

**Review the FOAP and revise as needed – make sure the TOTAL = 100%**

# Electronic Personnel Action Form

## New e-PAF Job Selection – ADDJOB



- Enter the **EFFECTIVE DATE**
- Enter the **EARN CODE**
- Enter the **END DATE**

Then proceed to ROUTING QUEUE and COMMENTS sections

Current

Effective Date Earnings Hours or Units Per Pay Deemed Hours Special Rate Shift End Date

New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
01/26/2018	OT2, Overtime, Doubletime				1	07/09/2018	
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

Save and Add New Rows



## **ADDJOB - Add a secondary job/new suffix/position**

**View Banner Job Lookup to view Employees current and terminated Assignments (e.g. suffixes, salary table, grade and step, earn code, etc.)**

**There will be NO current values listed because you are adding a "NEW JOB"**

Query Date	Position/ Suffix	1 <sup>st</sup> Day in Job and Jobs Effective Date	Contract Type	Salary Table, Grade, and Step	FOAP	Earn Code	Comments
Enter the date of when the additional job starts	Enter new suffix and/or Position #	Enter the date of when the additional job starts = same as the Query Date	Select <b>SECONDARY</b>	<p>If there is <b><u>NO</u></b> change in salary, re-enter the <b><u>CURRENT</u></b> salary table, grade and step.</p> <p>If there is <b>a change in salary, enter the <u>NEW</u></b> salary table, grade and step.</p>	<p>Review and revise the <b>FOAP#s</b>.</p> <p>Make sure the TOTAL = 100%</p>	<p>Enter:</p> <ul style="list-style-type: none"> <li>• <b>Effective Date</b> (same date as the Query Date and 1<sup>st</sup> Day in Job</li> <li>• <b>Select the EARN CODE</b></li> <li>• <b>END DATE</b>, if any</li> </ul>	Enter justification, repeat Effective Dates, salary info (if there is a salary change)

## ADDJOB - Add a secondary job/new suffix/position

Job Record w/ Earnings, B99169-01 Administrative Secretary

Item	Current Value	New Value
1st Day in Job: MM/DD/YYYY		03/15/2018
Jobs Effective Date: MM/DD/YYYY*		03/15/2018
Contract Type: *		Secondary
Job Change Reason: *		SWG, Swing Shift Assignment
Timesheet Orgn: *		133500
Time Entry Type:		Pay Period Time Sheet
Time Entry Method:		Employee Time Entry via Web
Time In/Out Ind:		Yes
Supervisor ID: *		C00211906
FTE:		0
Appointment Percent: (Not Enterable)		100
Job Status: *(Not Enterable)		A
Salary Group: *(Not Enterable)		1718/2
Salary Table: *		EE
Salary Grade: *		110
Step: *		5

Enter Effective Date of the new assignment/suffix

Any suffix AFTER the Primary is **SECONDARY**, e.g. suffix 01, 02, 03,

Select Job Change Reason

If there is **NO change in salary**, re-enter the **CURRENT** salary table, grade and step.

If there is **a change in salary**, enter the **NEW** salary table, grade and step. Need

**Current**  
 Effective Date: 03/15/2018  
 COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

**New**  
 Effective Date: MM/DD/YYYY 03/15/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
Q C		Q 124010	Q 259704	Q 2131	Q 643000					80.00	
Q C		Q 110001	Q 262104	Q 2131	Q 643000					20.00	
Q		Q	Q	Q	Q						
Q		Q	Q	Q	Q						
Q		Q	Q	Q	Q						
Q		Q	Q	Q	Q						
Q		Q	Q	Q	Q						
Total:										100.00	

Review and revise the **FOAP#s**.

Make sure the TOTAL = 100%

## ADDJOB - Add a secondary job/new suffix/position

Current					
Effective Date	Earnings	Hours or Units Per Pay Deemed Hours	Special Rate	Shift	End Date
New Value					
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY
03/15/2018	MRG, Regular Pay - Monthly			2	
	Not Selected			1	
	Not Selected			1	
	Not Selected			1	

Enter the **EFFECTIVE DATE**

Select/Enter, as appropriate:

- **EARN CODE**
- **SHIFT**
- **END DATE**

Save and Add New Rows

### Comment

Adding swing shift "2" effective 03/15/2018

In **COMMENTS** section add the **justification and effective date**

## ADDJOB – Classified STIPENDS

**Remember to check the suffixes:**

Job Record w/ Earnings, P06448-02 IT Applications Developer

Item	Current Value	New Value
1st Day in Job: MM/DD/YYYY		04/06/2018
Jobs Effective Date: MM/DD/YYYY*		04/06/2018
Contract Type: *		Secondary ▼
Job Change Reason: *		MILE, Mileage Stipend
Timesheet Orgn: *		090200
Time Entry Type:		None ▼
Time Entry Method:		Payroll Time Entry ▼
Time In/Out Ind:		No ▼
Supervisor ID: *		C02386376
FTE:		0
Appointment Percent: (Not Enterable)		100
Job Status: *(Not Enterable)		A
Salary Group: *(Not Enterable)		1718/2
Salary Table: *		EE
Salary Grade: *		123
Step: *		0
Regular Rate:		130.00
Assign Salary:		130.00
Factor: (Not Enterable)		12
Pays: (Not Enterable)		12

Job Change Reason – Select the appropriate job change reason or **ADDA**

When you are entering a special stipend rate, to “force” the rate, **enter “0” in the STEP**.

Enter the rate in **REGULAR RATE** and re-enter in **ASSIGN**

## ADDJOB – Classified STIPENDS

### New

Effective Date: MM/DD/YYYY 04/06/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override	End Date
Q C		Q 110001	Q 155100	Q 2131	Q 678000					100.00		
Q		Q	Q	Q	Q							
Q		Q	Q	Q	Q							
Q		Q	Q	Q	Q							
Q		Q	Q	Q	Q							
Total:										100.00		



Default from Index Save and Add New Rows

### Current

Effective Date Earnings Hours or Units Per Pay Deemed Hours Special Rate Shift End Date

### New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
04/06/2018	MIL, Mileage Pay			130.00	1		

#### EARN CODE:

- enter the **EFFECTIVE DATE**
- select the **EARN CODE**
- Enter the **SPECIAL RATE**
- Enter **END DATE**, if any

### Routing Queue

Approval Level	User Name	Required Action
10 - (HIREMR) Hiring Manager	SOCONNOR Shannon M O'Connor	Approve
20 - (CFISCL) Fiscal	SOLOFSON_SIG Suz-Ann Olofson	Approve
35 - (BUDGET) District Budget	SOLOFSON_SIG Suz-Ann Olofson	Approve
50 - (DISTHR) HR - District	LFLORENTESMULLENS Lisa Corinne Florentes Mullens	Approve
95 - (APPLY) Applier	BANWORX Bobby anworx	Apply
89 - (PAYROL) Payroll Approvers	CRAMOS54 Concepcion Ramos	FYI

### Comment

Add Payroll as an FYI

\$130 monthly mileage stipend from 04/06/2018

In Comments section, describe the stipend amount, what it is for, and the duration (if specifically defined) of the stipend

8/28/2018





# Electronic Personnel Action Form

## e-PAF

# ENDJOB

For ending assignments

# Electronic Personnel Action Form



## New e-PAF Job Selection - ENDJOB

**For ending assignments**

### New EPAF Person Selection

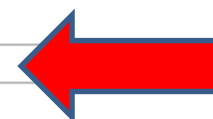
Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the

\* - indicates a required field.

ID: \*    

Query Date: MM/DD/YYYY\*

Approval Category: \*





# Electronic Personnel Action Form

## New e-PAF Job Selection - ENDJOB



- Make sure that you **select** the assignment that you want to end
- Click on **GO**

**ID:** Alabama Zuma, C02724953  
**Query Date:** Mar 14, 2018  
**Approval Category:** End Job (NBAJOBS), ENDJOB

### Term Job, TERMJB

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
	Primary	B99169	00	Administrative Secretary	133500, Employee Recruitment Staff Analysis	Feb 12, 2018			Active	<input checked="" type="radio"/>

All Jobs

Go



# Electronic Personnel Action Form

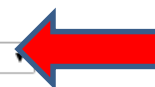
## New e-PAF Job Selection - ENDJOB



- Select **JOB CHANGE REASON** – DEFAULTS TO ACOMP, BUT CAN BE CHANGED (USE **VSEP** IF TERMINATING FROM DISTRICT)
  - Enter the **NEW EFFECTIVE DATE**
  - Enter the **END DATE (This matches the effective date)**
- Then proceed to **ROUTING QUEUE** and **COMMENTS** sections

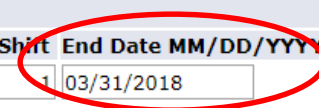
Term Job, B99169-00 Administrative Secretary

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	02/12/2018	<input type="text" value="03/31/2018"/>
Job Change Reason: *	NHIRE	<input type="text" value="ACOMP, Assignment Completed"/>
Job Status: *(Not Enterable)	Active	<input type="text" value="T"/>



Current						
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
02/12/2018	MRG, Regular Pay - Monthly				1	

New Value						
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY
<input type="text" value="02/12/2018"/>	<input type="text" value="MRG, Regular Pay - Monthly"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="03/31/2018"/>



# Electronic Personnel Action Form

## New e-PAF Job Selection - ENDJOB

If this employee needs to be **TERMINATED FROM EMPLOYMENT** - enter this in the comment section and be sure to include the **LAST DATE WORKED**



Comment

End Assignment for employee.

