

## ePAF Process After Approval Process

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## ePAF Process After Approval Process

### I. Current and Future ePAF (without workstudy, adjustments, class/comp)

1. Users approves ePAF- PAF status is **“pending approval”** (note form grays out after initial approval except for action and comment box. To make any changes the form must be recycled and approval process starts over.)
2. When the last Approver clicks “submit,” the PAF status will automatically change to **“submitted for processing.”**
3. HR traffic cop runs query to find all PAF status **“submitted for processing.”**
4. HR traffic cop opens ePAF, changes PAF status to **“In process by HR”** (clock starts) and reviews ePAF.
  - A. Problem- Recycle to initiator with comments (start approver process again) and PAF status will change back to **“Pending Approval.”**
  - B. No problem- change routing status to **“HRIS.”**
6. HRIS runs query to find all ePAF routed to them.
7. HRIS opens and evaluates ePAF
  - A. Problem- Recycle back to Initiator with comments (start approver process again) and PAF status will change back to **“Pending Approval.”**
  - B. No problem enter information into People Soft HR by creating a job row.
8. HRIS changes PAF status to **“Completed”** prints ePAF and files in employee’s folder.
9. Audits/Queries (check ePAF against job row) are done manually by HRIS or automatically by the system.
  - A. No problems- Audit box under “HR Use Only” is checked and email is sent automatically to initiator saying “ePAF is complete.”
  - B. Problem- (Reports will be generated for HRIS if the automatic process finds an error)
    - i. If payroll has not been final calculated HRIS will make proper change in PSHR.
    - ii. If payroll has been calculated then HRIS will notify the Payroll Specialist to make a change on the pay sheet if needed.Note: If HRIS finds that there may have been a problem with the ePAF they will notify the initiator. We can not recycle the ePAF at this point because a row on job data has been created. A new ePAF will need to completed if there is a problem with the original ePAF.

## ePAF Process After Approval Process

### II. Classification Compensation- (Reclassification and Equity Adjustments)

1. Users approves ePAF- status is “**pending approval**” (note form grays out after initial approval except for action and comment box. To make any changes the form must be recycled and approval process starts over.)
2. When the last Approver clicks “submit,” the PAF status will automatically change to “**submitted for processing.**”
3. HR traffic cop runs query to find all “**submitted for processing.**”
4. HR traffic cop opens ePAF and changes status- “**In process by HR**” (clock starts) and changes routing status to “**Classification and Compensation.**”
5. Classification Compensation runs query to find all routed to them.
6. Classification and Compensation opens ePAF and reviews.
  - A. Problem- Recycle to initiator with comments (approval process starts over) and status will change back to “**Pending Approval.**”
  - B. No problem- approve and change routing status to “**HRIS.**”
7. HRIS opens and evaluates ePAF
  - A. Problem- Recycle back to Initiator with comments (start approver process again) and PAF status will change back to “Pending Approval.”
  - B. No problem enter information into People Soft HR by creating a job row.
8. HRIS changes PAF status to “**Completed**” prints ePAF and files in employee’s folder.
9. Audits/Queries (check ePAF against job row) are done manually by HRIS or automatically by the system.
  - A. No problems- Audit box under “HR Use Only” is checked and email is sent automatically to initiator saying “ePAF is complete.”
  - B. Problem- (Reports will be generated for HRIS if the automatic process finds an error)
    - i. If payroll has not been final calculated HRIS will make proper change in PSHR.
    - ii. If payroll has been calculated then HRIS will notify the Payroll Specialist to make a change on the pay sheet if needed.Note: If HRIS finds that there may have been a problem with the ePAF they will notify the initiator. We can not recycle the ePAF at this point because a row on job data has been created. A new ePAF will need to be completed if there is a problem with the original ePAF.

