



EPAF TRANSFER – NO DEPARTMENT ACCESS - USER MANUAL

Initiator User Manual for “Transfer Process”

This manual provides step by step information on how to process a Transfer.

**Developed by:
Learning & Development Group
Human Resources Diversity & Inclusion
11/20/2012**

EPAF Transfer – No Department Access - User Manual

EPAF AUTOMATED FORM

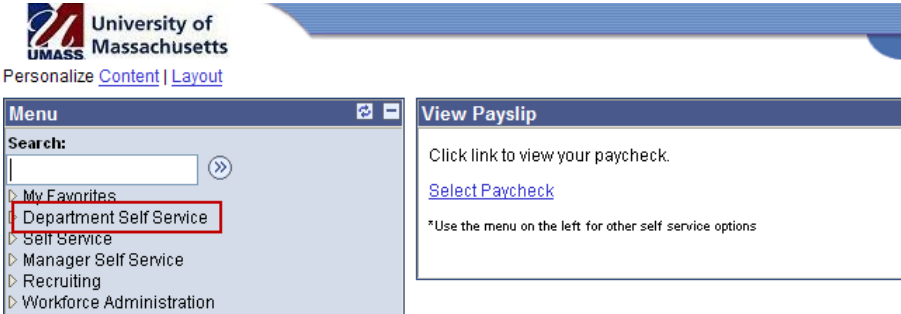
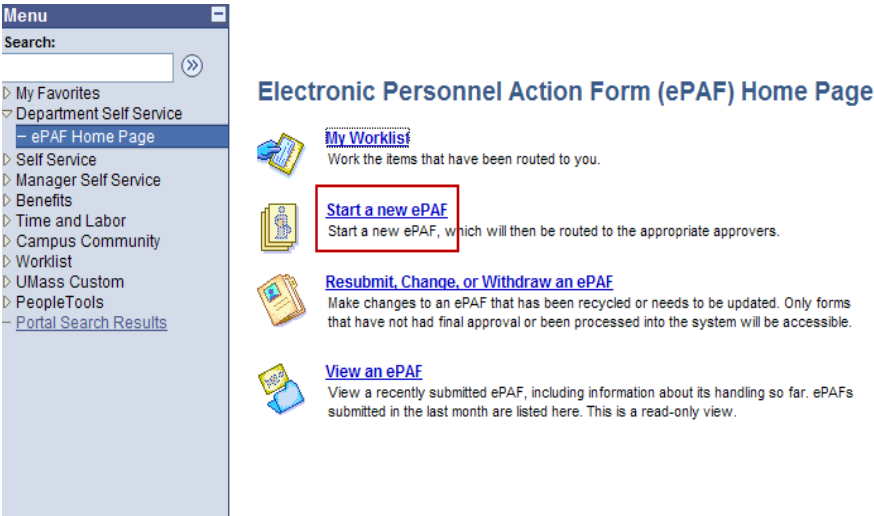
EPAF (electronic personnel action form) is a module within PeopleSoft that allows for paperless employment transactions such as transfer of an employee. The EPAF is initiated by a department initiator then it is electronically routed for appropriate approvals, notifications and finally entered by HR into the system.


Transfer a Person (Initiator)

Upon completion of this section, you will be able to:












- Transfer an employee into a new department / job











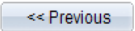
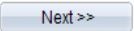


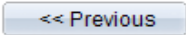
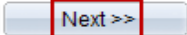
Step	Action
1.	<p>Begin by logging into HR Direct</p>  <p>The self-service application available to all UMASS Medical School employees to manage their human resource and payroll information.</p>

Step	Action
2.	<p>After logging into HR Direct, click on the Department Self Service link.</p> 
3.	<p>Click the EPAF Home Page link.</p> <p>The EPAF Home Page is a useful area for managing PA Forms. Here you will see links to open your <u>worklist</u>, <u>start a new EPAF</u>, <u>resubmit</u>, <u>change</u> or <u>withdraw an EPAF</u>, or <u>view an EPAF</u>.</p> <p>Click the Start a new EPAF link.</p> 