Terminate employee from the district.

Last Date Worked: 03/14/2018.

## ENDJOB - for ending assignments

Jobs Effective Date	Job Change Reason	Job Status	Earn Code End Date	Comments
Enter the <b>JOBS EFFECTIVE DATE</b> = end date of the Assignment (if terminating the employee from employment, this = <b>the LAST DAY WORKED</b> )	<b>ACOMP= end of assignment</b>  <b>VSEP= If employee is terminating employment from district</b>	Will default to <b>T for Terminated</b> (cannot change)	Enter the <b>END DATE of the Assignment</b> (if terminating the employee from employment, this = <b>the LAST DAY WORKED</b> )	<b>ACOMP:</b> In comment section: Enter <b>End Assignment</b>  <b>VSEP:</b> IF this employee needs to be <b>terminated from the district</b> , enter this in the comment section and be sure to include the <b>LAST DATE WORKED</b>

Term Job, B99169-00 Administrative Secretary

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	02/12/2018	3/14/2018
Job Change Reason: *	NHIRE	ACOMP, Assignment Completed
Job Status: *(Not Enterable)	Active	T

Enter Effective Date, if terminating from employment = **LAST DATE WORKED**

Defaults to **ACOMP**, but can select other reasons.

Job Status – Defaults to **T for Terminated**

Current	Effective Date	Earnings	Hours or Units	Per Pay	Deemed Hours	Special Rate	Shift	End Date
02/12/2018	MRG, Regular Pay - Monthly						1	

New Value	Effective Date	Earnings	Hours or Units	Per Pay	Deemed Hours	Special Rate	Shift	End Date
02/12/2018	MRG, Regular Pay						1	03/14/2018
	Not Selected						1	
	Not Selected						1	
	Not Selected						1	
	Not Selected						1	

NO NEED to change the NEW EFFECTIVE date. It defaults from the CURRENT EFFECTIVE DATE and does NOT need to be changed.

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

Enter END DATE = the effective date  
If terminating from employment = **LAST DATE WORKED.**

✓ Defaulting values for Default Earnings from the Job records.

Save and Add New Rows

## ENDJOB - for ending assignments

### Routing Queue

Approval Level	User Name		Required Action
10 - (HIREMR) Hiring Manager	SOCONNOR	Shannon M O'Connor	Approve
50 - (DISTHR) HR - District	LDUPUY	Lisa M Dupuy	Approve
89 - (PAYROL) Payroll Approvers	BTRAN	Brittni Yen Tran	FYI
95 - (APPLY) Applier	BANWORX	Banworx Anworx	Apply
Not Selected ▼			Not Selected ▼
Not Selected ▼			Not Selected ▼
Not Selected ▼			Not Selected ▼
Not Selected ▼			Not Selected ▼

Save and Add New Rows

### Comment

End Assignment for employee.

Terminate employee from the district.

Last Date Worked: 03/14/2018.

In Comments section –

- Enter **End Assignment**
- **IF** this employee needs to be **terminated from employment** - enter this in the comment section and be sure to include the **LAST DATE WORKED**

## What you need to know: e-PAFs

Before you begin, take a few moments to become familiar with terms used.

### You will need to know:

- If the person is a new hire or an existing employee
- The person's E#, or if a new hire, their name
- The date you want the change to occur (new hire's = start date)
- Employee Classification Codes
- The organization # is the department code. May not always be the FOAP# or Time Sheet organization for your department.
- Supervisor's ID#
- The position title and position ID#, or where to get it
- Salary grade, group and step or where to view the salary schedule:  
<https://www.cccd.edu/employment/Pages/salarieschedules.aspx>
- Approval Queues – who needs to approve, cc'd as FYI & applier (select **BANWORX for APPLY**).  
Can set up defaults
- e-PAFs and BANNER are case sensitive

### **APPROVAL CATEGORIES (types of e-PAFs)**

<b>FTFAC</b>	<b>New Hire</b> – Full Time Faculty: Instructors, Counselors and Librarians
<b>MGTCLS</b>	<b>New Hire</b> – Classified, Classified Management, Confidential, Educational Admin, Executive
<b>PROFEX</b>	<b>New Hire</b> – Professional Expert
<b>FWSTNT</b>	<b>New Hire</b> – Federal Work Study
<b>HOURLY</b>	<b>New Hire</b> – Hourly 160 Day
<b>STUDNT</b>	<b>New Hire</b> – Student
<b>PTFAC</b>	<b>New Hire</b> – Full Time Faculty: Instructors, Counselors and Librarians
<b>CJHIRE</b>	<b>New Hire</b> – Criminal Justice (GWC)
<b>*JOBCHG</b>	<b><u>Change of existing position and suffix</u></b> - even if that position has been "terminated"/"completed" - You can re-use the suffix.
<b>*ADDJOB</b>	<b><u>Add a secondary job/ a new suffix</u></b> - Add new job.
<b>ENDJOB</b>	for ending assignments, job assignment is complete "ACOMP"

*\*see "When to use ADDJOB vs. JOBCHG Reference Sheet" for list of examples\**

**\*\*ALL New Hire e-PAFs: Never had a job assignment at Coast Community College District\*\***

### **EMPLOYEE CLASSIFICATION CODES**

**AA** Faculty – 175 Days  
**A2** Faculty 12 month – 221 days  
**BB** Part Time Faculty Special Rates  
**AJ** Administration of Justice Instructors Hourly  
**DG** Academic and Classified Management  
**E0** Classified – 10 month Employees  
**E1** Classified – 11 month Employees  
**EE** Classified – 12 month Employees  
**HH** Hourly  
**JJ** Confidential  
**KK** Student Hourly  
**LL** Executive Level  
**PP** Medical Professionals  
**QQ** Counselors – 195 Days  
**Q2** Cosmetology – 210 Days  
**SS** Special Project Professional Expert Personnel  
**S1** Professional Experts – Sailing Center  
**S2** Professional Experts – Community & Career Education  
**VV** Board of Trustees

### **APPROVAL QUEUE LEVELS**

<b>HIREMR</b>	Hiring Manager
<b>CFLAC</b>	FLAC Analyst
<b>CFISCL</b>	Campus Fiscal
<b>BUDGET</b>	District Budget
<b>CAMPHR</b>	HR - Campus
<b>DISTHR</b>	HR - District
<b>DRISK</b>	Risk Services
<b>DISTEX</b>	District Executive
<b>DGRANT</b>	Grants - District
<b>DBENEF</b>	Benefits
<b>DISTIT</b>	IT
<b>PAYROL</b>	Payroll
<b>SUPER</b>	Super-user

### **APPROVAL ROLES**

<b>APPROVE</b>	Approver
<b>APPLY</b>	Applier
<b>FYI</b>	For Information Only





## **e-PAF Transaction Status Definitions**

Transaction Status	Definition
<b>Waiting</b>	Indicates the EPAF transaction has been saved by the originator and has not yet been submitted for approval.
<b>FYI</b>	A person in the approval queue who receives the EPAF action for information purposes only. FYI's do NOT hold up the approval queue.
<b>Pending</b>	The transaction has been submitted, but there are still outstanding approvals.
<b>Return for Correction</b>	Indicates the EPAF transaction has been returned to the originator for correction by an approver. The originator will need to update the EPAF transaction as needed and submit again for approval. Therefore, all approvers in the routing queue will need to approve the EPAF transaction even if they had previously approved it before it was returned for correction.
<b>Approved</b>	The transaction has been approved by an approver(s).
<b>Applied/Completed</b>	All approvals in the routing queue are complete and the transaction has been applied in Banner.
<b>Void</b>	Originator can VOID a transaction that has been SAVED and SUBMITTED. Only originators can void an EPAF transaction from their Originator Summary in the HISTORY tab.
<b>Acknowledge</b>	An FYI approver has reviewed the EPAF and acknowledged receipt.
<b>In the Queue</b>	Indicates that the transaction is on the way to you as the approver but requires action at a different level first. The status will change to Pending when the EPAF transaction is ready for your approval
<b>Delete</b>	Originator can DELETE a transaction that has been SAVED but not yet been submitted. Can delete an EPAF transaction from their Originator Summary in the HISTORY tab.
<b>Overridden</b>	A superuser has overridden one or more approval levels.
<b>Cancelled</b>	Indicates that the EPAF transaction has been canceled after it has already been applied to the database. However, it must be manually removed/revised in Banner.

