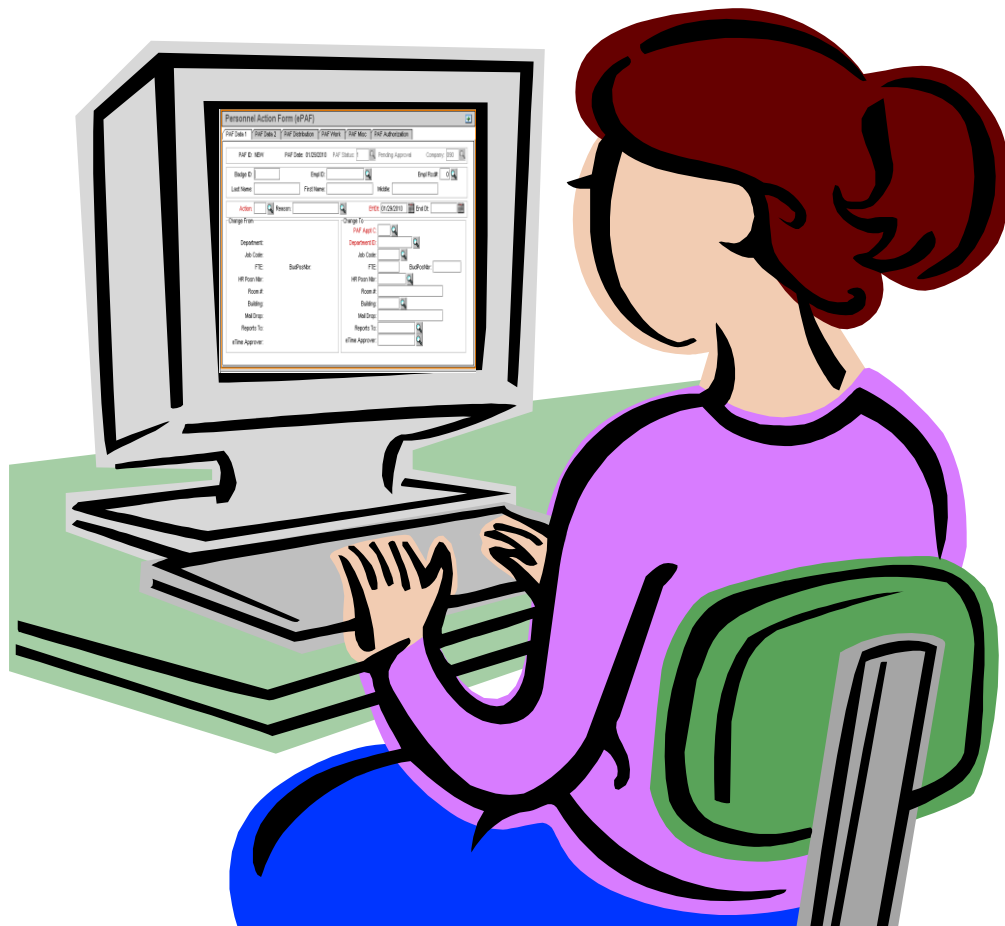


Training Manual

For

New ePAF in ADP

Created for Georgia State University



Changes from the 2/18 Manual

1. The ePAF will not be used for Summer Faculty- (See Chapter 1)
2. PAF Status- When an Epaf is automatically updated and no more changes need to occur it will go to complete; whereas if more changes need to occur it will go to EV5 Updated- (See Chapter 1)
3. When adding an additional job choose the action of Hire and complete the ePAF as needed. Insert the Employee ID# in the comment field on the PAF Authorization Tab. (See Chapter 5)
4. When completing an ePAF using the Miscellaneous tab select Action of Payrate Change and Reason of Other (except when hiring a Fee Based Employee use Hire). When completing Fee based Epaf select appointment classification of Staff Occasional and leave PAF Data 2 blank.
5. New feature- Print for more than one department at a time by entering the first and last department in the range (See chapter 9)
6. The Action Reason Code Table has expanded- (See Appendix D)

ePAF Training Manual

Table of Content

Chapter 1	Introduction	5
	Overview and Contact Information.....	5
	Changes with new system.....	6
	Policies & Rules.....	7
	Roles for Authorizing the ePAF and ePAF Process.....	8
Chapter 2	Accessing the ePAF	9
Chapter 3	Initiating a New Hire ePAF for Non-Faculty Employee.....	10
	Data Tab 1	10
	Data Tab 2.....	11
	PAF Distribution.....	12
	PAF Work	12
	Saving & Authorizing	13
Chapter 4	Initiating a New Hire ePAF for Faculty Employee	14
	Data Tab 1	14
	Data Tab 2.....	15
	PAF Distribution.....	16
	Saving & Authorizing	17
Chapter 5	Initiating an ePAF for All Other Transactions (Including adding additional Job).....	18
	Data Tab 1	18
	Data Tab 2.....	20
	PAF Distribution.....	20
	PAF Work	21
	PAF Miscellaneous	21
	Saving & Authorizing	22
Chapter 6	Notifying Next Approver with email	23
Chapter 7-	Approval and Routing	24
	Searching for an ePAF	24
	Reviewing information in ePAF	24
	Saving & Authorizing	25
Chapter 8	Final Approver and Routing	26
Chapter 9	Printing an ePAF.....	27
Chapter 10	Administrators	30
Chapter 11	HRIS and Budget and Planning	32

ePAF Training Manual

Table of Content Continued

Appendix.....	33
- Appendix A Glossary of terms and Helpful Tips	33
- Appendix B Explanation of PAF Status.....	34
- Appendix C Appointment classification/ comp frequency/ Annual rate chart.....	35
- Appendix D Action Reason Code Table.....	36
- Appendix E Access ePAF using Portal	38

Chapter 1

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 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

Required Documentation: Initiators should send any additional documentation needed, which substantiates an action or change directly to HR via fax# (404) 413- 3308.

