2017-2018

Electronic Personnel Action Form (ePAF) Training Guide

University of Massachusetts Boston
Human Resources Department

Revised September 2017

Electronic personnel action form (ePAF) is a module within PeopleSoft that allows for paperless employment transactions such as hiring an employee, job or pay changes, and end of employment. The ePAF is initiated by a department initiator, and then it is electronically routed for appropriate approvals and notifications, and finally entered by HR into the system.

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Step I

Step II

Step I	Action
	Go to www.umb.edu/hr
	Click on the HR Direct Logo

Step II	Action
3.	Enter your username (first name.lastname)
4.	Enter your password (password is you email password) Note: if your email password is changed your HR Direct login password will change.
5.	Click on the arrow and choose the campus (Boston)
6.	Click login
Note:	Please Note if you are using a public computer please always remember to sign out of the HR Direct system and do not save any passwords

Adding an Benefitted employee into a position

Upon completion of this topic, you will be able to add a benefitted employee into a position.

Key Information:

Employee Group: Faculty-Teaching

Is this a Positioned Job?: Yes

Step	Action
1.	Begin by navigating to the **NavBar**. Click on **Navigator**, Click on **Department Self Service**.

For this example, you are hiring a benefitted employee into position.

Step	Action
2.	Click the **Start a new ePAF** link. Start a new ePAF

Step	Action
3.	Click the **Hire an Employee** link. Hire an Employee

Step	Action
4.	Click the **Add New Employee** button. ![Add New Employee]

Step	Action
Note:	If you wanted to clone a previous eForm and use it as a template for multiple hires of the same type, you would enter the **Clone eForm ID** here (or you could search for the **Clone eForm ID** if you did not know it).
5.	Enter the desired information into the **First Name** field. Example: Jane
6.	Enter the desired information into the **Middle** field. Example: Test
7.	Enter the desired information into the **Last Name** field. Example: Smith
8.	Click the **Next** button. ![Next >>]

Hire an Employee

Step 3 of 6: Job Information

Indicate the type of employee you are hiring by choosing a value in the Empl Group field.

Fill in the remaining fields and choose "Next".

eForm ID: 16077

▼ **Personal Info**

Name: Jane Smith

Empl ID: NEW   Empl Rcd#:

Personal Data
Job Data
Additional Pay

Applicant Data

Applicant ID   Job Opening ID

Job Data

*Effective Date: 09/01/2012

*Employee Group: [▼]

Benefited Classified
Benefited Professional
Faculty - Teaching
Faculty Administrator
Graduate Students
Librarian
Non-Benefited Classified
Non-Benefited Professional
Post Doc
Student

<< Previous   Next >>

Step	Action
9.	Click the **Effective Date** calendar button.
10.	Choose the **Effective Date**. Example: 09/01/2012
11.	Click the **Employee Group** list. [▼]
12.	Choose the Employee Group Example: Faculty Teaching
Note:	The eForm ID has now been assigned to this form. Please take a moment and write this number down for future use. Example: 16077

Step	Action
13.	Click the **Is this a Positioned Job?** Choose Yes or No Example: Benefited position we will choose Yes
14.	Enter Position Number. Do Not Search **If you do not know the position number contact the Office of Budget and Financial Planning.**
Note:	Once Position number is entered the following fields will Auto Populate: Reports to, Department, Job Code, Location Code, Full/Part Time, Regular/Temporary Standard Hours, FTE
15.	Click the Academic or Calendar? (we were asked to choose this based on the employee group chosen Faculty-Teaching) Example: Academic
16.	Enter Mail Drop ID Example: C30
17.	Click the **Next** button.

Step	Action
Note	Complete the **Faculty Tenure Data** section then click the **Next** button.

Step	Action
18.	Enter the desired information into the **Bi-Weekly Rate** field. Example: "**2000**".
Note:	Notice that the **Begin Date** defaults to the hire date. This date should not be changed. Once you have entered Bi-Weekly rate Annual Rate will auto populate.
19.	Enter the **GL Combination Code.** Do not search Click Tab
Note:	Once you enter the GL Combination Code the following rows will auto populate Fund Code, Department, Program Code, Project/Grant (only if applicable)
20.	Leave the **Earnings Code** blank.

Personal Data
Job Data
Additional Pay

nual Rate: $52,000.000

$52,000.000

						Customize | Find | 🖻 | 🎬 First ◀ 1 of 1 ▶ Last			
Program Code	**Project/Grant**	**Class Field**	**End Date**	**Earnings Code**	**Distribution Type**	**Percent**	**Commitment Amount**	**Fund End Date**	
A00				🔍	Percent ▾	100.000	$43,285.714	📅	➕ ➖
					Amount				
					Percent				

Add Date Range

<< Previous   Next >>

Step	Action
21.	Click the **Distribution Type** list. ▾
22.	Click the **Percent (always for benefitted positions)**
24.	The **Percent** field amount cannot exceed 100%, but you may have multiple rows that add up to 100%. For this example, enter "**100**". Click Tab
25.	The **Commitment Amount** will auto populate and is a calculated amount
26.	Leave the **Fund End Date** blank
Note:	To add additional rows, use the plus sign. To delete rows, use the minus sign.
Note:	The **Add Date Range** field is not required
27.	Click the **Next** button. Next >>

Update Hire

Authored by
GIDEON TAYLOR

Step 5 of 7: Time and Labor
Update the employee's Time and Labor and additional information as needed.

This will take you to the
**Update Hire
Time and Labor** page.

eForm ID: 16077

▾ **Personal Info**

Name:	Jane Smith		Personal Data Job Data Additional Pay
Empl ID:	NEW	**Empl Rcd#:**	

Time and Labor Data

*Union Code:	B40 🔍	MSP/FSU Faculty & Librarian
*Pay Group:	UMB 🔍	UMass Boston
*Empl Class:	0 🔍	Faculty-Academic Year
Workgroup:	B_MSPACAD 🔍	Academic Year Faculty
Taskgroup:	UM_EXP	Exception Taskgroup

Time and Labor Schedule

☐ Schedule different from standard?

Step	Action
Note:	The **Time and Labor Data** page allows human resources to establish a person into the appropriate groups necessary for reporting time.
28.	Click the **Empl Class** look up button. 🔍 click on appropriate choice Example: Faculty-Academic Year
29.	Click the **Workgroup** look up button. 🔍 click on appropriate choice Example: Academic Year Faculty

Step	Action
Note:	**Schedule different from standard** ☐ Schedule different from standard? Leave unchecked. If different, attach or send to Human Resources a "Schedule Form ".
30.	Click the **Next** button. Next >>

Step	Action
Note:	Action **Hire** – Reason Code **Hire**
31.	Whether you are attaching documentation or not, you must always acknowledge **Form Messages** and confirm that you have completed attaching any documentation. **Always click the Attach hire documentation option**.
Note:	For attaching documents please reference the *Attaching a Document* section of the training guide
32.	If needed, you may add comments.
33.	Click the **Submit** button.
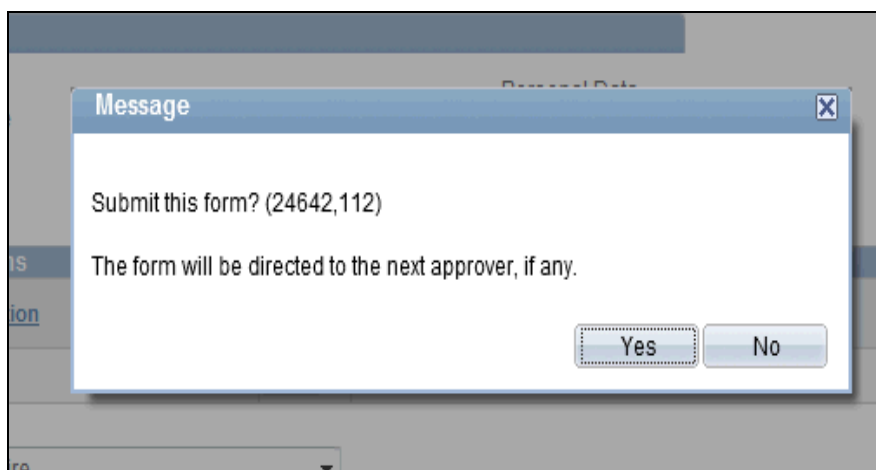
Step	Action
34.	Confirm that you are ready to submit this form, and click the **Yes** button.

Step	Action (Form Finalized)
35.	The **Form Status** indicates that you have submitted this form. The form is now routed to the next level approver.
36.	**Congratulations! You have added a benefited employee into a position.** **End of Procedure.**

Adding a Non-Benefitted or Graduate Student Employee into a Job

Step	Action
1	Begin by navigating to the **NavBar**. Click on **Department Self Service**.
2.	Click the **ePAF Home Page** link.
3.	This is the **ePAF Home Page**, a useful area for managing ePAF. Here you will see links to open your worklist, start a new ePAF, resubmit, change or withdraw an ePAF, or view an ePAF.

Electronic Personnel Action Form (ePAF) Home Page

My Worklist
Work the items that have been routed to you.

Start a new ePAF
Start a new ePAF, which will then be routed to the appropriate approvers.

Resubmit, Change, or Withdraw an ePAF
Make changes to an ePAF that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.

