

SECTION 10. EMPLOYEE CHANGES

EMPLOYEE CHANGES

10A: ePAF - PROJECT CHANGES

10B: ePAF – FTE CHANGES

10C: ePAF - PAY RATE CHANGES

10D: ePAF – LEAVE OF ABSENCE (LOA)

10E: ePAF – DISTRIBUTION CODE (DC)

10F: PAY AWARD/PERSONNEL ACTION FORM (PA/PAF)

SECTION 10A. PROJECT CHANGES

EMPLOYEE CHANGE PREREQUISITE CHECKLIST					
THE FOLLOWING ITEMS/INFORMATION ARE REQUIRED <u>PRIOR</u> TO INITIATING EMPLOYEE CHANGES ON THE SYSTEM					
	ITEM	DESCRIPTION	PI ROLE	USER ROLE	☑
PERMANENT PROJECT CHANGES					
1	Effective Date of Change	This is the date from which the new project number(s) will be charged.	PI must decide effective date of change. Must communicate date to the System user.	User will need to enter effective date in the "Effective Date of Change" field of the Employee Change Request.	<input type="checkbox"/>
2	Project Number(s) to Charge	The System allows the user to view all project numbers for the Distribution Code; however, the user must know which project(s) to charge.	PI must decide which of his/her project(s) will be charged and at which distribution. PI must provide information to the System user.	User will need to enter the new project number(s) and Distribution(s) into the "New Distribution Data" field of the Employee Change Request.	<input type="checkbox"/>

SECTION 10A. PROJECT CHANGES

Navigating the Manage Employees Section:

Click on "Manage Employees"

Click on "Employee Changes (ePAF)"

All project changes, pay rate changes, FTE changes, terminations, Leave of Absence, Distribution Code Changes are completed in the ePAF Panel.

Step 1: Enter Employee's ID#, Enter Employee Name, or click on the magnifying glass to search for the employee.

Step 2: Click the "Ok" button or tab out of the field to populate employee information.

Step 3: Check the box for "Project#/Allocation Change"

Step 4: Select "Permanent Project Change"

Step 5: Click the "Continue to Panel 2" button or the "2 – Enter Changes" tab to continue to the next panel.

FIGURE 10.A1. "1 - ENTER EMPLOYEE" PANEL

1 - Enter Employee 2 - Enter Changes 3 - Authorize

Start Another ePAF Help Panel 1 of 3 Save Continue to Panel 2

Select Employee - By Employee # or Name

Employee # 000000 OR Employee Name Doe1,Jane OK

6 digits - e.g. 099999 Last Name,First Name - no space after Last Name

Hide Employee Profile

Current Employee Profile as of 11-14-2016

Status: Active	FLSA Status: Nonexempt	Project # / Allocation
Dual: None	FTE: 100.0%	6103764 / 100.000%
Type: Regular	Comp. Rate: \$4000.00 / Month	
Job Title: Technician	D/C: 0020	

Select Action - Check all that apply

☒ Project#/Allocation Change ☐ Pay Rate Change

☐ Termination ☐ Leave of Absence

☐ Distribution Code Change

☐ FTE Change

Permanent Project Change
Temporary Project Change

Step 6: Enter the effective date of this action.

SECTION 10A. PROJECT CHANGES

Step 7: Enter the new Project Number(s). You may add/remove project numbers with the +/- . NOTE: Project Allocation must equal 100% and users may click "Save" at any time to save their work in progress.

Step 8: (For UH Service Ordered Projects only) Assign a Fiscal Administrator. You may add/remove FAs with the +/-

Step 9: Click the "Continue to Panel 3" button to continue to the next panel. This will submit the action to Supervisory or Above for review and approval.

FIGURE 10.A2. "2 – ENTER CHANGES" PANEL

1 - Enter Employee

2 - Enter Changes

3 - Authorize

Start Another ePAF

Help

Panel 2 of 3

Go Back

Save

Continue to Panel 3

Employee Selected

Employee # 000000Employee Name Doe1,Jane

Hide Employee Profile

Current Employee Profile as of 11-14-2016

Status: Active

Dual: None

Type: Regular

Job Title: Technician

FLSA Status: Nonexempt

FTE: 100.0%

Comp. Rate: \$4000.00 / Month

D/C: 0020

Project # / Allocation

6103764 / 100.000%

Project #/Allocation Change - Permanent

Enter Changes

Effective Date 11/16/2016

Current:

Project	Campus Code	Sub Project	BC (Payroll)	BC (Fringe)	Allocation	Vac Hrs
6103764	MA		2087	2097	100.000	98.000
Total:					100.000	98.000

New:

Project	Campus Code	Sub Project	BC (Payroll)	BC (Fringe)	Allocation	Vac Hrs		
4500213	MA		2087	2097	100.000	98.000	+	-
Total:					100.000	98.000		

Assign Fiscal Administrator

Fiscal Administrator	Email
Administrator,Fiscal	rcuhhr@rcuh.com

Return to Top

Continue to Panel 3

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RCUH

SECTION 10A. PROJECT CHANGES

Step 10: Supervisory or Above reviews the transaction. Approve the transaction by selecting “Approve” from the dropdown and clicking “Submit.” Reject the transaction by selecting “Reject” from the dropdown and clicking “Submit.”

Step 11: (For UH Service Ordered Projects only) Fiscal Administrator reviews the transaction if approved by Supervisory or Above. Approve the transaction by selecting “Approve” from the dropdown and clicking “Submit.” Reject the transaction by selecting “Reject” from the dropdown and clicking “Submit.”

Step 12: RCUH HR reviews the transaction if approved by all proceeding levels of

FIGURE 10.A3. “3 – AUTHORIZE” PANEL

1 - Enter Employee
2 - Enter Changes
3 - Authorize

Start Another ePAF
Help
Panel 3 of 3
Go Back
Submit
Print Page

Employee Selected

Employee # 000000
Employee Name Doe1,Jane

Hide Employee Profile

Current Employee Profile as of 11-14-2016

Status: Active

Dual: None

Type: Regular

Job Title: Technician

FLSA Status: Nonexempt

FTE: 100.0%

Comp. Rate: \$4000.00 / Month

D/C: 0020

Project # / Allocation

6103764
/ 100.000%

Summary of Changes and Approvals

Project #/Allocation Change - Permanent

Effective Date 11/16/2016

Current					
Project	Sub-CC	BC Project (Payroll)	BC (Fringe)	Dist (%)	Vac Hrs
6103764	MA	2087	2097	100.000	98.000
Total:				100.000	98.000

New					
Project	Sub-CC	BC Project (Payroll)	BC (Fringe)	Dist (%)	Vac Hrs
4500213	MA	2087	2097	100.000	98.000
Total:				100.000	98.000

Approvals

	Authorization	User	Authority Level	Date/Time Stamp
Submittal		Supervisory_Authority	Supervisory Authority	11/14/16 10:04:09AM
Supervisory or Above	<div style="display: flex; align-items: center; justify-content: center;"> <div style="width: 20px; height: 20px; background-color: #4f81bd; color: white; border-radius: 50%; display: flex; align-items: center; justify-content: center; margin-right: 5px;">✓</div> <div style="border: 1px solid #ccc; padding: 2px; font-size: 0.8em;"> Approve Reject </div> </div>			
Fiscal Administrator				
RCUH				

Return to Top
Submit

SECTION 10B. FTE CHANGES

TEMPORARY PROJECT CHANGES

EMPLOYEE CHANGE PREREQUISITE CHECKLIST					
THE FOLLOWING ITEMS/INFORMATION ARE REQUIRED <u>PRIOR</u> TO INITIATING EMPLOYEE CHANGES ON THE SYSTEM					
	ITEM	DESCRIPTION	PI ROLE	USER ROLE	<input checked="" type="checkbox"/>
TEMPORARY PROJECT CHANGES					
1	Effective Date of Change	This is the date from which the new project number(s) will be charged. The effective date must be current and prospective, but cannot be more than two months in the future.	PI must decide effective date of change. Must communicate date to System user.	User will need to enter effective date in the "Effective Date of Change" field of the Employee Change request	<input type="checkbox"/>
2	End Date	For temporary project changes only. This will be the date from which the temporary project change ends. Temporary changes cannot exceed two months. When the temporary change has ended, it will move the employee back to their original project number automatically without you having to submit another ePAF action.	PI must decide end date of temporary project change. Must communicate date to System user.	User will need to enter end date in the "End Date" field.	<input type="checkbox"/>
3	Project Number(s) to Charge	The System allows the user to view all project numbers for the Distribution Code; however, the user must know which project(s) to charge	PI must decide which of his/her project(s) will be charged and at which distribution. PI must provide information to System user.	User will need to enter the new project number(s) and distribution(s) into the "New Distribution Data" field of Employee Change Request	<input type="checkbox"/>

SECTION 10B. FTE CHANGES

Step 1: Enter Employee's ID#, Enter Employee Name, or click on the magnifying glass to search for the employee.

