

SECTION 11. RETROACTIVE PROJECT CHANGES

RETROACTIVE PROJECT CHANGE PREREQUISITE CHECKLIST					
THE FOLLOWING ITEMS/INFORMATION ARE REQUIRED <u>PRIOR</u> TO INITIATING RETROACTIVE PROJECT CHANGES					
	ITEM	DESCRIPTION	PI ROLE	USER ROLE	
RETROACTIVE PROJECT CHANGES					
1	Retroactive Effective Date of Change	This is the retroactive date from which the new project number(s) will be charged.	PI must decide effective date of change. Must communicate this to the System user.	User will need to enter effective date in the "Effective Start Date" field of the request.	<input type="checkbox"/>
2	End Date of Change	This is the last day the retroactive change will be effective.	PI must decide end date of change. Must communicate this to the System user.	User will need to enter effective date in the "End Date" field of the request.	<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 change.	PI must decide which of his/her project(s) will be charged and at which distribution. PI must provide this 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"/>
4	Allocation/ Distribution of Changes	The percentage distribution of costs amongst the projects being charged. The project allocation always equals 100% regardless of the employee's FTE.	PI must decide distribution. Must communicate this to the System user.	User will need to enter the distribution in the "Alloc%" field of the request.	<input type="checkbox"/>
5	Justification	RCUH requires all projects to provide a written justification for any retroactive action.	PI must communicate justification to the System user.	User will need to enter the justification in the Justification Box.	<input type="checkbox"/>

SECTION 11. RETROACTIVE PROJECT CHANGES

NAVIGATING TO THE RETROACTIVE PROJECT CHANGES SECTION:

Scroll over "Manage Employees"

Click on "Retroactive Project Number Changes"

Step 1: Enter Employee Name and Effective Date

Step 1a: Enter the Employee Identification Number in the "Emp.ID:" field or click on the magnifying glass to search for the Employee ID# OR Enter the Employee's Name (Last Name, First Name) in the "Name" field or click on the magnifying glass to search for the Employee's Name.

Step 1b: Enter the retroactive effective date in the "Effective Start Date:" field. Next, enter the end date in the "Effective End Date:" field. If the user would like the retroactive change to carry through to the current pay period, check off the checkbox next to the "Update through CURRENT pay period" text.

Step 1c: Click on the "Next" button to continue. Upon clicking the "Next" button, the System will display a table where the project change(s) can be entered.

The number of steps in the retroactive project change process is determined by the original project change.

- Is the current pay period going to be updated?

The System is smart enough to guide the user through the process and ensure that all required information is requested.

FIGURE 11.1. STEP 1

STEP 1 - Enter Employee Name, Effective Dates

(A). Enter Employee ID or Employee Name

Emp. ID:

OR

Name:

(B). Enter Effective Dates

Effective Start Date:

Effective End Date:

OR

Update through CURRENT pay period ☐ Click on checkbox to update numbers through CURRENT pay period, 11/15/2016

Next

SECTION 11. RETROACTIVE PROJECT CHANGES

Step 2: At this point, it is important to note that the System will display the total # of Steps in the process. Based on the data the user enters in the subsequent steps, the System may automatically add additional steps if required. This display is for the benefit of the user to track the progression of their transaction.

The System will also display the pay period(s), project information, allocation, and dollar Salary & Fringe costs based on RCUH's current employee record.

FIGURE 11.2. STEP 2

STEP 2 of 7 - Retroactive Project Distribution Change

Employee Name: Montana, Joe
Employee ID: 000000
Effective Start Date 11/01/2008 Effective End Date CURRENT

Please click on "Modify" checkbox(es) for the periods (i.e., Pay Periods) that you would like to correct.

Current Distribution								
Start Date	End Date	Project#	Project Name	Alloc%	JE	Salary	Fringe	Modify?
11/01/08	11/15/08	658110	DATA INTENSIVE	100.000		\$2912.00	\$603.05	<input type="checkbox"/>
Total						\$2912.00	\$603.05	
11/16/08	11/30/08	658110	DATA INTENSIVE	100.000		\$2912.00	\$1091.49	<input type="checkbox"/>
Total						\$2912.00	\$1091.49	
12/01/08	12/15/08	658110	DATA INTENSIVE	100.000		\$2912.00	\$603.05	<input type="checkbox"/>
Total						\$2912.00	\$603.05	
12/16/08	12/31/08	658110	DATA INTENSIVE	100.000		\$2912.00	\$1091.49	<input type="checkbox"/>
Total						\$2912.00	\$1091.49	
Grand Total						\$11648.00	\$3389.08	

Save Next

SECTION 11. RETROACTIVE PROJECT CHANGES

Step 2a: Click on the “Modify” checkbox next to the pay period(s) that need to be corrected. Upon clicking the checkbox, the System will display a “New Distribution” table to the immediate right-hand side of the “Current Distribution” table.

