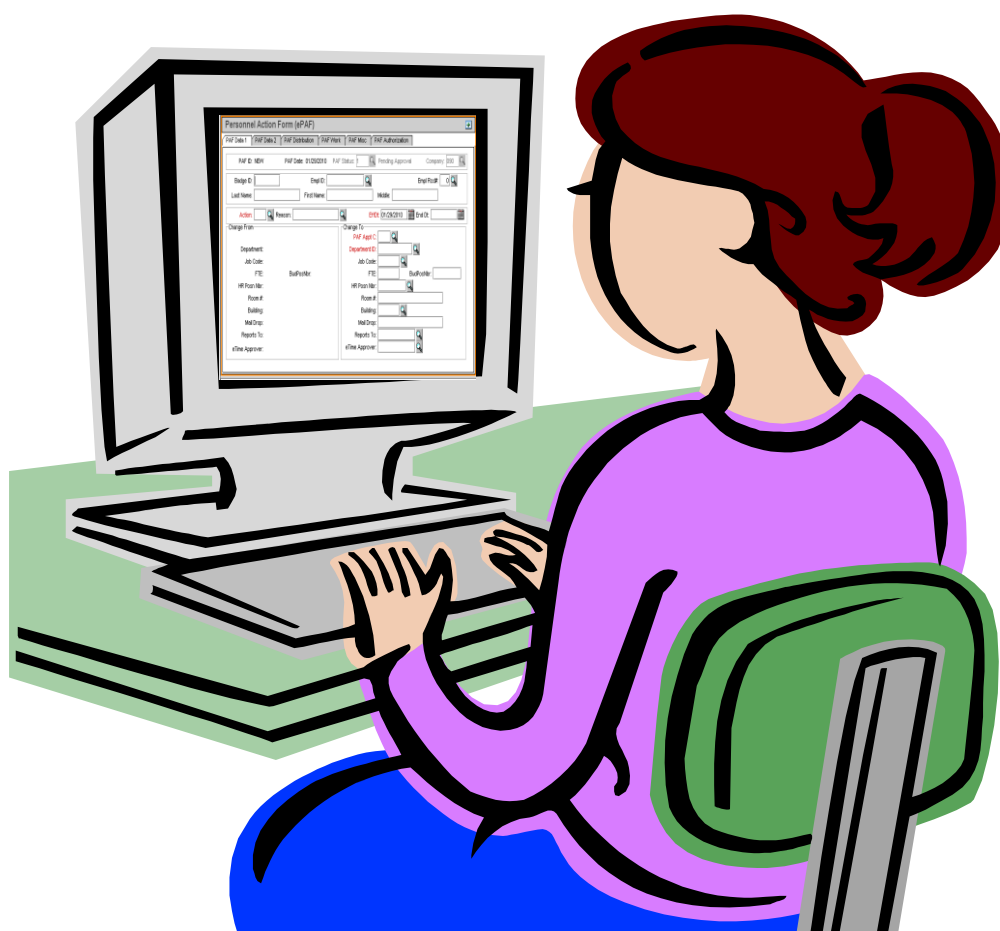


Reviewer Training Manual

For

New ePAF in ADP

Created for Georgia State University



ePAF Reviewer Training Manual

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Introduction to New ePAF and Contact Information

The Personnel Action Form is used as documentation for an employee's payroll changes. The electronic Personnel Action Form (ePAF) was originally created by Georgia State University to help improve the efficiency and tracking of the PAF. The new ePAF was built in ADP and modeled after the previous system.

The role of the Reviewer is to examine the ePAF for accuracy. Depending on the department the Reviewer may also take action to approve or recycle the ePAF. This manual is intended to provide information for the Reviewer on how to access the system, review the ePAF for accuracy, take appropriate action and notify the next approver. For more information on how to create an ePAF please see the *Training Manual for New ePAF in ADP* on the Georgia State University HR website.

- **The ePAF is used for:** •Hires •Rehires •Terminations • Job Code Changes • Account Code Changes •Retirement •Educational Leave of Absence • Sabbatical • Miscellaneous Personal • Data Changes •Pay rate /Salary Changes •Stipend •Fee Based • Extra Compensation • Industry Supplement • Foundation Supplement • Prior Period Adjustment
- **This form is not used for:** •Graduate Assistants • Part Time Instructors • Medical Leave of Absence (FMLA) • Military • Government • Organ and Marrow Donation • Summer Faculty

HR Contact Information for ePAF:

HR Help Desk: (404) 413-3360 – for questions or issues with how to complete ePAF

HR Fax Number: (404) 413-3308- for documentation needed to support ePAF

General Help Desk (404) 413-4357- for questions or issues with security and accessing ePAF

Changes with the New ePAF In ADP

There are a few significant differences with the new ePAF:

1. ePAF can be used by other USG schools

- Employees using the ePAF will not be able to view personal information for employees at other institutions.
- Employees cannot see ePAF created for employees at other institutions.
- Job Information for other schools will be available for selection, but will create an error when saving (except for Job Code). For more information on Job Codes please see HR website at <http://www.gsu.edu/hr/index.html>