Step 2: Click the "Ok" button or tab out of the field to populate employee information.

Step 3: Check the box for "Project#/Allocation Change"

Step 4: Select "Temporary Project Change"

Step 5: Click the "Continue to Panel 2" button or the "2 – Enter Changes" tab to continue to the next panel.

FIGURE 10B.1. "1 – ENTER EMPLOYEE" PANEL

1 - Enter Employee 2 - Enter Changes 3 - Authorize

Start Another ePAF Help Panel 1 of 3 Save Continue to Panel 2

Select Employee - By Employee # or Name

Employee # OR Employee Name OK

6 digits - e.g. 099999 Last Name,First Name - no space after Last Name

Hide Employee Profile

Current Employee Profile as of 11-14-2016

Status: Active	FLSA Status: Nonexempt	Project # / Allocation
Dual: None	FTE: 100.0%	6103764 / 100.000%
Type: Regular	Comp. Rate: \$4000.00 / Month	
Job Title: Technician	D/C: 0020	

Select Action - Check all that apply

☒ Project#/Allocation Change Day Rate Change

☐ Termination ☐ Leave of Absence

☐ Distribution Code Change

☐ FTE Change

Continue to Panel 2

SECTION 10B. FTE CHANGES

Step 6: Enter the effective date of this action.

Step 7: Enter the End Date of this action.

Step 8: Enter the new Project Number(s). You may add/remove project numbers with the +/- . NOTE: Project Allocation must equal 100% and users may click "Save" at any time to save their work in progress.

Step 9: (For UH Service Ordered Projects only) Assign a Fiscal Administrator. You may add/remove FAs with the +/-

Step 10: Click the "Continue to Panel 3" button to continue to the next panel. This will submit the action to Supervisory or Above for review and approval.

FIGURE 10B.2. "2 – ENTER CHANGES" PANEL

1 - Enter Employee 2 - Enter Changes 3 - Authorize

Start Another ePAF Help Panel 2 of 3 Go Back Save Continue to Panel 3

Employee Selected

Employee # 000000 Employee Name Doe1, Jane

Hide Employee Profile

Current Employee Profile as of 11-14-2016

Status: Active	FLSA Status: Nonexempt	Project # / Allocation
Dual: None	FTE: 100.0%	6103764 / 100.000%
Type: Regular	Comp. Rate: \$4000.00 / Month	
Job Title: Technician	D/C: 0020	

Project #/Allocation Change - Temporary

Enter Changes

Effective Date 11/16/2016 End Date 12/15/2016

Current:

Project	Campus Code	Sub Project	BC (Payroll)	BC (Fringe)	Allocation	Vac Hrs
6103764	MA		2087	2097	100.000	98.000
Total:					100.000	98.000

New:

Project	Campus Code	Sub Project	BC (Payroll)	BC (Fringe)	Allocation	Vac Hrs		
4500213	MA		2087	2097	25.000	24.500	+	-
4500732	MA		2087	2097	75.000	73.500	+	-
Total:					100.000	98.000		

Assign Fiscal Administrator

Fiscal Administrator	Email
Administrator, Fiscal	rcuhr@rcuh.com

Return to Top Continue to Panel 3

SECTION 10B. FTE CHANGES

Step 11: Supervisory or Above reviews the transaction. Approve the transaction by selecting "Approve" from the dropdown and clicking "Submit." Reject the transaction by selecting "Reject" from the dropdown and clicking "Submit."

Step 12: (For UH Service Ordered Projects only) Fiscal Administrator reviews the transaction if approved by Supervisory or Above. Approve the transaction by selecting "Approve" from the dropdown and clicking "Submit." Reject the transaction by selecting "Reject" from the dropdown and clicking "Submit."

Step 13: RCUH HR reviews the transaction if approved by all proceeding levels of authorization. RCUH HR approves or rejects the transaction.

FIGURE 10B.3. "3 - AUTHORIZE" PANEL

1 - Enter Employee

2 - Enter Changes

3 - Authorize

Start Another ePAF

Help

Panel 3 of 3

Go Back

Submit

Print Page

Employee Selected

Employee # 000000Employee Name Doe1,Jane

Hide Employee Profile

Current Employee Profile as of 11-14-2016

Status: Active

Dual: None

Type: Regular

Job Title: Technician

FLSA Status: Nonexempt

FTE: 100.0%

Comp. Rate: \$4000.00 / Month

D/C: 0020

Project # / Allocation

6103764 / 100.000%

Summary of Changes and Approvals

Project #/Allocation Change - Temporary

Effective Date 11/16/2016End Date 12/15/2016

Current

Project	Sub-CC	BC Project (Payroll)	BC (Fringe)	Dist (%)	Vac Hrs
6103764	MA	2087	2097	100.000	98.000
Total:				100.000	98.000

New

Project	Sub-CC	BC Project (Payroll)	BC (Fringe)	Dist (%)	Vac Hrs
4500213	MA	2087	2097	25.000	24.500
4500732	MA	2087	2097	75.000	73.500
Total:				100.000	98.000

Approvals

	Authorization	User	Authority Level	Date/Time Stamp
Submittal		Supervisory_Authority	Supervisory Authority	11/14/16 11:43:38AM
Supervisory or Above	<div>✓<div>Approve</div><div>Reject</div></div>			
Fiscal Administrator				
RCUH				

Return to Top

Submit

SECTION 10B. FTE CHANGES

PERMANENT FTE CHANGES

EMPLOYEE CHANGE PREREQUISITE CHECKLIST					
THE FOLLOWING ITEMS/INFORMATION ARE REQUIRED <u>PRIOR</u> TO INITIATING EMPLOYEE CHANGES ON THE SYSTEM					
	ITEM	DESCRIPTION	PI ROLE	USER ROLE	<input checked="checked" type="checkbox"/>
TEMPORARY FTE CHANGES					
1	Effective Date of Change	This will be the date from which the new FTE is effective.	PI must decide effective date of change. Must communicate date to System user.	User will need to enter effective date in the "Effective Date of Change" field of the Employee Change request	<input type="checkbox"/>
2	End Date of Change	For temporary FTE changes only. This will be the date from which the temporary FTE change ends. Temporary changes cannot exceed two months. When the temporary change has ended, it will move the employee back to their original FTE automatically without you having to submit another ePAF action.	PI must decide end date of temporary FTE change. Must communicate date to System user.	User will need to enter end date in the "End Date" Field.	<input type="checkbox"/>
3	New FTE	The new FTE for the employee as of the Effective Date of Change.	PI must approve the new FTE and communicate new FTE to System user	User will need to enter new FTE into the "New FTE" field of the Employee Change Request	<input type="checkbox"/>

SECTION 10B. FTE CHANGES

Step 1: Enter Employee's ID#, Enter Employee Name, or click on the magnifying glass to search for the employee.

Step 2: Click the "Ok" button or tab out of the field to populate employee information.