## e-PAF SNAPSHOT

To set up your e-PAF, you will need to know and enter:

- **C# or E#**
- **Query Date**
- **Position #**
- **Suffix**

\* - indicates a required field.

ID: \*

Query Date: MM/DD/YYYY\*

Approval Category: \*

Query date = the **date that the transaction will begin**. You will use this same date throughout the rest of the e-PAF

This is where you select the **APPROVAL CATEGORY = type of e-PAF**

ID: Mike Raphone, C02740162

Query Date: Aug 24, 2018

Approval Category: New Hire-Hourly/160 Day, HOURLY

**Job Record w/ Earnings, JEARN**

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	P05530	01	Hly/Temp Skill	1, District Site						<input checked="" type="radio"/>

The **Position #** drives the FOAP and EARN CODE options

Verify the **Suffix** by using the ARGOS Banner Job Look Up Report

Name and ID: Mike Raphone, C02740162  
Transaction:  
Transaction Status:  
Approval Category: New Hire-Hourly-160 Day, HOURLY

Query Date: Aug 24, 2018

Save

Create or Update Employee Record PEAEMPL section is in only the NEW HIRE e-PAF

Transaction | Default Earnings | Routing Queue | Comments | Transaction History  
New EPAF | EPAF Originator Summary  
Return to EPAF Menu

\* - indicates a required field.

## PEAEMPL-Create or Update Employee Record

Item	Current Value	New Value
Current Hire Date: MM/DD/YYYY*	07/01/2018	08/24/2018
Home Organization: *	249302, SSSP Counseling	249302
Location Code: *	GWC, Golden West College	OCC, Orange Coast College
Employee Class Code: *(Not Enterable)QQ, 195 Day Faculty		HH
Home COAS: *(Not Enterable)	C	C
District Code: *(Not Enterable)	090, Coast Community College Dist	090
Employee Status: *(Not Enterable)	Active	A

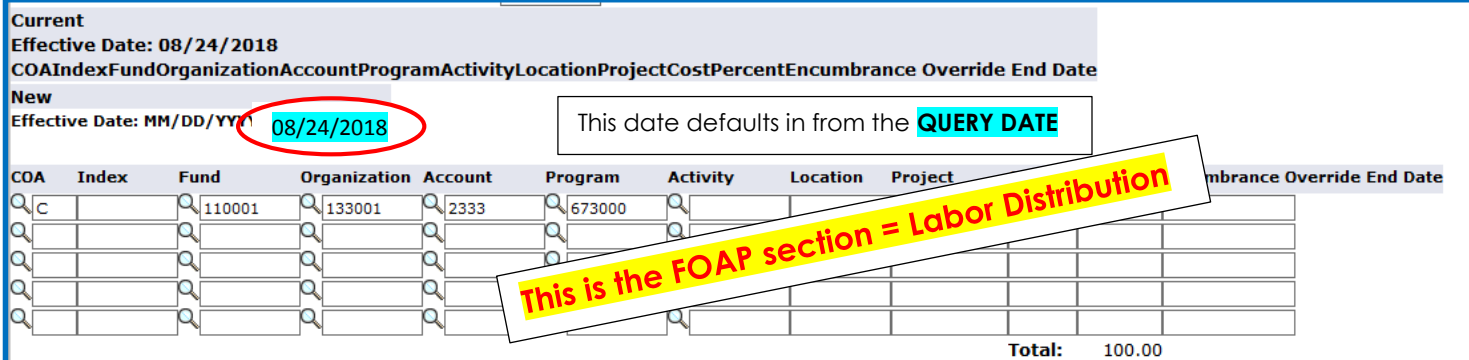
The query date will default into CURRENT HIRE

## Job Record w/ Earnings, P05530-01 Hrly/Temp Skill

Item	Current Value	New Value
1st Day in Job: MM/DD/YYYY		08/24/2018
Jobs Effective Date: MM/DD/YYYY*		08/24/2018
Contract Type: *		Primary
Job Change Reason: *		NHIRE, New Hire
Timesheet Orgn: *		249302
Time Entry Type: *(Not Enterable)		T
Time Entry Method: *		Employee Time Entry via Web
Time In/Out Ind: *		Yes
Supervisor ID: *		
Job Location:		Orange Coast College
FTE: (Not Enterable)		1
Appointment: (Not Enterable)		100
Job Status: (Not Enterable)		A
Salary Group: *(Not Enterable)		1718/2
Salary Table: *(Not Enterable)		HH
Salary Grade: *		08
Step: *		3
Regular Rate:		
Assign Salary:		
Factor: (Not Enterable)		12
Pays: (Not Enterable)		12
LHE:		

Confirm that this date = QUERY DATE

This is the Job Record w/earnings section = NBA JOBS



This effective date needs to be the same as the **QUERY DATE**

**This is the COMMENT section**

Page 156

**MOST COMMONLY USED JOB CHANGE REASONS**

<b><u>JOB CHANGE REASON</u></b>	<b><u>DESCRIPTION</u></b>
<b>ACOMP</b>	Assignment Completed
<b>ADDA</b>	Add Assignment
<b>CANCL</b>	Cancel Assignment
<b>EXTND</b>	Extend Assignment
<b>F_SUP</b>	FOAP and Supervisor Change
<b>GRV</b>	Graveyard Shift Assignment
<b>H2P</b>	Hourly to Permanent Position
<b>HOC</b>	Over Contract Hours Assignment
<b>MILE</b>	Mileage Stipend
<b>NHIRE</b>	New Hire
<b>OT1</b>	Overtime, Time & a Half
<b>OT2</b>	Overtime, Double time
<b>RETIRE</b>	Retirement
<b>REV</b>	Job Revision
<b>REV1</b>	Revise Pay Rate
<b>REV2</b>	Revise Hours per Day
<b>REV3</b>	Revise Start Date
<b>REV4</b>	Revise Earning End Date
<b>REV5</b>	Revise Labor Distribution
<b>REV6</b>	Revise Earnings Code
<b>REV7</b>	Revise % Hours - FACULTY
<b>REV8</b>	Revise Ticket #
<b>REV9</b>	Revise Total Compensation
<b>REHIRE</b>	Rehire
<b>SPCA</b>	Special Assignment Rate
<b>SPEC</b>	Special Assignment - FACULT
<b>SUB</b>	Substitute Teaching Assignment
<b>SUB1</b>	Hourly Substitute Assignment
<b>SUPER</b>	Supervisor Change/Revision

## **EARN CODE REFERENCE SHEET**

*\*Note: The Earn Code is driven by the Position\**

<b><u>EARN CODE</u></b>	<b><u>DESCRIPTION</u></b>
<b>EXP</b>	Professional Exp Lum Sum Pay
<b>FL3</b>	Floating Shift Differential 3%
<b>HOC</b>	Hours Over Contract @ Job Rate
<b>HRG</b>	Regular Pay - Hourly
<b>HRS</b>	Hrly Rate/Classified Contract
<b>MAL</b>	Meal Allowance
<b>MIL</b>	Mileage Pay
<b>MRG</b>	Regular Pay - Monthly
<b>OCD</b>	Out of Class Special Rate
<b>OCM</b>	Out of Class Assignment
<b>OT1</b>	Overtime, Time & a Half
<b>OT2</b>	Overtime, Double time
<b>PG1</b>	Professional Growth Cert NEW
<b>PGC</b>	Professional Growth Cert OLD
<b>PGD</b>	Professional Growth Degree
<b>PX1</b>	Professional Expert – SS Schedule. Hourly pay rate, paid by time card
<b>PX2</b>	Professional Expert – SS Schedule. Monthly pay rate, can be paid by time card or payments
<b>PX3</b>	Professional Expert – SS Schedule. Daily pay rate, can be paid by time card or payments
<b>PXH</b>	Professional Expert – S1/S2
<b>PXM</b>	Professional Expert - Contract
<b>SP1</b>	Stipend Pay Nonreportable Ret
<b>SPT</b>	Spilt Position
<b>ST1</b>	Standby Time Overtime @ 1.5
<b>ST2</b>	Standby Time Overtime @ 2.0
<b>STB</b>	Standby Time – Straight Time
<b>SUB</b>	Substitute – Classified Hourly
<b>WT1</b>	Web Time Entry HOURS Worked
<b>WT2</b>	Web Time Entry UNITS Worked
<b>WTH</b>	Web Time Entry HOURS Worked
<b>WTU</b>	Web Time Entry UNITS Worked