## ePAF Process After Approval Process

### III. Work Study (Students with Financial Aid)

1. Initiator selects appointment classification “work study student.” The Job code automatically populates. The PAF status is “**Pending Approval.**”
2. Users approve ePAF- PAF status is “**pending approval**” (note form grays out after initial approval except for action and comment box. To make any changes the form must be recycled and approval process starts over.)
3. When the last Approver clicks “submit,” PAF status is automatically changed to “**submitted for processing**” and the routing status automatically changed to “**Financial Aid.**”
4. Financial Aid runs query to find all ePAF for Financial Aid
5. Financial Aid reviews ePAF
  - A. Problem- Recycle to initiator with comments (approval process starts over) and status will change back to “**Pending Approval.**”
  - B. No Problem- Approve
6. Financial Aid changes routing status to “**HR**” (PAF status is still “**submitted for processing**”)
7. HR traffic cop runs query to find all PAF status “**submitted for processing.**”
8. HR traffic cop opens ePAF, changes PAF status to “**In process by HR**” (clock start) and reviews ePAF
  - A. Problem- recycle to initiator with comments (start approver process again) and status will change back to “**Pending Approval.**”
  - B. No problem- change routing status to “**HRIS.**”
9. HRIS runs query to find all ePAF routed to them.
10. HRIS opens and evaluates ePAF
  - A. Problem- Recycle back to Initiator with comments (start approver process again) and status will change back to “**Pending Approval.**”
  - B. No problem enter information into People Soft HR by creating a job row.
11. HRIS changes PAF status to “**Completed**” prints and files in employee’s folder.
12. Audits/Queries (check ePAF against job row) are done manually by HRIS or automatically by the system.
  - A. No problems- Audit box under “HR Use Only” is checked and email is sent automatically to initiator saying “ePAF is complete.”
  - B. Problem- (Reports will be generated for HRIS if the automatic process finds an error)

## ePAF Process After Approval Process

### III. Work Study (Students with Financial Aid) - continued

- i. If payroll has not been final calculated HRIS will make proper change in PSHR.
  - ii. If payroll has been calculated then HRIS will notify the Payroll Specialist to make a change on the pay sheet if needed.
- Note: If HRIS finds that there may have been a problem with the ePAF they will notify the initiator. We can not recycle the ePAF at this point because a row on job data has been created. A new ePAF will need to be completed if there is a problem with the original ePAF.

## ePAF Process After Approval Process

### IV. Prior Period Departmental Adjustments-ePAF Processed in Department

Education, Arts & Sciences, Health & Human Science and Robinson College of Business are the four colleges that process their own adjustments.

(note: Only applies to ePAF that have **Action Start and End date** in the past )

1. ePAF is created and users approve - PAF status is **“pending approval”** (note form grays out after initial approval except for action and comment box. To make any changes the form must be recycled and approval process starts over.)
2. The Last Approver/Reviewer
  - A. Problem- recycle to initiator to change ePAF (approval process starts over) and status will change back to **“Pending Approval.”**
  - B. No Problem- enter adjustment information into PSHR prior period page, Select **“Departmental Adjustment”** from routing status, Click approve and Submit ePAF. PAF Status automatically changes to **“complete.”** Then save ePAF.

(note: ePAF will not be audited since no job row has been created and no email will be sent to initiator)

3. College prints off form and files.
4. HR traffic cop runs query to find all ePAF completed outside HR; prints and files.

## ePAF Process After Approval Process

### V. Prior Period Adjustment Processed by Budget and Planning

(Note: Only applies to ePAF that have **Action Start and End date** in the past)