Some things to keep in mind:

- Termination/Resignation Letters must be faxed to HR (404) 413-3008
- New Hire packets need to be completed by employees
- All position changes need to be approved by Class & Comp before submitting the ePAF for processing
Please see the Class & Comp position review form at <http://www.gsu.edu/hr/30439.html>
- If changing the position the action start date of the ePAF must equal the effective date on the Position Review form from Class & Comp
- Speedtype creation date needs to be same as or prior to action date on the ePAF

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

Some of the 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 functions 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 by HR. (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 will 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
 - **Completed-** If the automatic update is successful and no other changes need to occur.
 - **EV5 Updated-** If the automatic update is successful, but other actions need to be taken.
 - **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)

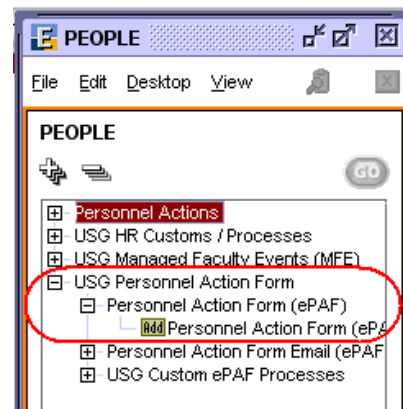
Note: Passwords will be emailed to the employee after training. If you have any issues with passwords please contact the help desk at 3-4357

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

Initiating a New Hire ePAF for All Employees except Faculty

Step 1. Access system and select **ADD** next to Personnel Action Form (ePAF)

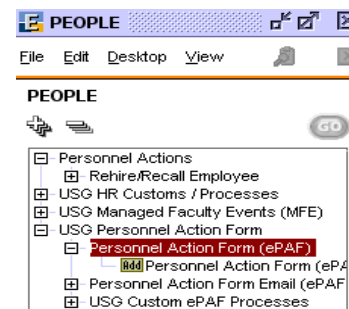
Step 2. When the Personal Action Form ID box appears leave it blank and select **OK**

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

Add... **Leave Blank**

Personnel Action Form ID

OK Cancel



Step 3. PAF Data Tab 1

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 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

Department: Job Code: FTE: BudPosNbr: HR Posn Nbr: Room #: Building: Mail Drop: Reports To: eTime Approver:

Change To

PAF Appt C: Department ID: Job Code: FTE: BudPosNbr: HR Posn Nbr: Room #: Building: Mail Drop: Reports To: eTime Approver:

New Hire or Rehire Employees who have not worked at the University System of Georgia Since December 2008:

- Enter full legal name of employee including middle name if applicable

Rehiring employees that have worked in the University System of Georgia Since January 2009

- Enter Employee's Previous Employee ID Number

Required Fields for all New Hire and Retiree employees:

- **Action-** Select Hire or Rehire
- **Reason-** Select a Reason Code that describes what is happening with the ePAF. More explanation can be entered in the comment field on PAF Data Tab 2.
- **EffDt (Effective Date)-** Enter the date the action will start (i.e. enter date employee will start work)
- **PAF Appt C (Appointment Classification)-** Select employee type. Appointment classification could populate FTE, Comp Frequency, grey out Annual rate and may require distribution to be entered. (See Appendix C)
- **Department ID-** Search or enter for the home department for employee.
Note: all Georgia State University Departments start with G
- **Job Code-** Search or enter job code. See affirmative action list on HR website for correct job code
Note: all Georgia State University Job Codes start with 09

- **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-** This field is needed for staff and faculty and will populate Department and Job Code. If there are any changes to a staff employee's Department, FTE, and Job Code please contact Class & Comp before submitting an ePAF .
- **Building, Room, Mail Drop-** Enter information for employee. If unknown enter supervisor information and send updated ePAF when more information is known.

Note: Select the magnify glass to search for the number associated with the building.
- **Reports To-** Enter or Search for the Employee ID for the Business Manager or HRAC manager for the employee. If the HRAC or Business Manager information is not available please contact HR at 3-3360.
- **Etime Supervisor ID-** Enter or Search for the Employee ID for the supervisor responsible for approving Etime for employee (i.e. time worked or vacation/sick)

Optional fields for New Hire:

- Badge# (Panther Card# at Georgia State University)- Helpful when hiring students
- End Date- This information will not be entered into Payroll and another ePAF will need to be completed when the action ends.
- Budget Position Number

Step 4. PAF Data Tab 2- For more information on Annual Rate, Comp Frequency and Comp Rate see Appendix C

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 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"/>			
Comp Rate:		Comp Rate: <input type="text"/>			
PAF Remarks:					

Required Fields:

- Annual Rate- For employees paid monthly, enter the yearly or contract salary. Depending on appointment classification this field may be grayed out.
- Comp Frequency- This is a require field and depending on Appointment Classification may be pre-populated. If not populated select if the employee will be paid for number of hours worked (H) or a monthly (M) set rate.
- Comp Rate- This is a required field. For employees paid biweekly enter the hourly compensation rate. For employees paid on salary this will automatically calculate from the annual rate and FTE.

Optional Fields: PAF Remarks- A free form field that allows users to enter more information about the transaction. Note this comment box can be erased before ePAF is completed.

Step 5. PAF Distribution Tab

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 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: **By Percent** Total Salary/Effort Remaining: 100.0000

Change To

Speedtype Code(s): % of total Salary/Effort: Charge to each Speedtype per Pay Period

Required Fields:

- Distribution type- Select amount or percent to distribute salary.
Note: Hourly employees can only be distributed by percent.
- Speedtype Codes- Enter or search using the magnify glass for correct speedtype to charge employee's salary.
Note: All Georgia State University Speedtype Codes begin with 09 followed by 10 characters (12 total). Asterisks are used for blank spaces. For example 09SPEC*****
- Enter either % of salary or amount to charge to each speedtype code. The total has to equal 100% or amount entered in the Compensation Rate on PAF Data Tab 2. Any amount or percent remaining will be shown above in the Total Salary/Effort Remaining.
- If more then one speedtype code is needed add a row by selecting the current row and pressing the green arrow at top right side of the page. See picture below
- If a row needs to be deleted select the row to be deleted and press the red arrow at top. See picture below.

**Step 6. PAF Work Tab- Optional and only used for Biweekly Benefit Eligible Staff**

Personnel Action Form (ePAF)					
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 Pending Approval Company: 090

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

Change To

Sunday:

Monday:

Tuesday: **Enter start and stop times and meal deduction**

Wednesday:

Thursday:

Friday:

Saturday:

This is an optional tab to provide information to Payroll about the Non Exempt Staff's work schedule. This only needs to be completed if the schedule will be different from the default: **Monday –Friday 8:30A-5:15P 45 min meal deduction** Payroll will enter this information into eTime schedule. Employee will still record daily information into eTime.