**PAYROLL TECHNICIANS**

**Add as FYI to ALL e-PAFs**

<b><u>Last name ends with...</u></b>	<b><u>Payroll Technician</u></b>
<b>A-D</b>	<b>Brittini Tran</b>
<b>E-K</b>	<b>Lieu Nguyen</b>
<b>L-Q</b>	<b>Sergio Borja</b>
<b>R-Z</b>	<b>Cidney Chung</b>

**(2022-2023) January – June 2023 HR EPAF DEADLINES****CERTIFICATED ePAFS (Due to HR Approval Queue)**

<b>Classification</b>	<b>Earning Pay Period</b>	<b>ePAF Deadline</b>	<b>Pay Cycle</b>	<b>Issue Date</b>
Full Time Academic – A1	01/01/23 to 01/31/23	01/09/23	07A	01/31/23
Full Time Academic – A1	02/01/23 to 02/28/23	02/07/23	08A	02/28/23
Full Time Academic – A1	03/01/23 to 03/31/23	03/14/23	09A	03/31/23
Full Time Academic – A1	04/01/23 to 04/30/23	04/11/23	10A	04/28/23
Full Time Academic – A1	05/01/23 to 05/31/23	05/11/23	11A	05/31/23
Full Time Academic – A1	06/01/23 to 06/30/23	06/09/23	12A	06/30/23
Full Time Academic – A1 *Timecard	12/01/22 to 12/31/22	01/09/23	07A	01/31/23
Full Time Academic – A1 *Timecard	01/01/23 to 01/31/23	02/07/23	08A	02/28/23
Full Time Academic – A1 *Timecard	02/01/23 to 02/28/23	03/14/23	09A	03/31/23
Full Time Academic – A1 *Timecard	03/01/23 to 03/31/23	04/11/23	10A	04/28/23
Full Time Academic – A1 *Timecard	04/01/23 to 04/30/23	05/11/23	11A	05/31/23
Full Time Academic – A1 *Timecard	05/01/23 to 05/31/23	06/09/23	12A	06/30/23
Part Time Instructors /Adjunct – A2	12/01/22 to 12/31/22	01/09/23	07A	01/31/23
Part Time Instructors /Adjunct – A2	01/01/23 to 01/31/23	02/07/23	08A	02/28/23
Part Time Instructors /Adjunct – A2	02/01/23 to 02/28/23	03/14/23	09A	03/31/23
Part Time Instructors /Adjunct – A2	03/01/23 to 03/31/23	04/11/23	10A	04/28/23
Part Time Instructors /Adjunct – A2	04/01/23 to 04/30/23	05/11/23	11A	05/31/23
Part Time Instructors /Adjunct – A2	05/01/23 to 05/31/23	06/09/23	12A	06/30/23
Hourly / Professional Expert – A2	12/01/22 to 12/31/22	01/09/23	07A	01/31/23
Hourly / Professional Expert – A2	01/01/23 to 01/31/23	02/07/23	08A	02/28/23
Hourly / Professional Expert – A2	02/01/23 to 02/28/23	03/14/23	09A	03/31/23
Hourly / Professional Expert – A2	03/01/23 to 03/31/23	04/11/23	10A	04/28/23
Hourly / Professional Expert – A2	04/01/23 to 04/30/23	05/11/23	11A	05/31/23
Hourly / Professional Expert – A2	05/01/23 to 05/31/23	06/09/23	12A	06/30/23



**(2022-2023) January – June 2023 HR EPAF DEADLINES****CLASSIFIED ePAFS (Due to HR Approval Queue)**

<b>Classification</b>	<b>Earning Pay Period</b>	<b>ePAF Deadline</b>	<b>Pay Cycle</b>	<b>Issue Date</b>
Full Time Classified – B1	01/01/23 to 01/31/23	<b>01/19/23</b>	07B	02/10/23
Full Time Classified – B1	02/01/23 to 02/28/23	<b>02/14/23</b>	08B	03/10/23
Full Time Classified – B1	03/01/23 to 03/31/23	<b>03/16/23</b>	09B	04/10/23
Full Time Classified – B1	04/01/23 to 04/30/23	<b>04/18/23</b>	10B	05/10/23
Full Time Classified – B1	05/01/23 to 05/31/23	<b>05/16/23</b>	11B	06/09/23
Full Time Classified – B1	06/01/23 to 06/30/23	<b>06/14/23</b>	12B	07/10/23
Full Time Classified – B1 *Timecard	12/01/22 to 12/31/22	<b>01/19/23</b>	07B	02/10/23
Full Time Classified – B1 *Timecard	01/01/23 to 01/31/23	<b>02/14/23</b>	08B	03/10/23
Full Time Classified – B1 *Timecard	02/01/23 to 02/28/23	<b>03/16/23</b>	09B	04/10/23
Full Time Classified – B1 *Timecard	03/01/23 to 03/31/23	<b>04/18/23</b>	10B	05/10/23
Full Time Classified – B1 *Timecard	04/01/23 to 04/30/23	<b>05/16/23</b>	11B	06/09/23
Full Time Classified – B1 *Timecard	05/01/23 to 05/31/23	<b>06/14/23</b>	12B	07/10/23
Part Time Classified - B2	12/10/22 to 01/09/23	<b>01/19/23</b>	07B	02/10/23
Part Time Classified - B2	01/10/23 to 02/09/23	<b>02/14/23</b>	08B	03/10/23
Part Time Classified - B2	02/10/23 to 03/09/23	<b>03/16/23</b>	09B	04/10/23
Part Time Classified - B2	03/10/23 to 04/09/23	<b>04/18/23</b>	10B	05/10/23
Part Time Classified - B2	04/10/23 to 05/09/23	<b>05/16/23</b>	11B	06/09/23
Part Time Classified - B2	05/10/23 to 06/09/23	<b>06/14/23</b>	12B	07/10/23
Hourly / Professional Expert – B2	12/10/22 to 01/09/23	<b>01/19/23</b>	07B	02/10/23
Hourly / Professional Expert – B2	01/10/23 to 02/09/23	<b>02/14/23</b>	08B	03/10/23
Hourly / Professional Expert – B2	02/10/23 to 03/09/23	<b>03/16/23</b>	09B	04/10/23
Hourly / Professional Expert – B2	03/10/23 to 04/09/23	<b>04/18/23</b>	10B	05/10/23
Hourly / Professional Expert – B2	04/10/23 to 05/09/23	<b>05/16/23</b>	11B	06/09/23
Hourly / Professional Expert – B2	05/10/23 to 06/09/23	<b>06/14/23</b>	12B	07/10/23

# **SALARY TABLE/GRADE/STEP REFERENCE SHEET**

CLASSIFICATION (CLASS CODE)	TABLE	GRADE	STEP
<b>Full-time Faculty (AA, AT)</b>	AA (175 Day) A2 (221 Day)	I II III IV V	1 – 10 1 – 12 1 – 13 1 – 20 1 – 26
<b>Full-time Counselor Cosmetology Faculty (QQ, QT)</b>	QQ Q2	I II III IV V	1 – 10 1 – 12 1 – 13 1 – 20 1 – 26
<b>Part-time Faculty (BB)</b>	BB	I II III MI (Misc. Instructional) MN (Misc. Non-Instructional)	1 – 7 1 – 7 1 – 7 1 1
<b>Criminal Justice Academy (CC)</b>	AJ	LAB LEC	1 – 9 1 – 9
<b>Educational Administrators (DD)</b>	DG	1 - 14	1 - 9
<b>Classified Managers (GG)</b>	DG	1 - 14	1 - 9
<b>Classified (EE)</b>	EE (12 Month) E1 (11 Month) E0 (10 Month)	101 – 126	1 - 9
<b>Short-term/Hourly (160 Day) (HH)</b>	ST	ST	10-26
<b>Confidential (JJ)</b>	JJ	1 - 6	1 - 9
<b>Students and Work Study (KK)</b>	SA	SA	10-12
<b>Executives</b>	LL	2 3	1 – 7 1
<b>Professional Experts (PE)</b>	PE – Special Project SC – Sailing Center S2 – Community Ed	PE SC HRLY	10 – 33 10-25 1 - 39