Step 2b:

1. Confirm that the start and end date of the new distribution is correct. If the dates are incorrect, the user may override the pre-populated dates.
2. Enter the project number(s) in the “Project #” field. If charging multiple project numbers, add rows by using the pluse button. Keep in mind that the project allocation must equal 100% regardless of the employee’s FTE. The System will calculate and display costs to be transferred based on the dates entered.
3. Click on the “next” button to continue.

The user may click on the “Save” button at any time to prevent loss of data.

Once the user completes Step 2 and moves on to Step 3, the System will automatically save the transaction. The auto-save function enables the user to complete the transaction at a later time without having to re-enter data.

To navigate back to a saved transaction, the user may use the Task List. For the user’s convenience, the transaction will also appear on the main page of the Portal under the “Pending Retro Project Change Action” header.

FIGURE 11.3. STEP 2a & 2b

STEP 2 of 8 - Retroactive Project Distribution Change

Employee Name: Montana, Joe
Employee ID: 000000
Effective Start Date: 11/01/2008 Effective End Date: CURRENT

Please click on "Modify" checkbox(es) for the periods (i.e., Pay Periods) that you would like to correct.

Current Distribution							New Distribution										
Start Date	End Date	Project#	Project Name	Alloc%	JE	Salary	Fringe	Modify?	Start Date	End Date	Project#	Project Name	Alloc%	Salary	Fringe		
11/01/08	11/15/08	658110	DATA INTENSIVE	100.000		\$2912.00	\$603.05	<input checked="" type="checkbox"/>	11/01/08	11/15/08	000151	EXECUTIVE OFFIC	100.000	\$2912.00	\$603.05		
Total						\$2912.00	\$603.05		Total						\$2912.00	\$603.05	
11/16/08	11/30/08	658110	DATA INTENSIVE	100.000		\$2912.00	\$1091.49	<input type="checkbox"/>									
Total						\$2912.00	\$1091.49										
12/01/08	12/15/08	658110	DATA INTENSIVE	100.000		\$2912.00	\$603.05	<input type="checkbox"/>									
Total						\$2912.00	\$603.05										
12/16/08	12/31/08	658110	DATA INTENSIVE	100.000		\$2912.00	\$1091.49	<input type="checkbox"/>									
Total						\$2912.00	\$1091.49										
Grand Total						\$11648.00	\$3389.08		Grand Total						\$2912.00	\$603.05	

SECTION 11. RETROACTIVE PROJECT CHANGES

Step 4: Enter a detailed justification statement explaining the retroactive action. Once entered, click on the “Next” button to continue.

FIGURE 11.4. STEP 4

STEP 4 of 8 - Justification for Late Request

Employee Name: Montana, Joe
Employee ID: 000000
Effective Start Date 11/01/2008 Effective End Date CURRENT

Explain justification for retroactive transfer:

Our project has just been notified that funding has been approved for project number 000151. Therefore, we are requesting that all salary and fringe costs be charged to the project number 000151 effective 11/01/08.

Back Save Next

Step 5: If the user clicked on the “Update to current pay period” checkbox in Step 1, the System will now display a table allowing the user to change the project/account number(s) for the current pay period.

1. Enter the new project number
2. Enter the budget category/object code. The user may add additional lines by clicking on the “+” button. Keep in mind that the “Alloc%” must always equal 100% regardless of the employee’s FTE.
3. Once entered, click on the “Next” button to continue.

FIGURE 11.5. STEP 5

STEP 5 of 8 - Update Current Project Distribution

Employee Name: Montana, Joe
Employee ID: 000000
Effective Start Date 03/01/2009

New project distribution is defaulted from prior Step. Update fields (highlighted in Yellow) as necessary.