2. Navigation

- ePAF functionality is slightly different (Please see Appendix A)
- New tabs provide more flexibility- PAF Work and PAF Misc

3. In many cases the ePAF can update Payroll after HRIS approval without manual entry. (Please see Appendix B)

- This will create new PAF Statuses of Pending EV5 update, Updated by EV5 and Unsuccessful Update

4. An employee cannot create or save an ePAF for himself

- This is a University System of Georgia Rule

5. HR Position # needed for Staff and Faculty employees on New Hire and when Position is changing

- With the ePAF being able to do automatic updates HR Position # is needed to sync up position and job

6. New Terminology (see Appendix A)

Policies and Rules

When to complete ePAF

- Complete an ePAF for any data or pay rate changes for all employees except those paid through PPGRA.
- Complete an ePAF for any Sponsored Project that previously had an end date and has been renewed.

General Rules:

- One employee per ePAF
- Legal name on file with Social Security Administration must be used for all ePAF
- Minimum of 2 signatures (1 Initiator and at least 1 different approver) from employees with first-hand knowledge.
- The employee named on the ePAF cannot be one of the two authorizing signatures
- Minimum of 1 "Final Approver" signature required before submitting for processing.
- An ePAF should be submitted to HR ten business days before the next effective pay date for the changes to be reflected in that pay date's run. Please see Payroll calendar at <http://www.gsu.edu/hr/31395.html>
- More than 10 transactions of the same type, including work schedule changes, may be submitted to HR in an excel spreadsheet with the appropriate approval signatures as defined above. Email routing may be used.

Before Submitting to HR: Appropriate Signatures

- If the employee named on the ePAF is being paid through Work Study, then the ePAF must be approved by Financial Aid before submitting it to Payroll for processing.
- Justification by the PI to URSA and approval by URSA is needed on any ePAF for a retroactive cost transfer (RCT). RCTs are defined as cost transfers on Sponsored Projects completed after an effort certification period* has closed.
*Please refer to University Research Services and Administration (URSA) Cost Transfer Policy and Procedures for specifics including acceptable justifications and certification dates. <http://www.gsu.edu/research/25271.html>

Required Fields for all New Hire ePAFs except Faculty:

· All fields are required except:

- Badge #
- Employee ID
- Employee Record number
- Action End Date
- Budget Position #
- HR Position # (only needed for Staff and Faculty)
- PAF Work Tab
- PAF Misc Tab

Since Faculty New Hire information is entered into Job Panel in MFE the required fields are:

- Employee ID #
- Action and Reason
- Effective Date
- Appointment Classification
- Department
- Any other information required for new hires on ePAF not entered into Job Panel in MFE (see above)

Required Fields for all ePAFs Except New Hire:

- Employee ID #
- Employee Record
- Appointment Classification
- Department
- Action Code
- Reason Code and completing corresponding data fields
- Effective Date is required for every Action Code.
- Action End Date is required for Leave of Absence Action Code.
- Any Full Time Earning (FTE) change must include matching Compensation Frequency and Base Salary

Roles for Authorizing ePAF and Overview of the ePAF Process

Roles for Authorizing ePAF

- **Initiator:** Creates the ePAF and can be one of the required approvers for the ePAF
- **Reviewer:** Assess the ePAF for Accuracy with respect to their area of responsibility and can approve an ePAF
- **Final Approver:** Has authority to approve the ePAF for a division and has the ability to submit it for processing
- **Administrator:** After ePAF is Submitted, an Administrator can review and take action on an ePAF.
- **HRIS:** Reviews ePAF for accuracy and has the ability to have the ePAF automatically update EV5 (Payroll System) or complete it manually by entering the data into EV5

General ePAF Process

Step 1. Initiate an ePAF for a new or existing employee.

Step 2. ePAF is approved by at least two people (one of which must have security of final approver). The document cannot be changed after the first approval unless recycled. Once ePAF has been recycled the approval requirements start over.

Step 3. Once the ePAF has received all needed approvals the final approver can submit the ePAF and choose where to route it.

The system will automatically route:

- HR
- Financial Aid (for Work Study Students)

Final Approver can select:

- **Budget and Planning-** Prior Period Adjustments
- **Research Financial Services-** Change to a PERs that has been certified
- **Departmental Adjustment-** Prior Period Adjustments that do not continue into the future that are processed and completed in the college. If Departmental Adjustment is chosen it will complete the ePAF, but not automatically update EV5 or financial system.

Step 4. After the Final Approver has approved, routed and submitted the ePAF the status will change from Pending Approval to Submitted for Processing.

- A. If ePAF is routed to Research Financial Services or Financial Aid they will review the document and either recycle or approve. If approved they will route ePAF to next Administrator.
- B. Budget and Planning will review the ePAF and approve or recycle. If approved, Budget and Planning will process ePAF for Prior Period Adjustments and has the ability to complete the ePAF or route to administrators as needed.
- C. If HR receives the ePAF, the PAF status will change to In Process by HR and it will be routed through HR areas for processing.
- D. When HRIS receives the ePAF they can choose to have the ePAF automatically update EV5 (Payroll System) or complete it manually by entering the data into EV5. If HRIS chooses to have the ePAF automatically update the ePAF Status will be:
 - **Pending EV5-** update when waiting for automatic update
 - **EV5 Updated-** If the automatic update is successful. The system can automatically update the ePAF to complete if no other action needs to occur.
 - **Unsuccessful EV5 Update-** If there is some issues with automatic update and needs to be manually completed by HRIS.