## **Employee Class Code Options:**

*(Note: Class Code is different than the salary schedule table)*

AA – Full-time Faculty  
 AT- Full-time Faculty (Tenure Track)  
 BB – Part-time Faculty  
 CC – Criminal Justice (GWC Only)  
 DD- Educational Administrators  
 EE – Classified Employees  
 GG – Classified Managers  
 HH- Short-term, Classified Subs  
 JJ – Confidential Employees  
 KK – Students and Work Study  
 LL – Executives  
 PE – Professional Experts  
 QQ – 195 Day Faculty (Counselors)  
 QT – FT Counselors (Tenure Track)  
 TE – Temporary Faculty  
 VV – Board of Trustees





# HUMAN RESOURCES

## AT YOUR SERVICE

### MEET YOUR EMPLOYMENT SERVICES TEAM

BEBE BACH



HUMAN RESOURCES SPECIALIST  
Ext. 84720  
bbach@ccd.edu

MIDGE HILL



HUMAN RESOURCES SPECIALIST  
Ext. 84826  
mhill@ccd.edu

LISA DUPUY



HUMAN RESOURCES SPECIALIST  
Ext. 84721  
ldupuy@ccd.edu

MARGARET MORALES



HUMAN RESOURCES SPECIALIST  
Ext. 84722  
margaretm@ccd.edu

Primary Service Provider for:  
ORANGE COAST COLLEGE  
All Instructional Departments

Primary Service Provider for:  
ORANGE COAST COLLEGE  
All Administrative & Student Services  
Departments

Primary Service Provider for:  
GOLDEN WEST COLLEGE

Primary Service Provider for:  
COASTLINE COMMUNITY COLLEGE  
COAST COMMUNITY COLLEGE DISTRICT

We are your human resources partners here to provide specialized support for all your employment services requirements.

- New Hire Processing/Onboarding
- Salary Placement Review
- Transcript Evaluation
- Board Personnel Items
- I-9 Tracking
- TB Tracking
- Live Scan Support
- Performance Evaluation Maintenance
- Employee Data Reports/Reporting, Personnel Assignment Audits
- Employee/Employment Verification and Records Maintenance
- Employee Data Reports
- Classified Seniority Tracking and Reporting

DIANE DEPRETTO



HUMAN RESOURCES ANALYST  
Ext. 84827  
ddepretto@ccd.edu

KYLA BENTLEY



HUMAN RESOURCES ANALYST  
Ext: 84719  
kbentley3@ccd.edu

We are here to help ensure timely, customer-focused assistance for all Coast Colleges employment services needs.

- Employment Board Action Items
- Employment Contracts
- Faculty Seniority
- Sabbatical Bond Administration
- Employee Data Report Creation and Maintenance
- Unemployment Claims Administration
- Tenure Track Reporting
- STRS/PERS/PARS
- Banner Employee Data Liaison
- Pre-retirement Programs
- Faculty Service Areas
- Faculty Horizontal Moves
- 10- and 11-Month Employee Calendars
- Reasonable Assurance Notices
- Longevity Tracking
- Short-term Employee Day
- Count Tracking
- Employment Subpoenas
- Exit Interviews, Off-boarding
- Faculty Load and Compensation (FLAC) Liaison





# Electronic Personnel Action Form

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

View Salary Schedules (<http://www.cccd.edu/employment/Pages/salarieschedules.aspx>).

Name and ID: **Mike Rophone C01291567**

Query Date: May 03, 2018

Transaction:

Transaction Status:

Approval Category: Add New Assignment (e.g. Promo, OT, OCD, Secondary), ADDJOB

Save

Approval Types | Account Distribution | Default Earnings | Routing Queue | Comments | Transaction History

[New EPAF \(/pls/DEVL/bwpkepaf.P\\_ChoosePerson\)](#) | [EPAF Originator Summary \(/pls/DEVL/bwpkepaf.P\\_DispatchOriginatorSummary?p\\_view\\_type=C\)](#)

[Return to EPAF Menu \(/pls/DEVL/bwpkepaf.P\\_DispatchMenu\)](#)

Jump to Bottom

\* - indicates a required field.

## Job Record w/ Earnings, B99401-02 Testing Technician - SSSP

Item	Current Value	New Value
1st Day in Job: MM/DD/YYYY		05/03/2018
Jobs Effective Date: MM/DD/YYYY*		05/03/2018
Contract Type: *		Secondary
Job Change Reason: *		OT1, OT Assignment @1.5
Timesheet Orgn: *		090200
Time Entry Type: *		Pay Period Time Sheet
Time Entry Method: *		Employee Time Entry via Web
Time In/Out Ind: *		Yes
Supervisor ID: *		C02386376
Job Location:		Not Selected
FTE:		0
Appointment Percent: (Not Enterable)		100
Job Status: *(Not Enterable)		A
Salary Group: *(Not Enterable)		1718/2
Salary Table: *		EE
Salary Grade: *		110
Step: *		3
Regular Rate:		
Assign Salary:		
Factor:		12
Pays:		12
LHE:		

Current

Effective Date: 05/03/2018

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New

Effective Date: MM/DD/YYYY 05/03/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
Q C		Q 124137	Q 849303	Q 2131	Q 632000	Q				100.00	
Q		Q	Q	Q	Q	Q					
Q		Q	Q	Q	Q	Q					
Q		Q	Q	Q	Q	Q					
Q		Q	Q	Q	Q	Q					
Total:										100.00	



Default from Index

Save and Add New Rows

Current

Effective Date Earnings Hours or Units Per Pay Deemed Hours Special Rate Shift End Date

New Value

Effective Date MM/DD/YYYY Earnings

Hours or Units Per Pay Deemed Hours Special Rate

Shift End Date MM/DD/YYYY Remove

05/03/2018	OT1, Overtime, Time & a Half					1	06/30/2018	
	Not Selected					1		
	Not Selected					1		
	Not Selected					1		

Save and Add New Rows

## Routing Queue

Approval Level	User Name	Required Action
10 - (HIREMR) Hiring Manager	SOLOFSON_SIG	Approve
	Suz-Ann Olofson	

20 - (CFISCL) Fiscal	NCAPITULO	Norlyn B Capitullo	Approve
50 - (DISTHR) HR - District	DDEPRETTO	Diane J De Pretto	Approve
95 - (APPLY) Applier	BANWORX	Banworx Anworx	Apply
89 - (PAYROL) Payroll Approvers	NGUYEN	Lieu N Nguyen	Not Selected
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected
Save and Add New Rows			

## Comment

Overtime to cover the front desk through 06/30/2018

OT by Web Time Entry

[Approval Types](#) | [Account Distribution](#) | [Default Earnings](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[Save](#)

[Return to Top](#)

[New EPAF \(/pls/DEVL/bwpkepaf.P\\_ChoosePerson\)](#) | [EPAF Originator Summary \(/pls/DEVL/bwpkepaf.P\\_DispOriginatorSummary?p\\_view\\_type=C\)](#)  
[Return to EPAF Menu \(/pls/DEVL/bwpkepaf.P\\_DispEpfMenu\)](#)

**RELEASE: 8.10**

© 2018 Ellucian Company L.P. and its affiliates.

END JOB -  
CLASSIFIED / Hourly

TERMINATE EMPLOYMENT  
FROM THE DISTRICT

**Approval Category:** End Job (Term, End Assign., Retirement, Layoff, etc.), ENDJOB

\* - indicates a required field.

## Page 166



**SAMPLE**JOB CHANGE:  
change in  
FOAP

## EPAF Preview

Name and ID:

Transaction:

Transaction  
Status:Approval Category: Job Changes to Existing Posn/Suff incl. Rehires/Extension,  
JOBCHGJob and Suffix: P01820-00, I  
Coord

Query Date: Jul 01, 2017

Last Paid  
Date:

Next

Approve

Disapprove

Return for Correction

More Info

Add Comment

Approval Types | Account Distribution | Default Earnings | Routing Queue | Comments |  
Transaction History

EPAF Approver Summary

Return to EPAF Menu

Jump to Bottom

\* - indicates a required field.