View an ePAF
View a recently submitted ePAF, including information about its handling so far. ePAFs submitted in the last month are listed here. This is a read-only view.

4.	Click the **Start a new ePAF** link. Start a new ePAF
5.	Click the **Hire an Employee** link. Hire an Employee

Hire an Employee

Authored by
GIDEON TAYLOR

Step 1 of 6: Enter ID

If you know the SSN of the person you are hiring: Please enter the SSN and search for an existing employee or start a new employee.

If you know the Employee ID of the person you are hiring: Please enter that information and search for the employee's record.

If you know the Applicant ID and Job Opening iD of the person you are hiring: Please enter that information and search for the employee's record.

If you do not know any of this information: Please start a new employee. (If the employee already exists, they will be tied to the form later in the process.)

Employee ID:

Applicant ID: **Job Opening ID:**

Load Employee/Applicant Data   Add New Employee

Step	Action
6.	Click the **Add New Employee** button. Add New Employee

Hire an Employee

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Step 2 of 6: Employee Name

Please fill in the fields below.

Clone eForm ID
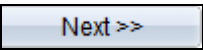
Personal Info

Empl ID: NEW   **Hiring Campus:** Univ of Mass Boston

*First Name: Joe   **Middle:** Test

*Last Name: Smith   **Suffix:**

<< Previous   Next >>

Step	Action
7.	Enter the desired information into the **First Name** field. Enter "**Joe**".
8.	Enter the desired information into the **Middle** field. Enter "**Test**".
9.	Enter the desired information into the **Last Name** field. Enter "**Smith**".
10.	Click the **Next** button. Next >>

Hire an Employee

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Step 3 of 6: Job Information

Indicate the type of employee you are hiring by choosing a value in the Empl Group field.

Fill in the remaining fields and choose "Next".

eForm ID: 16167

▼ Personal Info

Name:	Joe Smith	Personal Data
		Job Data
Empl ID:	NEW Empl Rcd#:	Additional Pay

Applicant Data

Applicant ID   Job Opening ID

Job Data

*Effective Date: 09/01/2012

*Employee Group: Non-Benefited Classified ▼

Benefited Classified
Benefited Professional
Faculty - Teaching
Faculty Administrator
Graduate Students
Librarian
Non-Benefited Classified
Non-Benefited Professional
Post Doc

<< Previous   Next >>

Step	Action
11.	Click the **Effective Date** calendar button.
12.	Choose the Effective Date. Example: 09/01/2012
13.	Click the **Employee Group** drop down list. ▼
14.	Example: Non-Benefitted Classified
Note	The eForm ID has now been assigned to this form. Please take a moment and write this number down for future use. Example: 16167

Name:	Joe Smith		Job Data
Empl ID:	NEW	Empl Rcd#:	Additional Pay

Applicant Data

Applicant ID   Job Opening ID

Job Data

*Effective Date:	09/01/2012	*End Date: 09/07/2013	☑ End Job Automatically
*Employee Group:	Non-Benefited Classified		
*Is this a Positioned Job?	No		
Supervisor ID:	10030522	Manuel Delacruz	
*Department:	B006000	Art	
*Job Code:	H05T54	Departmental Assistant -Hourly	*Full/Part Time Part-Time
*Location Code:	MCCORMACK	McCormack Hall	*Regular/Temporary Temporary
*Standard Hours:	20.00	*FTE: 0.500000	
Mail Drop ID:	C30		

<< Previous   Next >>

Step	Action
15.	Click the **Is this a Positioned Job?** This field will always state **"NO"**
16.	Enter the desired information into the **Supervisor ID** field of an active employee. Example: "10030522". *Note:* You can also use the **Supervisor ID** look up button to search for this value.
17.	Enter the desired information into the Department field. Example: B006000 *Note:* You can also use the **Department** look up button to search for this value.
18.	Click the **Job Code** look up button. Job Code drop down list is tied to employee group that you selected
19.	Select Job Code - Example: H05T54
20.	Click the **Full/Part Time** list.
21.	Click the **Regular/Temporary** list.
22.	Change **Standard Hours** if applicable. Once you tab FTE will auto populate.
23.	Enter Mail Drop ID
24.	Click the **Next** button. Next >>

eForm ID: 16167

Personal Info

Name: Joe Smith

Personal Data
Job Data
Additional Pay

Empl ID: NEW   Empl Rcd#:

Compensation Data

Employee Type: Hourly

Hourly Rate: 15.000000   Annual Rate: $15,600.000

Plan   Salary Grade

Total Annual Rate $15,600.000

Begin Date   09/01/2012

	GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class Field	End Date	Earnings Code
1	B100981	51025	B006000000	A00				

Add Date Range

<< Previous   Next >>
Save for Later

Step	Action
25.	Enter the desired information into the **Hourly Rate** field. Example: "15".
Note:	Notice that the **Begin Date** defaults to the hire date. This date should not be changed. Once you have entered hourly rate annual rate will auto populate.
26.	Enter the **GL Combination Code.** Do not search Click Tab
Note:	Once you enter the GL Combination Code the following rows will auto populate Fund Code, Department, Program Code, Project/Grant (only if applicable)
27.	Leave the **Earnings Code** blank.

Step	Action
28.	Click the **Distribution Type** list. [dropdown] If Hourly (add amount), If salaried (add percentage)
29.	Click the **Percent or Amount** list item. Example: Amount
30.	Please enter the commitment amount. For this example, enter "**10,000**". Click Tab Note: Multiple accounts must use percentage equal to 100%
31.	Click Allow Overspend (Amount only)
32.	Leave the **Fund End Date** blank
Note:	To add additional rows, use the plus sign. To delete rows, use the minus sign.
33.	Click the **Next** button. Next >>

Personal Data
Job Data
Additional Pay

nual Rate: $31,200.000

$31,200.000

Program Code	Project/Grant	Class Field	End Date	Earnings Code	Distribution Type	Dollar Amount	Allow Overspend?	Fund End Date
A00					Amount	10000.00	✓	

Add Date Range

<< Previous   Next >>
Save for Later

Step	Action
34.	The **Time and Labor Data** page allows human resources to establish a person into the appropriate groups necessary for reporting time.
35.	Click the **Workgroup** look up button. [🔍] click on appropriate choice Example: Non Student Hourly
Note:	**Schedule different from standard.** If schedule is different than standard please send a schedule form to Human Resources. ☐ Schedule different from standard?
36.	Click the **Next** button. Next >>

Step	Action
Note:	Action – **Hire** / Reason Code - **Hire**
37.	Whether you are attaching documentation or not, you must always acknowledge **Form Messages** and confirm that you have completed attaching any documentation. Click the **Attach hire documentation** option.
Note:	For attaching documents please reference the Attaching a Document section of the training guide
38.	Comments, if needed.
39.	Click the **Submit** button.

Step	Action
40.	Verify that you are ready to submit this form and click **Yes.**

Step	Action
41.	The **Form Status** indicates that you have submitted this form.

The form is now routed to the next level approver. |
| 42. | **Congratulations! You have added a non-benefited employee into a position.**
End of Procedure. |

Hiring Student Employees

Upon completion of this topic, you will be able to hire a Student for work study

Step	Action
1.	Begin by navigating to the **NavBar**. Click on **Navigator**, Click on **Department Self Service**.
2.	Click the **ePAF Home Page** link.
3.	This is the **ePAF Home Page**, a useful area for managing ePAF. Here you will see links to open your worklist, start a new ePAF, resubmit, change or withdraw an ePAF, or view an ePAF.

Step	Action
1.	This is the **ePAF Home Page**, a useful area for managing ePAF. Here you will see links to open your worklist, start a new ePAF, resubmit, change or withdraw an ePAF, or view an ePAF.
2.	Click the **Start a new ePAF** link. Start a new ePAF

Step	Action
3.	Click the **Hire an Employee** link.

Step	Action
4.	Click the **Add New Employee** button.

Hire an Employee

Step 2 of 6: Employee Name

Authored by

Please fill in the fields below.

Clone eForm ID: [   ] 🔍

Personal Info

Empl ID:	NEW	**Hiring Campus:**	Univ of Mass Bos
***First Name:**	Susan	**Middle:**	Test
***Last Name:**	Smith	**Suffix:**	

<< Previous   Next >>

Step	Action
5.	Enter the desired information into the **First Name** field. Example: "**Susan**".
6.	Enter the desired information into the **Middle** field. Example: "**Test**".
7.	Enter the desired information into the **Last Name** field. Example: "**Smith**".
8.	Click the **Next** button. Next >>

Hire an Employee

Authored by
GIDEON TAYLOR

Step 3 of 6: Job Information

Indicate the type of employee you are hiring by choosing a value in the Empl Group field.