Step 5. Completed- The ePAF process is done and the information is in ADP or a journal has been submitted for an adjustment

Chapter 2

Accessing the ePAF

Note: If you have a digital certificate you can access the ePAF using the ADP Portal Administrator Login. (Please see Appendix E for more information)

Step 1: In the web browser type: <https://enterprise payroll.adp.com/bv2p/bv2p.html>

Step 2: A warning message may appear if so select **Run**.

Step 3: Enter User Name and Password – If it is your first time to enter the ePAF you may need to reset your password.

Note: User Name is generally USG followed by the first letter of your first name and the first four of your last name then underscore and BV2P. For example Melinda Jones would be (USGMJONE_BV2P)

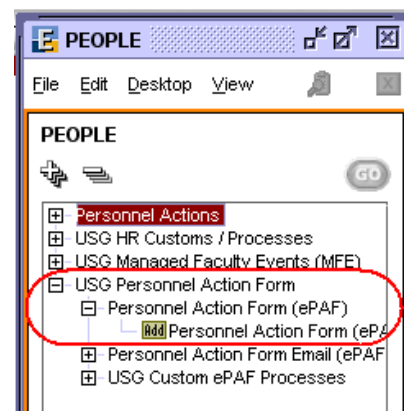
Note: Passwords will be emailed to the employee after training. If you have any issues with passwords please contact the help desk at 3-4357

Step 4: Select **USG Personnel Action Form > Personnel Action Form (ePAF)**

Step 5: A. For Initiating a new ePAF select **ADD** then select **OK**

* **Note it is very important to leave the Personal Action Form ID blank**

B. For an existing ePAF select **Personnel Action Form (ePAF)** next to ADD



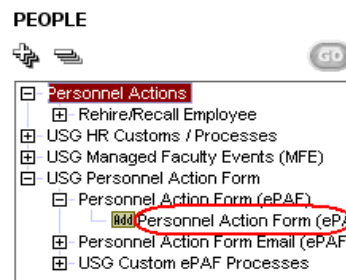
Chapter 3

Approval and Routing

Information- After an ePAF has been created it requires at least two approvers, one of which must be a final approver, before it can be submitted to administrators for processing. This section describes how to find an ePAF that has already been created and take action on it. For more information on how to initiate an ePAF please see the *Training Manual For New ePAF in ADP* found on the Georgia State University HR website.

Step 1. Access the system (see page6)

Step 2. Click USG Personnel Action Form> Personnel Action Form (ePAF)> Personnel Action Form (EPAF) (next to ADD)



This will bring up a search screen that will allow you search for existing ePAF

The search form contains the following fields and values:

- Personnel Action Form ID: []
- Badge ID: []
- Empl ID: []
- Effective Date: []
- PAF Status: []
- Last Name: Jones
- First Name: []
- Action: []
- PAF Appointment Classification: []
- Department: G111
- Routing Status: []
- View History Information

Below the search form is a table with 7 matches:

Department	Last Name	PAF ID	Badge ID	ID	Empl Rcd#	Eff Date	PAF Status	First Name	Action	PAF Appr. C	Job Code
G111300000	Jones	00000165	0220687	0		2010-01-04	InProcHR	Melinda	Hire	FacAcadYr	09DX03 Assist
G111300000	Jones	00000174	0220687	0		2010-02-16	PendApprov	Melinda	Pay Rt Chg	FacAcadYr	09DX03 Assist
G111300000	Jones	00000182	0220687	0		2010-01-14	PendApprov	Melinda	Pay Rt Chg	FacAcadYr	09DX03 Assist
G111300000	Jones	00000208	0220687	0		2010-01-20	PendApprov	Melinda	Pay Rt Chg	FacAcadYr	09DX03 Assist
G111300000	Jones	00000209	0220687	0		2010-01-20	Pend Updat	Melinda	Pay Rt Chg	FacAcadYr	09DX03 Assist
G111300000	Jones	00000263	0220687	0		2010-01-25	PendApprov	Melinda	Data Chg	StarRegBW	

Step 3 Search for ePAF: by typing in search criteria or searching using the magnify glass.

Few things to know about searching:

- By entering entire ePAF # in Personnel Action Form ID will bring up a specific ePAF
- By selecting OK without anything in the search criteria will bring up the first 300 ePAF for Georgia State University in ADP
- Entering search criteria will limit the number returned
- A partial search is possible by only entering the beginning of a word or number.
For example by entering ST in the last name field will bring up ePAFs for all GSU employees with last name starting with ST. Similarly if the entire department number is not known the beginning can be entered.
- ADP does not have a Boolean search criteria, meaning that no wild cards (* or % etc) can be used to stand in for missing information.

Depending on the search criteria used, either the specific ePAF will come up, or a list of ePAFs matching the search criteria will appear below the search screen. From the list select the ePAF you wish to review. (see picture above)

Step 4. Reviewing Information: Review each tab inside the ePAF carefully to make sure information is correct. The Change From is the information currently in Payroll and the Change To is the information that needs to be changed. If nothing is in the Change To fields the information will continue from the Change From.

