

HOW TO PROCESS AN ORGANIZATIONAL CODE CHANGE EPAF

When processing an Organizational Code change EPAF, please ensure you have the organizational codes ready.


You can change the timesheet, home and distribution organizational codes and the cashier code with this EPAF.



PLEASE NOTE: You can use this EPAF to change all three organizational codes or only one.

Steps	Instructions	Comments
1	Go to the EPAF Menu and select “New EPAF” link > Complete the “New EPAF Person Selection” page then > Complete the “New EPAF Job Selection” page.	See page 15-19 for instructions.
2	You are now on the “Electronic Personnel Action Form” – Review the top section to ensure you have identified the person you want to process, the correct Approval Category and the Query Date is accurate based on the EPAF Payroll Calendar.	Note: If any of the information is not correct you must exit the page and start over again.

Electronic Personnel Action Form

 Enter the information for the EPAF and Click Save; then click Submit to **Commit** the transaction.

Name and ID:	Volencia A00112 0	Job and Suffix:	99 00-03, IST CUSTOMER SUPPORT
Transaction:		Query Date:	Jun 08, 2008
Transaction Status:	Waiting	Last Paid Date:	Jan 05, 2008
Approval Category:	Organizational Code Change, ORGCOD		

Steps	Instructions	Comments
3	The Jobs Effective Date will already be defaulted in from the Query Date.	
Only change the Organizational codes where needed		
4	Enter the Timesheet Orgn.	This code determines which departmental timesheet the employee's name will appear.
5	The Job Change Reason is a default. No change needed.	
6	Enter the Distribution Orgn.	This code determines which department the employee's check will be distributed.
7	Enter the Home Organization	This code identifies the location of the employee.
8	The UMDNJ COAS is a default. No change needed.	

Timesheet Code

[Click here for EPAF Payroll Calendar](#)

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	07/22/2007	<input type="text" value="06/08/2008"/>
Timesheet Orgn:	Z267	<input type="text" value="Z26704"/>
Job Change Reason: (Not Overrideable) ^A		<input type="text" value="T"/>

Organizational Code Change

[Click here for EPAF Payroll Calendar](#)

Item	Current Value	New Value
Distribution Orgn:	Z267 , CS-IST-	<input type="text"/>
Home Organization:	Z267 , CS-IST-	<input type="text" value="Z26704"/>
UMDNJ COAS: (Not Overrideable) ¹		<input type="text" value="1"/>

Steps	Instructions	Comments
9	In the Routing Queue Section, the mandatory Approval Levels appears in this section. Type in the appropriate Banner IDs for each level in the User Name column.	If the Originator completed the Default Routing Queue then the user names will appear in this section.
10	Originator may include additional levels if necessary. Use the drop down menu to select the approval levels and required actions.	

Routing Queue

Approval Level	User Name	Required Action
20 - (DEPTAP) Department Approvers	<input type="text" value="EPAFTR12"/> Ava M. EPAFTR12	<input type="text" value="Approve"/>
50 - (BUDGET) Budget	<input type="text" value="MARTINM1"/> Miriam E Martinez	<input type="text" value="FYI"/>
90 - (HRADMN) HR Data Administration	<input type="text" value="COPELAD"/> Dorothy V Copeland	<input type="text" value="Approve"/>
99 - (APPLY) Appliers	<input type="text" value="COPELAD"/> Dorothy V Copeland	<input type="text" value="Apply"/>
Not Selected <input type="button" value="v"/>	<input type="text"/> <input type="button" value="Q"/>	Not Selected <input type="button" value="v"/>
Not Selected <input type="button" value="v"/>	<input type="text"/> <input type="button" value="Q"/>	Not Selected <input type="button" value="v"/>
Not Selected <input type="button" value="v"/>	<input type="text"/> <input type="button" value="Q"/>	Not Selected <input type="button" value="v"/>
Not Selected <input type="button" value="v"/>	<input type="text"/> <input type="button" value="Q"/>	Not Selected <input type="button" value="v"/>

Steps	Instructions	Comments
11	Add the updated cashier code or a comment in the “Comments” section to communicate information concerning the employee to all Approvers in the queue.	Comments, such as: Please change the cashier code to GA.
12	After you have entered your comments, click on the SAVE button to save all your entries.	

Comment


Please change the cashier code to GA.

[Approval Types](#) | [Routing Queue](#) | [Transaction History](#)


Steps	Instructions	Comments
13	Once you click SAVE , you will receive a message indicating your changes have been save successfully.	
14	Then click on the SUBMIT button to send to transaction on to be approved by the Users in the routing queue. You will receive a message indicating you have submitted the transaction successfully.	Once the entire process is complete all parties in the queue including the originator will receive a final email.

Electronic Personnel Action Form

Your change was saved successfully.


 Enter the information for the EPAF and Click Save; then click Submit to **Commit** the transaction.

Name and ID: Volencia , A00112 0 **Job and Suffix:** 9 00-03, IST CUSTOMER SUPPORT
Transaction: 18286 **Query Date:** Jun 08, 2008
Transaction Status: Waiting **Last Paid Date:** Jan 05, 2008
Approval Category: Organizational Code Change, ORGCOD



Electronic Personnel Action Form

The transaction has been successfully submitted.

 Enter the information for the EPAF and Click Save; then click Submit to **Commit** the transaction.