**Job Record w/ Earnings, P01820-00 Division Area Office Coord**

Enter Changes	Current Value	New Value
1st Day in Job:	12/01/2006	
Jobs Effective Date: *	07/01/2017	07/01/2017
Contract Type: *	Primary	Primary
Job Change Reason: *	FISCA	REV5
Timesheet Orgn: *	304002	304002
Time Entry Type: *	None	
Time Entry Method: *	Payroll Time Entry	
Time In/Out Ind: *	No	
Supervisor ID: *	C02632847	C02632847
Job Location:	GWC, Golden West College	GWC, Golden West College
FTE:	1	
Appointment Percent:	100	100
Job Status: *	Active	Active
Salary Group: *	1718/1	1718/2
Salary Table: *	EE	EE
Salary Grade: *	49E	117
Step: *	5	7
Regular Rate:	30.043621	
Assign Salary:	5227.59	

change  
FOAP

Factor:	12	
Pays:	12	

**Current****Effective Date: 05/10/2013**

**COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date**

C 110001 304002 2131 601000 K700 Y 100.00

**New****Effective Date: 07/01/2017**

**COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date**

C 110001 979935 2131 601000 K700 Y 100.00

**Current**

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift End Date
05/10/2013	MRG, Regular Pay - Monthly	174.00			1

**New**

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift End Date
May 10, 2013	MRG, Regular Pay - Monthly	174.00			1

**Routing Queue**

Approval Level Name	Required Action	Queue Status	Action Date
Hiring Manager, 10	Approve	Approved	May 04, 2018 11:03:42 AM
Fiscal, 20	Approve	Approved	May 04, 2018 02:01:43 PM
HR - District, 50	Approve	Pending	
Applier, 95	Apply	In the Queue	

**Comments****Date:** May 03, 2018 03:20:14 PM**Made by:** BANNER XXXXXXXX**Comments:** Position should be charge to District funds.**Transaction History**

Action	Date	User Name
Created:	May 03, 2018	BANNER XXXXXXXX
Submitted:	May 03, 2018	BANNER XXXXXXXX

Approval Types | Account Distribution | Default Earnings | Routing Queue | Comments | Transaction History

Approve

Disapprove

Return for Correction

More Info

Add Comment

Next

Return to Top



## EPAF Preview

SAMPLE

NEW HIRE

Name and ID:

Transaction:

Transaction Status:

Approval Category: New Hire-Hourly-160 Day, HOURLY

Job and Suffix: P05526-01, Hrly/Temp Tech

Query Date: Jun 26, 2018

Last Paid Date:

[Approval Types](#) | [Account Distribution](#) | [Default Earnings](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)
[EPAF Originator Summary \(/pls/DEVL/bwpkepaf.P\\_DisOriginatorSummary?p\\_sort\\_type=NU\)](#)
[Return to EPAF Menu \(/pls/DEVL/bwpkepaf.P\\_DisEpafMenu\)](#)

Jump to Bottom

\* - indicates a required field.

**PEAEMPL-Create or Update Employee Record**

Enter Changes	Current Value	New Value
Current Hire Date: *		06/26/2018
Home Organization: *		90103, Basic Skills
Location Code: *		GWC, Golden West College
Employee Class Code: *		HH, Hourly/Temporary
Home COAS: *		C
District Code: *		090, Coast Community College Dist
Employee Status: *		Active

**Job Record w/ Earnings, P05526-01 Hrly/Temp Tech**

Enter Changes	Current Value	New Value
1st Day in Job:		06/26/2018
Jobs Effective Date: *		06/26/2018
Contract Type: *		Primary
Job Change Reason: *		NHIRE
Timesheet Orgn: *		090104
Time Entry Type: *		Pay Period Time Sheet
Time Entry Method: *		Employee Time Entry via Web
Time In/Out Ind: *		Yes
Supervisor ID: *		C02386376
Job Location:		
FTE:		1
Appointment Percent:		100
Job Status: *		Active
Salary Group: *		1718/2
Salary Table: *		HH
Salary Grade: *		04
Step: *		3
Regular Rate:		
Assign Salary:		

Factor:		12
Pays:		12
LHE:		

**Current****Effective Date: 06/26/2018**

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
C			110001	133001	2333	673000					100.00		

**New****Effective Date: 06/26/2018**

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
C			110001	133001	2333	673000					100.00		

**Current**

Effective Date	Earnings	Hours or Units	Per Pay	Deemed Hours	Special Rate	Shift	End Date
Jun 26, 2018	HRG, Regular Pay - Hourly						1

**New**

Effective Date	Earnings	Hours or Units	Per Pay	Deemed Hours	Special Rate	Shift	End Date
Jun 26, 2018	HRG, Regular Pay - Hourly						1

**Routing Queue**

Approval Level	Name	Required Action	Queue Status	Action Date
Hiring Manager, 10	Norlyn B Capitulo, NCAPITULO	Approve	Pending	
Fiscal, 20	Diane J De Pretto, DDEPRETTO	Approve	In the Queue	
HR - District, 50	Kyla Joan Bentley, KBENTLEY3	Approve	In the Queue	
Applier, 95	Banworx Anworx, BANWORX	Apply	In the Queue	

**Comments****Date:** Jun 26, 2018 10:05:40 AM**Made by:** Lisa Corinne Florentes Mullens, LFLORENTESMULLENS**Comments:** New Hire for the Answer Center to support the busy student traffic during the academic year. Answer phones, direct students to appropriate resources. \$14.77/hour. Workdays - Mon -Fri**Transaction History**

Action	Date	User Name
Created:	Jun 26, 2018	Lisa Corinne Florentes Mullens
Submitted:	Jun 26, 2018	Lisa Corinne Florentes Mullens

Approval Types | Account Distribution | Default Earnings | Routing Queue | Comments | Transaction History

[EPAF Originator Summary \(/pls/DEVL/bwpkepaf.P\\_DispatchOriginatorSummary?p\\_sort\\_type=NU\)](/pls/DEVL/bwpkepaf.P_DispatchOriginatorSummary?p_sort_type=NU)  
[Return to EPAF Menu \(/pls/DEVL/bwpkepaf.P\\_DispatchEPAFMenu\)](/pls/DEVL/bwpkepaf.P_DispatchEPAFMenu)

**RELEASE: 8.9**

© 2018 Ellucian Company L.P. and its affiliates.

**Going on LOA**

*\*need to originate a new  
JOBCHG e-PAF upon return  
from LOA\**

## EPAF Preview

Use **JOBCHG** e-PAF to **00** suffix

Transaction Status: Completed

Approval Category: Job Changes to Existing Posn/Suff Incl. Rehires/Extension, JOBCHG

Job and Suffix: B99375-00, Custodian

Query Date: Apr 11, 2018

Last Paid Date:

Cancel Transaction

**Query date** and the **JOBS EFFECTIVE DATE = 04/11/2018**  
**use the date that the LOA starts**

Approval Types | Account Distribution | Default Earnings | Routing Queue | Comments |  
Transaction History

EPAF Approver Summary

Return to EPAF Menu

Jump to Bottom

\* - indicates a required field.

**Job Record w/ Earnings, B99375-00 Custodian**

Enter Changes	Current Value	New Value
1st Day in Job:	02/04/2016	
Jobs Effective Date: *	04/11/2018	04/11/2018
Contract Type: *	Primary	Primary
Job Change Reason: *	LVUP	LVUP
Timesheet Orgn: *	285201	285201
Time Entry Type: *	None	
Time Entry Method: *	Payroll Time Entry	
Time In/Out Ind: *	No	
Supervisor ID: *	C02616299	C02616299
FTE:	1	1
Appointment Percent:	100	100
Job Status: *	Active	Active
Salary Group: *	1718/2	1718/2
Salary Table: *	EE	EE
Salary Grade: *	110	110
Step: *	4	4
Regular Rate:	21.094349	
Assign Salary:	3670.42	
Factor:	12	
Pays:	12	

**Job Change Reason = LVUP**

Enter **CURRENT SALARY PLACEMENT**

Current

**Effective Date: 04/11/2018**

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
-----------	------	--------------	---------	---------	----------	----------	---------	------	---------	-------------	----------	----------

C		110001	285201		2131		653000			M100		100.00
---	--	--------	--------	--	------	--	--------	--	--	------	--	--------

**New****Effective Date: 04/11/2018**

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
-----------	------	--------------	---------	---------	----------	----------	---------	------	---------	-------------	----------	----------

C		110001	285201		2131		653000			M100		100.00
---	--	--------	--------	--	------	--	--------	--	--	------	--	--------

**Current****Effective Date Earnings Hours or Units Per Pay Deemed Hours Special Rate Shift End Date****New**

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift End Date
----------------	----------	------------------------	--------------	--------------	----------------

Feb 04, 2016	MRG, Regular Pay - Monthly		174.00		04/10/2018
--------------	----------------------------	--	--------	--	------------

enter **end date for the MRG** which is the **day BEFORE the LOA starts**. In this example LOA starts on 04/11/18 so the **end date of the MRG = 04/10/18**