Fill in the remaining fields and choose "Next".

eForm ID: 16195

Personal Info

Name:	Susan Smith	Personal Data / Job Data / Additional Pay
Empl ID:	NEW **Empl Rcd#:**	

Applicant Data

Applicant ID   **Job Opening ID**

Job Data

***Effective Date:** 09/02/2012 📅

***Employee Group:** Student ▼

Step	Action
9.	Click the **Effective Date** calendar look up button. 📅 Example: 09/02/2012
Note:	**For students the effective date must be a Sunday**
10.	Click the **Employee Group** list. Only choose Student [▼]

Applicant Data

Applicant ID   Job Opening ID

Job Data

*Effective Date:	09/02/2012 📅	End Date: 06/29/2013 📅 ☑ End Job Automatically
*Employee Group:	Student ▼	
☑ Workstudy?		Job Number [ ]
*Is this a Positioned Job?	No ▼	
Supervisor ID:	10018332 🔍	Maria Mahoney
*Department:	B008300 🔍	Biology
*Job Code:	ST9999 🔍	UMass Student *Full/Part Time Part-Time ▼
*Location Code:	WHEATLEY 🔍	Wheatley Hall *Regular/Temporary Temporary ▼
*Standard Hours:	20.00 *FTE: 0.500000	
Mail Drop ID:	C30	

<< Previous   Next >>

Step	Action
11.	For Workstudy students always choose an **End Date.** Click **End Job Automatically** For Non Workstudy students no **End Date** is required
12.	Only click **Workstudy** box if it is a workstudy student
13.	Always leave **Job Number** blank
14.	Click the **Is this a Positioned Job?** Always choose **No** ▼
15.	Enter the desired information into the **Supervisor ID** field. Example: "10018332". *Note:* You may also use the **Supervisor ID** look up button.
16.	Click the **Department** look up button. Choose the appropriate Department **Location Code** will auto populate

17.	For students the **Job Code** will always be **ST9999**.
18.	Click the **Full/Part Time** list. [▼] For students always choose **Part Time**
19.	Click the **Regular/Temporary** list. [▼] For students always choose **Temporary**
20.	**Standard Hours** - For Students enter **20 Standards Hours** and it will auto populate to **.5 FTE**
21.	Enter Mail Drop ID - Example: C30
22.	Click the **Next** button. Next >>

eForm ID:	16195

Personal Info

Name:	Susan Smith		Personal Data
			Job Data
Empl ID:	NEW	Empl Rcd#:	Additional Pay

Compensation Data

Employee Type:	Hourly	
Hourly Rate:	8.000000	Annual Rate: $8,320.000
Plan	Salary Grade	

Total Annual Rate $8,320.000

Begin Date   09/02/2012

	GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class Field	End Date	Earnings Code
1	B101317	51025	B008300000	A00				

Add Date Range

<< Previous   Next >>

Step	Action
23.	The **Employee Type** defaults to Hourly do not change
24.	Enter the desired information into the **Hourly Rate** field. Example: "8". Annual Rate will auto populate
Note:	Notice that the **Begin Date** defaults to the hire date. Please do not change this date.
25.	Enter the **GL Combination Code** Example: B101317 Once you choose the GL Combination Code the following rows will auto populate Fund Code Department Program Code Project/Grant (only if applicable)
26.	Leave the **Earnings Code** blank.

Step	Action
27.	Click the **Distribution Type** list. Note: For students always choose **Amount**
28.	Enter the desired information into the **Dollar Amount** field. Example:"**5000**" For Workstudy students **Dollar Amount** should always be the amount the student was awarded by financial aid
29.	Always click the **Allow Overspend**
30.	Always leave the **Fund End Date** blank
31.	Click the **Next** button.

eForm ID: 16195

▼ **Personal Info**

Personal Data

Name: Susan Smith   Job Data
                                                             Additional Pay
Empl ID: NEW   Empl Rcd#:

Time and Labor Data

*Union Code: B00 🔍   Non-Benefited

*Pay Group: UMB 🔍   UMass Boston

*Empl Class   8 🔍   Student

Workgroup: B_STUDWS 🔍   On-Campus Student WorkStudy FY

Taskgroup: UM_POS   Positive Taskgroup
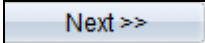
Time and Labor Schedule

☐ Schedule different from standard?

[<< Previous]   [Next >>]

[Save for Later]

Step	Action
32.	The **Time and Labor Data** page allows Human Resources to establish a person into the appropriate groups necessary for reporting time.
33.	Never choose **Schedule different from standard**. ☐ Schedule different from standard?
Note:	Based on the employee group that you have chosen Union Code, Pay Group, Emp Class will auto populate
34.	Click the **Workgroup** look up button. 🔍
35.	Click the **B_STUDWS** link. *Note:* For Workstudy students always choose **B_STUDWS.** For non workstudy students choose **B_STUDHRLY.**
Note:	Based on the **Workgroup** chosen **Taskgroup** will auto populate
36.	Never choose **Schedule different from standard**. ☐ Schedule different from standard?
37.	Click the **Next** button. [Next >>]
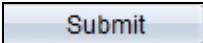
Step	Action
38.	Whether you are attaching documentation or not, you must always acknowledge **Form Messages** and confirm that you have completed attaching any documentation. Click the **Attach hire documentation** option.
Note:	Comments – when entering comments please reference new business process
39.	Click the **Submit** button.

40.	Verify that you are ready to submit this form and click **Yes.** Yes

Step	Action
41.	The **Form Status** indicates that you have submitted this form. The form is now routed to the next level approver.
42.	**Congratulations! You have hired a student for workstudy.** **End of Procedure.**

Entering a Rehire

Step	Action
1.	Begin by navigating to the **NavBar**. Click on **Navigator**, Click on **Department Self Service**.
2.	Click the **ePAF Home Page** link.
3.	This is the **ePAF Home Page**, a useful area for managing ePAF. Here you will see links to open your worklist, start a new ePAF, resubmit, change or withdraw an ePAF, or view an ePAF.

Step	Action
4.	This is the **ePAF Home Page**, a useful area for managing ePAF. Here you will see links to open your worklist, start a new ePAF, resubmit, change or withdraw an ePAF, or view an ePAF.
5.	Click the **Start a new ePAF** link. Start a new ePAF

Electronic Personnel Action Form (ePAF) Home Page

My Worklist
Work the items that have been routed to you.

Start a new ePAF
Start a new ePAF, which will then be routed to the appropriate approvers.

Resubmit, Change, or Withdraw an ePAF
Make changes to an ePAF that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.

View an ePAF
View a recently submitted ePAF, including information about its handling so far. ePAFs submitted in the last month are listed here. This is a read-only view.

New Window ?

Start a New electronic Personnel Action Form (ePAF)

Hire an Employee
Use this form to hire a new employee into your department, or to add an additional job for an employee that already works in your department.
Hire an Employee

Edit Existing Job
Use this form to edit the job of an employee currently working in your department.
Edit Existing Job

Change Employment Status
Use this form to submit a termination, retirement, leave of absence or return from leave.
Change Employment Status

Return to Electronic Personnel Action Form (ePAF) Home Page

Step	Action
6.	Click the **Edit Existing Job** link. Edit Existing Job

Select An Employee

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Field	Operator	Value
Empl ID:	=	10152498
Empl Rcd Nbr:	=	
Name:	begins with	
Last Name:	begins with	
Department:	begins with	
Employee Group:	begins with	

☐ **Case Sensitive**

Search Clear Basic Search Save Search Criteria

Step	Action
7.	Enter the desired information into the **Last Name** OR **Empl ID** field. Example "**10152498**".
8.	Click the **Search** button. Search

Change Job Data

Authored by
GIDEON TAYLOR

Step 1 of 5: Enter Job Change Details

Please enter the date the change should go into effect, and identify the Employee Group that the employee should be in after the change, if applicable.

▼ Current Job Info

Name:		Empl ID:	10152498
Empl Group:	Faculty - Teaching	Empl Rcd#:	0
Empl Status:	Terminated		
Position:			Job Data
			Additional Pay
Department:	B006900 Economics		
eForm ID:	16247		

View Original Job Data

Job Data

*Effective Date: 09/01/2012   End Date: 08/31/2013   ☑ End Job Automatically

*Employee Group: Faculty - Teaching ▼

*Is this a Positioned Job? No ▼

Supervisor ID: 10092949 🔍 Julie Nelson

*Department: B006900 🔍 Economics

Step	Action
9.	The **Change Job Data** form is used to edit the information of an existing employee.
10.	Click the **Effective Date** look up button. Choose the effective date Example: 09/01/2012
11.	Click the End Date to change End Date Example: 08/31/2012
12.	Click the End Job Automatically

Step	Action
Note:	You may make changes to any of the open areas, if needed. Example: **Effective Date and End Date** changed Click the **Next** button.

Step	Action
13.	Enter the Faculty Tenure Data
14.	Click Next

eForm ID: 16248

View Original Comp Data

Compensation Data

Employee Type: Exception Hourly

Bi-Weekly Rate: 323.150000   Annual Rate: $8,401.900

    Plan   Salary Grade

☐ Add Additional Components of Pay?

                Compensation Rate $8,401.900

Begin Date   07/01/2012   ⊟

                                                       Customize | Find | 🔲

	GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class Field	End Date	Earnings Code	Distribution Type	Percent	Commitment Amount
1	B106287 🔍	51079	B005703000	A00				🔍	Percent ▾	100.000	$0.000

Add Date Range

<< Previous   Next >>
        Save for Later

Step	Action
Note:	You may make changes to any of the open areas, if needed. Example: we have accepted the previous **Compensation Date** with no changes for the rehire.
15.	Click the **Next** button. Next >>

View Original TL Data

Time and Labor Data

*Union Code: B00 🔍   Non-Benefited

*Pay Group: UMB 🔍   UMass Boston

*Empl Class   0 🔍   Faculty-Academic Year

Workgroup: B_NBFAC 🔍   Non Benefited Teaching Faculty

Taskgroup: UM_EXP   Exception Taskgroup

Time and Labor Schedule

                            00.00

☑ Schedule different from standard?