A. PAF Data Tab 1 Review Information about employee's job record. This will be completed by the Initiator

- **Name and Employee ID:** This will be the legal name of the employee and ADP employee ID number.
Note: There will be no Employee ID if employee is new to the University System of Georgia.
- **Badge ID:** This is the employee's Panther ID number.
Note: There will be no Badge ID for all new hire employees except students
- **Action and Reason-** Describes what is happening with the ePAF
- **EffDt (Effective Date)-** Date the action will start (i.e. date employee will start work)
- **End Dt (End Date)-** Date when the action will end
- **PAF Appt C (Appointment Classification)-** Employee Type
- **Department ID-** Home department for employee.
- **Job Code-** Number assigned to the specific job type
- **FTE- (Full Time Equivalency):**
 - Faculty and Staff = Number of hours worked per week divided by 40 hours
 - Work Study default= .48
 - Temporary default=.03
 - Student Assistant default= .03
- **HR Position Number-** Number assigned to the employee's specific job. This is only used for staff and faculty.
- **Building, Room, Mail Drop-** Location where employee will work
- **Reports To-** Employee ID for the Business Manager or HRAC manager for the employee.
- **Etime Supervisor ID-** Employee ID for the supervisor responsible for approving Etime for employee (i.e. time worked or vacation/sick)

B. PAF Data Tab 2- Review payment amount for the employee. This will be completed by the Initiator.

PAF Data 1	PAF Data 2	PAF Distribution	PAF Work	PAF Misc	PAF Authorization
PAF ID: NEW PAF Date: 01/29/2010 PAF Status: 1 <input type="text"/> Pending Approval Company: 090					
Badge ID:		Empl ID:		Empl Rcd#: 0	
Last Name:		First Name:		Middle:	
Action:		Reason:		EffDt: 01/29/2010 End Dt:	
Change From			Change To		
Annual Rt:			Annual Rt: <input type="text"/>		
Comp Freq:			Comp Freq: <input type="text"/> <input type="text"/>		
Comp Rate:			Comp Rate: <input type="text"/>		
PAF Remarks:					

- **Annual Rate-** For employees paid monthly, this will be the yearly or contract salary.
- **Comp Frequency-** Employee will be paid for number of hours worked (H) or a monthly (M) set rate.
- **Comp Rate-** Employees paid biweekly there will be an hourly amount entered. For employees paid monthly this will be their monthly amount.

C. PAF Distribution Tab- Review employee’s salary distribution . This will be completed by the Initiator.

PAF Data 1	PAF Data 2	PAF Distribution	PAF Work	PAF Misc	PAF Authorization
PAF ID: NEW PAF Date: 01/29/2010 PAF Status: 1 <input type="text"/> Pending Approval Company: 090					
Badge ID:		Empl ID:		Empl Rcd#: 0	
Last Name:		First Name:		Middle:	
Change From					
Speedtype Code(s):		% of total Salary/Effort: Charge to each Speedtype per Pay Period			
Distribution Type: <input type="text"/> By Percent Total Salary/Effort Remaining: 100.0000					
Change To					
Speedtype Code(s):		% of total Salary/Effort: Charge to each Speedtype per Pay Period			
<input type="text"/>		<input type="text"/>		<input type="text"/>	

- **Distribution type-** Tells if the salary will be distributed by amount or percent.
Note: Hourly employees can only be distributed by percent.
- **Speedtype Codes-** This field tells the amount or percentage to charge to each speedtype code.

D. PAF Work Tab- Review the scheduled of a Biweekly Non-Exempt Staff. This will be completed by the Initiator.

Personnel Action Form (ePAF) <input type="text"/>					
PAF Data 1	PAF Data 2	PAF Distribution	PAF Work	PAF Misc	PAF Authorization
PAF ID: NEW PAF Date: 02/01/2010 PAF Status: 1 <input type="text"/> Pending Approval Company: 090					
Badge ID:		Empl ID:		Empl Rcd#: 0	
Last Name:		First Name:		Middle:	
Change To					
Sunday:		<input type="text"/>			
Monday:		12:30A-12:30P30			
Tuesday:		5:30A-11:30A30			
Wednesday:		12:30A-12:30P30			
Thursday:		5:30A-11:30A30			
Friday:		<input type="text"/>			
Saturday:		<input type="text"/>			
Enter start and stop times and meal deduction					

E. PAF Misc Tab- Review Information about additional payments. This will be completed by the Initiator. 4/29/2010

PAF Data 1 | PAF Data 2 | PAF Distribution | PAF Work | PAF Misc | PAF Authorization

PAF ID: 00000311 PAF Date: 02/08/2010 PAF Status: 1 Pending Approval Company: 090

Badge ID: Empl ID: 0220686 Empl Rcd#: 1
 Last Name: Jones First Name: Melinda Middle: B

Change To
 Misc: STI Stipend

Comment:
 This stipend is for \$50 dollars a month starting January 1, 2010. It should be paid monthly out of 09VPPFA*****. She has picked up an additional responsibilities for these three months

Step 5. PAF Authorization Tab- Once finished reviewing information a reviewer can take action and save.