**Routing Queue**

Approval Level	Name	Required Action	Queue Status	Action Date
Hiring Manager, 10		Approved		Apr 16, 2018 06:04:39 PM
Fiscal, 20		Approved		Apr 17, 2018 08:17:52 AM
Campus VP/Executives, 40		Acknowledged		May 31, 2018 04:53:58 PM
HR - District, 50		Approved		Apr 17, 2018 01:06:47 PM
Benefits - District, 82		Acknowledged		Apr 24, 2018 11:47:44 AM
Payroll Approvers, 89		Acknowledged		Apr 17, 2018 04:45:53 PM
Superuser, 90		Acknowledged		Apr 21, 2018 09:03:19 AM
Applier, 95		Applied		Apr 17, 2018 02:00:03 PM

**Comments****Date:****Made by:****Comments:** LOA without pay effective on 04/11/2018. End date to be updated at a later date.Enter **comments****Transaction History**

Action	Date	User Name
--------	------	-----------

Created:

Submitted:

Applied:

Approval Types | Account Distribution | Default Earnings | Routing Queue | Comments | Transaction History

Cancel Transaction

Return to Top

EPAF Approver Summary

Return to EPAF Menu

**JOBCHG - Return from LOA**

## EPAF Preview

Use **JOBCHG** e-PAF to **00 suffix****Job and Suffix:** B99375-00, Custodian**Query Date:** May 09, 2018**Last Paid Date:****Transaction Status:** Completed**Approval Category:** Job Changes to Existing Posn/Suff Incl. Rehires/Extension, JOBCHG[Cancel Transaction](#)**Query date** and the **JOBS EFFECTIVE DATE = use the date that the employees returns from LOA**[Approval Types](#) | [Account Distribution](#) | [Default Earnings](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)[EPAF Approver Summary](#)[Return to EPAF Menu](#)[Jump to Bottom](#)

\* - indicates a required field.

**Job Record w/ Earnings, B99375-00 Custodian**

Enter Changes	Current Value	New Value
1st Day in Job:	02/04/2016	
Jobs Effective Date: *	05/09/2018	05/09/2018
Contract Type: *	Primary	Primary
Job Change Reason: *	LVRT	LVRT <b>Job Change Reason = LVRT</b>
Timesheet Orgn: *	285201	285201
Time Entry Type: *	None	None
Time Entry Method: *	Payroll Time Entry	Payroll Time Entry
Time In/Out Ind: *	No	No
Supervisor ID: *	C02616299	C02616299
Job Location:	OCC, Orange Coast College	OCC, Orange Coast College
FTE:	1	1
Appointment Percent:	100	100
Job Status: *	Active	Active
Salary Group: *	1718/2	1718/2
Salary Table: *	EE	EE
Salary Grade: *	110	110
Step: *	4	4
Regular Rate:	21.094349	
Assign Salary:	3670.42	
Factor:	12	

Pays:	12	
LHE:		

**Current****Effective Date: 05/09/2018**

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
-----------	------	--------------	---------	---------	----------	----------	---------	------	---------	-------------	----------	----------

C		110001	285201		2131		653000			M100		100.00
---	--	--------	--------	--	------	--	--------	--	--	------	--	--------

**New****Effective Date: 05/09/2018**

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
-----------	------	--------------	---------	---------	----------	----------	---------	------	---------	-------------	----------	----------

C		110001	285201		2131		653000			M100		100.00
---	--	--------	--------	--	------	--	--------	--	--	------	--	--------

**Current**

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift End Date
----------------	----------	------------------------	--------------	--------------	----------------

**New**

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift End Date
----------------	----------	------------------------	--------------	--------------	----------------

May 09, 2018	MRG, Regular Pay - Monthly	Enter <b>effective date</b> as the date the employee returns from LOA			1
--------------	----------------------------	---	--	--	---

**Routing Queue**Enter **MRG** for the Earn Code

Approval Level	Name	Required Action	Queue Status	Action Date
Hiring Manager, 10			Approved	May 21, 2018 04:25:27 PM
Fiscal, 20			Approved	May 22, 2018 09:47:10 AM
HR - District, 50			Approved	May 23, 2018 10:45:55 AM
Benefits - District, 82			Acknowledged	May 23, 2018 03:24:12 PM
Payroll Approvers, 89			Acknowledged	May 24, 2018 08:52:44 AM
Applier, 95	Banworx Anworx, BANWORX	Apply	Applied	May 23, 2018 02:00:05 PM

**Comments**

**Date:** \_\_\_\_\_ **Enter **comments****

**Made by:** \_\_\_\_\_**Comments:** Employee return from leave on 05/09/2018. Used vacation on 04/25/2018 through 5/01/2018**Transaction History**

Action	Date	User Name
--------	------	-----------

Created:

Submitted:

Applied:

Approval Types | Account Distribution | Default Earnings | Routing Queue | Comments | Transaction History

## **SAMPLE COMMENTS by Approval Type (type of e-PAF)**

\*\*\*Every e-PAF must have explanatory comments, otherwise your e-PAF will be returned for correction\*\*\*

### **NEW HIRE – 160 day Hourly and Students**

#### Comment

- Division/Department
- Salary (dollar amount, e.g. \$12.00 per hour)
- Description of duties
- Work days (e.g. Monday – Friday)
- Justification for the new hire (be specific. For example, include position/assignment; who they are reporting to; assignment duration; etc.)

### **NEW HIRE – Part Time Faculty**

#### Comment

- Division
- Date of first day of the semester/term
- Discipline

### **NEW HIRE – Permanent Employees:**

**Completed the Recruitment Coordinator** (Full Time Faculty, Classified, Classified Management, Educational Administrator, Executive)

#### Comment

- Vacancy ID #
- Start Date
- Board Approval Date
- Indicate if the new hire a 10 or a 12 month employee

### **ADD JOB or JOB CHANGE – FACULTY**

ADD JOB = *Add a secondary job/ a new suffix - Add new job*

JOB CHANGE = *Change of existing position and suffix*

#### Comment

Describe the reason for transaction and provide details. Enter rate, effective date and end date (if any).

For example:

- **Sub Assignment:** "Sub for Fall 2018 semester 8/24/18 – 12/14/18, per timecard @ Overload rate of \$82.00"
- **Special Assignment:** "Attended college Flex Day on 8/24/18 @ \$35.00 per hour"

## **ADD JOB or JOB CHANGE – CLASSIFIED or TEMPORARY employee**

### Comment

Describe the reason for transaction and provide specifics and details with hours, amount of \$\$ (e.g. stipends), dates, # of payments, etc. Enter effective date and end date (if any). Add description of duties, if it's a new assignment.

For example:

- **Stipend:** "as per the contract, total stipend amount of \$XX to be paid in 2 payments"
- **Overtime:** "Overtime effective 07/01/18 to 12/31/18 for extended hours at the Career Center"
- **Change in Supervisor:** "as of 07/01/18, supervisor = Mike Raphone"
- **Change in FOAP:** "Change to FOAP #11001 26210 2131 643000 on 9/30/18"
- **Split FOAP:** "07/01/18 to 9/30/2018, 50% #110001 26210 2131 643000 and 50% #124137 849303 2131 632000 "

## **JOB CHANGE: REHIRE** – for temporary employees continuing into new Fiscal Year

\*note that ALL assignments for temporary employees will be ACOMP July 9<sup>th</sup> of every year so if they will continue working in the new FY, you must complete a JOB CHANGE: REHIRE e-PAF\*

### Comment

- FY1819
- Department/Division
- Work Days: (for example, "Monday – Friday")
- Rate of Pay
- Description of duties for example, "to answer phones in the afternoon at the Answer Center, etc."
- Justification

**END JOB:** To end an assignment (primary and/or secondary jobs) and/or terminate the employee from the District

\*note that ALL assignments for temporary employees will be ACOMP July 9<sup>th</sup> of every year\*

### **Example #1 – Assignment Completed = ACOMP**

### Comment

Assignment has ended – "ACOMP"

For example:

- "Ended OT assignment on 03/31/18"
- "Assignment has ended but continuing employment"



## Example #2 – Terminating the Employee from the District = VSEP

### Comment

Enter last day worked and make a note to alert the HR specialist to terminate employment from the District – “VSEP”. For example:

“Assignment has ended.

HR – Please terminate this employee from employment from the District

Last day worked = 07/15/18”

## PROFESSIONAL EXPERT e-PAFS:

### Comment

**The Professional Expert Agreement must be complete and signed before starting work**

- Professional Expert Agreement signature date
- Start Date
- Division/Department
- Salary (dollar amount, e.g. \$12.00 per hour)
- Description of duties
- Work days (e.g. Monday – Friday)
- Justification for the new hire (be specific. For example, include position/assignment; who they are reporting to; assignment duration; etc.). You may include language from the Professional Expert Agreement.