Schedule Description:

                                        << Previous   Next >>
                                                Save for Later

Step	Action
Note:	You may make changes to any of the open areas, if needed. Example: we have accepted the previous **Time and Labor Data** with no changes for the rehire.
16.	Click the **Next** button. Next >>

Change Job Data

Step 5 of 6: Finalize Form

Before submitting the eForm, please acknowledge any form messages, attach necessary documentation, and add any appropriate explanatory comment.

Current Job Info

Name:	Diego Iribarren
Empl Group:	Faculty - Teaching
Empl Status:	Terminated
Position:	
Department:	B006900 Economics
eForm ID:	16248

Empl ID:	10152498
Empl Rcd#:	0

Job Data
Additional Pay

Actions & Action Reasons

	Action Code	Action Descrip		Action Reason Description	
1	REH	Rehire			

File Attachments

Customize | Find | First 1 of 1 Last

	Upload	View	Description	Attachment Id	
1	Upload	View			Delete

Add File Attachment

Step	Action – Change Job Data – Finalize Form
Note:	Notice that the **Action Code** section is notated as **Rehire**. By Clicking the search icon you may change Action and Reason Code if it is not identified correctly. Note: Action code always defaults to CCA (Concurrent Appointment)

Look Up Reason Code

SetID:	UMBOS
Employee Group:	FACNA
Action:	REH
Reason Code:	begins with ▼

Look Up   Clear   Cancel   Basic Lookup

Search Results

View 100   First ◄ 1-8 of 8 ► Last

Reason Code	Description
BUY	Course Buy Out on Grant
NTB	Rehire from Non-Ben to Benefit
PST	Rehire Post Retirement Appt
RBS	Rehire Break Service
RCC	Reh Connect Service w/ Changes
REH	Rehire
TBN	Rehire Benefit to Nonbnft Stat
TUM	Transfer within UMass

Step	Action
17.	Click the search button for the Reason Code
18.	Select appropriate Reason Code

Empl Status:	Terminated
Position:	
Department:	B006900 Economics
eForm ID:	16248

Job Data
Additional Pay

Actions & Action Reasons

	Action Code	Action Description	Reason Code	Action Reason Description	
1	REH	Rehire	REH	Rehire	

File Attachments

Customize | Find | First 1 of 1 Last

	Upload	View	Description	Attachment Id	
1	Upload	View			Delete

Add File Attachment

Comments

Your Comment:

<< Previous   Submit
Save for Later

Comment History:

Step	Action
19.	Click the Submit button. Submit

Step	Action
20.	Confirm that you are ready to submit this form and click the **Yes** button. Yes

Step	Action
21.	The **Form Status** indicates that you have submitted this form.
22.	**Congratulations! You have entered a rehire.** **End of Procedure.**

Entering a Funding Swap (Change in funds)
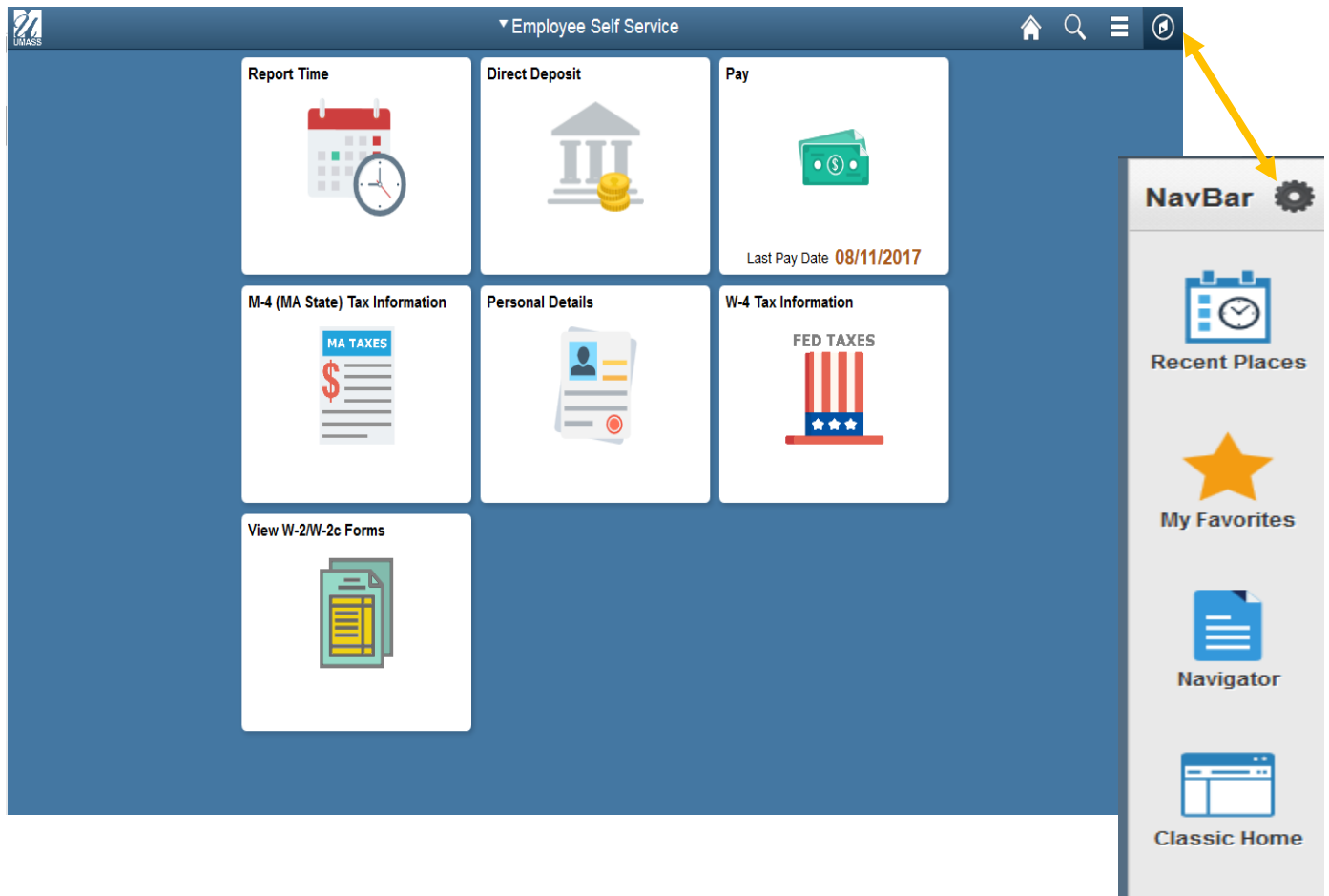
Step	Action
1.	Begin by navigating to the **NavBar**. Click **Navigation**, Click on **Department Self Service**.
2.	Click the **ePAF Home Page** link.

Step	Action
3.	This is the **ePAF Home Page**, a useful area for managing ePAF. Here you will see links to open your worklist, start a new ePAF, resubmit, change or withdraw an ePAF, or view an ePAF.
4.	Click the **Start a new ePAF** link. Start a new ePAF

Electronic Personnel Action Form (ePAF) Home Page

My Worklist
Work the items that have been routed to you.

Start a new ePAF
Start a new ePAF, which will then be routed to the appropriate approvers.

Resubmit, Change, or Withdraw an ePAF
Make changes to an ePAF that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.

View an ePAF
View a recently submitted ePAF, including information about its handling so far. ePAFs submitted in the last month are listed here. This is a read-only view.

Start a New electronic Personnel Action Form (ePAF)

Hire an Employee
Use this form to hire a new employee into your department, or to add an additional job for an employee that already works in your department.
Hire an Employee

Edit Existing Job
Use this form to edit the job of an employee currently working in your department.
Edit Existing Job

Change Employment Status
Use this form to submit a termination, retirement, leave of absence or return from leave.
Change Employment Status

Return to Electronic Personnel Action Form (ePAF) Home Page

Step	Action
5.	Click the **Edit Existing Job** link. Edit Existing Job

Step	Action
6.	Enter the desired information into the **Last Name or Emp ID** field. For this example, enter "**Jones**".
7.	Click the **Search** button.

Step	Action
8.	Click the **Effective Date** button. Choose effective date Example: 09/01/2012
9.	Click the End Date button. Choose End Date
10.	Click Next

Step	Action
11.	Example: remove a funding source and change percent. Click minus to remove row **NOTE: Only one retro funding per ePAF**

Step	Action
12.	Press ok to confirm that you would like to delete row

Step	Action
13.	Change Percent row (must equal 100%) Example: 60 Click Tab
14.	Click the **Next** button. Next >>

Step	Action
15.	If no changes needed Click the **Next** button. Next >>

Current Job Info

Name:	David Temelini
Empl Group:	Benefited Professional
Empl Status:	Active
Position:	00017812 Senior Research Fellow
Department:	B009900 Institute Community Inclusion
eForm ID:	16292

Empl ID:	10026610
Empl Rcd#:	0

Job Data
Additional Pay

Actions & Action Reasons

	Action Code	Action Description	Reason Code	Action Reason Description		
1	DTA 🔍	Data Change	FCG 🔍	Funding Change	➕	➖

File Attachments

Customize | Find | 🖼 | 🖽   First ◀ 1 of 1 ▶ Last

	Upload	View	Description	Attachment Id	
1	Upload	View	🔍		Delete

Add File Attachment

Comments

Your Comment:

<< Previous   Submit
Save for Later

5: Finalize Form

itting the eForm, please acknowledge any form messages, attach necessary
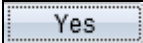on, and add any appropriate explanatory comment.

