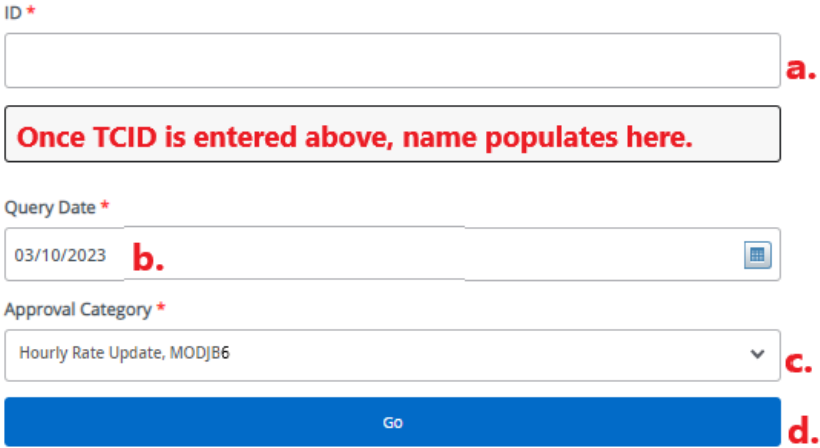
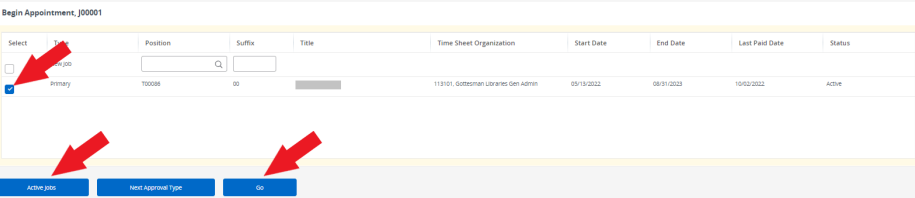
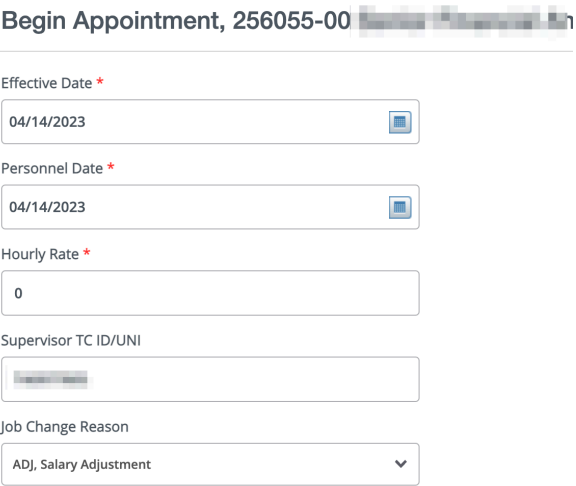


Hourly Rate Updates, MODJB6

This ePAF is mainly used to update an employee’s hourly rate. It also allows updates to the employee’s funding information, timesheet or leave report approver, and job title. This can be used for Hourly Staff employees only. Executive, Faculty, Union, and Interim employees are out of scope for this ePAF.


What you need to do	What you will see																		
<p>STEP 1: Provide the ePAF parameters:</p> <ol style="list-style-type: none"> Enter the TCID of the employee in the ID field ('T' in TCID in caps). Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u> Select Hourly Rate Update, MODJB6 in the approval category. Click Go. 	 <p>ID *</p> <p>Once TCID is entered above, name populates here.</p> <p>Query Date *</p> <p>Approval Category *</p> <p>Go</p>																		
<p>STEP 2: Select Position Number</p> <p>Click All Jobs. In the “Select” column, select the job you want to modify the salary or rate for the employee. Click Go.</p>	 <p>Begin Appointment, J00001</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Position</th> <th>Suffix</th> <th>Title</th> <th>Time Sheet Organization</th> <th>Start Date</th> <th>End Date</th> <th>Last Paid Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Primary</td> <td>10008</td> <td></td> <td>113101, Gottesman Libraries Gen Admn</td> <td>03/19/2022</td> <td>06/31/2023</td> <td>10/02/2022</td> <td>Active</td> </tr> </tbody> </table> <p>Buttons: All Jobs, Next approval type, Go</p>	Select	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	<input checked="" type="checkbox"/>	Primary	10008		113101, Gottesman Libraries Gen Admn	03/19/2022	06/31/2023	10/02/2022	Active
Select	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status											
<input checked="" type="checkbox"/>	Primary	10008		113101, Gottesman Libraries Gen Admn	03/19/2022	06/31/2023	10/02/2022	Active											
<p>STEP 3: Input Begin Record Information.</p> <p>The Effective and Personnel Dates will default to the Query date entered in step 1. The effective date should be after the last paid date.</p> <p>If the start date occurs before the last paid date, change the Effective Date field to one day after the last paid date. Input the actual day the transaction started in the Personnel Date field.</p> <p>For Hourly positions, enter the new hourly rate. Do not use '\$' or ''.</p>	 <p>Begin Appointment, 256055-00</p> <p>Effective Date *</p> <p>Personnel Date *</p> <p>Hourly Rate *</p> <p>Supervisor TC ID/UNI</p> <p>Job Change Reason</p>																		