Step 7. PAF Misc Tab- This will not currently be used when hiring a new employee except when hiring a fee based employee (Please see Chapter 5 PAF Misc tab)

Step 8. PAF Authorization Tab

Row	Name	Dept	Action	Action Status	Time Stamp	PAF
1	Stark,Christina	G612000000	Pay Rt Chg	Approve	02/01/10 11:01:03.000000AM	PendA

- **Enter comment-** Optional type a note in the Official Comments for Archive History- This is recorded in the 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. The Initiator should be notified to correct any 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.

- **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.

Step 9. Notifying the Approver-

Once the initiator has completed the ePAF the next approver/s need to be notified. One way to notify the next approver/s is to use the email function on the ePAF. For more information about the email please see **page 22**

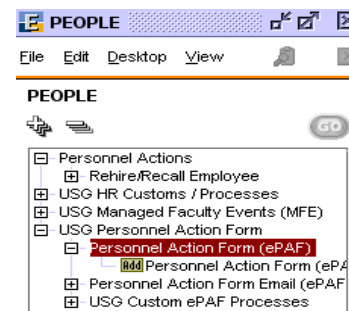
Chapter 4

Initiating a New Hire ePAF for a Faculty Employee

Information: A faculty member is placed into a non-paying paygroup with MFE. The information entered into the Job Panel in MFE will carry over to the ePAF. Completing an ePAF will notify Payroll about the start of employment.

Step 1. Access system and select **ADD** next to Personnel Action Form (ePAF)

Step 2. When the Personal Action Form ID box appears leave it blank and select **OK**
***Note it is very important to leave the Personal Action Form ID blank**



Step 3. PAF Data Tab 1


PAF Data 1	PAF Data 2	PAF Distribution	PAF Work	PAF Misc	PAF Authorization
PAF ID: NEW PAF Date: 02/08/2010 PAF Status: 1 Pending Approval Company: 090					
Badge ID: <input type="text"/>		Empl ID: 0220687		Empl Rcd#: 0	
Last Name: Johnson		First Name: Cedric		Middle: <input type="text"/>	
Action: HIR		Reason: <input type="text"/>		EffDt: 02/08/2010 End Dt: <input type="text"/>	
Change From			Change To		
Department: G11060000 Biology			PAF Appt C: FAY FacAcadYr: <input type="text"/>		
Job Code: 09DX03 Assistant Professor			Department ID: G11060000 Biology		
FTE: 1.0000 BudPosNbr: <input type="text"/>			Job Code: 09DX03 Assistant Professor		
HR Posn Nbr: <input type="text"/>			FTE: 1.0000 BudPosNbr: <input type="text"/>		
Room #: 400			HR Posn Nbr: 09000072 Asst Professor		
Building: Science Annex			Room #: 350		
Mail Drop: 3999			Building: <input type="text"/>		
Reports To: 0184466 Epps, MaShelle Ly			Mail Drop: <input type="text"/>		
eTime Approver: 0184466 Epps, MaShelle Ly			Reports To: <input type="text"/>		
			eTime Approver: <input type="text"/>		

Once an employee ID is entered information previously recorded into MFE will populate in the Change From side. Complete any missing fields on the Change From Side by entering information into the Change To Side.

- **Employee ID-** This is a required field. Enter the employee's ID or search using the magnify glass.
- **Action-** This is a required field. Select Magnify Glass and choose Hire
- **Reason-** Select a Reason Code that describes what is happening with the ePAF. More explanation can be entered in the comment field on PAF Data Tab 2.
- **EffDt (Effective Date)** This is a required field. Enter date when the employee will begin work or contract starts
- **End Date-** No end date is required and will not be entered into Payroll. To end an action another ePAF will need to be completed.
- **PAF Appt C (Appointment Classification)-** This is a required field. Select the employee type. This will populate compensation frequency to be monthly for faculty employees. (See Appendix C)
- **Department ID-** This is a required field. Search or enter for the home department for employee.
Note: all Georgia State University Departments start with G
- **Job Code-** Search or enter job code. See affirmative action list on HR website for correct job code
Note: all Georgia State University Job Codes start with 09
- **FTE- (Full Time Equivalency):**
Faculty and Staff = Number of hours worked per week divided by 40 hours

- **HR Position #-** This will populate Department ID and Job Code
- **Building, Room, Mail Drop-** Enter information for employee. If unknown enter supervisor information and send updated ePAF when more information is known.
Note: Select the magnify glass to search for the number associated with the building.
- **Reports To-** Enter or Search for the Employee ID for the Business Manager or HRAC manager for the employee. If the HRAC OR Business Manager information is not available contact HR at 3-3360
- **Etime Supervisor ID-** Enter or Search for the Employee ID for the supervisor responsible for approving etime for employee (i.e. time worked or vacation/sick)

Step 4. PAF Data Tab 2: For more information on Annual Rate, Comp Frequency and Comp Rate see Appendix C

PAF Data 1	PAF Data 2	PAF Distribution	PAF Work	PAF Misc	PAF Authorization
PAF ID: NEW		PAF Date: 02/08/2010		PAF Status: 1	Pending Approval
Badge ID:		Empl ID: 0220687		Empl Rcd#: 0	
Last Name: Johnson		First Name: Cedric		Middle:	
Action: HIR	Reason:	EffDt: 02/08/2010		End Dt:	
Change From			Change To		
Annual Rt:	67200.00		Annual Rt:	<input type="text"/>	
Comp Freq:	M		Comp Freq:	M 	
Comp Rate:	5600.0000		Comp Rate:	<input type="text"/>	
PAF Remarks:					
<div style="border: 1px solid black; height: 40px;"></div>					

- Annual Rate- Enter the contract salary if different then what is populated in the Change From Side
- Comp Frequency- This field will default to monthly for all faculty employees
- Comp Rate- For employees paid on salary this will automatically calculate from the annual rate and FTE.
- PAF Remarks- A free form field that allows users to enter more information about the transaction. Note this comment box can be erased before ePAF is completed.