Jane Doe

Student Hourly

Active

Message
Submit this form? (24642,112)
The form will be directed to the next approver, if any.
Yes   No

L690300   Residence Life
12652

Action Description	Reason Code	Action Reason Description		
Data Change	FCG 🔍	Funding Change	➕	➖

Customize | Find | 🖼 🖽 1 of 1

Step	Action
16.	Notice that the **Actions & Action Reason** section has been updated. Action code **Data Change** - Reason code **Funding Change**
17.	Click the **Submit** button. Submit

Step	Action
18.	Confirm that you are ready to submit this form. Click the **Yes** button. Yes

Empl Group:	Benefited Professional
Empl Status:	Active
Position:	00017812 Senior Research Fellow
Department:	B009900 Institute Community Inclusion
eForm ID:	16292

Empl Rcd#:	0

Personal Data
Job Data
Additional Pay
Leave Plans
General Deductions

Form Status

You have just SUBMITTED this form. This action passed the form to
HCMU_GT_BUDGET_OFC for further processing.

Process Visualizer

1: Lee,Alex Chi-Ming (TESTGT10025273)	2: HCMU_GT_DEPT_APRV	3: HCMU_GT_DEAN_DIR	4: HCMU_GT_DEAN_GRAD_STDY	5: HCMU_GT_CE_ADMIN	6: HCMU_GT_STU_EMPLOY	7: HCMU_GT_PROVOST

Step	Action
19.	The **Form Status** indicates that you have submitted this form.
20.	**Congratulations! You have entered a funding swap.** **End of Procedure.**

Entering a Re-appointment/Change in Time/Funding Change (multiple actions)

Step	Action
1.	Begin by navigating to the **NavBar**, Click on **Navigation**, Click on **ePAF Home Page**. Click the **Department Self Service** link. Click on ewPAF **Home Page**.

Electronic Personnel Action Form (ePAF) Home Page

My Worklist
Work the items that have been routed to you.

Start a new ePAF
Start a new ePAF, which will then be routed to the appropriate approvers.

Resubmit, Change, or Withdraw an ePAF
Make changes to an ePAF that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.

View an ePAF
View a recently submitted ePAF, including information about its handling so far. ePAFs submitted in the last month are listed here. This is a read-only view.

Step	Action
2.	Click the **Start a new ePAF** link. **Start a new ePAF**

Step	Action
3.	Click the Edit Existing Job link.

Step	Action
4.	Enter the desired information into the **Last Name** OR **Empl ID** field. Example "**Smith**".
5.	Click the **Search** button.

View Original TL Data

Time and Labor Data

*Union Code:	B40 🔍	MSP/FSU Faculty & Librarian
*Pay Group:	UMB 🔍	UMass Boston
*Empl Class	0 🔍	Faculty-Academic Year
Workgroup:	B_MSPACAD 🔍	Academic Year Faculty
Taskgroup:	UM_EXP	Exception Taskgroup

Time and Labor Schedule

1,7

☑ Schedule different from standard?

Schedule Description:

`<< Previous`   `Next >>`
`Save for Later`

Step	Action
15.	If no changes needed Click the **Next** button. `Next >>`

Empl Group:	Faculty - Teaching	Empl Rcd#: 0
Empl Status:	Active	Job Data
Position:	00023523 Lecturer I	Additional Pay
Department:	B006400 English	
eForm ID:	16295	

Actions & Action Reasons

	Action Code	Action Description	Reason Code	Action Reason Description		
1	DTA 🔍	Data Change	FCG 🔍	Funding Change	+	−
2	DTA 🔍	Data Change	RAP 🔍	Reappointment	+	−
3	DTA 🔍	Data Change	CIT 🔍	Change In Time	+	−

File Attachments   Customize | Find | 🔲 🎦 First ◀ 1 of 1 ▶ Last

	Upload	View	Description	Attachment Id	
1	Upload	View			Delete

Add File Attachment

Comments

Your Comment: ✔

`<< Previous`   `Submit`
`Save for Later`

Comment History:

Step	Action
16.	**Enter Action and Reason Codes (if multiple actions done)** Only one Action Code – **Data Change** and one Reason Code –**Funding Change** were present need to add other Action Reason Codes -**Click plus sign** Choose Action Code – **Data Change** and Reason Code **Reappointment -Click plus sign** Choose Action Code – **Data Change** and Reason Code **Change in Time**
17.	Click Submit

Step	Action
18.	Confirm that you are ready to submit this form. Click the **Yes** button.

Step	Action
19.	The **Form Status** indicates that you have submitted this form.
20.	**Congratulations! You have entered a reappointment/change in time/funding change.** **End of Procedure.**

Updating Employee Status

Entering a Leave of Absence

Step	Action
1.	Begin by navigating to the **NavBar,** Click on **Navigator**, then **ePAF Home Page**. Click the **Department Self Service** link. Click **ePAF Home** Page.

Step	Action
2.	Click on **Start a new ePAF.**

Step	Action
3.	To submit a termination, retirement, leave of absence, or return from leave, click the **Change Employment Status** link.

4.	Enter the desired information into the **Last Name** OR **Empl ID** field. Example "**Smith**".
5.	Click the **Search** button.

Name: Empl ID: 10054190

Empl Group: Faculty - Teaching   Empl Rcd#:   0

Empl Status: Active   Personal Data
                                      Job Data

Position: 00015215   Associate Professor   Additional Pay
                                           Leave Plans

Department: B006400   English   General Deductions

eForm ID: 16294

Form Data

*Effective Date: 09/01/2012 📅   eForm ID: 16294

Action: Leave of Absence   ▼

*Reason: SAB 🔍   Sabbatical

Expected Return Date: 01/26/2013 📅

File Attachments   Customize | Find | 🖼 | 🔡   First ◄ 1 of 1 ► Last

	Upload	View	Description	Attachment Id	
1	Upload	View	▼		Delete

Add File Attachment

Comments

Your Comment: << Previous   Submit
                                           << Search   Close

Step	Action
6.	Click the **Effective Date** look up button. Example: 09/01/2012
7.	Click the **Action** list. [▼]
8.	The **Action** choices are **Leave of Absence, Paid Leave of Absence, Retirement, Return from Leave, and Termination**. If not sure of the action put a description in the comments section. Example: Leave of Absence
9.	Click the **Reason** look up button. Choose appropriate **Reason** code Example: Sabbatical
10.	Click the **Effective Return Date** look up button Example: 01/26/2013
Note:	Once the action of **Termination** is selected, the system will calculate the **Last Date Worked** based on the **Effective Date** of the transaction.
11.	Click the **Submit** button. Submit

Step	Action
12.	Confirm that you are ready to submit this form and click the **Yes** button. Yes

Step	Action
13.	The **Form Status** indicates that you have submitted this form.
14.	**Congratulations! You have successfully submitted a termination.** **End of Procedure.**

Managing ePAF Workflow (Initiators, Approvers, & HR Department)

Opening your Worklist

Step	Action
1.	Begin by navigating to the **NavBar**. Click on **Navigator**, Click on **Department Self Service**.
2.	Click the **ePAF Home Page** link.

3.	Click on **My Worklist**

Step	Action
4.	This is your **Worklist** page. You currently have one item in your Worklist.
5.	If you want to open and view this item, click the **HIRE:Jane Doe** link. HIRE:Jane Doe

Step	Action
6.	You are now viewing the hire ePAF form for Jane Doe.
7.	If you want to return to your worklist, click the **Worklist** link. *Note:* Use the side bar menu to navigate back to your **Worklist**.

Step	Action
	Note: For the most current view, you will use the **Refresh** button to update your **Worklist** view.
8.	**Congratulations! You have opened your Worklist.** **End of Procedure.**

Approving an ePAF (Department level)

Step	Action
1.	Begin by navigating to the **NavBar**, click on **Navigator**. Click the **Department Self Service** link. Click the **ePAF Home Page** link.

Step	Action
2.	Click the **My Worklist** link. **My Worklist**

Step	Action
3.	You have one item in your worklist. You want to review and approve Jane Doe's hire form. Click the **HIRE:Jane Doe** link. HIRE:Jane Doe
4.	The **Evaluate Hire** page contains personal info, applicant data, job data, and compensation data.