Step	Action
4.	<p>Click on the Hire an Employee link. Use this link if you do not have access to the employee's department, otherwise use "Department Change" procedure".</p>  <p>The screenshot displays the 'ePAF Home Page' interface. On the left is a 'Menu' sidebar with a search bar and a list of links: My Favorites, Department Self Service, ePAF Home Page (highlighted), Self Service, Manager Self Service, Benefits, Time and Labor, Campus Community, Worklist, UMass Custom, PeopleTools, and Portal Search Results. The main content area is titled 'Start a New electronic Personnel Action Form (ePAF)' and features three primary options: 'Hire an Employee' (with a person icon and a red box around the link), 'Edit Existing Job' (with a document icon), and 'Change Employment Status' (with a person at a desk icon). Each option includes a brief description and a corresponding link. At the bottom, there is a dashed-line link: 'Return to Electronic Personnel Action Form (ePAF) Home Page'.</p>

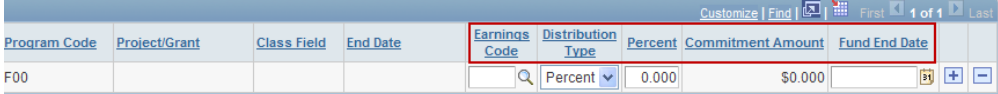


Step	Action
5.	<p>For a transfer of an employee to a new department, please contact the HR Service Center (X65260) to retrieve the employee's ID and record number.</p> <p>Enter the Employee ID, Click Load Employee/Applicant Data button</p> <div data-bbox="402 520 1144 976"> <p>Hire an Employee</p> <p>Step 1 of 6: Enter ID</p> <p>If you know the SSN of the person you are hiring: Please enter the SSN and search for an existing employee or start a new employee.</p> <p>If you know the Employee ID of the person you are hiring: Please enter that information and search for the employee's record.</p> <p>If you know the Applicant ID and Job Opening ID of the person you are hiring: Please enter that information and search for the employee's record.</p> <p>If you do not know any of this information: Please start a new employee. (If the employee already exists, they will be tied to the form later in the process.)</p> <p>Employee ID: <input type="text"/></p> <p>Applicant ID: <input type="text"/> Job Opening ID: <input type="text"/></p> <p>Load Employee/Applicant Data <input type="button" value="Add New Employee"/></p> </div>
6.	<p>Employee ID and name will populate. Click Next</p> <div data-bbox="402 1102 1377 1549"> <p>Personal Info</p> <p>Empl ID: <input type="text"/> Hiring Campus: Univ of Mass Worcester</p> <p>*First Name: <input type="text"/> Middle: <input type="text"/></p> <p>*Last Name: <input type="text"/> Suffix: <input type="text"/></p> <p><< Previous Next >></p> </div>

Step	Action
7.	<p>You will notice that your PA Form has an eForm ID assigned to it. Note the eForm ID number to help track the PA Form after completion if needed.</p> <p>Enter the Effective Date, tab out of field.</p> <p>Select the appropriate Employee Group</p> <p>eForm ID: 1193 </p> <p>Personal Info</p> <p><input type="checkbox"/> Personal Data</p> <p>Name: Job Data</p> <p>Empl ID: Empl Rcd#: Additional Pay</p> <p>Applicant Data</p> <p>Applicant ID Job Opening ID</p> <p>Job Data</p> <p>*Effective Date: <input type="text"/> </p> <p>*Employee Group: <input type="text"/></p>
8.	<p>For the field "Is this a positioned job?" Use the following guide:</p> <p>If employee is in a positioned job, select "Yes" and enter position number. All fields will populate. If employee is not in a positioned job, select "No" and complete all fields.</p> <p>Job Data</p> <p>*Effective Date: 11/02/2012 </p> <p>*Employee Group: Professional (W60) Non Unit </p> <p>*Is this a Positioned Job? No </p> <p>Supervisor ID: <input type="text"/> </p> <p>*Department: <input type="text"/> </p> <p>*Job Code: <input type="text"/> </p> <p>*Full/Part Time <input type="text"/> </p> <p>*Location Code: <input type="text"/> </p> <p>*Regular/Temporary <input type="text"/> </p> <p>*Standard Hours: 0.00 *FTE: 0.000000</p> <p>Mail Drop ID: <input type="text"/></p> <p><< Previous Next >></p>