Step 5 PAF Distribution Tab- Information from MFE should be pre-populated in Change From Side. Complete any missing fields or make any changes necessary

PAF Data 1	PAF Data 2	PAF Distribution	PAF Work	PAF Misc	PAF Authorization
PAF ID: NEW		PAF Date: 02/08/2010	PAF Status: 1	Pending Approval	
Badge ID:		Empl ID: 0220687	Empl Rcd#: 0		
Last Name: Johnson		First Name: Cedric	Middle:		
Change From					
Speedtype Code(s):		% of total Salary/Effort:	Charge to each Speedtype per Pay Period		
09BIOL*****		100.000			
Distribution Type: <input type="text" value="By Amount"/> Total Salary/Effort Remaining: 2300.0000					
Change To					
Speedtype Code(s):		% of total Salary/Effort:	Charge to each Speedtype per Pay Period		
<input type="text" value="09BIOFI*****"/>		<input type="text" value=""/>	<input type="text" value="3300.0000"/>		

- Distribution type- Select amount or percent to distribute salary.
- Speedtype Codes- Enter or search using the magnify glass for correct speedtype to charge employee's salary.
Note: All Georgia State University Speedtype Codes begin with 09 followed by 10 characters (12 total). Asterisk maybe used for blank spaces. For example 09SPEC*****
- Enter either % of salary or amount to charge to each speedtype code. The total has to equal 100% or amount entered in the Compensation Rate on PAF Data Tab 2. If it does not equal the remaining amount or percent will be shown above in the Total Salary/Effort Remaining.
- If more then one speedtype code is needed add a row by selecting the current row and pressing the green arrow at top right side of the page. See picture below
- If a row needs to be deleted select the row to be deleted and press the red arrow at top. See picture below.



Step 6 Skip PAF Work Tab and PAF Misc Tab- These tabs will not be used in hiring a new faculty member



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: Official Comments for Archive History:

Routing: Please note different department

PAF Approval Count 1 Final Approval

THIS SPACE RESERVED FOR HR USE.

Row	Name	Dept	Action	Action Status	Time Stamp	PAF
1	Stark,Christina	G612000000	Pay Rt Chg	Approve	02/01/10 11:01:03.000000AM	PendA

- **Enter comment-** Optional type a note in the Official Comments for Archive History- This is recorded in the 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. The Initiator should be notified to correct any 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.

- **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.

Step 8. Notifying the Approver-

Once the initiator has completed the ePAF the next approver/s need to be notified. One way to notify the next approver/s is to use the email function on the ePAF. For more information about the email please see **page 22**

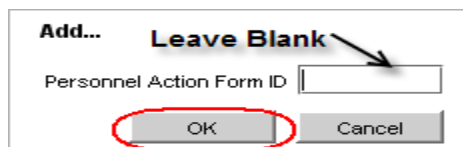
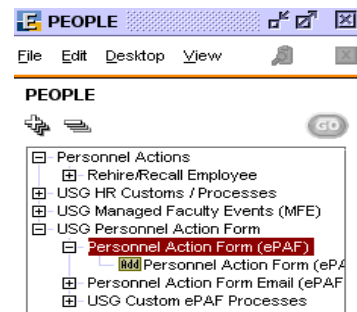
Chapter 5

Initiating an ePAF for all actions besides New Hire

Step 1. Access system and select **ADD** next to Personnel Action Form (ePAF)

Step 2. When the Personal Action Form ID box appears leave it blank and select **OK**

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



Step 3. PAF Data Tab 1

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

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

Badge ID: Empl ID: 0220686 Empl Rcd#: 0

Last Name: Jones First Name: Melinda Middle: B

Action: DTA Reason: CDP EffDt: 02/08/2010 End Dt:

Change From:

Department: G612250000 System Migration
 Job Code: 094X01 Student Assistant
 FTE: 0.4750 BudPosNbr:

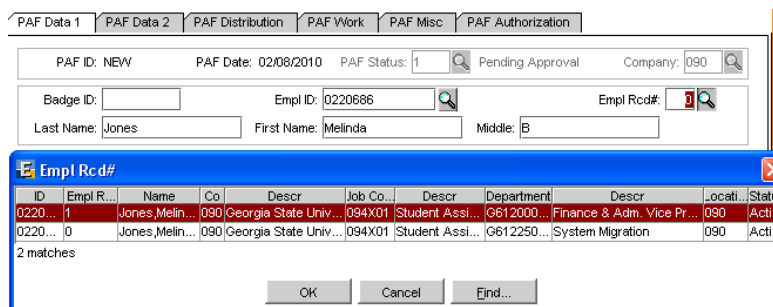
HR Posn Nbr:
 Room #: 300
 Building: Sparks
 Mail Drop: 3999
 Reports To: 0168915 Franklin, Mary K
 eTime Approver: 0168915 Franklin, Mary K

Change To:

PAF Appt C: CSN StudAssist
 Department ID: G451750000 IS&T - Audio/Visual
 Job Code:
 FTE: 0.0300 BudPosNbr:
 HR Posn Nbr:
 Room #:
 Building:
 Mail Drop:
 Reports To:
 eTime Approver:

Required Fields:

- **Employee ID-** This will populate employee’s name and fill in the Change From Side with information that is currently in EV5 (Payroll System).
- **Employee Record #-** The employee record number can be chosen by clicking the magnify glass next to the Empl Rcd#. **It is very important for Students that could have multiple jobs, AY Faculty with a Summer Job, and employees that may have worked at another USG school to select the right Employee Record # to change.** If the wrong record is selected it may change information in another job or department causing employee to possibly be paid wrong.



Hint-If the information is incorrect in the Change From side it could be because the wrong Employee Record# has been selected.