Step	Action
5.	Click the **Next** button. Next >>

eForm ID: 65284

Personal Info

Name: Jane Doe

Empl ID: NEW   Empl Record:

Personal Data
Job Data
Additional Pay

Compensation Data

Employee Type: Hourly

Hourly Rate: 24.000000   Annual Rate: $24,960.000
   Plan   Salary Grade

                Total Annual Rate $24,960.000

   Begin Date   06/13/2015

	Changed	GL Combination Code	Fund Code	Department	Program Code	Project/Grant	
1	☑	B107992	51161	B006700000	A00		

Add Date Range

<< Previous   Next >>
Save for Later

Step	Action
6.	Click the **Next** button. Next >>

Step	Action
7.	Review the **Evaluate Hire** data. As an approver, you cannot make any changes to the data, but you can add comments and attachments. If it is correct, click the **Approve** button. *Note:* To send the form back to the originator for correction or clarification, enter a **Comment** and choose **Reprocess Change**. Approve
8.	Confirm that you want to approve this form. Click the **Yes** button. Yes
9.	Your **Form Status** indicates that you have approved this form.

Step	Action
10.	You want to return to your **Worklist** page. Click the **Go To Worklist** link. Go To Worklist
11.	You are back at your **Worklist** page. You currently have no items in your Worklist. *Note:* You can use the **Refresh** button at the bottom left of the page, to make sure you are viewing the most current information.
12.	**Congratulations! You have approved an ePAF Form.** **End of Procedure.**

Reprocessing an ePAF (Department Level)

Upon completion of this topic, you will be able to reprocess an ePAF form and
send it back to the initiator for changes.

Step	Action
1.	Begin by navigating to the **NavBar**, then **Navigator**. Click the **Department Self Service** link.
2.	Click the **ePAF Home Page** link.

Electronic Personnel Action Form (ePAF) Home Page

My Worklist
Work the items that have been routed to you.

Start a new ePAF
Start a new ePAF, which will then be routed to the appropriate approvers.

View an ePAF
View a recently submitted ePAF, including information about its handling so far. ePAFs submitted in the last month are listed here. This is a read-only view.
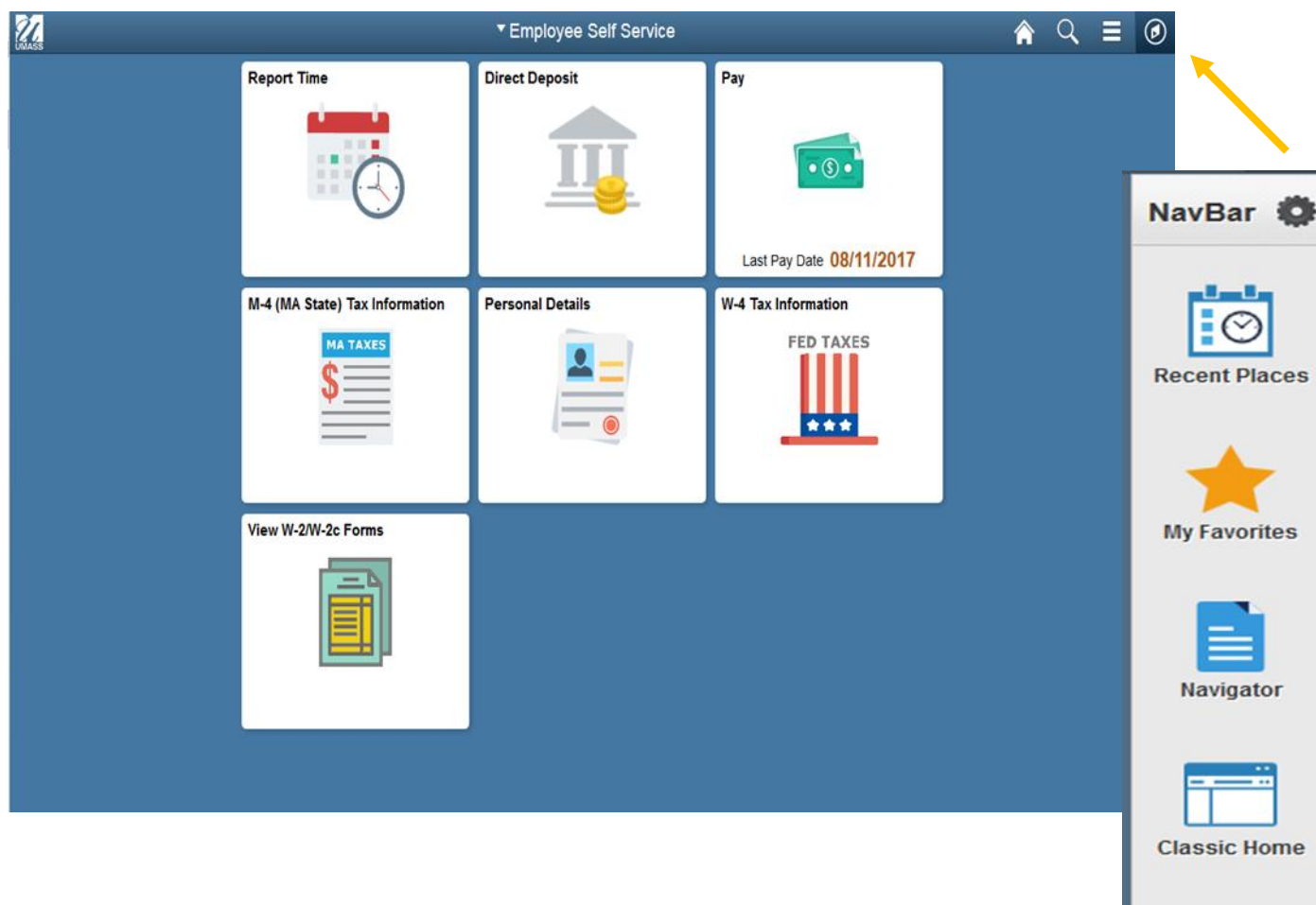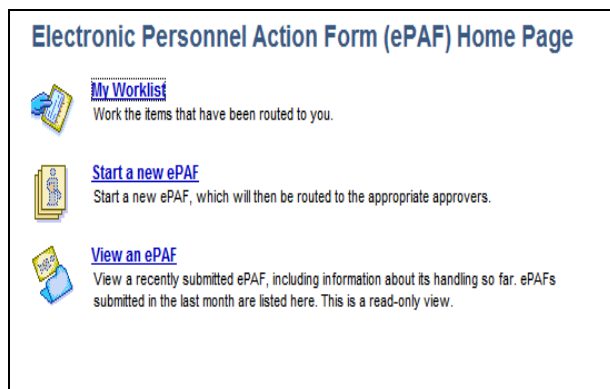
Step	Action
3.	Click the **My Worklist** link. My Worklist

Worklist for TESTSC100: Test

Detail View   Work List Filters: Feed

From	Date From	Work Item	Worked By Activity	Priority	Link	
Test	07/12/2012	Notification Worklist	Notification		HIRE:Jane Doe	Mar

Refresh
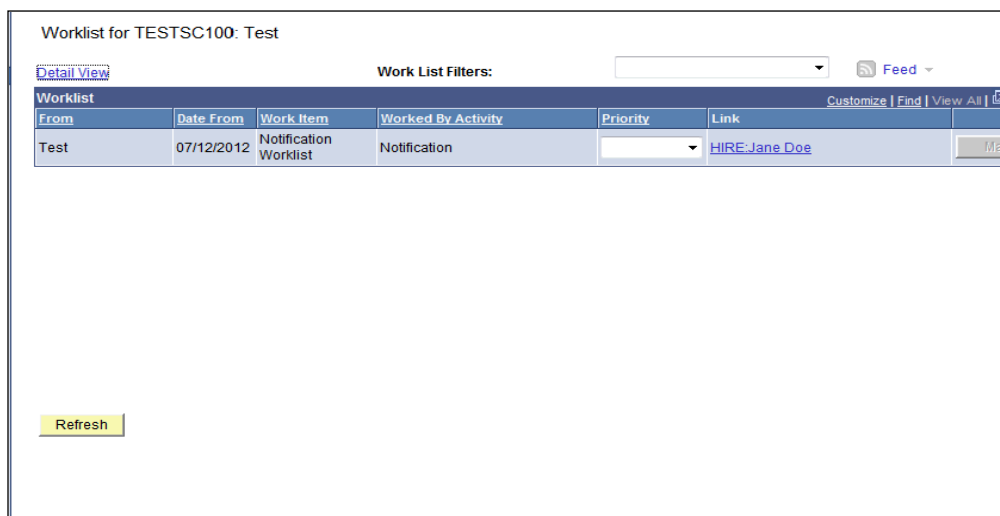
Step	Action
4.	You have one item in your worklist. You want to review and reprocess Jane Doe's hire form. Click the **HIRE:Jane Doe** link. HIRE:Jane Doe
5.	The **Evaluate Hire** pages contain personal, job data, and compensation data.

Step	Action
6.	Click the **Next** button.

Step	Action
7.	Click the **Next** button.

Step	Action
8.	Always be sure to give the initiator guidance on what changes you are looking for, by entering instructions into the **Your Comments** field.
9.	Click the **Reprocess Chg** button.

Step	Action
10.	Confirm that you have given acceptable directions for the changes you desire, then click the **Yes** button. Yes

Step	Action
11.	The **Form Status** indicates that you have recycled/reprocessed this form and sent it back to the initiator for changes.
12.	**Congratulations! You have reprocessed an ePAF Form.** **End of Procedure.**

Withdrawing an ePAF

Step	Action
1.	Begin by navigating to the **NavBar**, then **Navigator**. Click the **Department Self Service** link.
2.	Click the **ePAF Home Page** link.