Step 3: Check the box for "FTE Change"

Step 4: Select "Permanent Involuntary/Voluntary FTE Change"

Step 5: Click the "Continue to Panel 2" button or the "2 – Enter Changes" tab to continue to the next panel.

FIGURE 10B.4. "1 – ENTER EMPLOYEE" PANEL

1 - Enter Employee 2 - Enter Changes 3 - Authorize

Start Another ePAF Help Panel 1 of 3 Save Continue to Panel 2

Select Employee - By Employee # or Name

Employee # **OR** Employee Name

6 digits - e.g. 099999 Last Name,First Name - no space after Last Name

Current Employee Profile as of 11-14-2016

Status: Active	FLSA Status: Nonexempt	Project # / Allocation
Dual: None	FTE: 100.0%	6103764 / 100.000%
Type: Regular	Comp. Rate: \$4000.00 / Month	
Job Title: Technician	D/C: 0020	

Select Action - Check all that apply

☐ Project#/Allocation Change

☐ Pay Rate Change

☐ Termination

☐ Leave of Absence

☐ Distribution Code Change

☒ FTE Change

☒ Permanent Involuntary FTE Chg

☐ Permanent Voluntary FTE Change

☐ Temporary Involuntary FTE Chg

☐ Temporary Voluntary FTE Change

Step 6: Enter the Effective Date of this action.

Step 7: Enter the New FTE.

Step 8: Provide PI justification by an attachment or comment. NOTE: Users may click "Save" at any time to save their work in progress.

SECTION 10B. FTE CHANGES

Step 9: (For UH Service Ordered Projects only) Assign a Fiscal Administrator. You may add/remove FAs with +/-.

Step 10: User's information will default for Primary Contact. Enter new information if primary contact is someone other than the user.

Step 11: Click the "Continue to Panel 3" button to continue to the next panel. This will submit the action to Supervisory or Above for review and approval.

FIGURE 10B.5. "2 – ENTER CHANGES" PANEL

1 - Enter Employee 2 - Enter Changes 3 - Authorize

Start Another ePAF Help Panel 2 of 3 Go Back Save Continue to Panel 3

Employee Selected

Employee # 000000 Employee Name Doe1, Jane

Hide Employee Profile

Current Employee Profile as of 11-14-2016

Status: Active	FLSA Status: Nonexempt	Project # / Allocation
Dual: None	FTE: 100.0%	6103764 / 100.000%
Type: Regular	Comp. Rate: \$4000.00 / Month	
Job Title: Technician	D/C: 0020	

Involuntary FTE Change - Permanent

Enter Changes

Effective Date 11/16/2016 31

Warning: Benefits may be affected by FTE Change.
Refer to [RCUH Fringe Benefits Table](#)

Current FTE 100.0% New FTE 50.0%
Comp. Rate \$4000.00 / Month New Comp. Rate \$ 2000.00 / Month

Add Attachments/Comments

Please provide the reason/justification for FTE Change.

Add Attachment

Files Uploaded:

Comment:
Provide attachment or PI request here.

[Printer Friendly](#) Pull to open comment box

Assign Fiscal Administrator

Fiscal Administrator	Email
Administrator, Fiscal	rcuhhr@rcuh.com

Assign Primary Contact

Name	Email
Authority, Supervisory	rcuhhr@rcuh.com

[Return to Top](#) [Continue to Panel 3](#)

Step 12: Supervisory or Above reviews the transaction. Approve the transaction by selecting "Approve" from the dropdown and clicking "Submit." Reject the transaction by selecting "Reject" from the dropdown and clicking "Submit."

Step 13: (For UH Service Ordered Projects only) Fiscal Administrator reviews the transaction if approved by Supervisory or Above. Approve the

SECTION 10B. FTE CHANGES

transaction by selecting "Approve" from the dropdown and clicking "Submit." Reject the transaction by selecting "Reject" from the dropdown and clicking "Submit."

Step 14: RCUH HR reviews the transaction if approved by all proceeding levels of authorization. RCUH HR approves or rejects the transaction.

FIGURE 10B.6. "3 – AUTHORIZE" PANEL

1 - Enter Employee

2 - Enter Changes

3 - Authorize

Start Another ePAF

Help

Panel 3 of 3

Go Back

Submit

Print Page

Employee Selected

Employee # 000000Employee Name Doe1,Jane

Hide Employee Profile

Current Employee Profile as of 11-14-2016

Status: ActiveDual: NoneType: RegularJob Title: Technician

FLSA Status: NonexemptFTE: 100.0%Comp. Rate: \$4000.00 / MonthD/C: 0020

Project # / Allocation6103764 / 100.000%

Summary of Changes and Approvals

Involuntary FTE Change - Permanent

Effective Date: 11/16/2016

Current FTE: 100.0%Comp. Rate: \$4000.00 / Month

New FTE: 50.0 %New Comp. Rate \$ 2000.00 / Month

Approvals

	Authorization	User	Authority Level	Date/Time Stamp
Submittal		Supervisory_Authority	Supervisory Authority	11/14/2016 1:23:39PM
Supervisory or Above	✓			
Fiscal Administrator				
RCUH				

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Submit

SECTION 10B. FTE CHANGES

TEMPORARY FTE CHANGES

EMPLOYEE CHANGE PREREQUISITE CHECKLIST					
THE FOLLOWING ITEMS/INFORMATION ARE REQUIRED <u>PRIOR</u> TO INITIATING EMPLOYEE CHANGES ON THE SYSTEM					
	ITEM	DESCRIPTION	PI ROLE	USER ROLE	<input checked="checked" type="checkbox"/>
TEMPORARY FTE CHANGES					
1	Effective Date of Change	This will be the date from which the new FTE is effective.	PI must decide effective date of change. Must communicate date to System user.	User will need to enter effective date in the "Effective Date of Change" field of the Employee Change request	<input type="checkbox"/>
2	End Date of Change	For temporary FTE changes only. This will be the date from which the temporary FTE change ends. Temporary changes cannot exceed two months. When the temporary change has ended, it will move the employee back to their original FTE automatically without you having to submit another ePAF action.	PI must decide end date of temporary FTE change. Must communicate date to System user.	User will need to enter end date in the "End Date" Field.	<input type="checkbox"/>
3	New FTE	The new FTE for the employee as of the Effective Date of Change.	PI must approve the new FTE and communicate new FTE to System user	User will need to enter new FTE into the "New FTE" field of the Employee Change Request	<input type="checkbox"/>

SECTION 10B. FTE CHANGES

Step 1: Enter Employee's ID#, Enter Employee Name, or click on the magnifying glass to search for the employee.

Step 2: Click the "Ok" button or tab out of the field to populate employee information.

Step 3: Check the box for "FTE Change"

Step 4: Select "Temporary Involuntary/Voluntary FTE Change"

Step 5: Click the "Continue to Panel 2" button or the "2 – Enter Changes" tab to continue to the next panel.

FIGURE 10B.7. "1 – ENTER EMPLOYEE" PANEL

1 - Enter Employee | 2 - Enter Changes | 3 - Authorize

Start Another ePAF | Help | Panel 1 of 3 | Save | Continue to Panel 2

Select Employee - By Employee # or Name

Employee # OR Employee Name OK

6 digits - e.g. 099999 | Last Name, First Name - no space after Last Name

Hide Employee Profile

Current Employee Profile as of 11-14-2016

Status: Active	FLSA Status: Nonexempt	Project # / Allocation
Dual: None	FTE: 100.0%	6103764 / 100.000%
Type: Regular	Comp. Rate: \$4000.00 / Month	
Job Title: Technician	D/C: 0020	

Select Action - Check all that apply

☐ Project#/Allocation Change

☐ Pay Rate Change

☐ Termination

☐ Leave of Absence

☐ Distribution Code Change

☒ FTE Change

Continue to Panel 2

Permanent Involuntary FTE Chg
Permanent Voluntary FTE Change
Temporary Involuntary FTE Chg
Temporary Voluntary FTE Change

SECTION 10B. FTE CHANGES

Step 6: Enter the Effective Date of this action.