Step	Action
9.	<p>Highlighted fields show what will auto populate for a positioned job.</p> <p>Job Data</p> <p>*Effective Date: 11/02/2012 </p> <p>*Employee Group: Professional (W60) Non Unit </p> <p>*Is this a Positioned Job? No </p> <p>*Supervisor ID: 10021872  </p> <p>*Department: W875000  Information Services</p> <p>*Job Code: MB2021  Web Content Manager</p> <p>*Full/Part Time: Full-Time </p> <p>*Location Code: SOUTH ST  South Street</p> <p>*Regular/Temporary: Regular </p> <p>*Standard Hours: 40.00 *FTE: 1.000000</p> <p>Mail Drop ID: <input type="text"/></p> <p style="text-align: center;">   </p>
10.	<p>In the Mail Drop ID enter IM1 Click Next</p> <p>*Job Code: MB2021  Web Content Manager</p> <p>*Full/Part Time</p> <p>*Location Code: SOUTH ST  South Street</p> <p>*Regular/Temp</p> <p>*Standard Hours: 40.00 *FTE: 1.000000</p> <p>*Mail Drop ID: IM1 <input type="text"/></p> <p style="text-align: right;">   </p>

Step	Action
11.	<p>Verify the Employee Type, choose Exceptional Hourly (same as Biweekly) or Hourly.</p> <p>Enter either the Biweekly or Hourly Rate</p> <p>eForm ID: 17710</p> <p>▼ Personal Info</p> <p>Name: Jane Doe Personal Data</p> <p>Empl ID: NEW Empl Rcd#: Job Data</p> <p>Additional Pay</p> <p>Compensation Data</p> <p>Employee Type: Exception Hourly</p> <p>Bi-Weekly Rate: Exception Hourly Annual Rate: \$0.000</p> <p>Plan W60 Salary Grade 45</p> <p><input type="checkbox"/> Add Additional Components of Pay?</p> <p>Total Annual Rate \$0.000</p>
12.	<p>Additional Components of Pay is for few employees that receive Premium Pay (in addition to their regular salary). For most employees, this box is left unchecked.</p> <p>Compensation Data</p> <p>Employee Type: Exception Hourly</p> <p>Bi-Weekly Rate: 2000.000000 Annual Rate: \$0.000</p> <p>Plan W60 Salary Grade 45</p> <p><input type="checkbox"/> Add Additional Components of Pay?</p> <p>Total Annual Rate \$0.000</p>