Step	Action
3.	You want to close (withdraw) an ePAF form that has already been submitted. Click the **Resubmit, Change, or Withdraw an ePAF** link. Resubmit, Change, or Withdraw an ePAF

Electronic Personnel Action Form (ePAF) Home Page

My Worklist
Work the items that have been routed to you.

Start a new ePAF
Start a new ePAF, which will then be routed to the appropriate approvers.

Resubmit, Change, or Withdraw an ePAF
Make changes to an ePAF that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.

View an ePAF
View a recently submitted ePAF, including information about its handling so far. ePAFs submitted in the last month are listed here. This is a read-only view.

Step	Action
4.	You want to find an existing eForm by searching on the **Last Name**. Enter the desired information into the **Last Name** field. For this example, enter "**Doe**".
5.	Click the **Search** button. [Search]

Step	Action
6.	The **Update Hire** page will allow you to update the form and close it. *Note:* **Only forms that have not had final approval or been processed into the system will be available for update.**
7.	Click the **Next** button. [Next >>]

Step	Action
8.	Verify that this is the person you were searching for by viewing their **Personal Information**.

Step	Action
9.	Click the **Next** button. Next >>

Step	Action
10.	Click the **Next** button.

Step	Action
11.	Click the **Next** button.

Step	Action
12.	It is important to document why you are closing this ePAF. You will enter your reason in the **Your Comment** field. For this example, enter "**Applicant has withdrawn her application.**".
13.	Click the **Withdraw** button.

Step	Action
14.	If you are sure that you want to end processing and withdraw this form permanently, click the **Yes** button.

Step	Action
15.	The **Form Status** indicates that you have withdrawn this form.
16.	**Congratulations! You have closed an ePAF form.** **End of Procedure.**

Adding Attachments to an ePAF Form

Step	Action
1.	Begin by navigating to the **NavBar**. Click on **Navigation**, Click on **Department Self Service**. Click on **ePAF Home Page**.

Step	Action
2.	Click the **My Worklist** link.

Step	Action
3.	You want to add an attachment to this eForm. Click the **HIRE:Jane Doe** link. HIRE:Jane Doe
4.	The **Update Hire** page will allow you to update the form and add an attachment. *Note:* **Only forms that have not had final approval or been processed into the system will be available for update.**

Step	Action
5.	Click the **Next** button. Next >>

Step	Action
6.	Click the **Next** button.

Step	Action
7.	Click the **Next** button.

Step	Action
8.	Click the **Next** button.

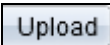| Step	Action
9.	This is the file attach section. Click the **Upload** button.
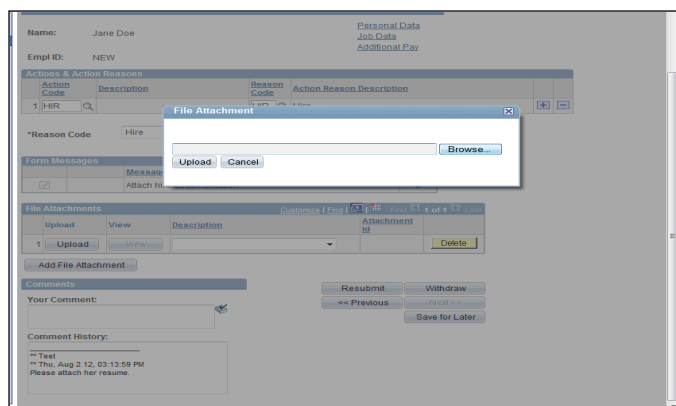
Step	Action
10.	To search for a desiresd file to upload. Click the **Browse** button. **NOTE: This can only be 30 characters in length**
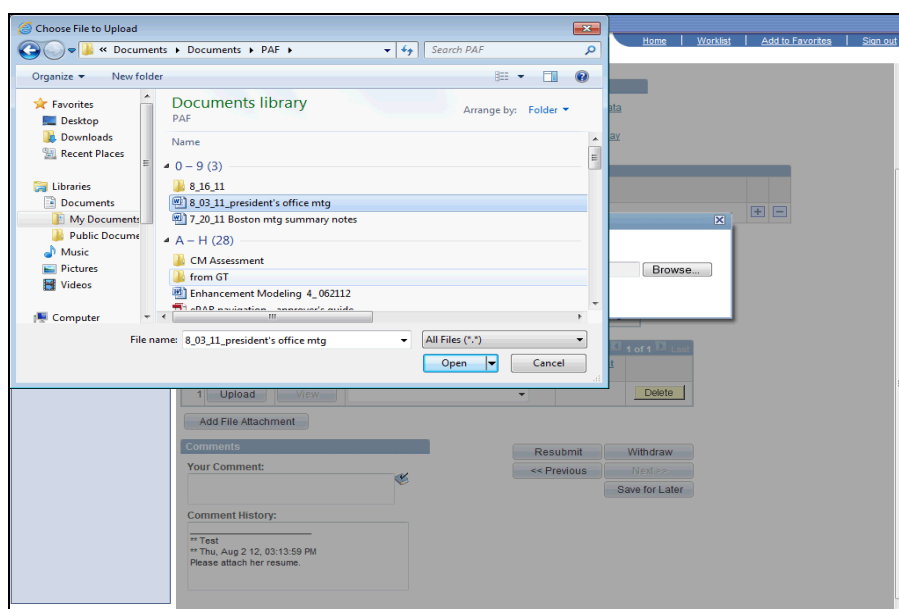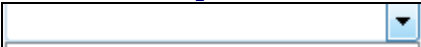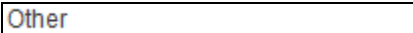
Step	Action
11.	Select the document you wish to attach and upload.
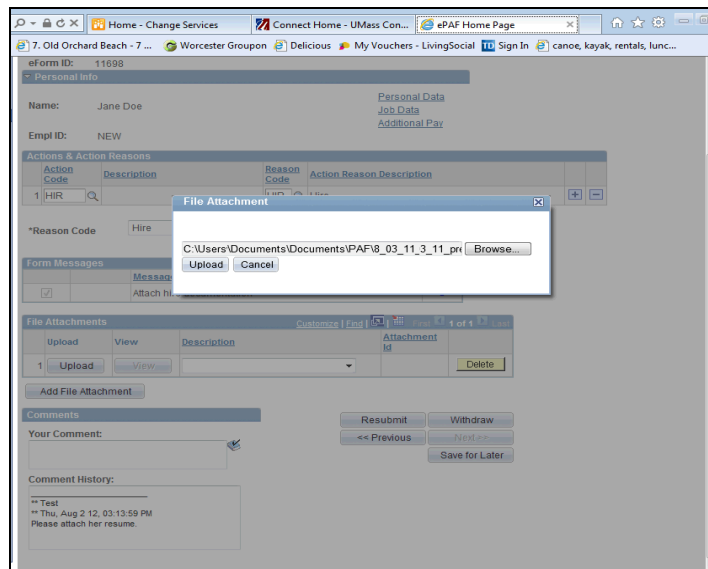
Step	Action
12.	Click the **Upload** button. Upload
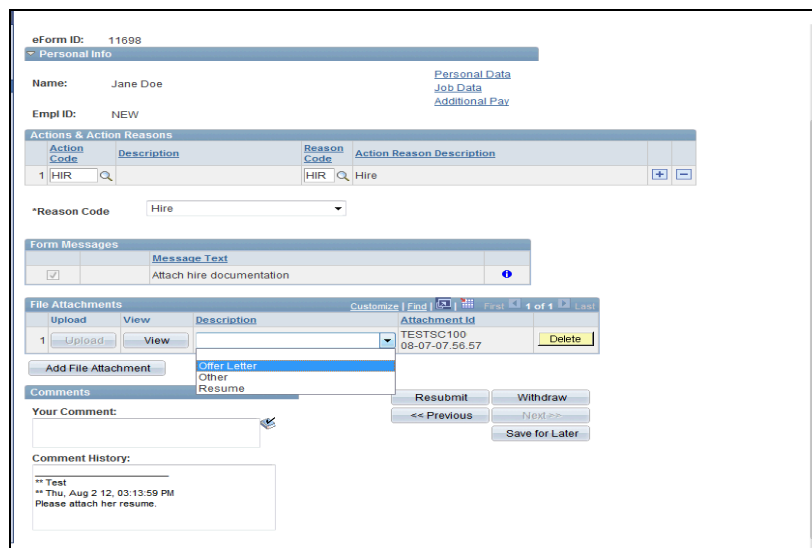
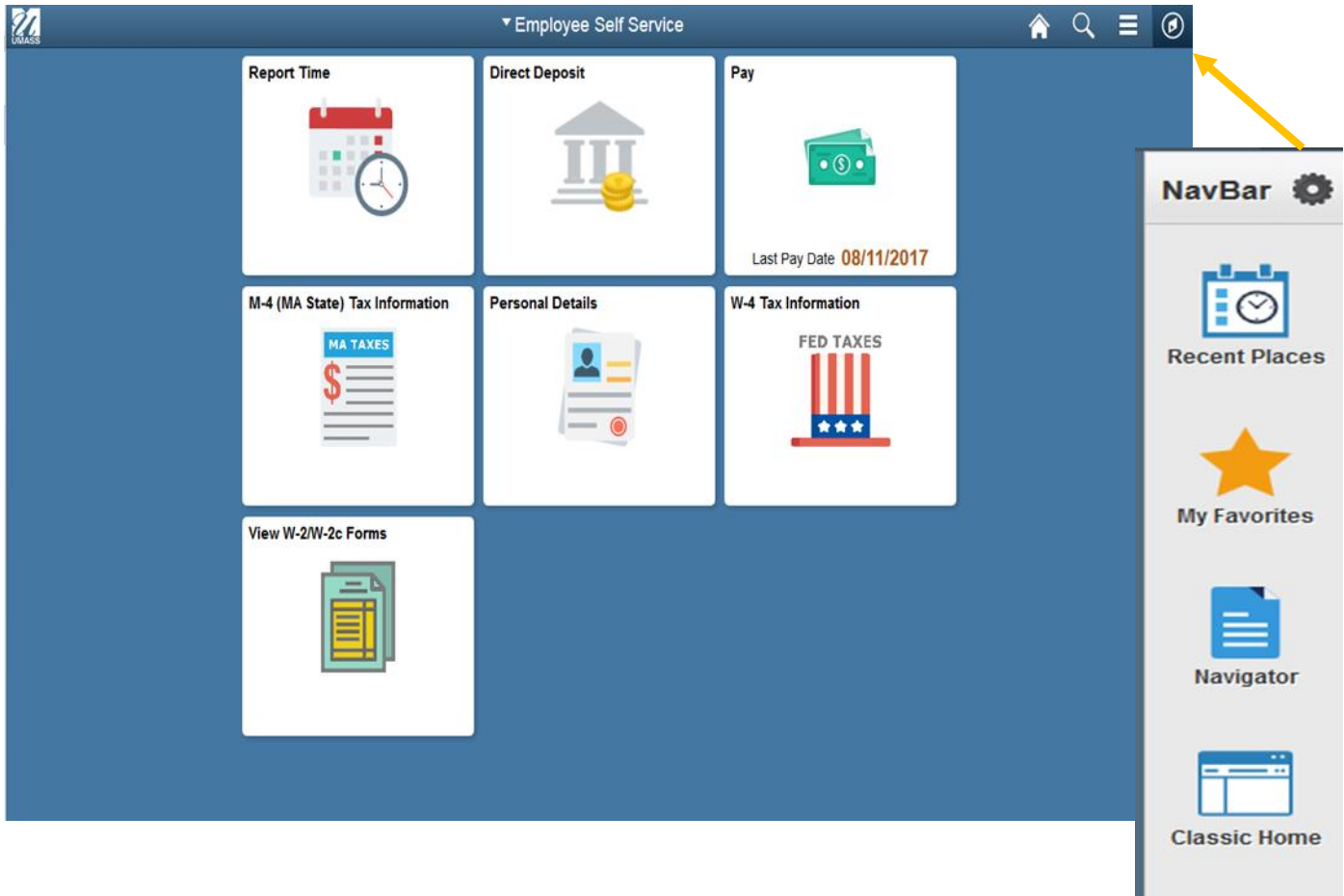| Step	Action
13.	Click the **Description** list box.
14.	For this example, click the **Other** list item. Other