Personnel Action Form (ePAF)

PAF Data 1 | PAF Data 2 | PAF Distribution | PAF Work | PAF Misc | PAF Authorization

PAF ID: 00000301 PAF Date: 02/01/2010 PAF Status: 1 Pending Approval Company: 090

Badge ID: Empl ID: 0220687 Empl Rcd#: 0
 Last Name: Jones First Name: Melinda Middle: B

Action Status: Routing: PAF Approval Count: 1 Final Approval Go to Email panel

Official Comments for Archive History:
 Please note different department

THIS SPACE RESERVED FOR HR USE.

Row	Name	Dept	Action	Action Status	Time Stamp	PAF
1	Stark,Christina	0612000000	Pay Rt Chg	Approve	02/01/10 11:01:03.000000AM	PendA

- **Enter comment-** This is an optional field. Type a note in the Official Comments for Archive History
- **Select an Action-** Select the magnify glass next to the Action Status box and choose the desired action.
- Actions that can be taken:
 - **Approve:** Selecting approve means that the completed information is correct and you authorize further action. The ePAF will be grayed out after the first approval and cannot be changed without recycling.
 - **Recycle:** Selecting Recycle will open the ePAF for changes and start the approval process over. Notify the Initiator to correct the mistakes. Recycle will open ePAF for changes to everything except name and employee ID.
 - **On Hold:** Selecting On Hold will place the form in temporary state of inactivity. This will create email reminders to the initiator and will be canceled by the system if left 20 days on hold. To take an ePAF off On Hold select another action.
 - **Cancel:** Once the action of canceled is selected and the ePAF is saved the form will be grayed out and no more actions can be taken.

Note: If an ePAF sits without activity it will be placed automatically On Hold on the 10th day and the initiator will receive a reminder email. If no activity occurs for 21 more days the ePAF will automatically be canceled on the 31st day.

Step 6 Save-          

To record the action select save (disk at top of page). Every time the information is saved a note about who took the action will appear in the history record under "This Space Reserved For HR Use". Use the scroll bars to read the entire history record and comments.

Notifying the Approver- Email Optional

The minimum requirements are that at least two people must approve and at least one approver must be a final approver. The approvers will need to be notified about the ePAF they need to approve. One way to notify the approvers is to use the email notification built into the ePAF.

Step 1. From inside the ePAF click the **PAF Authorization** tab

PAF ID: NEW PAF Date: 01/29/2010 PAF Status: 1 Pending Approval Company: 090

Badge ID: Empl ID: Empl Rcd#: 0
Last Name: First Name: Middle:

Action Status: Routing:
PAF Approval Count: 0 Final Approval **Go to Email panel**

Official Comments for Archive History:

THIS SPACE RESERVED FOR HR USE.

Row	Name	Dept	Action	Action Status	Time Stamp	PAF

Step 2. Select the button **Go to Email Panel** next to the Action Status. This will bring up a separate email page.

PEOPLE

File Edit Desktop View

Enter and Send PAF Email Step 5

PAF ID: 00000290 PAF Date: 01/27/2010 PAF Status: 1 Pending Approval Company: 090

Badge ID: Empl ID: 0220687 Empl Rcd#: 0
Last Name: Jones First Name: Melinda Middle: B

Emplid: Step 3B Email Address: Step 3A
Email Body: Step 4

Send Email Step 6
Go to ePAF panels.

Step 3 Enter email address:

- A. Type in employee email address in the box under Email Address
or
- B. Search for the employee's email address by entering employee ID or select the magnify glass to find employee by name. This will populate the employee's campus email address.

Step 4: Enter email body: Type message of 50 characters or less, or select the magnify glass for a standard email.

Step 5: To send an email to more than one person at a time select the green arrow on top of page. If green arrow does not appear click on the email address box. Repeat Steps 3 and 4

Step 6: Select Send Email

Chapter 4

Printing the ePAF

Step 1. Access the System (See page 6)

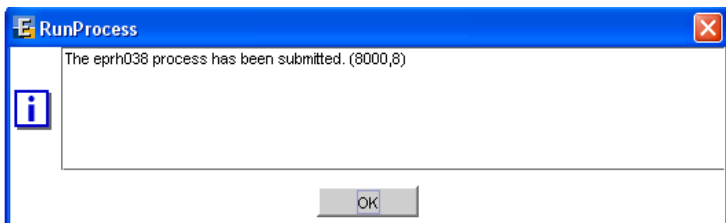
Step 2. Select **USG Personnel Action Form > USG Custom ePAF Processes > ePAF Report (EPRH038)**

A search page will appear on the right side of the page

Step 3. Enter search criteria and select **Run Report** on the bottom of the page

- To print a single ePAF enter the Personnel Action Form Id (i.e. Epaf #)
- To print a range of ePAF select the desired criteria by entering information in the search fields or selecting the magnify glasses.
- When entering first or last name it must be the entire name
- Match Date By has three options:
 - A. Complete Date- Date Epaf was completed on
 - B. Effective Date- Date the action will start
 - C. PAF Date- Date ePAF was created

Step 4. The following message will appear. **Select OK.** This will cause the screen to look like it disappeared



Step 5. At the top right side of the screen select the hour glass



Step 6. A status screen will appear (shown below). The status button needs to say "Success." Keep hitting Reset List until "Success" appears.