Step 7: Enter the End Date of this new action.

Step 8: Enter the New FTE.

Step 9: Provide PI justification by an attachment or comment. NOTE: Users may click "Save" at any time to save their work in progress.

Step 10: (For UH Service Ordered Projects only) Assign a Fiscal Administrator. You may add/remove FAs with +/-.

Step 11: Click the "Continue to Panel 3" button to continue to the next panel. This will submit the action to Supervisory or Above for review and approval.

FIGURE 10B.8. "2 – ENTER CHANGES" PANEL

1 - Enter Employee 2 - Enter Changes 3 - Authorize

Start Another ePAF Help Panel 2 of 3 Go Back Save Continue to Panel 3

Employee Selected

Employee # 000000 Employee Name Doe1, Jane

Hide Employee Profile

Current Employee Profile as of 11-14-2016

Status: Active	FLSA Status: Nonexempt	Project # / Allocation
Dual: None	FTE: 100.0%	6103764 / 100.000%
Type: Regular	Comp. Rate: \$4000.00 / Month	
Job Title: Technician	D/C: 0020	

Voluntary FTE Change - Temporary

Enter Changes

Effective Date 11/16/2016 End Date 12/15/2016 Warning: Benefits may be affected by FTE Change. Refer to [RCUH Fringe Benefits Table](#)

Current FTE 100.0% New FTE 50.0%
Comp. Rate \$4000.00 / Month New Comp. Rate \$ 2000.00 / Month

Add Attachments/Comments

For Voluntary FTE decreases, please attach employee's request.

Add Attachment

Files Uploaded:
attachment.docx

Comment:
Attachment required.

Printer Friendly Pull to open comment box

Assign Fiscal Administrator

Fiscal Administrator	Email
Administrator, Fiscal	rcuhhr@rcuh.com

Return to Top Continue to Panel 3

SECTION 10B. FTE CHANGES

Step 12: Supervisory or Above reviews the transaction. Approve the transaction by selecting "Approve" from the dropdown and clicking "Submit." Reject the transaction by selecting "Reject" from the dropdown and clicking "Submit."

Step 13: (For UH Service Ordered Projects only) Fiscal Administrator reviews the transaction if approved by Supervisory or Above. Approve the transaction by selecting "Approve" from the dropdown and clicking "Submit." Reject the transaction by selecting "Reject" from the dropdown and clicking "Submit."

Step 14: RCUH HR reviews the transaction if approved by all proceeding levels of authorization. RCUH HR approves or rejects the transaction.

FIGURE 10B.9. "3 – AUTHORIZE" PANEL"

1 - Enter Employee 2 - Enter Changes **3 - Authorize**

Start Another ePAF Help Panel 3 of 3 Go Back Submit Print Page

Employee Selected

Employee # 013277 Employee Name Doe1,Jane

Hide Employee Profile

Current Employee Profile as of 11-14-2016

Status: Active	FLSA Status: Nonexempt	Project # / Allocation 6103764 / 100.000%
Dual: None	FTE: 100.0%	
Type: Regular	Comp. Rate: \$4000.00 / Month	
Job Title: Technician	D/C: 0020	

Summary of Changes and Approvals

Voluntary FTE Change - Temporary

Effective Date: 11/16/2016 End Date: 12/15/2016

Current FTE: 100.0% New FTE: 50.0 %

Comp. Rate: \$4000.00 / Month New Comp. Rate \$ 2000.00 / Month

Approvals				
	Authorization	User	Authority Level	Date/Time Stamp
Submittal		Supervisory_Authority	Supervisory Authority	11/14/2016 2:42:27PM
Supervisory or Above	✓ Approve Reject			
Fiscal Administrator				
RCUH				

Return to Top Submit

SECTION 10C. PAY RATE CHANGES

PAY RATE CHANGES

EMPLOYEE CHANGE PREREQUISITE CHECKLIST					
THE FOLLOWING ITEMS/INFORMATION ARE REQUIRED PRIOR TO INITIATING EMPLOYEE CHANGES ON THE SYSTEM					
ITEM	DESCRIPTION	PI ROLE	USER ROLE		
PAY RATE CHANGES					
1	Pay Rate Change Reason	This is the reason for the pay rate change request. Pay Rate changes may be Initiated through ePAF for equity increases, labor, market adjustments, retention, or temporary increases (see next section - Temporary Pay Rate Changes).	PI must determine the reason for the pay rate change. Must communicate this to the System user.	User will need to select a reason from the dropdown field of the ePAF Pay Rate Change Request.	<input type="checkbox"/>
2	Type of Pay Rate Change	Type of change to base pay. Pay rates may be increased by dollar amount, percentage amount, or a new pay rate may be manually entered.	PI must decide type of pay rate change. Must communicate this to the System user.	User will need to select type of pay rate change from the dropdown field of the ePAF Pay Rate Change Request.	<input type="checkbox"/>
3	Pay Rate Change Amount	The percent of increase amount, dollar amount of increase, or a new compensation rate. This amount will determine the employee's new pay rate.	PI must decide pay rate change amount. Must communicate this to the System user.	User will need to enter the amount in the Percent of Increase, Amount of Increase, or New Compensation Rate field of the ePAF Pay Rate Change Request.	<input type="checkbox"/>
4	Effective Date	This will be the date from which the new pay rate is effective. The effective date must be the first of the pay period (1st or 16th of the month). The effective date must be current and prospective, but cannot be more than two months in the future.	PI must decide effective date of change. Must communicate this to the System user.	User will need to enter effective date in the "effective Date" field of the ePAF Pay Rate Change Request.	<input type="checkbox"/>
5	Justification for Pay Rate Change	Pay rate changes require an attachment or comment to justify the change.	PI must provide justification to the System user.	User will need to enter a comment for justification or upload a document.	<input type="checkbox"/>

SECTION 10C. PAY RATE CHANGES

Step 1: Enter Employee's ID#, Enter Employee Name, or click on the magnifying glass (🔍) to *Search* for the employee.

Step 2: Click the "OK" button or tab out of the field to populate employee information.

Step 3: Check the box for "Pay Rate Change."

Step 4: Select reason for Pay Rate Change from the dropdown.

Step 5: Click the "Continue to Panel 2" button or the "2 – Enter Changes" tab to continue to the next panel.

FIGURE 10C.1. "1 – ENTER EMPLOYEE" PANEL

1 - Enter Employee 2 - Enter Changes 3 - Authorize

Start Another ePAF Help Panel 1 of 3 Save Continue to Panel 2

Select Employee - By Employee # or Name

Employee # 000000 OR Employee Name Doe,John OK

6 digits - e.g. 099999 Last Name,First Name - no space after Last Name

Hide Employee Profile

Current Employee Profile as of 11-14-2016

Status: Active	FLSA Status: Nonexempt	Project # / Allocation
Dual: None	FTE: 37.5%	6103764 / 100.000%
Type: Regular	Comp. Rate: \$15.00 / Hour	
Job Title: Research Assistant	D/C: 0020	

Select Action - Check all that apply

☐ Project#/Allocation Change ☒ Pay Rate Change ☐ Leave of Absence

☐ Termination

☐ Distribution Code Change

☐ FTE Change

Equity Increase
Labor Market Adjustment
Retention
Temporary Increase

Continue to Panel 2

SECTION 10C. PAY RATE CHANGES

Step 6: Select Type of Pay Rate Change from the dropdown.

Step 7: Enter the effective date of this action.

Step 8: Enter the percentage of increase, amount of increase, or new compensation rate.

Step 9: Provide an attachment or comments.

Step 10: (For UH Service Ordered Projects only) Assign a Fiscal Administrator. You may add/remove FAs with the +/-.

Step 11: User's information will default for Primary Contact. Enter new information if primary contact is someone other than the user.

Step 12: Click the "Continue to Panel 3" button to continue to the next panel. This will submit the action to Supervisory or Above authority for review and approval.