*** For adding an additional job select the action Hire and fill out all required information. In the comment section on the PAF Authorization tab please enter the employee’s ID#.**

- **Action-** Select the Magnify Glass and choose the action that describes what is happening. If both a pay rate change and a data change is happening select Pay Rate change.
- **Reason-** Select a Reason Code that describes what is happening with the ePAF. To help HR understand the action type more information PAF Data Tab 2 comment field.
- **EffDt-** Effective Date of when the action will begin. System can do future dated events but it is not recommended for more than one month in advance.
Note: For termination select the day the action starts not the last day of work. For Retirement select the 1st of the month.
- **End Date-** This field is only required for Leave of Absence. For all other actions end date will not be entered into Payroll and another ePAF will need to be completed.
- **PAF Appt C (Appointment Classification)-** Select employee type. Appointment classification could populate FTE, Comp Frequency, grey out Annual rate and may require distribution to be entered. (See Appendix C)
- **Department ID-** Search or enter for the home department for employee.
Note: all Georgia State University Departments start with G
- **HR Position Number-** This field is needed for staff and faculty and will populate Department and Job Code. If there are any changes to an employee's department, FTE or Job Code please contact Class & Comp before submitting an ePAF. The Position Review form can be found: <http://www.gsu.edu/hr/30439.html>

Optional Fields- Make all other needed changes. Information will carry over the from the Change From Side if nothing is entered into the Change To side.

- **Job Code-** Search or enter job code. See affirmative action list on HR website for correct job code
Note: all Georgia State University Job Codes start with 09
- **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
- **Building, Room, Mail Drop-** Enter information for employee. If unknown enter supervisor information and send updated ePAF when more information is known.
Note: Select the magnify glass to search for the number associated with the building.
- **Reports To-** Enter or Search for the Employee ID for the Business Manager or HRAC manager for the employee. If the HRAC or Business Manager information is not available please contact HR at 3-3360.
- **Etime Supervisor ID-** Enter or Search for the Employee ID for the supervisor responsible for approving Etime for employee (i.e. time worked or vacation/sick)

Step 4 PAF Data Tab 2- For more information on Annual Rate, Comp Frequency and Comp Rate see Appendix C

Note: This only needs to be completed if there is a change to the information.

PAF Data 1	PAF Data 2	PAF Distribution	PAF Work	PAF Misc	PAF Authorization
PAF ID: NEW	PAF Date: 02/08/2010	PAF Status: 1	Pending Approval		Company: 090
Badge ID:	Empl ID: 0220686	Empl Rcd#: 0			
Last Name: Jones	First Name: Melinda	Middle: B			
Action: DTA	Reason: CDP	EffDt: 02/08/2010	End Dt:		
Change From		Change To			
Annual Rt: 9880.00	Annual Rt:				
Comp Freq: H	Comp Freq: <input type="text"/>				
Comp Rate: 10.0000	Comp Rate: <input type="text"/>				
PAF Remarks:					

- **Annual Rate-** For employees paid monthly enter the yearly or contract salary. Depending on appointment classification this field may be grayed out.
- **Comp Frequency-** This is a require field and depending on Appointment Classification may be pre-populated. If not populated select if the employee will be paid for number of hours worked (H) or a monthly (M) set rate.
- **Comp Rate-** This is a required field. For employees paid biweekly enter the hourly compensation rate. For employees paid on salary this will automatically calculate from the annual rate and FTE.
- **PAF Remarks-** A free form field that allows users to enter more information about the transaction. Note this comment box can be erased before ePAF is completed.

Step 5. PAF Distribution Tab

Note: This only needs to be completed if there is a change to the information

PAF Data 1	PAF Data 2	PAF Distribution	PAF Work	PAF Misc	PAF Authorization
PAF ID: NEW	PAF Date: 02/08/2010	PAF Status: 1	Pending Approval		Company: 090
Badge ID:	Empl ID: 0220686	Empl Rcd#: 0			
Last Name: Jones	First Name: Melinda	Middle: B			
Change From		Change To			
Speedtype Code(s):	% of total Salary/Effort:	Charge to each Speedtype per Pay Period			
09SPEC*****	100.000				
Distribution Type: <input type="text" value="By Percent"/>		Total Salary/Effort Remaining:		35.0000	
Change To		Change To			
Speedtype Code(s):	% of total Salary/Effort:	Charge to each Speedtype per Pay Period			
09VPFA*****	65.000				

- **Distribution type-** Select amount or percent to distribute salary.
Note: Employees paid hourly can only be distributed by percent.
- **Speedtype Codes-** Enter or search using the magnify glass for correct speedtype to charge employee's salary.
Note: All Georgia State University Speedtype Codes begin with 09 followed by 10 characters (12 total). Asterisk maybe used for blank spaces. For example 09SPEC*****

- Enter either % of salary or amount to charge to each speedtype code. The total has to equal 100% or amount entered in the Compensation Rate on PAF Data Tab 2. If it does not equal the remaining amount or percent will be shown above in the Total Salary/Effort Remaining.
- If more then one speedtype code is needed add a row by selecting the current row and pressing the green arrow at top right side of the page. See picture below
- If a row needs to be deleted select the row to be deleted and press the red arrow at top. See picture below.



Step 6. PAF Work Tab- Optional and only used for Non Exempt Biweekly Staff

More than 10 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.

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	Pending Approval Company: 090		
Badge ID:		Empl ID:	Empl Rcd#: 0			
Last Name:		First Name:	Middle:			
Change To						
Sunday:	Enter start and stop times and meal deduction					
Monday:						12:30A-12:30P30
Tuesday:						5:30A-11:30A30
Wednesday:						12:30A-12:30P30
Thursday:						5:30A-11:30A30
Friday:						
Saturday:						

This is an optional tab to provide information to Payroll about the Non Exempt Biweekly Staff’s work schedule. This only needs to be completed if the schedule will be different from the default: **Monday –Friday 8:30A-5:15P 45 min meal deduction**. Payroll will enter this information into eTime schedule. This does not replace the use of eTime.

Step 7 PAF Misc Tab- This tab can be use in place of the paper forms to notify Payroll and Budget & Planning about Stipend, Fee Based, Extra Compensation, Industry Supplement, Foundation Supplement, and Prior Period Adjustments.

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

All Except Fee Based:

- Select Action Code of Payrate Change and Reason Other. Select the miscellaneous code and enter information in the comment field. Information must include but is not limited to: Start and Stop dates, amount, frequency of payment, where the payment should be charged (i.e. which speedtype to charge) and explanation of why this happen.

Fee Based Already Employed at Georgia State University:

- Select Payrate Change and Reason Other. Select Appointment Classification of Staff Occasional and fill out Epaf as needed but **leave PAF Data 2 Tab blank**.