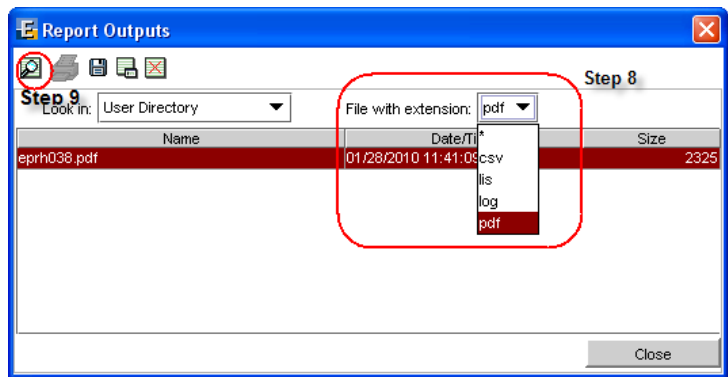
Monitor Processes							
Process Monitor							
Operator ID		Process Class					
<input type="radio"/> Select All <input checked="" type="radio"/> Select One USGCSTAR		<input checked="" type="radio"/> Select All <input type="radio"/> Select One					
Server		Run Status					
<input checked="" type="radio"/> Select All <input type="radio"/> Select One		<input type="radio"/> Select All <input checked="" type="radio"/> Select One					
Detail	Process	Operator ID	Server	Process Class	Instance	Run Date/Time	Status
	eprh038	USGCSTAR	PSUNX	SQR Report	120673	01/28/2010 11:12AM	Success
	eprh038	USGCSTAR	PSUNX	SQR Report	120772	01/28/2010 11:40AM	Success

Beginning day(s) ago

Step 7. At top of the screen select the magnify glass next to the hour glass



This will bring up a Reports Output screen that will allow you to select the format of the report and view it.



Step 8. Optional step- The print format will default to .LIS To print in .PDF select the drop down box next to file extension and select PDF.

Step 9. Select the magnify glass on the top left of the Reports Output screen. This will bring up the document to print. It will print each ePAF on two pages and on the last page of the print out will be a status of all the reports printed.

Page 1

Environment: BV21 Environment
Report ID: eprh038

University System of Georgia
ePAF Report

Page No. 1
Run Date 02/09/2010
Run Time 14:27:59

PAF ID : 00000166 PAF Date : 12-JAN-2010 Empl ID : 0220687 Rod# : 0 PAF Status : In Process by HR
Employee Name : Jones,Melinda B Classification : Faculty, Academic Year
Action : Hire Reason : Full Time Faculty
Start Date : 04-JAN-2010 End/Term Date :

POSITION INFORMATION	Change FROM	Change TO	
Department	G111300000	G111300000	History
Job Code	09DX03	09DX03	Assistant Professor
FTE	0.00	1.00	
Budget Pos Number			
HR Pos Number	09000072		
Room Number		1243	
Building		0083	Citizens Trust Building
Mail Drop		3298	
Reports To	0184466	0168982	Page,Lisa
Supervisor		0168982	Page,Lisa
Base Salary	500,000.00	500,000.00	
Comp Freq	Monthly	Monthly	
Comp Rate	50,000.0000	50,000.0000	

PAF Remarks

EARNINGS DISTRIBUTION	Change FROM	Change TO
099999999999	By Percent 100.00	By Percent 100.00

APPROVAL HISTORY	Current Routing:	Financial Aid		
Name	Jobcode	Time Stamp	ActnStatus	Comments
Stark, Christina	ResAsc	12-JAN-2010 09:17:17 AM		
Stark, Christina	ResAsc	12-JAN-2010 09:20:13 AM		
Stark, Christina	ResAsc	12-JAN-2010 09:20:47 AM	Approve	
Brenneman, Melissa Bell	DptTechCrd	12-JAN-2010 10:06:41 AM	Recycle	
Stark, Christina	ResAsc	12-JAN-2010 10:54:28 AM	Approve	
Jones, Elizabeth Rachel	AscVP, F&A	12-JAN-2010 01:14:48 PM	Approve	
Jones, Elizabeth Rachel	AscVP, F&A	12-JAN-2010 01:17:19 PM		
Mason, John L	Affiliate	12-JAN-2010 01:30:46 PM		Packet

Environment: BV21 Environment
 Report ID: eprh039

University System of Georgia
 ePAF Report

Page No. 2
 Run Date 02/09/2010
 Run Time 14:27:59

```
TLM          Change FROM      Change TO
-----
PAY RULE          0
ACCEUAL PROFILE  0
TERMINAL GROUP   0
TIME ZONE         0
PERSON TYPE      1
BADGE_ID
```

```
WORK          Change TO
-----
```

```
MISC          Change TO
-----
```

MISC
 COMMENTS:
 Comment box on MISC page....

