

NEW SYSTEM ENHANCEMENTS

LAUNCHING SEPTEMBER 10, 2018

I. Train Stop Navigation for the ePAF, ARSS, and Non-Recruited Hires

The ePAF, ARSS (selection for regular hires), and Non-Recruited Hires applications now have “train stops,” which are a horizontal guided-navigation process at the top of each panel to walk you through the different steps of each transaction. The top of each panel will also highlight the step you’re on so you’ll know how many panels are left to complete the request. This should assist users in understanding where they are within the process. All required fields (highlighted in yellow) must be completed prior to moving to the next step and the system will alert you via error messages of missing information.

ePAF screenshot

ARSS screenshot

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Non-Recruited Hire Application screenshot

1 - Applicant Review | 2 - Interview/Recommendation

Step 1 of 2 - Applicant Review

Posting ID: 18126 Job Title: Test Now Closing Date: 08/09/2018 # Openings: 1 # Filled: 0

RCUH Contact Info

Primary:
 Name: E-Mail: Phone:

Secondary:
 Name: E-Mail: Phone:

View Job Description | View Resume & Other Attached Docs Below (Scroll using arrow)

Sort By: [v]

Name / View Application	Edu	Exp	Know	Ab/Sk	Sec Q	Total Interview? Comments	Last Updated Date	Docs
View Application Detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		None

4=Exceeds, 3=Meets, 2=Marginal, 1=Fails

2. ePAF Supervisory or Above Auto-Approval for Principal Investigators

All ePAF transactions that require “Supervisory or Above” approvals will auto-approve the “Supervisory or Above” fields if submitted by a Principal Investigator.

1 - Enter Employee and Actions | 2 - Enter Changes | **3 - Authorize & Print**

Step 3 of 3 - Authorize & Print

Start Another ePAF | Help | Print Page

Employee Selected

Employee #	Employee Name

Show Employee Profile

Summary of Changes and Approvals

Project #/Allocation Change - Permanent

Effective Date					
Current			New		
Project	Sub-CC	BC Project (Payroll)	BC (Fringe) Dist (%)	Vac Hrs	
Total:					

Approvals

	Authorization	User	Authority Level	Date/Time Stamp
Submittal		Principal Investigator	Principal Investigator	08/21/18 8:58:28AM
Supervisory or Above	Approve	Principal Investigator	Principal Investigator	08/21/18 8:58:28AM
Fiscal Administrator				
RCUH				

Return to Top | Submit

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3. Added Optional Attachments/Comments Field for ePAF Project #/ Allocation Changes

All ePAF Project #/Allocation Changes now include the “Add Attachments/Comments” feature (optional).

The screenshot displays the 'Project #/Allocation Change - Permanent' form. It features an 'Enter Changes' section with an 'Effective Date' field. Below this are two tables: 'Current:' and 'New:'. The 'Current:' table has columns for Project, Campus Code, Sub Project, BC (Payroll), BC (Fringe), Allocation, and Vac Hrs. The 'New:' table has the same columns plus search icons and a +/- button. At the bottom, there is an 'Add Attachments/Comments' section with an 'Add Attachment' button, a 'Files Uploaded:' field, and a 'Comment:' text area. A 'Printer Friendly' link and a 'Pull to open comment box' instruction are also present.

4. Added Assign Primary Contact for ePAF FTE Changes (Permanent and Temporary Voluntary)

The “Assign Primary Contact” field has been added to ePAF Permanent and Temporary Voluntary FTE Changes. The primary contact will receive confirmation emails when the ePAF has been approved or rejected.

5. ePAF Approved and Rejected Emails - Improved Instructions for Viewing ePAF Transactions

The auto-email instructions for viewing an Approved or Rejected ePAF transaction have been updated.

6. ePAF Pay Rate Changes and One-Time Payments - Improved Email Routing

The email routing for ePAF Pay Rate Changes and One-Time Payments has been modified to send to Principal Investigators and Supervisory Authority users, instead of only Principal Investigators. This has been updated to match the required user approvals for these ePAF actions.