New Hire:

- If the employee is new to the University select Action of Hire and Appointment Classification of Staff Occasional. Complete the Epaf including the PAF Misc Tab see above.

Step 8. PAF Authorization Tab


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

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	G612000000	Pay Rt Chg	Approve	02/01/10 11:01:03.000000AM	PendA

- **Enter comment-** Optional type a note in the Official Comments for Archive History- This is recorded in the 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. The Initiator should be notified to correct any 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.

- **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.

Step 9. Notifying the Approver

Once the initiator has completed the ePAF the next approver/s need to be notified. One way to notify the next approver/s is to use the email function on the ePAF. For more information about the email please see **page 22**

Chapter 6

Notifying next approver with email

Information: The next step in the ePAF process is to obtain the need approvals. The system has been made flexible to allow the users to choose who should approve the ePAF. 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

The screenshot shows the 'PAF Authorization' tab in the ePAF system. At the top, there are tabs for 'PAF Data 1', 'PAF Data 2', 'PAF Distribution', 'PAF Work', 'PAF Misc', and 'PAF Authorization'. Below the tabs, there is a header section with fields for 'PAF ID: NEW', 'PAF Date: 01/29/2010', 'PAF Status: 1', 'Pending Approval', and 'Company: 090'. Below this, there are fields for 'Badge ID:', 'Empl ID:', 'Empl Rcd#: 0', 'Last Name:', 'First Name:', and 'Middle:'. There is also an 'Action Status:' field with a search icon, a 'Routing:' field with a search icon, and a 'PAF Approval Count 0' field. A 'Final Approval' checkbox is present. A red circle highlights the 'Go to Email panel' button. Below the button, there is a text box for 'Official Comments for Archive History:' and a note that says 'THIS SPACE RESERVED FOR HR USE.'. At the bottom, there is a table with columns: Row, Name, Dept, Action, Action Status, Time Stamp, and PAF.

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

The screenshot shows the 'Enter and Send PAF Email' page. The title bar says 'PEOPLE' and the window title is 'Enter and Send PAF Email Step 5'. The page has a header with 'PAF ID: 00000290', 'PAF Date: 01/27/2010', 'PAF Status: 1', 'Pending Approval', and 'Company: 090'. Below the header, there are fields for 'Badge ID:', 'Empl ID: 0220687', 'Empl Rcd#: 0', 'Last Name: Jones', 'First Name: Melinda', and 'Middle: B'. There are three main input areas: 'Email Address:' with a search icon and a green arrow pointing to 'Step 3A', 'Email Body:' with a search icon and a green arrow pointing to 'Step 4', and a 'Send Email' button with a green arrow pointing to 'Step 6'. There is also a 'Go to ePAF panels.' button. On the left side, there is a 'PEOPLE' sidebar with a tree view showing 'Personnel Actions', 'USG HR Customs / Processes', 'USG Managed Faculty Events (MFE)', 'USG Personnel Action Form', 'Personnel Action Form (ePAF)', 'Personnel Action Form (ePAF)', 'Personnel Action Form Email (ePAF)', and 'USG Custom ePAF Processes'. A green arrow points to the 'Personnel Action Form (ePAF)' item.

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 a short message 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 7

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, take action and submit it for processing.

Step 1. Access the system (see page 8)

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

Department	Last Name	PAF ID	Badge ID	ID	Empl Rcd#	Eff Date	PAF Status	First Name	Action	PAF Appt C	Job Code
G111300000	Jones	00000166	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	

PEOPLE

- Personnel Actions
 - Rehire/Recall Employee
 - USG HR Customs / Processes
 - USG Managed Faculty Events (MFE)
 - USG Personnel Action Form
 - Personnel Action Form (ePAF)
 - Personnel Action Form (EPAF)**
 - Personnel Action Form Email (ePAF)
 - USG Custom ePAF Processes

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 with out 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 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 carry over from the Change From. For more information please see Chapter 3

- PAF Data Tab 1 and PAF Data Tab 2- Information about employee's job record
- PAF Distribution Tab- How the employee's salary will be distributed among speedtype
- PAF Work Tab- Used to tell Payroll the work schedule of non-exempt biweekly staff employees
- PAF Misc Tab- Used to tell Payroll about additional payments (stipends, fee based, foundation supplement, industry supplement, Extra Compensation) and Prior Period Adjustments

Step 5. PAF Authorization Tab

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 Rod#: 0

Last Name: Jones First Name: Melinda Middle: B

Action Status:

Routing:

PAF Approval Count 1

Final Approval

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	G612000000	Pay Rt Chg	Approve	02/01/10 11:01:03.000000AM	PendA

- **Enter comment-** Optional type a note in the Official Comments for Archive History- This is recorded in the 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. The Initiator should be notified to correct any 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.

- **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.

Step 6. Notifying the Approver-

If other approvers are needed, one way to notify them is to use the email function on the ePAF. For more information about the email please see **page 22**

Chapter 8

Final Approver

When the minimum approval requirements have been met, including the final approver has approved and saved, the routing and submit box on the PAF Authorization Tab will open for Final Approvers.

Note: Routing and Submit should only be selected once the ePAF has been fully approved (not just met minimum requirements) and it is ready to be processed by an administrator.

Personnel Action Form (ePAF)

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

PAF ID: 00000210 PAF Date: 01/21/2010 PAF Status: 1 Pending Approval Company: 090

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

Action Status: Official Comments for Archive History:
Routing:
PAF Approval Count 2 Go to Email panel
Final Approval

THIS SPACE RESERVED FOR HR USE. Submit

Row	Name	Dept	Action	Action Status	Time Stamp	PAF
1	Stark,Christina	G612000000	Hire	Approve	01/21/10 9:11:43.000000AM	PendA
2	Jones,Elizabeth Rachel	G612000000	Hire	Approve	01/21/10 10:35:21.000000AM	PendA
3	Jones,Elizabeth Rachel	G612000000	Hire	Approve	01/21/10 10:36:35.000000AM	PendA

- **Final Approver-** Approves ePAF and Saves (see Chapter 7 Approval and Routing)
- **Select a routing status** by clicking on the magnify glass next to Routing Status Box or let routing default to HR or Financial Aid.
- **Select Submit** – Above the history record
- **Select Save-** Disk button at top right side of the page.