APPROVAL HISTORY			Current Routing:	Financial Aid
Name	Jobcode	Time Stamp	ActnStatus	Comments
Stark, Christina	ResAsc	12-JAN-2010 09:17:17 AM		
Stark, Christina	ResAsc	12-JAN-2010 09:20:13 AM		
Stark, Christina	ResAsc	12-JAN-2010 09:20:47 AM	Approve	
Brenneman, Melissa Bell	DptTechCrd	12-JAN-2010 10:06:41 AM	Recycle	
Stark, Christina	ResAsc	12-JAN-2010 10:54:28 AM	Approve	
Jones, Elizabeth Rachel	AscVP, P&A	12-JAN-2010 01:14:48 PM	Approve	
Jones, Elizabeth Rachel	AscVP, P&A	12-JAN-2010 01:17:19 PM		
Mason, John L	Affiliate	12-JAN-2010 01:30:46 PM		Packet

Environment: BV21 Environment
 Report ID: eprh039

University System of Georgia
 ePAF Report

Page No. 3
 Run Date 02/09/2010
 Run Time 14:27:59

```
----- Totals -----
Records Selected:          1
Records with Errors:      0
Records with Warnings:    0
```

Glossary of Terms and Helpful Tips

Glossary

Badge ID- Is the same as Panther ID at Georgia State University.

Company- Each school in the University System has a number to identify their information. 090 is GSU company code

Digital Certificate- ADP uses digital certificates for extra security for products with sensitive information

Effective Date- Date the action is schedule to begin

Employee Record # (Empl Rcd#)- Student employees that may have worked more then one job / account or Summer Faculty there maybe more than one record. It is important to select the correct record to change because this system can automatically update information. (read more about this on page 17)

Enterprise/ EV5- Is the payroll system for ADP

Etime Supervisor- This is the supervisor responsible for approving etime for employee (time worked or vacation/sick)

Mail Drop- PO Box for the employee

Meal Deduction- How long is the standard meal break for the employee named on the ePAF

PAF Appt C- PAF Appointment Classification

Reports To- This is the Business Manager or HRAC person for this employee

Helpful Tips

- **Starts with 09:** Job Code, HR Position#, and Speedtype

- **Starts with G:** Departments

- **All speedtype codes** are 12 characters long. They start with 09 and can have * after the speedtype code for example 09SPEC*****

- **Few things to know about searching:**

1. By selecting OK without anything in the search criteria will bring up the first 300 ePAF for Georgia State University in ADP
2. Entering search criteria will limit the number returned but will return information for other schools
System will create an error message when information from other schools is selected except for Job Code.
3. A partial search is possible by only entering the beginning of a word or number.
For example by entering ST in the last name field will bring up ePAFs for all GSU employees with last name starting with ST. Similarly if the entire department number is not known the beginning can be entered.
4. ADP does not have a Boolean search criteria, meaning that no wild cards (* or % etc) can be used to stand in for missing information.

Appendix B

PAF Status

Pending Approval- While the ePAF is being processed by the colleges and departments before being submitted for administrator processing.

Submitted for Processing- ePAF is submitted to administrators for processing. ePAF will stay in Submitted for processing until marked in process by HR or completed by Budget and Planning. If recycled the ePAF status will return to Pending approval

In Process by HR- Once ePAF has been reviewed by the HR front desk the ePAF status will change to In Process by HR

Pending EV5 update- Waiting for the ePAF to update EV5 (Position and Job).

Update by EV5- ePAF successfully updated to EV5 automatically. If there are no other changes that need to be made the system can automatically status the ePAF as complete.

Error EV5 Update- ePAF unable to update EV5 automatically. HRIS will investigate error and may enter information in manually

Completed- ePAF has been finished and no future action can be taken on the ePAF. The information has been entered into ADP or a journal has been submitted for adjustments. To make changes a new ePAF needs to be started.

On Hold- The user can place an ePAF On Hold if more information is needed. If the ePAF has had no action taken for a while, on the 10th day the system will place it On Hold. After the ePAF has been On Hold for 20 days with no action the ePAF will be canceled.

Canceled- If Epaf is cancelled it can no longer have any actions taken and for any changes to take affect a new ePAF must be started.

