

Step	Action
1	From the Create a New ePAF page, click the Status Change link.
2	The Select an Employee page will display. Enter search criteria in the search fields on this page. Only employees within your department 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 Status Change Information page will display. 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.
6	Begin entering status change data by selecting an Action.
7	All available actions will display. Select the applicable action. Data fields associated with the action will also display. Note: Changes made on this ePAF will make changes to job data, but will not update position data.
8	Next, select the appropriate Reason.
9	All available reasons will display. Select the applicable reason. Data fields associated with the reason will also display.
10	Next, enter an effective date (mm/dd/yyyy), or select a date using the Choose a date button.
11	Select the date the status change is effective.
12	Leave of Absence Fields: Last Date Worked: Automatically populates to one day less than the effective date, but is editable. Expected Return Date: Estimated date the employee will return to work. If the employee is on leave, this date should be at least 30 days from the first effective date of the current leave, but a maximum of one year. If the employee is not on leave, this date should be at least 30 days greater than the effective date, but a maximum of one year. Appt End Date and Auto Term Date: Displays current information that is in Job Data. These fields are used on a campus-specific and situational-specific basis.
13	Paid Leave of Absence Fields: Last Date Worked: Automatically populates to one day less than the effective date, but is editable. Expected Return Date: Estimated date the employee will return to work. If the employee is on leave, this date should be at least 30 days from the first effective date of the current leave, but a maximum of one year. If the employee is not on leave, this date should be at least 30 days greater than the effective date, but a maximum of one year. Appt End Date and Auto Term Date: Displays current information that is in Job Data. These fields are used on a campus-specific and situational-specific basis. FTE and Comp Rate: Display the current job data information. These fields can be edited, but are not required.
14	Return From Leave Fields: Appt End Date and Auto Term Date: Displays current information that is in Job Data. These fields are used on a campus-specific and situational-specific basis. FICA Status: This field will display and be editable if the employee is eligible to be set to Exempt. FTE and Comp Rate: Display the current job data information. These fields can be edited, but are not required.

15	<p>Retirement Fields:</p> <p>Last Day Worked: The last day worked is entered first. The effective date will automatically calculate based on this date and the number of vacation hours entered.</p> <p>Vacation Balance: Enter the number of vacation hours to be paid out. When an amount is entered, an If Applicable box will display the PLA Effective Date. This date is automatically calculated and read-only. It is still necessary to do the applicable Time and Labor processing when vacation and sick leave balances exist.</p> <p>Sick Balance: Enter the number of sick leave hours that exist at the time of the ePAF preparation minus any expected sick leave absences.</p>
16	<p>Termination Fields:</p> <p>Vacation Balance: Enter the number of vacation hours to be paid out. This field can be zero. Remember, the payout process is handled separate from ePAF processing.</p> <p>Last Day Worked: Defaults to one day prior to the effective date, but is editable.</p> <p>Date of Death: This field will display when "Death" is selected as the reason and will require data entry. When a date is entered in this field, the effective date will default to one day subsequent the date of death.</p>
17	<p>If necessary, attachments can be added under the File Attachments grid.</p>
18	<p>REMINDER! For involuntarily terminated employees, retirements, and employees going on transition assistance, it is important to pay out vacation and compensatory time and to reduce leave balances. If you need assistance in completing the payout process, contact your campus's HR/Payroll Office.</p>
19	<p>The Comments field is used to add remarks concerning the status 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.</p> <p>Warning! 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>
20	<p>Click the submit button.</p>
21	<p>A confirmation message will display, click the Yes button.</p>
22	<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> <p>If it is necessary to make a change to the Status Change ePAF after submission, contact your campus HR/Payroll office.</p>
23	<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>