Optional Routing for Final Approvers-

- **HR-** ePAF routing will default to HR except for Work Study Students which will first route to Financial Aid. ePAF should be submitted to HR when it will affect a current or future pay period.
- **Financial Aid-** ePAF for Work Study students will automatically route to Financial Aid for approval when submitted. Financial Aid will review ePAF and recycle or approve. If ePAF is approved it will be routed to HR for processing
- **Research-** Route the ePAF to Research Financial Services if it is for an adjustment on a grant that is over 90 days old or affects a PERs that has already been certified. Please see URSA for more details.
- **Budget and Planning-** Route ePAF to Budget and Planning when ePAF is for an adjustment. If the adjustment will affect a current or future payroll route to HR first, but make a note using box on PAF Misc tab to notify HR that it is a prior period adjustment and it will be routed to Budget and Planning
- **Departmental Adjustments-** Departmental adjustments are used when ePAF is only affecting a prior period adjustment and has been processed by the college and does not need to go to Budget and Planning (At current time no department is using departmental adjustments). After selecting departmental adjustments and submit the ePAF will be completed and no more changes can be made.

Chapter 9

Printing the ePAF

Step 1. Access the System (See Chapter 2)

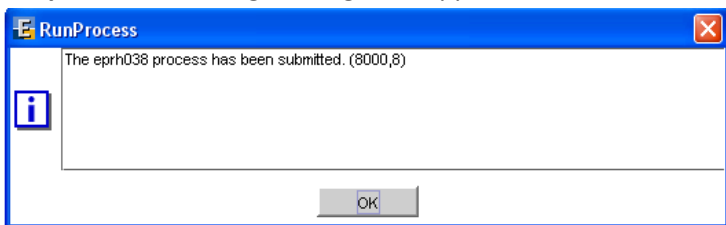
Step 2. Select **USG Personnel Action Form > USG Custom ePAF Processes > ePAF Report (EPRH038)**

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
- Print for more then one deparment at a time by entering the range of department numbers
- 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.

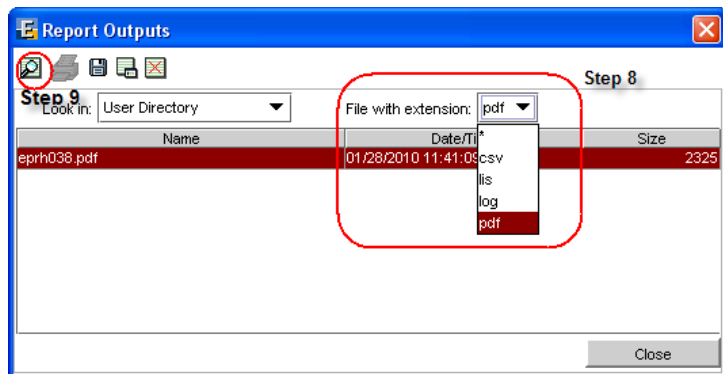
Monitor Processes							
Process Monitor							
Operator ID		Process Class					
<input type="radio"/> Select All <input checked="" type="radio"/> Select One USGCSTAR		<input checked="" type="radio"/> Select All <input type="radio"/> Select One					
Server		Run Status					
<input checked="" type="radio"/> 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 1 day(s) ago Reset List Server Status

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 : 0220697 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		0081	Citizens Trust Building
Mail Drop		3298	
Reports To Supervisor	0184466	0168982	Page,Lisa
		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
ACCRUAL PROFILE  0
TERMINAL GROUP   0
TIME ZONE         0
PERSON TYPE      1
BADGE_ID         1
```

```
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	
Brennaman, 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. 3
 Run Date 02/09/2010
 Run Time 14:27:59

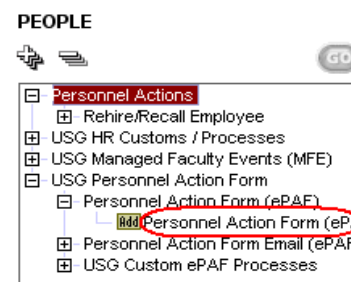
```
----- Totals -----
Records Selected:          1
Records with Errors:      0
Records with Warnings:    0
```

Administrators

Information: After ePAF is submitted for processing it will be routed to an administrator to review and process.

Step 1. Access the system (see page 8)

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

Search for...

Personnel Action Form ID

Badge ID

Empl ID

Effective Date

PAF Status

Last Name

First Name

Action

PAF Appointment Classification

Department

Routing Status

View History Information

PAF Status dropdown:

- 1 Pending Approval
- 2 In Process by HR
- 3 On Hold
- 4 Cancelled
- 5 Completed
- 6 Submitted for Processing
- 7 Updated by Ev5
- 8 Unsuccessful Update
- 9 Pending Ev5 Update

9 matches

OK Cancel

Step 3 Administrators can search for an ePAF waiting for processing by using Routing Status and PAF Status.

Select the magnify glass next to status to select the status and select OK

- **Routing Status-** Select the processing department (i.e. Research Financial Services, Financial Aid, etc.)
- **PAF Status- Submitted for Processing-** Financial Aid, Research, Budget and Planning
- In Process by HR-** Payroll Specialist, Benefits, HRIS, Class & Comp, Budget & Planning

Few things to know about searching:

- By entering entire ePAF # at top will bring up the specific ePAF
- By selecting OK with out 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 it will bring up all the ePAF 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.

Step 4 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 5 Review each tab inside ePAF carefully to make sure information is correct. The Change From side is what is currently in Payroll and the Change To is the information that is changing.