Appendix C

4/29/2010

Action Reason Codes

<i>Action Code</i>	<i>Description</i>	<i>Reason Code</i>	<i>Description</i>
ADL	Addl Job	ADL	Additional Job
	Addl Job	FTF	Full Time Faculty
	Addl Job	HIR	New Hire for Institution
	Addl Job	LMT	Limited Term Employee/Faculty
	Addl Job	PTP	Part-Time Faculty
	Addl Job	RET	Rehired USG Retiree
	Addl Job	STU	Student Employee Hire
	Addl Job	SUM	Summer Faculty Appointment
	Addl Job	TMP	Temporary Position
	Addl Job	XFR	Transfer
DEM	Demotion	VOL	Voluntary
	Demotion	USP	Unsatisfactory Performance
DTA	Data Chg	CDP	Correction - Department
	Data Chg	CJC	Correction - Job Code
	Data Chg	CPR	Correction - Pay Rate
	Data Chg	EAR	Change Earnings Distribution
	Data Chg	FTE	Change in FTE
	Data Chg	STC	Status Change
HIR	Hire	FTF	Full Time Faculty
	Hire	LMT	Limited Term Employee/Faculty
	Hire	NEW	New Hire
	Hire	RET	Rehired USG Retiree
	Hire	STU	Student Employee Hire
	Hire	SUM	Summer Faculty Appointment
	Hire	TMP	Temporary Hire
LOA	LOA	EDU	Educational Leave
	LOA	EFM	End of Family Medical Leave
	LOA	NFM	Non-FMLA Qualified Family Leave
	LOA	SAB	Sabbatical
PAY	Pay Rt Chg	ADJ	Adjustment
	Pay Rt Chg	COM	Compression Adjustment
	Pay Rt Chg	EQU	Equity Adjustment
	Pay Rt Chg	MER	Merit
	Pay Rt Chg	Other	Other
PLA	Paid LOA	EDU	Educational Leave
	Paid LOA	FML	Paid Family Medical Leave
	Paid LOA	NFM	Non-FMLA qualified Family Leave
	Paid LOA	SAB	Sabbatical
PRO	Promotion	NCP	Normal Career Progression
REH	Rehire	FTF	Rehire Full Time Faculty
	Rehire	REH	Rehire
	Rehire	RET	Rehire USG Retiree
	Rehire	STU	Rehire Student Employee
	Rehire	SUM	Rehire Summer Faculty
	Rehire	TMP	Rehire Temporary Position
RET	Retirement	DIS	Retire on Disability
	Retirement	RET	TRS/ORP/ERS Retire with Benefit
	Retirement	TRS	TRS Retire without Benefit
RFL	Return-LOA	RFL	Return from Leave
SUS	Suspension	DAC	Disciplinary Action
	Suspension	DSB	Disorderly Behavior
TER	Termination	ADL	End Additional Job
	Termination	ATT	Attendance
	Termination	DEA	Death

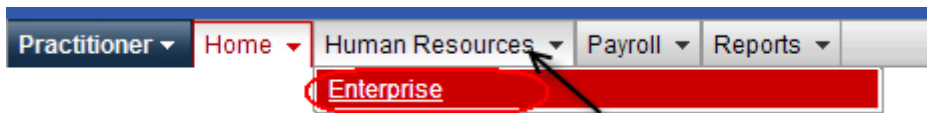
	Termination	DUP	Discharge After Performance Co
	Termination	ELI	Elimination of Position
	Termination	INS	Insubordination
	Termination	JOB	Job Abandonment
	Termination	LVE	Failure to Return from Leave
	Termination	MIS	Misstatements on Application
	Termination	MUT	Mutual Consent
	Termination	PER	Personal Reasons
	Termination	PRB	Probationary Period
	Termination	RES	Resignation
	Termination	RWP	Retire with Pay
	Termination	STU	End of Student Employment
	Termination	SUM	End of Summer Faculty Appointment
	Termination	TAF	Transfer to Affiliate
	Termination	TMP	End of Temporary Employment
	Termination	UNS	Unsatisfactory Performance
XFR	Transfer	ROR	Reorganization
	Transfer	TAF	Transfer to Affiliate

Accessing ePAF Using a Digital Certificate

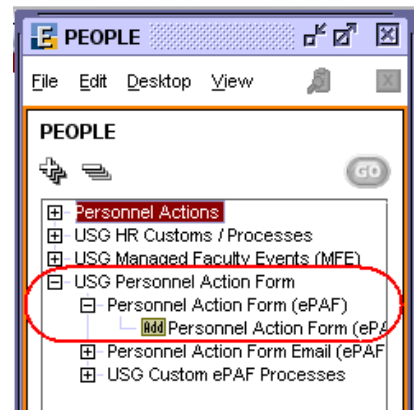
1. Open the Internet and in the web browser type: www.portal.adp.com
2. Select **Administrator Login**



3. A window will appear that says “**Choose a Digital Certificate**”. Select **OK**
4. Enter your **User Name** and **Password**
5. From the top of the screen use your mouse to hover over the word **Human Resources**. A drop down will appear with the word Enterprise. Select **Enterprise** (This is the ADP payroll system).

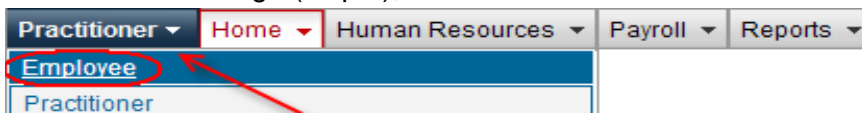


6. If a JAVA window appears, select the RUN option.
Note: Once the Enterprise system loads, If the **PEOPLE** page (shown on the right) does not appear, close the current page and select **PEOPLE**.
7. Select **USG Personnel Action Form > Personnel Action Form (ePAF)**
 - a. For creating a new PAF select **Add** and then select **OK**.
 1. Important: Leave the Personal Action ID blank
 - b. To find an existing ePAF, double click on **Personnel Action Form**



To Find eTime

1. From the Home Page (step 5), hover over the **Practitioner Tab** and then select **Employee**



2. New tabs will appear. Hover over **Time and Attendance** and select **Welcome** from the drop down.