FIGURE 10C.2. "2 – ENTER CHANGES" PANEL

1 - Enter Employee 2 - Enter Changes 3 - Authorize

Start Another ePAF Help Panel 2 of 3 Go Back Save Continue to Panel 3

Employee Selected

Employee # 000000 Employee Name Doe, John

Hide Employee Profile

Current Employee Profile as of 11-14-2016

Status: Active	FLSA Status: Nonexempt	Project # / Allocation
Dual: None	FTE: 37.5%	6103764 / 100.000%
Type: Regular	Comp. Rate: \$15.00 / Hour	
Job Title: Research Assistant	D/C: 0020	

Pay Rate Change - Equity

Enter Changes

Type of Pay Rate Change Increase by %

Effective Date 11/16/2016

Current Comp. Rate \$15.00 / Hour

Percent of Increase 5.00 % Amount of Increase \$0.75 New Comp. Rate \$15.75 / Hour

Add Attachments/Comments

Please attach a document and/or enter comments to provide justification.

Add Attachment

Files Uploaded:

Comment: Comments Here

Printer Friendly Pull to open comment box

Assign Fiscal Administrator

Fiscal Administrator	Email
Administrator, Fiscal	rcuhr@rcuh.com

Assign Primary Contact

Name	Email
Authority, Supervisory	rcuhr@rcuh.com

Return to Top Continue to Panel 3

SECTION 10C. PAY RATE CHANGES

Step 13: Supervisory or Above reviews the transaction. Approve the transaction by selecting “Approve” from the dropdown and clicking “Submit.” Reject the transaction by selecting “Reject” from the dropdown and clicking “Submit.”

Step 14: (For UH Service Ordered Projects only) Fiscal Administrator reviews the transaction if approved by Supervisory or Above. Approve the transaction by selecting “Approve” from the dropdown and clicking “Submit.” Reject the transaction by selecting “Reject” from the dropdown and clicking “Submit.”

Step 15: RCUH HR reviews the transaction if approved by all preceeding levels of authorization. RCUH HR approves or rejects the transaction.

Note: User may click “Save” at any time to save their work in progress.

FIGURE 10C.3. “3 – AUTHORIZE” PANEL

1 - Enter Employee 2 - Enter Changes **3 - Authorize**

Start Another ePAF Help Panel 3 of 3 Go Back Submit Print Page

Employee Selected

Employee # 000000 Employee Name Doe,John

Hide Employee Profile

Current Employee Profile as of 11-14-2016

Status: Active	FLSA Status: Nonexempt	Project # / Allocation
Dual: None	FTE: 37.5%	6103764 / 100.000%
Type: Regular	Comp. Rate: \$15.00 / Hour	
Job Title: Research Assistant	D/C: 0020	

Summary of Changes and Approvals

Pay Rate Change - Equity

Effective Date: 11/16/2016

Current Comp. Rate: \$15.00 / Hour New Comp. Rate: \$15.75 / Hour

Approvals	Authorization	User	Authority Level	Date/Time Stamp
Submittal		Supervisory_Authority	Supervisory Authority	11/14/2016 11:03:27AM
Supervisory or Above	<input type="text"/>			
Fiscal Administrator	<input type="text"/>			
RCUH	<input type="text"/>			

Return to Top Submit

SECTION 10C. PAY RATE CHANGES

TEMPORARY PAY RATE CHANGES

EMPLOYEE CHANGE PREREQUISITE CHECKLIST					
THE FOLLOWING ITEMS/INFORMATION ARE REQUIRED <u>PRIOR</u> TO INITIATING EMPLOYEE CHANGES ON THE SYSTEM					
ITEM	DESCRIPTION	PI ROLE	USER ROLE		
TEMPORARY PAY RATE CHANGES					
1	Pay Rate Change Reason	This is the reason for the pay rate change request. Pay Rate changes may be Initiated through ePAF for equity increases, labor, market adjustments, retention, or temporary increases.	PI must determine the reason for the pay rate change. Must communicate this to the System user.	User will need to select a reason from the dropdown field of the ePAF Pay Rate Change Request.	<input type="checkbox"/>
2	Type of Pay Rate Change	Pay rates may only be increased by percentage amount for temporary pay rate changes.	N/A	N/A. System will default temporary pay rate changes to increase by percentage amount.	<input type="checkbox"/>
3	Effective Date	This will be the date from which the new pay rate is effective. The effective date is not limited to the first of the pay period (1st or 16th of the month) for temporary pay rate changes. The effective date must be current and prospective, but cannot be more than two months in the future.	PI must decide effective date of change. Must communicate this to the System user.	User will need to enter effective date in the "Effective Date" field of the ePAF Pay Rate Change request.	<input type="checkbox"/>
4	End Date	This will be the date from which the temporary pay rate change ends. Temporary pay rate changes cannot exceed six months.	PI must decide end date of temporary pay rate change. Must communicate date to System user.	User will need to enter end date in the "End Date" field of the ePAF Pay Rate Change – Temporary request.	<input type="checkbox"/>
5	Pay Rate Change Amount	The percent of increase amount. This amount will determine the employee's temporary pay rate.	PI must decide percentage for temporary pay rate change. Must communicate to System user.	User will need to enter the amount in the Percent of Increase field of the ePAF Pay Rate Change request.	<input type="checkbox"/>
6	Justification for Pay Rate Change	Pay rate changes require an attachment or comment to justify the change.	PI must provide justification to the System user.	User will need to enter a comment for justification or upload a document.	<input type="checkbox"/>

SECTION 10C. PAY RATE CHANGES

Step 1: Enter Employee's ID#, Enter Employee Name, or click on the magnifying glass (🔍) to *Search* for the employee.

Step 2: Click the "OK" button or tab out of the field to populate employee information.

Step 3: Check the box for "Pay Rate Change."

Step 4: Select "Temporary Increase" for Pay Rate Change from the dropdown.

Step 5: Click the "Continue to Panel 2" button or the "2 – Enter Changes" tab to continue to the next panel.

FIGURE 10C.4. "1 – ENTER EMPLOYEE" PANEL

1 - Enter Employee 2 - Enter Changes 3 - Authorize

Start Another ePAF Help Panel 1 of 3 Save Continue to Panel 2

Select Employee - By Employee # or Name

Employee # 000000 OR Employee Name Doe,John OK

6 digits - e.g. 099999 Last Name,First Name - no space after Last Name

Hide Employee Profile

Current Employee Profile as of 11-14-2016

Status: Active	FLSA Status: Nonexempt	Project # / Allocation
Dual: None	FTE: 37.5%	6103764 / 100.000%
Type: Regular	Comp. Rate: \$15.00 / Hour	
Job Title: Research Assistant	D/C: 0020	

Select Action - Check all that apply

☐ Project#/Allocation Change ☒ Pay Rate Change Temporary |

☐ Termination ☐ Leave of Absence

☐ Distribution Code Change

☐ FTE Change

Continue to Panel 2

SECTION 10C. PAY RATE CHANGES

Step 6: Enter the effective date of this action.

Step 7: Enter the end date of this action.

Step 8: Enter the percentage of increase amount.

Step 9: Provide an attachment or comments.

Step 10: (For UH Service Ordered Projects only) Assign a Fiscal Administrator. You may add/remove FAs with the +/-.

Step 11: User's information will default for Primary Contact. Enter new information if primary contact is someone other than the user.

Step 12: Click the "Continue to Panel 3" button to continue to the next panel. This will submit the action to Supervisory or Above authority for review and approval.

