

Step	Action
1	<p>After selecting the proper Hire eForm from your worklist, the Job Information page will display.</p> <p>Note that an eForm ID has been assigned. This unique identifier can be used to track the ePAF after submission and is permanently available in PeopleSoft.</p>
2	<p>The position data will automatically populate based on the data that displays in Position Management.</p> <p>To make these fields editable, click the Update Position Data option.</p>
3	<p>The Auto Term Date field is optional for non-benefit eligible positions and should NOT be entered for benefit eligible positions.</p>
4	<p>The Appointment End Date field is required for academic appointments.</p> <p>ePAFs generated by Recruit will default with an Appointment End Date the same as the ePAF Effective Date plus one year. If necessary, you can change the Appointment End Date.</p>
5	<p>Update any necessary position information. Upon final submission, position data will be updated followed by job data.</p> <p>Fields marked with an asterisk are required.</p>
6	<p>Update the Working Title, if different than job code title.</p>
7	<p>Click the Next &gt;&gt; button.</p>
8	<p>The Compensation page will display.</p>
9	<p>In the Compensation Data grid, enter the monthly rate (up to 2 decimal places) into the Monthly Rate field.</p>
10	<p>Press Tab.</p>
11	<p>Once the monthly rate is entered, the Annual Rate will automatically calculate. This calculated annual rate is not what is used to populate the Annual Benefits Base Rate (ABBR) in Job Data. It is simply the monthly rate times 12.</p>
12	<p>For monthly paid employees, the distribution type can be changed from By Percent to By Amount using the Dist type drop-down list.</p> <p>The type of distribution that is selected will be what will show in Job Data.</p>
13	<p>In the Earnings Distribution grid, the Job Code Set ID and the Job Code will default based on previously entered position data or job code. If necessary, edit this information.</p> <p>The Earnings Code will default and cannot be changed.</p>
14	<p>Enter the desired information into the MoCode field. Only active MoCodes can be entered. If the MoCode is not set up for payroll, update this information in PeopleSoft Finance and wait for the overnight process to run before beginning the ePAF again.</p>
15	<p>The Department and Description will default based on the MoCode</p>
16	<p>Enter the percentage of the employee's compensation rate for this line of funding into the Percent filed. For employees with one line of funding, enter 100. The total percentage of all lines of funding must total 100% regardless of standard hours/FTE.</p>
17	<p>Click the Reconcile button.</p>
18	<p>The Dollar Amount will automatically populate.</p> <p>Verify the Diff (difference) filed displays zero before proceeding. If the difference is not zero, an error message will display and prevent you from proceeding.</p>
19	<p>Click the Next &gt;&gt; button</p>
20	<p>The Faculty page will display.</p> <p>Logic derives the defaults or drop-down options for Academic Rank, Tenure Status, Tenure Track Start Date, Tenure Home, and Tenure Notification Date.</p>

	If the employee has multiple jobs, faculty data is populated based on the benefit eligible position. If the employee has multiple non-benefit eligible jobs, any existing faculty data will be overwritten.
21	The Academic Rank defaults based on the Job Code.
22	The Tenure Status defaults based on the job code. If the default presents an option, select the appropriate tenure status using the drop-down menu.
23	The Tenure Track Start Date defaults based on the Effective Date.  This should always be 09/01/yyyy. If the effective date is prior to 9/1, use 9/1 of the current year. If the effective date is post 9/1, use 9/1 of the subsequent year. This field will not display for employees with a Tenure Status of Tenure or Non Tenure Not One Track.
24	For titles with a tenure status of Tenure, Non Tenure on Track, and Non Tenure Not On Track, the Tenure Home will default to the home department.
25	Enter the date the employee should be notified of either being granted tenure or that he/she will be given a one year terminal appointment for the academic year into the Tenure Notification Date filed. This date will always be 08/01/yyyy.
26	Academic Discipline: this is the alpha-numeric code that designates the academic discipline(s) with which the employee is most closely associated. This is only required for ranked with academic appointment.  If known, enter the academic discipline code or select the code using the look up feature.
27	Multiple academic disciplines can be added using the Add Row button.  FTE is no longer recorded as part of academic discipline information.
28	Click the Next >> button.
29	The Work Address page will display. In the Work Address grid, enter the work address and work phone number.  If the employee has a current work address, and that is the address you wish to use, select the Use Current Work Address check box. The fields will automatically populate with the information and be read only.
30	Click the Next >> button.
31	The Finalize Form page will display.  The Action/Reason Code will automatically display based on the data entered in the ePAF.
32	If necessary, attachments can be added under the File Attachments grid.
33	The comments filed is used to add remarks concerning the appointment (e.g., special notes to assist in the processing or clarification of details.) Comments will not transfer into Job Data. They will remain on the ePAF.  Once a comment is submitted, it cannot be edited or deleted. Comments can be viewed by all users with access to the ePAF and must be professional.
34	If the employee has an existing job, the Edit Existing Job check box will display. To make changes to the existing job, select this box. This will result in a transfer action.
35	Click the Submit button.  Clicking Hold will close the ePAF and will keep it in your worklist for accessing at a later time.
36	After clicking Submit, a confirmation message will display. Click the Yes button.
37	The Form Finalized page will display.  Take note of the eForm ID. This unique identifier can be used to track the ePAF after submission and is permanently available in PeopleSoft.
38	The Process Visualizer grid will show the approval path. The number of approval boxes or steps that display is based on campus and department-specific workflows.
39	Click the Go To ePAF Home Page link to begin entering another ePAF.