Current Distribution				New Distribution			
Project#	Project Name	Account Code	Alloc%	Project#	Project Name	Account Code	Alloc%
658110	DATA INTENSIVE	20872097	100.000	000151	EXECUTIVE OFFIC	00010002	100.000
Total:			100.000	Total:			100.000

Back Save Next

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Step 7: The System will display an electronic Journal Voucher with the appropriate Journal Entries (Debits and Credits) for the respective account/project numbers. Review the Journal Entries for accuracy.

If the Journal Entries are correct, click on the "Next" button to continue. To make corrections, click on the "Back" button and make the appropriate changes.

FIGURE 11.6. STEP 7

STEP 7 of 8 - Review Journal Entries

Employee Name: Montana,Joe
Employee ID: 000000
Effective Start Date 11/01/2008 Effective End Date CURRENT

View total Debits/Credits for all account numbers affected (based on prior steps). If data is incorrect, press the "BACK" button to modify prior pages.

Project/GL	B/C	Debit	Credit	Comments
000151	0001	2912.00		Salary
000151	0002	603.05		Fringe
658110	2087		2912.00	Salary
658110	2097		603.05	Fringe
000151	0094		2956.80	Vacation Cost
000151	0094		261.32	Vacation Cost Fringe
658110	2087	2956.80		Vacation Cost
658110	2097	261.32		Vacation Cost Fringe
		6733.17	6733.17	

Back

Save

Next

SECTION 11. RETROACTIVE PROJECT CHANGES

Step 8: The System will display a table showing the responsible parties (PI and FA) as well as the new project allocation and vacation hours to be transferred or paid out. Use the pull down menus next to the "Initiator" and "PI" to select "Approve" to approve the Retroactive Project Change. Click on the "Save" button to save and submit the transaction to the Fiscal Officer.

FIGURE 11.7. STEP 8

STEP 8 of 8 - Authorization

Projects affected by Journal Entry (Current)

Department	PI Name	FO Name	Project Allocation	Current Vacation Hrs
658110	Principal Investigator	Fiscal Administrator	50.000	80.000
000151	Principal Investigator	Fiscal Administrator	50.000	

Choose "Approve" or "Reject" and click "OK".

Principal Investigator

Fiscal Administrator

Approve/Reject:

Logon ID:

Date/Time Stamp:

Auth Code:

*Initiator:

<none>

Test_UHM

03/05/2009 11:28:54AM

*PI:

<none>

*FO:

<none>

*RCUH:

<none>

Approve/Reject:

<none>

Approve

Reject

Back

Save

STEP 8 of 8 - Authorization

Projects affected by Journal Entry (Current)

Department	PI Name	FO Name	Project Allocation	Current Vacation Hrs
658110	Principal Investigator	Fiscal Administrator	50.000	80.000
000151	Principal Investigator	Fiscal Administrator	50.000	

Choose "Approve" or "Reject" and click "OK".

Principal Investigator

Fiscal Administrator

Approve/Reject:

Logon ID:

Date/Time Stamp:

Auth Code:

*Initiator:

<none>

Test_UHM

03/05/2009 11:28:54AM

*PI:

<none>

*FO:

<none>

*RCUH:

<none>

Approve/Reject:

<none>

Approve

Reject

Back

Save

SECTION 11. RETROACTIVE PROJECT CHANGES

Upon final approval by the Fiscal Administrator and RCUH HR, the System will generate the actual Journal Entry Voucher. The Voucher is very similar to the "Summary" page. The user will notice that a Journal Entry Voucher Number has been established on the document.

The user may view and print the voucher by navigating to the original transaction via the Task List, and clicking on the "View/Print JE" button in the "Authorization" panel of the transaction. The System will then display the Journal Entry Voucher.

FIGURE 11.8. JOURNAL ENTRY VOUCHER

The Research Corporation of the University of Hawaii				
Human Resources/Payroll Department				
Journal Entry Voucher No:				0000548P
Date:				03/30/2009
Project/GL	Service Date	B/C	Debit	Credit
000151		0001	2912.00	
000151		0002	603.05	
658110		2087		2912.00
658110		2097		603.05
			3515.05	3515.05

Montana, Joe Reclass PRFR from 11/01/08 - Current

Comments

Our project has just been notified that funding has been approved for project number 000151. Therefore, we are requesting that all salary and fringe costs be charged to the project number 000151 effective 11/01/08.