FIGURE 10C.5. "2 – ENTER CHANGES" PANEL

1 - Enter Employee **2 - Enter Changes** 3 - Authorize

Start Another ePAF Help Panel 2 of 3 Go Back Save Continue to Panel 3

Employee Selected

Employee # 000000 Employee Name Doe, John

Hide Employee Profile

Current Employee Profile as of 11-14-2016

Status: Active	FLSA Status: Nonexempt	Project # / Allocation
Dual: None	FTE: 37.5%	6103764 / 100.000%
Type: Regular	Comp. Rate: \$15.00 / Hour	
Job Title: Research Assistant	D/C: 0020	

Pay Rate Change - Temporary

Enter Changes

Type of Pay Rate Change Increase by %

Effective Date 11/21/2016 End Date 12/23/2016

Current Comp. Rate \$15.00 / Hour

Percent of Increase 5.00 % Amount of Increase \$0.75 New Comp. Rate \$15.75 / Hour

Add Attachments/Comments

Please attach a document and/or enter comments to provide justification.

Add Attachment

Files Uploaded:

Comment: Comments Here

Printer Friendly Pull to open comment box

Assign Fiscal Administrator

Fiscal Administrator	Email
Administrator, Fiscal	rcuhr@rcuh.com

Assign Primary Contact

Name	Email
Authority, Admin	rcuhr@rcuh.com

Return to Top Continue to Panel 3

SECTION 10C. PAY RATE CHANGES

Step 13: Supervisory or Above reviews the transaction. Approve the transaction by selecting “Approve” from the dropdown and clicking “Submit.” Reject the transaction by selecting “Reject” from the dropdown and clicking “Submit.”

Step 14: (For UH Service Ordered Projects only) Fiscal Administrator reviews the transaction if approved by Supervisory or Above. Approve the transaction by selecting “Approve” from the dropdown and clicking “Submit.” Reject the transaction by selecting “Reject” from the dropdown and clicking “Submit.”

Step 15: RCUH HR reviews the transaction if approved by all preceeding levels of authorization. RCUH HR approves or rejects the transaction.

Note: User may click “Save” at any time to save their work in progress.

FIGURE 10C.6. “3 – AUTHORIZE” PANEL

1 - Enter Employee

2 - Enter Changes

3 - Authorize

Start Another ePAF

Help

Panel 3 of 3

Go Back

Submit

Print Page

Employee Selected

Employee # 000000Employee Name Doe,John

Hide Employee Profile

Current Employee Profile as of 11-14-2016

Status: Active

Dual: None

Type: Regular

Job Title: Research Assistant

FLSA Status: Nonexempt

FTE: 37.5%

Comp. Rate: \$15.00 / Hour

D/C: 0020

Project # / Allocation

6103764 / 100.000%

Summary of Changes and Approvals

Pay Rate Change - Temporary

Effective Date: 11/21/2016End Date: 12/23/2016

Current Comp. Rate: \$15.00 / HourNew Comp. Rate: \$15.75 / Hour

Approvals

	Authorization	User	Authority Level	Date/Time Stamp
Submittal		Admin_Authority	Admin Authority	11/14/2016 12:08:22PM
Supervisory or Above				
Fiscal Administrator				
RCUH				

Return to Top

Submit

SECTION 10D. LEAVE OF ABSENCE

LEAVE OF ABSENCE

EMPLOYEE CHANGE PREREQUISITE CHECKLIST					
THE FOLLOWING ITEMS/INFORMATION ARE REQUIRED <u>PRIOR</u> TO INITIATING EMPLOYEE CHANGES ON THE SYSTEM					
ITEM	DESCRIPTION	PI ROLE	USER ROLE		
LEAVE OF ABSENCE					
1	Leave of Absence Reason	This is the reason for the Leave of Absence Request. Leave of Absences may be initiated through ePAF for disability reasons, military service, PCSU Vol. fire fighter, personal reasons, victim's protection, or worker's compensation.	PI must determine the reason for the Leave of Absence. Must communicate this to the System user.	User will need to select reason from the dropdown field of the ePAF Leave of Absence Request.	<input type="checkbox"/>
2	Start Date of Leave	When the employee requested to start their leave (i.e. when the employee starts to use existing leaves).	PI must provide the start date of the leave. Must communicate this to the System user.	User will need to input the start date of leave.	<input type="checkbox"/>
3	Return to Work Date	When the employee requested to return to work. Note: An ePAF Leave of Absence must be longer than 1 month.	PI must provide the return to work date. Must communicate this to the System user.	User will need to input the return to work date.	<input type="checkbox"/>
4	Supporting Documentation for Leave of Absence	Any supporting documentation for reason for Leave of Absence.	PI must provide supporting documentation on the System user.	User will need to upload at the document(s).	<input type="checkbox"/>

SECTION 10D. LEAVE OF ABSENCE

Step 1: Enter Employee's ID#, Enter Employee Name, or click on the magnifying glass (🔍) to *Search* for the employee.

Step 2: Click the "OK" button or tab out of the field to populate employee information.

Step 3: Check the box for "Leave of Absence."

Step 4: Select reason for Leave of Absence from the dropdown.

Step 5: Click the "Continue to Panel 2" button or the "2 – Enter Changes" tab to continue to the next panel.

FIGURE 10D.1. "1 – ENTER EMPLOYEE" PANEL

1 - Enter Employee | 2 - Enter Changes | 3 - Authorize

Start Another ePAF | Help | Panel 1 of 3 | Save | Continue to Panel 2

Select Employee - By Employee # or Name

Employee # 🔍 OR Employee Name 🔍 OK

6 digits - e.g. 099999 Last Name, First Name - no space after Last Name

Hide Employee Profile

Current Employee Profile as of 11-15-2016

Status: Active	FLSA Status: Exempt	Project # / Allocation
Dual: None	FTE: 100.0%	0009287 / 50.000%
Type: Regular	Comp. Rate: \$7000.00 / Month	6103744 / 25.000%
Job Title: Director	D/C: 0020	6103764 / 25.000%

Select Action - Check all that apply

☐ Project#/Allocation Change ☐ Pay Rate Change

☐ Termination ☒ Leave of Absence

☐ Distribution Code Change

☐ FTE Change

Disability Reasons
Military Service
PCSU Vol Fire Fighter
Personal Reasons
Victim's Protection
Worker's Compensation

Continue to Panel 2

SECTION 10D. LEAVE OF ABSENCE

Step 6: Enter Start Date of Leave

Step 7: Enter Return to Work Date

Note: User may click “Save” at any time to save their work in progress.

Step 8: Provide an attachment

Step 9: Select the Fiscal Administrator from the dropdown.

Step 10: User’s information will default for Primary Contact. Enter new information if primary contact is someone other than the user.

Step 11: Click the “Continue to Panel 3” button to continue to the next panel. This will submit the action to Supervisory or Above authority for review and approval.

FIGURE 10D.2. “2 – ENTER CHANGES” PANEL

1 - Enter Employee 2 - Enter Changes 3 - Authorize

Start Another ePAF Help Panel 2 of 3 Go Back Save Continue to Panel 3

Employee Selected

Employee # 000000 Employee Name Doe1,John

Hide Employee Profile

Current Employee Profile as of 11-15-2016

Status: Active	FLSA Status: Exempt	Project # / Allocation
Dual: None	FTE: 100.0%	0009287 / 50.000%
Type: Regular	Comp. Rate: \$7000.00 / Month	6103744 / 25.000%
Job Title: Director	D/C: 0020	6103764 / 25.000%

Leave of Absence - Personal Reasons

Enter Changes

Start Date of Leave 11/16/2016 **WARNING:** Benefits MAY end depending on effective date and duration of LOA.

Vacation Hours to Exhaust 99.752 Per RCUH Policy 3.650 vacation balance must be exhausted before the employee is put on official LOA. Please code timesheets to reflect VAC taken, then use LWP for any excess work hours.

Official Leave of Absence 12/06/2016

*Estimated vacation balances are current as of 11/15/2016

**Vacation exhaustion is based on a regular 8 hour work day.

Return to Work Date 01/15/2017

Add Attachments/Comments

Please attach supporting documentation.