<p>STEP 3 (continued):</p> <p>Enter Supervisor TCID/UNI in caps.</p> <p>If the change is for an annual increase, update Job Change Reason to ANN. Otherwise, keep the default ADJ.</p>																							
<p>STEP 4: Update the funding allocation, if needed.</p> <p>The Effective Date should match the begin date, which can only occur after the last paid date.</p> <p><u>If the funding information needs to be updated</u>, enter your index number and click the button for “Default from Index.”</p> <p><u>Please Note:</u> When you click “Default from Index,” the system removes the defaulted account, which must then be added back. If you forget your account, you can always refer to the e-class & account chart.</p> <p>Confirm that the percentage equals 100%</p>	<p>New</p> <p>Effective Date null 09/16/2023</p> <table border="1"> <thead> <tr> <th>COA</th> <th>Index</th> <th>Fund</th> <th>Organization</th> <th>Account</th> <th>Program</th> <th>Activity</th> <th>Location</th> <th>Project</th> <th>Cost</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>500000</td> <td>500000</td> <td>500000</td> <td>6462</td> <td>6000</td> <td></td> <td></td> <td></td> <td></td> <td>100</td> </tr> </tbody> </table> <p>+ Default from Index + Add Row</p>	COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	1	500000	500000	500000	6462	6000					100
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent													
1	500000	500000	500000	6462	6000					100													
<p>STEP 6: Input Routing Queue.</p> <p>Click on the User Name dropdown to specify the approver for each approval level.</p> <p>If this transaction needs to go through Budget AND Grants approval, enter the budget approver in level 24 – (CONTR) Budget/Grant and go to step 6A. Otherwise, go to Step 7.</p> <p>*If the Salary Rate update is for an RA/TA/DRF, Financial Aid must be added to the Routing Queue.*</p>	<p>Routing Queue</p> <table border="1"> <thead> <tr> <th>Approval Level</th> <th>User Name</th> <th>Required Action</th> </tr> </thead> <tbody> <tr> <td>5 - (DEPT) Department or OSP for Grad.</td> <td>Not Selected</td> <td>Approve</td> </tr> <tr> <td>9 - (VP/VPRE) Vice President/Vice Provost</td> <td>Not Selected</td> <td>Approve</td> </tr> <tr> <td>24 - (CONTR) Budget/Grant</td> <td>Not Selected</td> <td>Approve</td> </tr> <tr> <td>30 - (HR/ASSC) Human Resources Associate</td> <td>Not Selected</td> <td>Approve</td> </tr> <tr> <td>90 - (HRIS) HRIS Apply</td> <td>Not Selected</td> <td>Apply</td> </tr> </tbody> </table> <p>+ Add Row</p>	Approval Level	User Name	Required Action	5 - (DEPT) Department or OSP for Grad.	Not Selected	Approve	9 - (VP/VPRE) Vice President/Vice Provost	Not Selected	Approve	24 - (CONTR) Budget/Grant	Not Selected	Approve	30 - (HR/ASSC) Human Resources Associate	Not Selected	Approve	90 - (HRIS) HRIS Apply	Not Selected	Apply				
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90 - (HRIS) HRIS Apply	Not Selected	Apply																					

STEP 6A: Include Budget AND Grants as approvers in the routing queue.