		Date/Time Stamp	Auth Code
FO Approval:	<u>Test_FO</u>	03/30/2009 6:20:38PM	151505
PI Approval:	<u>Test_UHM</u>	03/19/2009 2:11:14PM	151475
RCUH Approval:	<u>RCUH_Approval</u>	03/30/2009 6:22:45PM	151506

SECTION 12. TERMINATION OF EMPLOYMENT

TERMINATION PREREQUISITE CHECKLIST					
THE FOLLOWING ITEMS/INFORMATION ARE REQUIRED PRIOR TO INITIATING TERMINATIONS					
	ITEM	DESCRIPTION	PI ROLE	USER ROLE	<input checked="" type="checkbox"/>
1	Approval from RCUH HR (INVOLUNTARY Terminations ONLY)	Per RCUH Termination of Employment Policy (3.285), RCUH HR must approve all involuntary terminations for Regular Hires (except - project termination) prior to the project notifying the employee of their termination.	PI must generate a memo to RCUH HR requesting the termination prior to notifying the employee. If termination is approved, PI must provide the employee with a 10 day notice.	The letter from RCUH HR included information needed to complete the Termination Request. User must also upload/submit copy of the termination letter to RCUH HR.	<input type="checkbox"/>
	Letter of Resignation (VOLUNTARY Terminations ONLY)	Letter from the employee notifying the project of their resignation.	PI must request a Letter of Resignation from the employee. If no letter was received from the employee, the PI must write a memo to the employee confirming and accepting the resignation.	User will need information in letter to complete the Termination Request. User must also upload/submit copy of resignation letter to RCUH HR.	<input type="checkbox"/>
2	Effective Date of Termination	This date represents the last day the employee is employed through RCUH.	None	User will need to enter the termination date stated on the Letter of Resignation/Termination.	<input type="checkbox"/>
3	Termination Reason	The System will require the System user to choose between "involuntary termination" and "voluntary termination". In addition, the System user will need to select a reason from a pre-set list (i.e. return to school).	PI must provide the System user with reason for termination if the reason is not stated in the letter.	User will need to select the most appropriate reason for the termination from a pull-down menu.	<input type="checkbox"/>
4	Vacation Option (if applicable)	Full Vacation Payout: Any remaining vacation will be paid out of the Vacation Reserve. Termination Vacation Leave: Contingent on PI approval and availability of funds, Regular status employees will be allowed to take their remaining vacation hours prior to termination of employment. Employees on Termination Vacation will not accrue additional vacation hours.	PI must provide the System user with the Vacation Option.	User will need to select the "Vacation" option.	<input type="checkbox"/>
5	Last Day of Work	The last day of physical work. This date is generally the same as the termination date.	None	User will need to enter the last day of work in the Termination Request. This information can be found on the employee's last timesheet or on the letter of termination.	<input type="checkbox"/>

SECTION 12. TERMINATION OF EMPLOYMENT

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 "Termination."

Step 4: Select "Voluntary Termination"

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

FIGURE 12.1. "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 6 digits - e.g. 099999 OR Employee Name Doe,John Last Name,First Name - no space after Last Name OK

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

☒ Termination ☐ Leave of Absence

☐ Distribution Code Change ☐ FTE Change

Involuntary Termination
Voluntary Termination

Continue to Panel 2

SECTION 12. TERMINATION OF EMPLOYMENT

Step 6: Select the Reason for Termination

Step 7: Select Vacation Option

Step 8: Enter the Last Day at Work

Step 9: Enter the Official Last Day of Employment

Step 10: Attach Employee's Resignation Letter

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

Step 11: (For UH Service Ordered Projects only) Assign a Fiscal Administrator. You may add/remove FAs with the +/-.

Step 12: User's information will default for Primary Contact. Enter new information if primary contact is someone other than the user.

Step 13: 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 12.2. "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	DIC: 0020	6103764 / 25.000%

Voluntary Termination

Enter Changes

Reason: Other Job (Non-RCUH) WARNING: Employee benefits could end immediately.

Select Vacation Option: Full Vacation Payout

☒ Full Vacation Payout
☐ Termination Vacation

Vacation Payout

Vacation Hours Earned	99.752
Vacation Payout Amount	\$4028.45

*Estimated vacation balances are current as of 11/15/2016
**Estimated date vacation will be paid to employee via direct deposit: 12/22/2016

Last Paid Day at Work: 11/16/2016

Official Last Day of Employment: 11/16/2016

Add Attachments/Comments

Please attach Employee's Resignation Letter.