Add Attachment

Files Uploaded: attachment.docx

Comment:

Printer Friendly Pull to open comment box

Assign Fiscal Administrator

Fiscal Administrator	Email
Administrator,Fiscal	rcuhr@rcuh.com

Assign Primary Contact

Name	Email
Authority,Supervisory	rcuhr@rcuh.com

Return to Top Continue to Panel 3

SECTION 10D. LEAVE OF ABSENCE

Step 12: Supervisory or Above reviews the transaction. Approve the transaction by selecting “Approve” from the dropdown and clicking “Submit.” Reject the transaction by selecting “Reject” from the dropdown and clicking “Submit.”

Step 13: RCUH HR reviews the transaction if approved by all preceeding levels of authorization. RCUH HR approves or rejects the transaction.

Note: User may click “Save” at any time to save their work in progress.

FIGURE 10D.3. “3 – AUTHORIZE” PANEL

1 - Enter Employee 2 - Enter Changes **3 - Authorize**

Start Another ePAF Help Panel 3 of 3 Go Back Submit Print Page

Employee Selected

Employee # 000000 Employee Name Doe1, John

Hide Employee Profile

Current Employee Profile as of 11-15-2016

Status: Active	FLSA Status: Exempt	Project # / Allocation
Dual: None	FTE: 100.0%	0009287 / 50.000%
Type: Regular	Comp. Rate: \$7000.00 / Month	6103744 / 25.000%
Job Title: Director	D/C: 0020	6103764 / 25.000%

Summary of Changes and Approvals

Leave of Absence - Personal Reasons

Official Leave of Absence: 12/06/2016 Return to Work Date: 01/15/2017

Approvals				
	Authorization	User	Authority Level	Date/Time Stamp
Submittal		Supervisory_Authority	Supervisory Authority	11/15/2016 12:39:41PM
Supervisory or Above	✓			
RCUH				

Return to Top Submit

SECTION 10E. DISTRIBUTION CODE

EPAF DISTRIBUTION CODE

EMPLOYEE CHANGE PREREQUISITE CHECKLIST					
THE FOLLOWING ITEMS/INFORMATION ARE REQUIRED PRIOR TO INITIATING EMPLOYEE CHANGES ON THE SYSTEM					
	ITEM	DESCRIPTION	PI ROLE	USER ROLE	<input checked="" type="checkbox"/>
EPAF DISTRIBUTION CODE					
1	Effective Date	This will be the date from which the new distribution code is effective. The effective date must be the first of the pay period (1st or 16th of the month). The effective date must be current and prospective, but cannot be more than two months in the future.	PI must decide effective date of change. Must communicate date to the System user.	User will need to enter the effective date in the "Effective Date" field of the ePAF Distribution Code Request.	<input type="checkbox"/>
2	New Distribution Code	The new distribution code for the employee as of the effective date.	PI must approve the new distribution code. Must communicate the new distribution code to the System user.	User will need to enter the new distribution code into the "New DC" field of the ePAF Distribution Code Request.	<input type="checkbox"/>
3	Reason for Distribution Code Change	Distribution code changes require a comment to justify the reason for the change.	PI must provide reason to the System user.	User will need to enter reason or upload a document (comments are require, attachments are optional).	<input type="checkbox"/>

SECTION 10E. DISTRIBUTION CODE

Step 1: Enter Employee's ID#, Enter Employee Name, or click on the magnifying glass (🔍) to *Search* for the employee.

Step 2: Click the "OK" button or tab out of the field to populate employee information.

Step 3: Check the box for "Distribution Code Change."

Step 4: Click the "Continue to Panel 2" button or the "2 – Enter Changes" tab to continue to the next panel.

FIGURE 10E.1. "1 – ENTER EMPLOYEE" PANEL

1 - Enter Employee 2 - Enter Changes 3 - Authorize

Start Another ePAF Help Panel 1 of 3 Save Continue to Panel 2

Select Employee - By Employee # or Name

Employee # 🔍 OR Employee Name 🔍 OK

6 digits - e.g. 099999 Last Name,First Name - no space after Last Name

Hide Employee Profile

Current Employee Profile as of 11-12-2016

Status: Active	FLSA Status: Nonexempt	Project # / Allocation
Dual: None	FTE: 75.0%	6103744 / 100.000%
Type: Regular	Comp. Rate: \$2000.00 / Month	
Job Title: Research Associate	D/C: 0020	

Select Action - Check all that apply

☐ Project#/Allocation Change ☐ Pay Rate Change

☐ Termination ☐ Leave of Absence

☒ Distribution Code Change

☐ FTE Change

Continue to Panel 2

SECTION 10E. DISTRIBUTION CODE

Step 5: Enter the effective date of this action.

Step 6: Enter the new distribution code (DC).

Step 7: Provide comments (required). May also provide an attachment (optional).

Step 8: User's information will default for Primary Contact. Enter new information if primary contact is someone other than the user.

Step 9: Click the "Continue to Panel 3" button to continue to the next panel. This will submit the action to RCUH HR for review and approval.

Step 10: RCUH HR reviews and approves the transaction.

FIGURE 10E.2. "2 – ENTER CHANGES" PANEL

1 - Enter Employee 2 - Enter Changes 3 - Authorize

Start Another ePAF Help Panel 2 of 3 Go Back Save Continue to Panel 3

Employee Selected

Employee # 000000 Employee Name Doe, Jane

Hide Employee Profile

Current Employee Profile as of 11-12-2016

Status: Active	FLSA Status: Nonexempt	Project # / Allocation
Dual: None	FTE: 75.0%	6103744 / 100.000%
Type: Regular	Comp. Rate: \$2000.00 / Month	
Job Title: Research Associate	D/C: 0020	

Distribution Code Change

Enter Changes

Effective Date: 11/16/2016

Current DC: 0020 New DC: 0012

DC Name: Distribution Code 1 DC Name: Distribution Code 2

PI Name: Investigator, Principal PI Name: Investigator, Principal

*NOTE: If there are any discrepancies in the above information, please contact RCUH HR.

Add Attachments/Comments

Please provide justification. Comments are required, attachments are optional.

Add Attachment

Files Uploaded:

Comment: Comments Here

Printer Friendly Pull to open comment box

Assign Primary Contact

Name Authority, Supervisory Email rcuhhr@rcuh.com

Return to Top Continue to Panel 3

FIGURE 10E.3. "3 – AUTHORIZE" PANEL

1 - Enter Employee 2 - Enter Changes 3 - Authorize

Start Another ePAF Help Panel 3 of 3 Go Back Submit Print Page

Employee Selected

Employee # 000000 Employee Name Doe, Jane

Hide Employee Profile

Current Employee Profile as of 11-12-2016

Status: Active	FLSA Status: Nonexempt	Project # / Allocation
Dual: None	FTE: 75.0%	6103744 / 100.000%
Type: Regular	Comp. Rate: \$2000.00 / Month	
Job Title: Research Associate	D/C: 0020	

Summary of Changes and Approvals

Distribution Code Change

Effective Date: 11/16/2016

Current DC: 0020 New DC: 0012

DC Name: Distribution Code 1 DC Name: Distribution Code 2

PI Name: Investigator, Principal PI Name: Investigator, Principal

Approvals

	Authorization	User	Authority Level	Date/Time Stamp
Submittal		Supervisory_Authority	Supervisory Authority	11/12/2016 2:10:14PM
RCUH				

Return to Top Submit

SECTION 10F. PAY AWARD/PERSONNEL ACTION FORM (PA/PAF)

PAY AWARD/PERSONNEL ACTION FORM (PA/PAF)