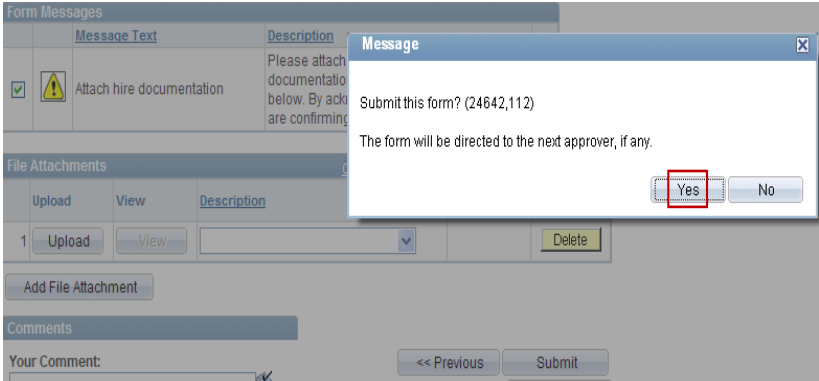
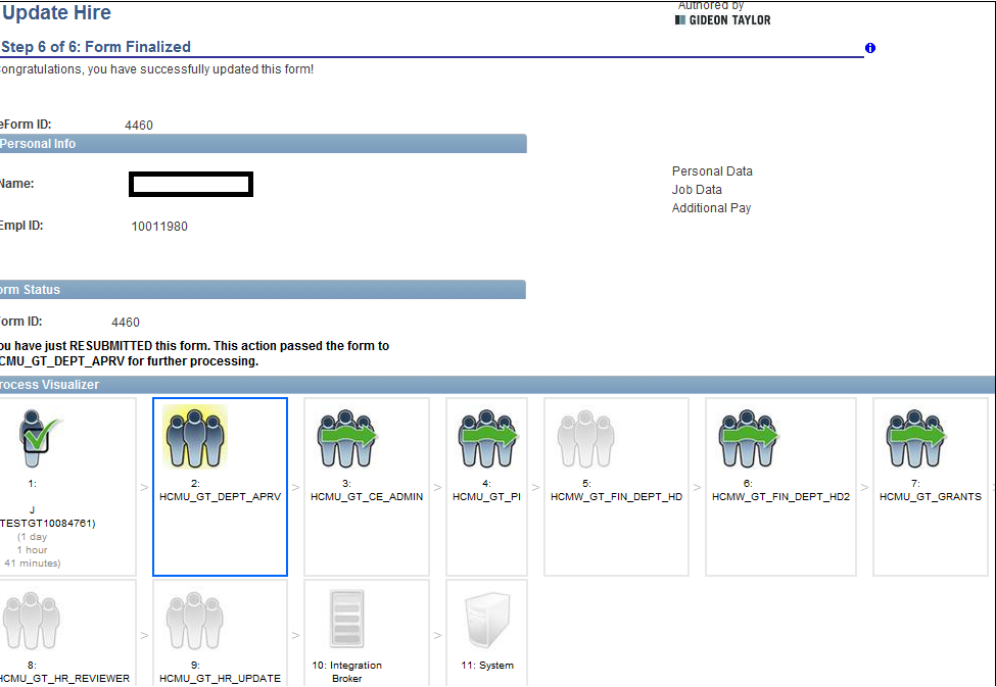
Step	Action																																																	
13. For more detailed info on funding input, please see funding manual.	<p>Enter the GL Combination Code or use Look up icon to find the code and select.</p> <p>Note: Always search for “W” for Worcester campus.</p> <div><div><div>Begin Date11/02/2012</div><table><thead><tr><th></th><th>GL Combination Code</th><th>Fund Code</th><th>Department</th><th>Program Code</th><th>Project/Grant</th><th>Class</th></tr></thead><tbody><tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table></div><div><div>Add Date Range</div><div><< PreviousNext >></div><div>Save for Later</div></div></div> <div><div><div>Employee Type:Exception Hourly</div><div>Weekly Rate:2000.000000</div><div>PlanW60Salary Grade45</div><div>Add Additional Components of Pay?</div><div>Total Annual Rate</div><div>Begin Date11/02/2012</div><table><thead><tr><th></th><th>GL Combination Code</th><th>Fund Code</th><th>Department</th></tr></thead><tbody><tr><td>1</td><td></td><td></td><td></td></tr></tbody></table></div><div><div>Look Up</div><div>Look Up GL Combination Code</div><div>GL Combination Code:begins withW</div><div>Description:begins with</div><div>Short Description:begins with</div><div>Look UpClearCancelBasic Lookup</div><div>SearchLook up (Alt+1)</div><div>Only the first 300 results of a possible 6509 can be displayed.</div><div>View 100First1-300 of 300Last</div><table><thead><tr><th>GL Combination Code</th><th>Description</th><th>Short Description</th></tr></thead><tbody><tr><td>W100025</td><td>W100025</td><td>W100025</td></tr><tr><td>W102526</td><td>W102526</td><td>W102526</td></tr><tr><td>W102527</td><td>W102527</td><td>W102527</td></tr><tr><td>W102528</td><td>W102528</td><td>W102528</td></tr><tr><td>W102530</td><td>W102530</td><td>W102530</td></tr><tr><td>W102531</td><td>W102531</td><td>W102531</td></tr><tr><td>W102532</td><td>W102532</td><td>W102532</td></tr><tr><td>W102533</td><td>W102533</td><td>W102533</td></tr></tbody></table></div></div>		GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class	1								GL Combination Code	Fund Code	Department	1				GL Combination Code	Description	Short Description	W100025	W100025	W100025	W102526	W102526	W102526	W102527	W102527	W102527	W102528	W102528	W102528	W102530	W102530	W102530	W102531	W102531	W102531	W102532	W102532	W102532	W102533	W102533	W102533
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14.	<p>Once you select your code, the Fund Code, Department, Program Code will populate.</p> <div><table><thead><tr><th></th><th>GL Combination Code</th><th>Fund Code</th><th>Department</th><th>Program Code</th><th>Project/Grant</th><th>Class Field</th><th>End Date</th></tr></thead><tbody><tr><td>1</td><td>W100025</td><td>52030</td><td>W100000000</td><td>F00</td><td></td><td></td><td></td></tr></tbody></table><div>Add Date Range</div><div><< PreviousNext >></div><div>Save for Later</div></div>		GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class Field	End Date	1	W100025	52030	W100000000	F00																																				
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Step	Action
15.	<p>Scroll to the right to enter the Percent and Fund End Date (if applicable)</p>  <p>Note: The Worcester campus will always leave the Earnings Code blank.</p>
16.	<p>The Percent field MUST equal 100%.</p> <p>The Commitment Amount is an automatically calculated field.</p>   <p>Note: To add additional rows, use the plus sign. To delete rows, use the minus sign</p>
17.	Click Next