## TROUBLESHOOTING/Quick Reference for ePAFs

Error/Issue/Message	What to do/how to resolve
<b>**ERROR**: "Begin Date must equal the first Jobs Effective Date."</b>	This assignment already exists in NBAJOBS (even if employee was terminated). Job Change ePAF should be used.
<b>Cannot Access Menu on Self Service</b>	First need approval/authorization from the employee's Director/Dean. Once received, contact Norlyn, Brent Hyska, or Bobby O. to request ePAF access. Let District HR know once this is done. District HR will complete access.
<b>**ERROR**: "Cannot create a primary job since one already exists."</b>	<ul style="list-style-type: none"> <li>First see if their primary job should be ended or not.</li> <li>Create an ADDJOB (if it is a new job assignment/job/position) or</li> <li>JOBCHG (if they have had this job/assignment has been used in the past – can recyle already used suffixes that have been terminated) e-PAF to now add the primary job/assignment.</li> <li><u>If the job should be updated from secondary to primary once applied but the EPAF doesn't allow it, write it in the comments and notify district HR. HR will update.</u></li> </ul>
<b>APPROVAL CATEGORIES e-PAF types</b>	<p><b>FTFAC Hire</b> – Full Time Faculty: Instructors, Counselors and Librarians</p> <p><b>MGTCLS Hire</b> – Classified, Classified Management, Confidential, Educational Admin, Executive</p> <p><b>PROFEX Hire</b> – Professional Expert</p> <p><b>FWSTNT Hire</b> – Federal Work Study</p> <p><b>HOURLY Hire</b> – Hourly 160 Day</p> <p><b>STUDNT Hire</b> – Student</p> <p><b>PTFAC Hire</b> – Full Time Faculty: Instructors, Counselors and Librarians</p> <p><b>CJHIRE Hire</b> – Criminal Justice (GWC)</p> <p><b>*JOBCHG</b> <u>Change of existing position and suffix</u> - even if that position has been "terminated"/"completed" - You can re-use the suffix.</p> <p><b>*ADDJOB</b> <u>Add a secondary job/ a new suffix</u> - Add new job.</p> <p><b>ENDJOB</b> for ending assignments, job assignment is complete "ACOMP"</p> <p><i>*see "When to use ADDJOB vs. JOBCHG Reference Sheet" for list of examples*</i></p> <p><b>** ALL New Hire e-PAFs: NEVER had a job assignment at CCCD**</b></p>
<b>ORIGINATOR: How to use CURRENT and HISTORY tabs</b>	<p><b>CURRENT</b> tab: e-PAFs that you can take action on now. These e-PAFs are either "waiting" (have been Saved, but not submitted) or have been "returned for correction" by one of the Approvers.</p> <p><b>HISTORY</b> tab: Contains all of the e-PAFs that you have Originated. Includes e-PAFs that are pending (not all Approvers have approved yet) or completed e-PAFs.</p>
<b>APPROVER: How to use CURRENT, HISTORY, IN THE QUEUE tabs</b>	<p><b>CURRENT</b> tab: e-PAFs that you can take action on now. It is your turn to Approve.</p> <p><b>IN MY QUEUE</b> tab: There are approvers ahead of you that still need to approve the transaction BEFORE it is your turn to Approve.</p> <p><b>HISTORY</b> tab: Contains all of the e-PAFs that you have Approved.</p>
<b>*ERROR* "All Approval Types must be committed prior to submission."</b>	<ul style="list-style-type: none"> <li>The EARN CODE section has not been completed or there are date formatting issues OR</li> <li>The LABOR DISTRIBUTION section has not been completed OR</li> <li>An action for the added APPROVER/FYI was NOT selected.</li> </ul>

<b>Checking to be sure that transactions for an employee have been completed before entering new ones</b>	Check in the Argos report – “ <b>Banner Job Look Up</b> ” <b>pg 99</b> OR Check your originator summary, history tab, and search by C#, name, or transaction number.
<b>If Saved can e-PAF be deleted or voided</b>	A <b>SAVED</b> e-PAF has NOT yet been submitted through the Approval queue – can <b>DELETE</b> A <b>SUBMITTED</b> e-PAFs have been routed through the Approval queue can be <b>VOIDED</b> . A <b>COMPLETED</b> e-PAFs have been already applied to NBAJOBS in Banner. Can <b>CANCEL</b> – <b>Never use</b> unless directed by HR
<b>How to determine the suffix</b>	<ul style="list-style-type: none"> <li>• Run the Argos report – “Banner Job Look Up”</li> <li>• In the e-PAF make sure to click on ALL JOBS and then click on GO</li> </ul>
<b>When to use the comment field</b>	<b>For every e-PAF.</b> Need to provide justification, enter department, and confirm rate. If no comments are entered, it will be returned for correction.
<b>When to use ADDJOB or JOBCHG</b>	Refer to the “When to use ADDJOB or JOBCHG “ Reference Sheet in Binder, pg. 102.
<b>*ERROR*</b> <b>Unable to Save NORTRN record</b>	This means that from the time the ePAF was started to when you have returned to it, a timing issue has occurred. This ePAF should be deleted (if it's an option) and then close out of the ePAF/self-service and log back in and start a new ePAF.
<b>*ERROR*</b> <b>The future dated Job record must be deleted before ending Job</b>	This means there is a future-dated action that will need to be removed by HR before this action can submit. Call or e-mail District HR.

### Common Reasons EPAFs Will Be Returned for Correction: Short-term, Classified

<b>Error/Issue/Message</b>	<b>How to Correct or Resolve</b>
<b>Wrong Start Date/Position Number/Suffix</b>	For all of these mistakes (wrong query date, incorrect position or suffix) the ePAF will be voided and a new one will be generated. If the ePAF was applied incorrectly to Banner, work closely with HR to remedy the situation.
<b>Incorrect use of CANCEL button</b>	The Cancel button should only be used when advised to do so by HR. Cancelling an EPAF means that a new one will be generated and the old, incorrect information is removed from NBABJOBS. Pressing the CANCEL button does nothing to the assignment in banner, so do not use unless advised. If you are advised to use it, work closely with HR to follow necessary steps.
<b>END JOB ePAF</b>	Make sure the query date= job effective date= default earnings end date. Pg. 148 or pg 166
<b>Insufficient Information in Comments Section</b>	Please always provide detailed comments. Confirm Salary Placement/Action being requested/ Department/ And any other information that would be helpful to know. Pg. 37 or pgs 180-182.
<b>Incorrect Job Change Reason or Earn Code Reason</b>	The wrong job change reason (top part of ePAF) or earn code reason (default earnings section) was used. Reference Pgs. 43-44.
<b>FTE less than 100%</b>	If an ePAF is being used for a permanent employee with less than 100% FTE, their FTE and Appointment percent should be copied over or included in an ADDJOB ePAF (even though it isn't a required field).

### Common Reasons EPAFs Will Be Returned for Correction: Faculty

<b>Error/Issue/Message</b>	<b>How to Correct or Resolve</b>
<b>Wrong Start Date/Position Number/Suffix</b>	For all of these mistakes (wrong query date, incorrect position or suffix) the ePAF will be voided and a new one will be generated. If the ePAF was applied incorrectly to Banner, work closely with HR to remedy the situation.
<b>Incorrect use of CANCEL button</b>	The Cancel button should only be used when advised to do so by HR. Cancelling an EPAF means that a new one will be generated and the old, incorrect information is removed from NBABJOBS. Pressing the CANCEL button does nothing to the assignment in banner, so do not use unless advised. If you are advised to use it, work closely with HR to follow necessary steps.
<b>END JOB ePAF</b>	Make sure the query date= job effective date= default earnings end date. Pg. 21 of Faculty TAB.
<b>Insufficient Information in Comments Section</b>	Please always provide detailed comments. Confirm Salary Placement/Action being requested/ Department/ And any other information that would be helpful to know including total amount to be paid and any calculations.
<b>Incorrect Job Change Reason or Earn Code Reason</b>	The wrong job change reason (top part of ePAF) or earn code reason (default earnings section) was used. Reference Pgs. 43 & pg. 2 of Faculty TAB. *SUB should be used for Sub assignment, Not SUB1
<b>Miscalcuations in default earnings</b>	Make sure the number of payments is represented by the months in default earnings. Feb-May means four payments and hours should be divided accordingly.
<b>Not copying over LHE or Deemed Hours</b>	LHE and Deemed Hours should be copied over onto the ePAF anytime you're doing a job change to a CRN (FLAC) Assignment. Or they should be added for any ADDJOB ePAF.
<b>0 was used in the Step, but no special rate is entered on ePAF</b>	If the step for faculty is 0 (zero) then a special rate must be entered, which should also be entered in the assign salary and the default earnings special rate. 3 sections should have the same special rate. Only full time faculty should be using the 0.