EMPLOYEE CHANGE PREREQUISITE CHECKLIST					
THE FOLLOWING ITEMS/INFORMATION ARE REQUIRED PRIOR TO INITIATING EMPLOYEE CHANGES ON THE SYSTEM					
	ITEM	DESCRIPTION	PI ROLE	USER ROLE	<input checked="" type="checkbox"/>
PAY AWARD/ PERSONNEL ACTION FORM (PA/PAF)					
1	Complete a 12-Month/Needs Based Performance Evaluation	Complete a 12-Month/Needs Based Performance Evaluation for all non-probationary (new hire), regular-status employees and submit to RCUH HR.	PI completes the evaluation, discusses with employee, and submits to RCUH HR.	None	<input type="checkbox"/>
2	Determine payment type	Determine the payment type (increase to base rate and/or one-time payment).	PI must approve the payment type.	User will need to select/input this information on the PA/PAF.	<input type="checkbox"/>
3	Determine percentage for increase to base or one-time payment	Determine the percentage increase to base rate and/or one-time payment to be provided to the employee (based on annual RCUH Board-approved guidelines).	PI must approve the pay rate change and/or one-time payment amount.	User will need to select/input this information on the PA/PAF.	<input type="checkbox"/>

SECTION 10F. PAY AWARD/PERSONNEL ACTION FORM (PA/PAF)

Navigation:

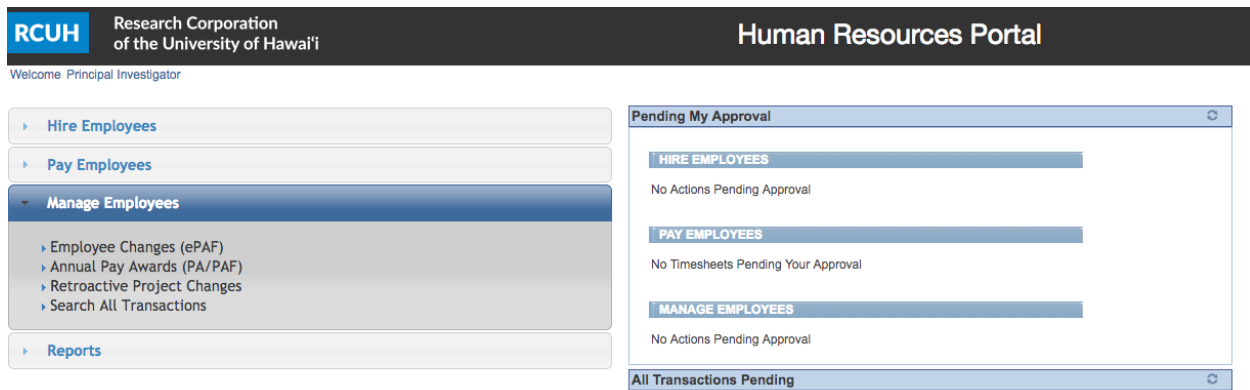
A. Click on "Manage Employees"

B. Click on "Annual Pay Awards"

The Pay Award/Personnel Action Form (PA/PAF) is only available for use during the annual evaluation period.

The PA/PAF allows Principal Investigators to provide their employees with pay increases and/or one-time payments based on the annual salary adjustment schedule approved by the RCUH Board of Directors. This is applicable for regular-status, non-probationary (new hire) employees who received an evaluation rating of satisfactory or above for the annual evaluation period (July 1 through June 30).

FIGURE 10F.1. HR PORTAL HOMEPAGE



SECTION 10F. PAY AWARD/PERSONNEL ACTION FORM (PA/PAF)

Step 1: Enter Distribution Code or click on the magnifying glass (🔍) to *Search* for the Distribution Code.

Step 2: Click Populate PA/PAF to pull up eligible employees on that Distribution Code.

Step 3: Select General Payment Type from the dropdown menu.

Step 4: Select General % from the dropdown menu (based on annual RCUH Board-approved guidelines).

Step 5: Select Merit Payment Type from the dropdown menu.

Step 6: Select Merit % from the dropdown menu (based on annual RCUH Board-approved guidelines).

The system will calculate the pay increase and/or one-time payment based on the employee's current base rate. The rates/amounts will display in the New Comp Rate and One-Time Pay columns. If an employee is at or is approaching the maximum of their pay grade, the system will calculate the remaining amount as a one-time payment.

FIGURE 10F.2. PA/PAF HOMEPAGE

The screenshot displays the PA/PAF homepage. At the top, there is a search bar for the Distribution Code, which has been set to 0020. Below this is a table titled "Pay Adjustment/Award Summary" showing a list of employees. The table includes columns for Employee #, Name, Date of Hire, Job Title, Evaluation Ranking, Pay Range, FTE, Proj #, Proj Alloc, Comp Rate, General Payment Type, General %, Merit Payment Type, Merit %, New Comp Rate, General One-Time Pay, Merit One-Time Pay, and Max Pay Grade. The table lists five employees: Doe1.Jane, Doe1.John, Doe2.Jane, Doe.Jane, and Doe.John. The first three employees are marked as "Merit", while the last two are marked as "Not Eligible".

Two dropdown menus are shown. The first dropdown menu, labeled "GENERAL PAYMENT TYPE", has options: None, One-Time, and Percent Increase. The second dropdown menu, labeled "GENERAL %", has options: 1.5, 2.0, 2.5, and 3.0.

EMPLOYEE #	NAME	DATE OF HIRE	JOB TITLE	EVALUATION RANKING	PAY RANGE	FTE	PROJ #	PROJ ALLOC	COMP RATE	GENERAL PAYMENT TYPE	GENERAL %	MERIT PAYMENT TYPE	MERIT %	NEW COMP RATE	GENERAL ONE-TIME PAY	MERIT ONE-TIME PAY	MAX PAY GRADE
000000	Doe1.Jane	10/05/2004	Technician	Merit	N20	100%	6103764	100%	\$4000.00 / Month								
000000	Doe1.John	11/30/1998	Director	Merit	E29	100%	0009287 6103744 6103764	50% 25% 25%	\$7000.00 / Month								
000000	Doe2.Jane	10/10/2003	Researcher	Merit	E26	50.0%	0002873 6103744 6103764 6104692	29.24% 16.76% 29% 25%	\$3500.00 / Month								
000000	Doe.Jane	07/21/2016	Research Associate	Not Eligible	N20	75.00%	6103744	100%	\$2000.00 / Month								
000000	Doe.John	07/13/2015	Research Assistant	Not Eligible	N16	37.500%	6103764	100%	\$15.00 / Hour								

SECTION 10F. PAY AWARD/PERSONNEL ACTION FORM (PA/PAF)

Step 7: Upload an attachment or provide a comment (optional).

Step 8: Select the Fiscal Administrator to review and approve the transaction (for UH Service Ordered Projects only). User list multiple Fiscal Administrators by clicking the "+" button.

Step 9: Submit the transaction by selecting "Submit" from the dropdown and clicking the "Submit" button.

Step 10: Supervisory or Above reviews the transaction. Approve the transaction by selecting "Approve" from the dropdown and clicking "Submit." Reject the transaction by selecting "Reject" from the dropdown and clicking "Submit."

Step 11: (For UH Service Ordered Projects only) Fiscal Administrator reviews the transaction if approved by Supervisory or Above. Approve the transaction by selecting "Approve" from the dropdown and clicking "Submit." Reject the transaction by selecting "Reject" from the dropdown and clicking "Submit."

Step 12: RCUH HR reviews the transaction if approved by all preceding levels of authorization. RCUH HR approves or rejects the transaction.

Note: User may click "Save" at any time to save their work in progress.

FIGURE 10F.2. CONTINUED

The screenshot displays the PA/PAF form interface. At the top is the 'Add Attachments/Comments' section, which includes an 'Add Attachment' button, a 'Files Uploaded:' label, a 'Comment:' text area, a 'Printer Friendly' link, and a 'Pull to open comment box' instruction. Below this is the 'Assign Fiscal Administrator' section, featuring a dropdown menu with 'Administrator, Fiscal' selected. The 'Approvals' section is a table with columns for Authorization, User, Authority Level, and Date/Time Stamp. It contains four rows: Submittal, Supervisory or Above, Fiscal Administrator, and RCUH. At the bottom are 'Save' and 'Submit' buttons.

	Authorization	User	Authority Level	Date/Time Stamp
Submittal				
Supervisory or Above				
Fiscal Administrator				
RCUH				