

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>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>
4	<p>The Auto Term Date field is optional for non-benefit eligible positions and should NOT be entered for benefit eligible positions.</p>
5	<p>The Appointment End Date field is used on a campus-specific and situational-specific basis.</p>
6	<p>The Location Code field for non-HOSPT appointments will default. Unless blank, disregard this field. If the Location Code field is blank, enter 9999.</p>
7	<p>The FTE field will automatically adjust to what is entered in the Std Hrs/Wk field, but it will be read only.</p>
8	<p>The Tax Location Code field will default based on the Department. If correct, accept the default. Otherwise, enter the appropriate Tax Location Code or select one using the look up feature.</p>
9	<p>If benefit eligible, the Holiday Schedule will default to UM. Other options include NONE and USH. If Temporary is selected in the Reg/Temp field, the Holiday Schedule will default to NONE and not display. Follow your campuses requirements for Holiday Schedule. (24/7 operations at COLUM may use USH, but that is communicated to HR prior to use.)</p> <p>DO NOT select the WKU Holiday Schedule option. This is for Time and Labor setup purposes only.</p>
10	<p>For temporary positions with standard hours less than 40, the FICA Status field will display and default to Subject. If the employee is exempt based on the Student FICA Checklist, select Exempt.</p> <p>If unknown, leave the default (Subject).</p>
11	<p>Update the Working Title, if different than job code title.</p>
12	<p>Click the Next >> button.</p>
14	<p>In the Compensation Data grid, enter the monthly or hourly rate (up to 2 decimal places).</p>
15	<p>Press Tab.</p>
16	<p>Once the compensation 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.</p>
17	<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>Regardless of which distribution type is chosen, you are able to enter values in either the Percent or Dollar Amount fields. The type of distribution you select is what will load into PeopleSoft.</p>

18	<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>
19	<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>
20	<p>The Department and Description will default based on the MoCode.</p>
21	<p>Enter the percentage of the employee's compensation rate for this line of funding into the Percent field. 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>
22	<p>Click the Reconcile button.</p>
23	<p>The Dollar Amount will automatically populate.</p> <p>Verify the Diff (difference) field displays zero before proceeding. If the difference is not zero, an error message will display and prevent you from proceeding.</p>
24	<p>Click the Next >> button</p>
25	<p>The Work Address page will display. In the Work Address grid, enter the work address and work phone number.</p> <p>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.</p>
26	<p>Click the Next >> button</p>
27	<p>The Finalize Form page will display.</p> <p>The Action/Reason Code will automatically display based on the data entered in the ePAF.</p>
28	<p>If necessary, attachments can be added under the File Attachments grid.</p>
29	<p>The comments field 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.</p> <p>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.</p>
30	<p>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.</p>
31	<p>Click the Submit button.</p> <p>Clicking Hold will close the ePAF and will keep it in your worklist for accessing at a later time.</p>
32	<p>After clicking Submit, a confirmation message will display. Click the Yes button.</p>
34	<p>The Form Finalized page will display.</p> <p>Take note of the eForm ID. This unique identifier can be used to track the ePAF after submission and is permanently available in PeopleSoft.</p>
35	<p>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.</p>
36	<p>Click the Go To ePAF Home Page link to begin entering another ePAF.</p>