1. Users approve ePAF - PAF status is **“pending approval”** (note form grays out after initial approval except for action and comment box. To make any changes the form must be recycled and approval process starts over.)
2. The Last Approver/Reviewer
  - A. Problem- recycle to initiator to change ePAF (approval process starts over) and status will change back to **“Pending Approval.”**
  - B. No Problem- Select **“Adjustment”** from routing status and click submit ePAF. EPAF is automatically routed to **“Budget and Planning”** and ePAF Status automatically changes to **“Submitted for Processing.”**
3. Budget and Planning runs query to find all ePAF routed to them.
4. Budget and Planning opens ePAF, reviews ePAF
  - A. Problem- Recycle to User and status will change back to **“Pending Approval”** (approval process starts over)
  - B. No Problem- Enter changes into People Soft HR prior period adjustment page.
5. Budget and Planning adds a comment that the transfer of earnings distribution is done in the Comment box on the PAF Authorization Page.
6. Budget and Planning selects the **“Audited”** box in the HR Use Only Box and select **“Save”**
7. Budget and Planning changes PAF status to **“complete,”** (note: ePAF will not be audited since no job row has been created and no email will be sent to initiator)
6. HR traffic cop runs query to find all ePAF completed outside HR; prints and files.

## ePAF Process After Approval Process

### VI. Current/Future with Prior Pay Period Departmental Adjustment – Adjustment processed by college -

Education, Arts & Sciences, Health & Human Science and Robinson College of Business are the four colleges that process their own adjustments.

1. Users approve ePAF - PAF status is “**pending approval**” (note form grays out after initial approval except for action and comment box. To make any changes the form must be recycled and approval process starts over.)
2. The Last Approver/Reviewer - (**Do Not select “Departmental. Adjustment”**)
  - A. Problem- recycle to initiator to change ePAF (approval process starts over) and status will change back to “**Pending Approval.**”
  - B. No Problem- enter adjustment information into PSHR, print and submit to HR. When “Submit” is selected - status is automatically changed to “**submitted for processing.**”
3. HR traffic cop runs query to find all “**submitted for processing.**”
4. HR traffic cop opens ePAF, changes PAF status to “**In process by HR**” (clock starts) and reviews ePAF
  - A. Problem- recycle to initiator with comments (start approver process again) and status will change back to “**Pending Approval.**”
  - B. No problem - HR Traffic Cop emails the assigned person within that college – Email is to remind the college that adjustment has to be processed. (Note: college will not open ePAF nor do they need to reply to the email) This will be for communication only. HR Traffic cop will make a note that email to college has been sent in the comments section on the ePAF and then change the routing status to **HRIS** and saves.
5. HRIS runs query to find all ePAF routed to them.
6. HRIS opens and evaluates ePAF
  - A. Problem- Recycle back to Initiator with comments (start approver process again) and status will change back to “**Pending Approval.**”
  - B. No problem - HRIS will enter information into PSHR by creating a new job row, change ePAF status to **complete**, print and file.

## ePAF Process After Approval Process

### VI. Current/Future with Prior Pay Period Departmental Adjustment – Adjustment processed by college - continued

7. Audits/Queries (check ePAF against job row) are done manually by HRIS or automatically by the system.
  - A. No problems- Audit box under “HR Use Only” is checked and email is sent automatically to initiator saying “ePAF is complete.”
  - B. Problem- (Reports will be generated for HRIS if the automatic process finds an error)
    - i. If payroll has not been final calculated HRIS will make proper change in PSHR.
    - ii. If payroll has been calculated then HRIS will notify the Payroll Specialist to make a change on the pay sheet if needed.

Note: If HRIS finds that there may have been a problem with the ePAF they will notify the initiator. We can not recycle the ePAF at this point because a row on job data has been created. A new ePAF will need to be completed if there is a problem with the original ePAF.

## ePAF Process After Approval Process

### VII. Current/Future with Prior Pay Period Adjustment – Adjustment processed by Budget and Planning

Steps:

1. Users approve ePAF - PAF status is “**pending approval**” (note form grays out after initial approval except for action and comment box. To make any changes the form must be recycled and approval process starts over.)
2. The last Approver/Reviewer (**Do Not Select “Adjustment”**)
  - A. Problem- recycle to initiator to change ePAF (approval process starts over) and status will change back to “**Pending Approval.**”
  - B. No Problem- Print and submit to HR.  
When “Submit” is selected - status is automatically changed to “**submitted for processing.**”
3. HR traffic cop runs query to find all “**submitted for processing.**”
4. HR traffic cop opens ePAF, changes PAF status to “**In process by HR**” (clock starts) and reviews ePAF
  - A. Problem- Recycle back to Initiator with comments (start approver process again) and status will change back to “**Pending Approval.**”
  - B. No problem – HR Traffic Cop will make a note on the ePAF comment section for HRIS that this ePAF needs to be routed to Budget and Planning for an adjustment to be processed. HR Traffic Cop will change routing status to **HRIS** and save.
5. HRIS runs query to find all ePAF routed to them.
6. HRIS opens and evaluates ePAF
  - A. Problem- Recycle back to Initiator with comments (start approver process again) and status will change back to “**Pending Approval.**”
  - B. No problem- HRIS will enter information into PSHR by creating a new job row, change Routing status to “**Budget and Planning,**” print and file.
7. Budget and Planning runs query to find all ePAF routed to them.
  - A. Problem – If Budget and Planning finds that there may be a problem with the ePAF they will notify the initiator. Because job row has been changed a new ePAF will need to be completed.
  - B. No Problem - Enters changes into PSHR prior period adjustment area. Budget and Planning will change PAF status to **Complete.**  
**Do Not Check Audit Box for ePAF with Current and Future.**

## ePAF Process After Approval Process

### VII. Current/Future with Prior Pay Period Adjustment – Adjustment processed by Budget and Planning - Continued

8. Audits/Queries (check ePAF against job row) are done manually by HRIS or automatically by the system.
  - A. No problems- Audit box under “HR Use Only” is checked and email is sent automatically to initiator saying “ePAF is complete.”
  - B. Problem- (Reports will be generated for HRIS if the automatic process finds an error)
    - i. If payroll has not been final calculated HRIS will make proper change in PSHR.
    - ii. If payroll has been calculated then HRIS will notify the Payroll Specialist to make a change on the pay sheet if needed.

Note: If HRIS finds that there may have been a problem with the ePAF they will notify the initiator. We can not recycle the ePAF at this point because a row on job data has been created. A new ePAF will need to be completed if there is a problem with the original ePAF.

## ePAF Process After Approval Process

### VIII. Research Financial Services- Cost Transfer affecting a Grant

(Obtain Approval from RFS Before Processing- See DS2 policy for more information:

[http://www.gsu.edu/research/awards\\_management.html](http://www.gsu.edu/research/awards_management.html))

1. ePAF is created and users approve - PAF status is “**pending approval**” (note form grays out after initial approval except for action and comment box. To make any changes the form must be recycled and approval process starts over.)
2. The Last Approver/Reviewer
  - A. Problem- recycle to initiator to change ePAF (approval process starts over)
  - B. No Problem- Select “**Research Financial Services**” from the Routing Status, Select save and submit. The ePAF status will automatically change to “**Submitted for Processing**”  
(The ePAF will be routed to Research Financial Services)
3. Research Financial Services runs query to find all ePAF; opens and reviews ePAF
  - A. Problem- recycle to initiator with note (approval process starts over)
  - B. No Problem- Approve ePAF and save. Change the PAF to “**Pending Approval**” and save. Email Last Approver that ePAF has been approved.
4. Last Approver opens ePAF, changes PAF Routing Status and determines next step:
  - A. Departmental Adjustment Processed By Colleges:  
Change Routing Status to “**Departmental Adjustment**” and continue on **page 6 section 2B**
  - B. Prior Period Adjustment Processed By Budget & Planning:  
Change Routing Status to “**Adjustment**” and Continue on **page 7 section 2B**
  - C. Prior Period Adjustment with Current/Future Processed by Colleges:  
Change Routing Status to “**Nothing**” and continue on **page 8, section 2B**
  - D. Prior Period Adjustment with Current/Future Processed By Budget & Planning:  
Change Routing Status to “**Nothing**” and continue on **page 10, section 2B**