Step	Action
18.	<p>Review Union Code and update if needed.</p> <p>Personal Info</p> <p>Name: Jane Doe Personal Data</p> <p>Empl ID: NEW Empl Rcd#: Job Data</p> <p>Time and Labor Data</p> <p>Union Code: W60 Non-Unit Professional</p> <p>*Pay Group: UMW UMass Worcester</p> <p>*Empl Class: 2 Professional</p> <p>Workgroup: W_PROF Professional</p> <p>Taskgroup: UM_EXP Exception Taskgroup</p> <p>Time and Labor Schedule</p>
19.	<p>Scroll to bottom of page to Time and Labor Schedule section. If schedule is different from standard (M-F 8 hrs a day), check the Schedule Different box and note the schedule in the description box. Click Next</p> <p>Time and Labor Schedule</p> <p><input checked="" type="checkbox"/> Schedule different from standard? <input type="checkbox"/> Select Schedule ID</p> <p>Schedule Description:</p> <p>Employee schedule will be two days a week, 10 hours a day</p>
20.	Click Next

Step	Action								
21.	<p>Check the box for Leaving Current Job</p> <div><p>Other Job Actions</p><p>If the employee will be leaving a current UMass job for this position, please check the "Leaving Current Job?" box.</p><p><input checked="" type="checkbox"/> Leaving Current Job?</p><p>Please select the job that the employee will be leaving.</p></div> <p>This will open a pre-populated dialog box Job Transferring From</p> <div><p>Job Transferring From</p><table><tr><th></th><th><u>Rcd</u></th><th><u>Job Code Description</u></th><th><u>Department Description</u></th></tr><tr><td><input checked="" type="checkbox"/></td><td>0</td><td>HRIS Analyst</td><td>HR Systems & Service Center</td></tr></table></div>		<u>Rcd</u>	<u>Job Code Description</u>	<u>Department Description</u>	<input checked="" type="checkbox"/>	0	HRIS Analyst	HR Systems & Service Center
	<u>Rcd</u>	<u>Job Code Description</u>	<u>Department Description</u>						
<input checked="" type="checkbox"/>	0	HRIS Analyst	HR Systems & Service Center						
22.	<p>Action will pre-populate</p> <div><p>Actions & Action Reasons</p><table><tr><th><u>Action</u></th><th><u>Action Description</u></th><th><u>Reason Code</u></th><th><u>Action Reason Description</u></th></tr><tr><td>1 XFR</td><td>Transfer</td><td></td><td></td></tr></table><p>Action Transfer <input type="checkbox"/> Action Override Flag</p><div><p>*Reason Code <input type="text"/></p></div></div> <p>Use the dropdown to select the Reason Code</p>	<u>Action</u>	<u>Action Description</u>	<u>Reason Code</u>	<u>Action Reason Description</u>	1 XFR	Transfer		
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Step	Action
24.	<p>Confirm the pop up message. Click Yes</p> 
25.	<p>The Form Status indicates that you have submitted this form.</p> 
26.	<p>Congratulations! You have added entered a transfer. End of Procedure.</p>