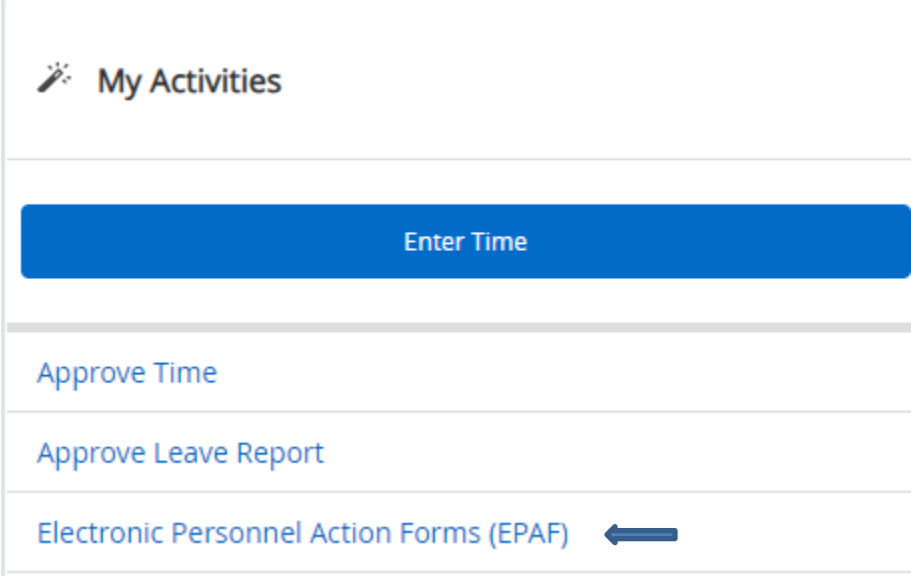
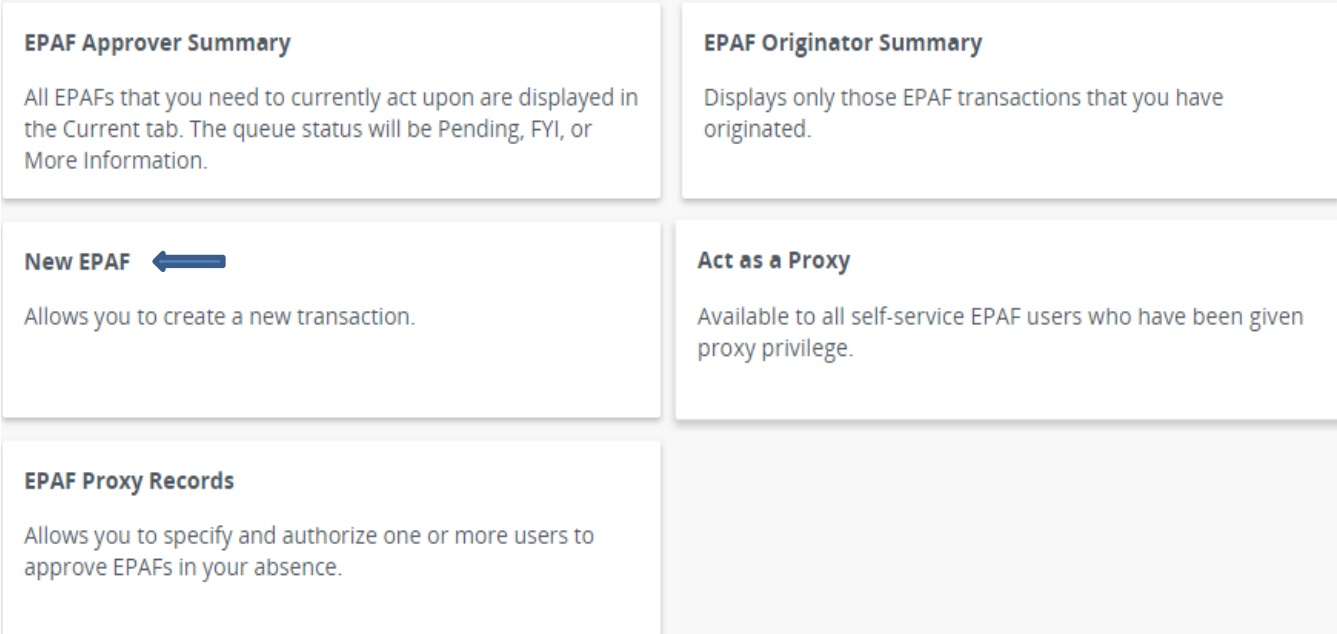


Electronic Personnel Action Forms (EPAF) Rate Change/Hourly

1. Select **Electronic Personnel Action Forms (EPAF)** under My Activities.
If you do not see the EPAF link and completed the electronic approval access form, please contact Human Resources.



2. The main Electronic Personnel Action Form (EPAF) menu appears.
Select **New EPAF**.



3. Enter **UIN** under New EPAF Person Selection

OR

Enter **First Name** and **Last Name**, Click **Search**.

Click **Calendar** and Select **Effective Date** of rate change, **MUST** be 1st or 16th.

Click down arrow to select **Approval Category**.

Click **Go**.

First Name	Last Name	<input checked="" type="checkbox"/> Is an employee	or	ID	or	SSN/SIN/TIN	Search
<input type="text"/>	<input type="text"/>			<input type="text"/>		<input type="text"/>	

New EPAF Person Selection


ID *

[Generate new ID](#)

Query Date *

Approval Category *

4. List of active jobs will appear.

Select button for position to change rate.

If position does not show, Click **All Jobs** to view all jobs.

Click **Go**.

New EPAF Job Selection

Rate change, PAY

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>						
<input checked="" type="checkbox"/>	Primary	HR3471	00	SECURITY OFFICER III	15F00, POLICE	11/02/1999		03/15/2020	Active

- Click **Calender** and Select **Effective Date** and **Personnel Date** of rate change.
Both dates must be the same.
Enter new **Hourly Rate**.
Job Change Reason "**PAYAD**" will default.

Rate change, HR3471-00 SECURITY OFFICER III, Last Paid Date: 03/15/2020

Effective Date *

10/16/2020



Remove



Old Value: 02/01/2019

Personnel Date *

10/16/2020



Remove



Old Value: 02/01/2019

Hourly Rate *

15.00



Old Value: 12.36

Job Change Reason *

PAYAD



Old Value: SUPRV

- Click down arrow to either enter or select username for approval level of Department (approver).
Click down arrow to either enter or select username for approval level of Human Resources Review.
Click down arrow to either enter or select username for approval level of Human Resources.
Must enter justification for rate change in the **Comment field**.
Click **Save**.

Routing Queue

Approval Level	User Name	Required Action
20 - (DEPT) Department	CHOLLAND - HOLLAND, CATHERINE J.	Approve
85 - (HRRV) Human Resources Review	PHARRIS - HARRIS, PAMELA E.	Approve
90 - (HR) Human Resources	DTRANNG - TRAIN-NGUYEN, DINH K.	Apply

Comments

Add Comment

Remaining Characters : 4000

Save

- 7. Select **Submit** to finish if change was saved successfully.
Note: There will be an error message in red with details if your change did not Save or Submit successfully. **Ignore ALL warning messages.**