

MEMORANDUM

DATE: February 13, 2008
TO: PAF Users
FROM: Christy Stark
SUBJECT: Changes To ePAF Application

We have now completed the pilot phase of the ePAF system! There are now over 500 ePAFs created and 427 completed. Thank you for all your help and support with this pilot project.

With your recommendations we have now implemented the following changes:

- ◆ A new ePAF website has been created which you can access from the HR home page. Some of the website material includes frequently asked questions, links, and updated training manuals. Soon we will add online tutorials. <http://www2.gsu.edu/~wwwhre/ePAF/index.html>
- ◆ We have set up an HR hotline (3-3360) and email system payroll@gsu.edu to answer any of your ePAF questions.
- ◆ Changes to the system
 1. On every hire or rehire ePAF a message will appear to remind you to send the employee to complete their hire packet and I-9.
 2. When a new hire ePAF reaches HR and the employee has not completed their new hire packet or I-9, the initiator will receive reminder emails nightly (for seven nights or until the new hire packet/I-9 has been completed).
 3. The panther ID is now a required field for all student employees.
 4. When completing an ePAF for students and temporary employees, the earning distribution must be completed by percent.
 5. To use the routing status of Adjustment and Departmental Adjustment the system requires both the action start and end date to be in the past.
 6. The action codes of termination and retire will gray out the action end date.
 7. We have added a drop down list for the building field in the 'Change To' section of the ePAF.
- ◆ For these changes to take affect we had to update a few fields on the ePAFs created before 2/11/08.
 - ↪ For any student ePAF that was missing a panther ID # and in process on 2/6-2/11, we added the panther ID #.
 - ↪ For any student & temporary employee ePAF in process on 2/6-2/11 and the earning distribution was completed in amount, we converted distribution to percent. We have also made a comment on changed ePAF.
 - ↪ For all building codes that were previously left blank we have entered "invalid value."

Thank you again for all your help and if you have any questions please do not hesitate to call me at 3-3002.