Step	Action
15.	To resubmit this eForm with the new attachment, click the **Resubmit** button.
16.	If you are ready to resubmit this form with your changes, click the **Yes** button.
17.	The **Form Status** indicates that you have resubmitted this form.
18.	**Congratulations! You have added an attachment to an ePAF form.** **End of Procedure.**

Creating and Cloning an ePAF
(Multiple employees the same position)

Upon completion of this topic, you will be able to create and clone an eForm.

Step	Action
1.	Begin by navigating to the **NavBar**. Click on **Navigation**, Click on **Department Self Service**. Click on **ePAF Home Page**.

Step	Action
2.	Click the **Start a new ePAF** link. **Start a new ePAF**

Step	Action
3.	Click the **Hire an Employee** link.

Step	Action
4.	You will use the **Hire an Employee** form to create an eForm for cloning.
5.	Click the **Add New Employee** button.

Step	Action
6.	Enter the eForm ID Example: 12683
7.	Enter the desired information into the **First Name** field. For this example, enter "**Jane**". *Note:* This will be the information for the new employee you are hiring.
8.	Enter the desired information into the **Last Name** field. For this example, enter "**Doe**".
9.	Click the **Next** button.

| Step	Action
10.	Notice your **Job Data** is populated from your cloned **eform ID** that you previously selected. *Note:* You may continue to complete this **eForm** for Jane Doe.
11.	*Note:* If you had previously entered a bi-weekly rate on the original **eForm**, when you clone this **eForm** the bi-weekly rate will be zeroed out and will need to be re-entered for subsequent **eForms**.
12.	**Congratulations! You have created and cloned an eForm.** **End of Procedure.**

ePAF Enhancements

We are pleased to announce several ePAF enhancements that have been completed. These changes are in response to feedback from users and are intended to streamline reviewing and approving ePAF forms. The "worklist" will remain available to you for ePAF Approvals; however we hope you find these enhancements to be intuitive and make reviewing and approving ePAF's much easier.

The attached document illustrates each of the changes and what the new screens will look like. Also, a brief explanation of the changes can be seen below

What's New?

- **Action Center** – Allows you to quickly review and approve open forms. This is a high level view and only a few key fields are displayed. ***We strongly encourage that the entire form is reviewed prior to approving.*** You may easily access the entire form directly from the action center by clicking on Department Self Service > GT Action Center.
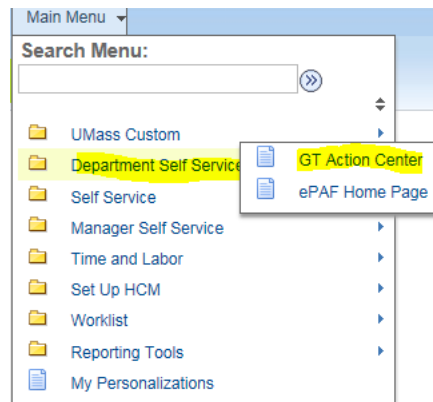
- **Single Page View** – The ePAF form is now available as a single page which will make reviewing key information much easier.

- **Skip and Stamp** – Those approvers who may have two or more approval steps for an ePAF form will no longer need to approve more than once. The system will skip further approvals and provide a time/date stamp for all steps.

- **Proxy Capability** – Approvers who have the need to delegate their approval. In order to proxy to another user you will need to contact HR who will work with you on this access.

If you have any questions or issues please feel free to email HRDirect@umb.edu.

Action Center –

This feature will be available for ePaf approvers only. Although, if you prefer, you can still view transactions through your Worklist, the new action center provides a way to look at and approve all of your transactions at one time, rather than one transaction at a time. **We strongly encourage that the entire form is reviewed prior to approving.** Below is an example of how transactions will appear in the action center.
In the action Center, you can:

- Bulk approve transactions
- Filter to only look at certain transactions at one time (new hires, job changes, terminations, etc.) or filter by date
- Drill further into a transaction for more information before deciding if you wish to approve.

Filter List				
Form Type	[▾]	**Start Date**	[📅]	[Apply Filter]
Last Name	[ ]	**End Date**	[📅]	[Clear]

Forms

3 of 3 Filtered   3 of 3 Displayed   0 of 3 Selected

Actions

[Refresh]   Select All   Clear Selections   **Action** [▾]   Set Action on Selected eForms   [Submit All]

Forms Needing Action   Find   First 1-3 of 3 Last

107262 Job Change   Employee Group: Professional (W60) Non Unit

Effdt:	2016-06-27	**Action:**	Pay Rate Change					Form: Logano, Joey
Employee	Logano,Joey	**Reason:**	Adjustment					[More Info]
Employee ID:	10200814							

	Department	**Job Code**	**Std Hrs**	**Biweekly Comp**	**Annual Comp**	**End Dt**
New	Neurobiology	Research Associate I	40	2000	52000	
Old	Neurobiology	Research Associate I	40	2500	65000	

Action
[▾] [Submit] ☐

107268 Hire   Employee Group: Professional (W60) Non Unit

Effdt:	2016-05-15	**End Date:**	(blank)	Form: Truex, Martin
Employee:	Truex, Martin	**Biweekly Comp**	2692.2076	[More Info]
Employee ID:	NEW	**Annual Comp:**	69997.398	
Action:	Hire	**Std Hours:**	40	**Action**
Job Code	Research Associate Ii	**Department:**	Neurobiology	[▾] [Submit] ☐

107273 Hire   Employee Group: UMCH Professional

Effdt:	2016-06-20	**End Date:**	(blank)	Form: Hamlin, Denny
Employee:	Hamlin, Denny	**Biweekly Comp**	1730.76	[More Info]
Employee ID:	NEW	**Annual Comp:**	44999.76	
Action:	Hire	**Std Hours:**	40	**Action**
Job Code	Coord, Admin Ii	**Department:**	Neurobiology	[▾] [Submit] ☐

[Submit All]

Single-Page View –

Currently, when you log in to a transaction, the form appears on several pages. With the new, single-page view, the entire transaction will appear on one page. This will make the viewing and approval process much faster and easier.

See below an example of the new, single-page view. In our current ePaf system, this same transaction would appear on 5 separate pages (hires currently appear on 9 separate pages):