Step	Action
1	From the Create a New ePAF page, click the Job Change link.
2	The Select an Employee page will display. Enter search criteria in the search fields on this page. Only employees that are within departments under your PeopleSoft security will display. Note: Empl ID is the preferred search method.
3	Enter the desired information into the Empl ID field.
4	Click the Search button
5	The Enter Job Change Details page will display. When initiating new ePAFs, the data used will be based on the job information residing in Job Data at the time of ePAF creation. Therefore if there is a current ePAF in the approval workflow, that data will not be taken into consideration with the new ePAF. The View Existing Job Data link can be used to view the current job data information associated with the employee in a read-only format.
6	The Personal Data and Job Data links can be used to view the current information associated with the employee. The Personal Information and Job Data will open in a new window. To avoid having multiple windows open, use the close button. Note: These links display based on your security.
7	Begin entering job change data by entering an effective date (mm/dd/yyyy), or selecting a date using the Choose a date button.
8	Select the date the job change is effective. Note: Midstacking cannot occur. (Midstacking is when a future dated row already exists in the employee's job data and the effective date of the ePAF you are processing is prior to that row.) Use the View Existing Job Data link to see the most recent effective dated row, up to the current date. In order to see future dated rows, the Job Data link should be used.
9	The Business Unit will default to the employee's corresponding business unit. If the business unit, position number, or department needs to be changed, you should use the Hire ePAF. Note: If you change the job code, you will be required to enter compensation data.
10	To make the fields editable, click the Update Position Data option. This check box will not display for employees that are not in positions (e.g., students).
11	If the Std Hrs/Wk is changed to less than 30, the Reg/Temp field will automatically change to Temporary. For those instances in which the standard hours are less than 30 and the position is "Regular," complete a paper PAF.
12	For temporary positions, the FICA Status field will default what is in job data. If the Std Hrs/Wk is changed to 40, the FICA Status field will default to Subject and no longer display. If the employee has multiple positions, in multiple business units, the FICA Status field should be the same for all positions. Review what displays and, if necessary, update.
13	Update any necessary position information. Upon final submission, position data will be updated followed by job data. Fields marked with an asterisk are required. After entering and/or editing the necessary fields, click the Next >> button.
14	The Compensation page will display. Enter compensation data changes on this page. The Existing Compensation Data link can be used to view the current compensation data associated with the employee.

15	If necessary, enter Earnings Distribution Changes (EDC). EDCs that are not in conjunction with other job changes should be keyed directly into job data.
16	Click the Next >> button.
17	If the employee's position is an academic position, the Faculty page will display. Logic derives the defaults or drop-down options for Academic Rank, Tenure Status, Tenure Track Start Date, Tenure Home, and Tenure Notification Date. 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.
18	The Work Address page will display. If different from the current work address, enter the work address and work phone number. To use the current work address, select the Use Current Work Address check box. The fields will automatically populate with the information and be read only. If nothing is selected, the current work address will default in job data. The Job Change ePAF should NOT be used if the only information being updated is the work address of phone number.
19	Click the Next >> button.
20	The Finalize Form page will display. The Action will default based on fields adjusted in the ePAF, but can be changed if necessary.
21	Select a Reason to accompany the job change action.
22	If necessary, attachments can be added under the File Attachments grid.
23	The Comments field is used to add remarks concerning the job change (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.
24	Click the Submit button.
25	A confirmation message will display, click the Yes button.
26	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.
27	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.
28	If applicable, navigate to the Appointment Notification Form page and generate an ANF for the employee. Refer to the ePAF - Initiator Hire ePAF training materials for step-by-step instructions.