- **PAF Data Tab 1 and PAF Data Tab 2-** Information about employee's job record (see page 9-10)
- **PAF Distribution Tab-** How the employee's salary will be distributed among speedtype (see page 11)
- **PAF Work Tab-** Used to tell Payroll the work schedule of non-exempt biweekly staff employees (see page 11)
- **PAF Misc Tab-** Used to tell Payroll about one time payments (stipends, fee based, extra compensation) and Prior Period Adjustments (see page20)

Personnel Action Form (ePAF)

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

PAF ID: 00000166 PAF Date: 01/12/2010 PAF Status: 2 In Process by HR Company: 090

Badge ID: Empl ID: 0220687 Empl Rcd#: 0

Last Name: Jones First Name: Melinda Middle: B

Action Status: Approve
 Routing: Financial Aid

PAF Approval Count: 2
 Final Approval

Official Comments for Archive History:
 Packet

THIS SPACE RESERVED FOR HR USE. PAF Ready for Update Program

Row	Name	Dept	Action	Action Status	Time Stamp	PAF
5	Stark, Christina	G612000000	Hire	Approve	01/12/10 10:54:28.000000AM	PendA
6	Jones, Elizabeth Rachel	G612000000	Hire	Approve	01/12/10 1:14:48.000000PM	PendA
7	Jones, Elizabeth Rachel	G612000000	Hire		01/12/10 1:17:19.000000PM	PendA

A. Select action to be taken on ePAF

- **Approve:** Selecting approve means that the completed information is correct and you authorize further action.
- **Recycle:** Selecting Recycle will start the approval process over. The Initiator should be notified to correct any mistakes. It will change the status to Pending Approval. 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

B. Route ePAF to next Administrator

Select Magnify Glass next to Routing Status if ePAF needs to go to another administrator

C. 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.

Routing

Co	RtStatus	Descr
090	1	Adjustments for B&P
090	3	Class and Compensation
090	4	Department Adjustment
090	5	Financial Aid
090	6	HR
090	7	HRIS
090	8	Research Financial Services

7 matches

Chapter 11

HRIS and Budget and Planning

Row	Name	Dept	Action	Action Status	Time Stamp	PAF
4	Jones,Elizabeth Rachel	G612000000	Demotion	Approve	01/11/10 12:47:00.000000PM	PendA

Once the ePAF has been fully approved and is ready to be completed, HRIS and Budget and Planning can complete an ePAF manually or HRIS can have the system update EV5 for certain records.

- Update-** HRIS can choose to have the system automatically update EV5 for some ePAFs if it is not a new hire or there is no future dated records by selecting the *PAF Ready for Update Program* box. During the update the ePAF status can change to:
 - **Pending EV5 update-** Waiting for the ePAF to update EV5 (Position and Job)
 - **Update by EV5-** ePAF successfully updated to EV5 .If there are no other changes that need to be made the system can automatically complete ePAF as well.
 - **Error EV5 Update-** ePAF unable to update EV5 automatically. HRIS will investigate error and may enter information in manually.
- Complete-** HRIS and Budget and Planning can complete an ePAF manually when it has been fully processed by selecting the PAF Status and choosing Complete.

Appendix A

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*****
- **Adding an Additional Job-** When adding an additional Job select action of New Hire and complete the ePAF. Enter the employee ID# in the comment field on the PAF Authorization Tab.
- **Few things to know about searching:**
 1. By selecting OK with out 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

Appointment Classification

Appointment Classifications	Paygroup	Comp Freq	Annual Salary	Comp Rate	Default FTE	Distribution Type	Position Number Required
Faculty, Academic Year	F	Monthly	Enter	Auto calculate	1.00	percent or amount	Yes
Faculty, Fiscal Year	Y	Monthly	Enter	Auto calculate	1.00	percent or amount	Yes
Fellow or Post Doc	A	Monthly	Enter	Auto calculate	1.00	percent or amount	Yes
Rehired Retiree	B	Hourly or Monthly	Enter or leave blank	Enter		percent or amount	Yes
Staff, Limited Term w/o Benefits	A or H	Hourly or Monthly	Enter or leave blank	Enter	1.00	Percent or amount	Yes
Staff, Limited Term w/Benefits	A or H	Hourly or Monthly	Enter or leave blank	Auto calculate	1.00	percent or amount	Yes
Staff, Occasional	L	Choose or leave blank	Enter or leave blank			percent or amount	No
Staff, Regular Biweekly	H	Hourly	Grayed out	Enter	1.00	percent	Yes
Staff, Regular Monthly	A	Monthly	Enter	Auto calculate	1.00	percent or amount	Yes
Staff, Temporary	C	Hourly	Grayed out	Enter	0.03	percent	No
Student Assistant	T	Hourly	Grayed out	Enter	0.03	percent	No
Student Leader	T	Monthly	Enter	Auto calculate		percent or amount	No
Work Study Student	W	Hourly	Grayed out	Enter	0.48	percent	No

Appendix D

Action Reason Codes

Action Code	Description	Reason Code	Description
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

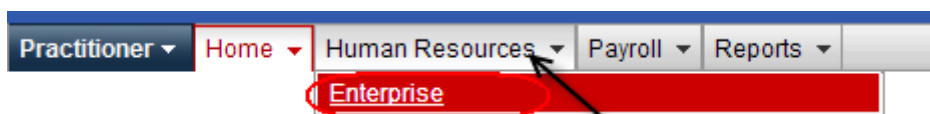
Appendix E

Accessing ePAF Using a Digital Certificate

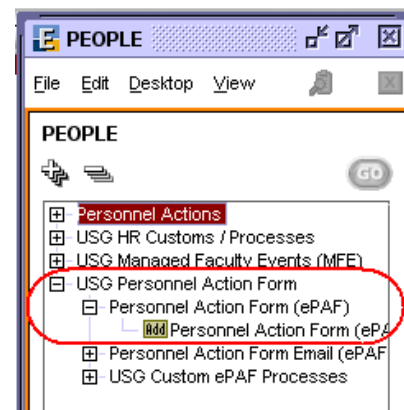
1. Open the Internet and in the web browser type: www.portal.adp.com
2. Select **Administrator Login**



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).

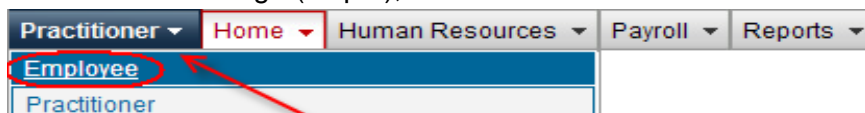


6. If a JAVA window appears, select the RUN option.
Note: Once the Enterprise system loads, If the **PEOPLE** page (shown on the right) does not appear, close the current page and select **PEOPLE**.
7. Select **USG Personnel Action Form > Personnel Action Form (ePAF)**
 - a. For creating a new PAF select **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.