- a. Click Add Row.
- b. Go to the empty row

90 - (HRIS) HRIS Apply Not Selected

+ Add Row  **a.**

Routing Queue

Approval Level	User Name	Required Action
5 - (DEPT) Department or OSP for Grad.	Not Selected	Approve
9 - (VP/VPRI) Vice President/Vice Provost	Not Selected	Approve
24 - (CONTR) Budget/Grant	Not Selected	Approve
30 - (HRASSC) Human Resources Associate	Not Selected	Approve
90 - (HRIS) HRIS Apply	Not Selected	Apply
Not Selected b.	Not Selected	Not Selected

+ Add Row

STEP 6A (continued)

- c. From the drop down, select **27- Grants**.
- d. In User Name, select John Hernandez as the approver.
- e. In Required Action, select Approve.

90 - (HRIS) HRIS Apply Not Selected

Not Selected

20 - (BUDGET) Budget

24 - (CONTR) Budget/Grant

27 - (GRANTS) Grants **c.**

28 - (FINAID) Financial Aid

29 - (PRVST) Vice Provost's Office

30 - (HRASSC) Human Resources Associate

Routing Queue

Approval Level	User Name	Required Action	Remove
5 - (DEPT) Department or OSP for Grad.	Not Selected	Approve	
9 - (VP/VPRI) Vice President/Vice Provost	Not Selected	Approve	
24 - (CONTR) Budget/Grant	Not Selected	Approve	
30 - (HRASSC) Human Resources Associate	Not Selected	Approve	
90 - (HRIS) HRIS Apply	Not Selected	Apply	
27 - (GRANTS) Grants	Not Selected d.	Not Selected e.	

+ Add Row

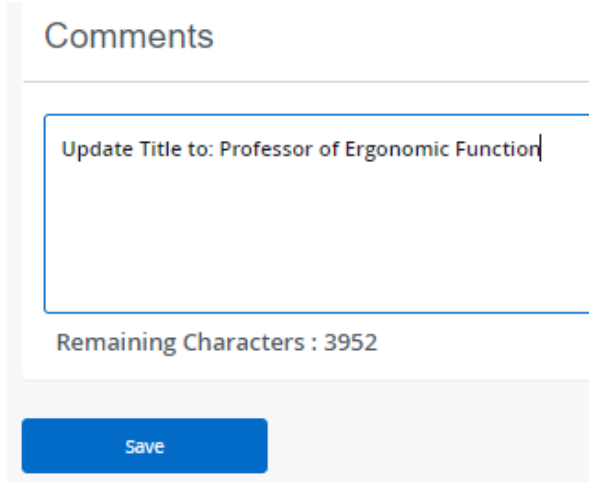
STEP 7: If needed, enter comment (max 4000 chars):

Title: If the job title needs to be updated, enter the new title.

Total Amount: For hourly employees, **enter the total amount to be paid.** This is a Budget requirement.

End Date: Input the end date of the transactions. This is a Budget requirement.

Insert any additional comments. Click Save when done.

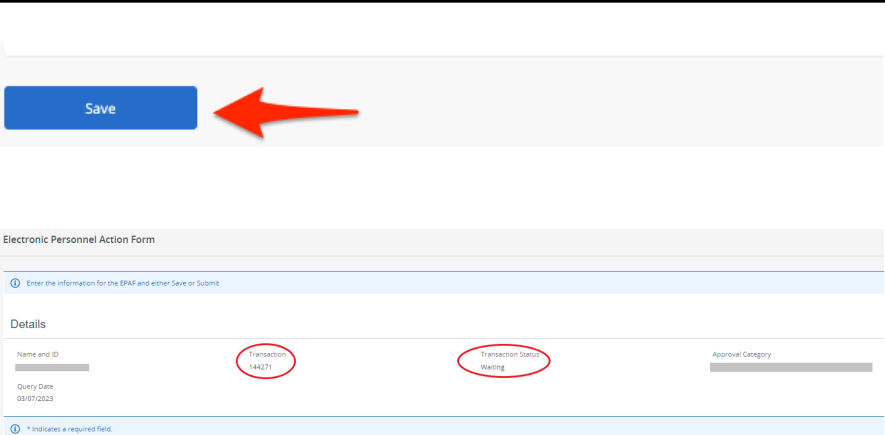


STEP 8: Save the ePAF.

Click the Save button located at the bottom of the screen

*Note: Saving the ePAF is not the last step.

Once Saved, the EPAF Transaction Number and Status will appear at the top of the screen



STEP 9: Submit the ePAF.

After saving, additional action buttons will appear at the bottom of the ePAF. Click Submit.

Once submitted, you will receive a notification at the top right hand corner of the page.

The ePAF Transaction status will also move to **Pending**.