Add Attachment

Files Uploaded: attachment.docx

Comment:

Printer Friendly Pull to open comment box

Assign Fiscal Administrator

Fiscal Administrator	Email
Administrator, Fiscal	rouhhr@rcuh.com

Assign Primary Contact

Name	Email
Authority, Supervisory	rouhhr@rcuh.com

Return to Top Continue to Panel 3

SECTION 12. TERMINATION OF EMPLOYMENT

Step 14: 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 15: RCUH HR reviews the transaction if approved by all preceeding levels of authorization. RCUH HR approves or rejects the transaction.

FIGURE 11.3. “3 – AUTHORIZE” PANEL

1 - Enter Employee2 - Enter Changes3 - Authorize

Start Another ePAFHelpPanel 3 of 3Go BackSubmitPrint Page

Employee Selected

Employee # 000000Employee 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

Voluntary Termination

Reason: Other Job (Non-RCUH)

Official Last Day of Employment: 11/16/2016

Last Paid Day at Work: 11/16/2016

Vacation Payout

Vacation Hours Earned: 99.752

Vacation Payout Amount: \$4028.45

Approvals

	Authorization	User	Authority Level	Date/Time Stamp
Submittal		Supervisory_Authority	Supervisory Authority	11/15/2016 9:15:33AM
Supervisory or Above	✓			
RCUH	Approve Reject			

Return to TopSubmit

SECTION 12. TERMINATION OF EMPLOYMENT

INVOLUNTARY TERMINATION OF EMPLOYMENT

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 "Termination."

Step 4: Select "Involuntary Termination"

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

FIGURE 12.4. "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 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

☒ Termination ☐ Leave of Absence

☐ Distribution Code Change ☐ FTE Change

Involuntary Termination
Voluntary Termination

Continue to Panel 2

SECTION 12. TERMINATION OF EMPLOYMENT

Step 6: Select the Reason for Termination

Step 7: Enter the Last Day at Work

Step 8: Enter the Official Last Day of Employment

Step 9: Enter the Date the Employee was Notified

Step 10: Provide the Name of Who Notified the Employee

Step 11: Provide Justification for Termination

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

Step 11: (For UH Service Ordered Projects only) Assign a Fiscal Administrator. You may add/remove FAs with the +/-.

Step 12: User's information will default for Primary Contact. Enter new information if primary contact is someone other than the user.

Step 13: 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 12.5. "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, 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%

Involuntary Termination

Enter Changes

Reason: Budgetary Constraints WARNING: Employee benefits could end immediately.

Vacation Payout

Vacation Hours Earned 99.752

Vacation Payout Amount \$4028.45

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

**Estimated date vacation will be paid to employee via direct deposit: 12/22/2016

Last Paid Day at Work 11/16/2016

Official Last Day of Employment 11/16/2016

Date Employee was Notified 11/01/2016

Name of Who Notified the Employee Principal Investigator

Add Attachments/Comments

Please attach a document to provide justification.

Add Attachment

Files Uploaded: attachment.docx

Comment:

Printer Friendly Pull to open comment box

Assign Fiscal Administrator

Fiscal Administrator Administrator, Fiscal Email rcuhhr@rcuh.com

Assign Primary Contact

Name Authority, Supervisory Email rcuhhr@rcuh.com

Return to Top Continue to Panel 3

SECTION 12. TERMINATION OF EMPLOYMENT

Step 14: 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 15: RCUH HR reviews the transaction if approved by all preceeding levels of authorization. RCUH HR approves or rejects the transaction.

FIGURE 12.6. “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,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

Involuntary Termination

Reason: Budgetary Constraints

Official Last Day of Employment: 11/16/2016

Last Paid Day at Work: 11/16/2016

Date Employee was Notified: 11/01/2016

Name of Who Notified the Employee: Principal Investigator

Vacation Payout

Vacation Hours Earned: 99.752

Vacation Payout Amount: \$4028.45

Approvals

	Authorization	User	Authority Level	Date/Time Stamp
Submittal		Supervisory_Authority	Supervisory Authority	11/15/2016 10:12:59AM
Supervisory or Above	✓			
RCUH	Approve Reject			

Return to Top

Submit