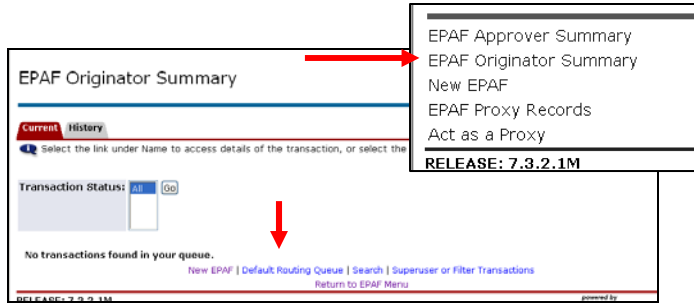


SELF-SERVICE ELECTRONIC PERSONNEL ACTION FORMS QUICK REFERENCE GUIDE

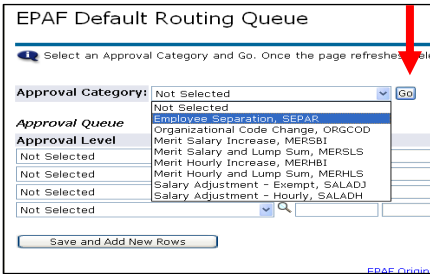


- EPAF Approver Summary
- EPAF Originator Summary
- New EPAF
- EPAF Proxy Records
- Act as a Proxy
- RELEASE: 7.3.2.1M

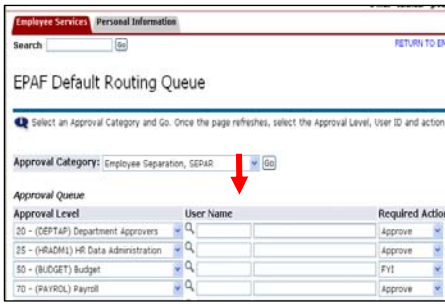
Before you start any transaction, the DEAFULT ROUTING QUEUE must be set up first.

To set up the Routing:

- * Log in to my.umdnj.edu
- * Click the **Employees Services** link
- * Click the **Electronic Personal Action Form (EPAF)** link
- * Click **EPAF Originator Summary**.
- * Select the **Default Routing Queue** link (Table 1)

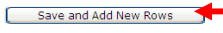


* Choose an Approval Category from the pull down list and click "Go."

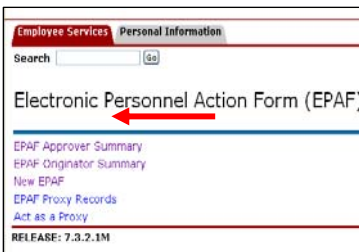


* Type in User Name for each of the approval levels or click the magnifying glass to search the name

* Click Save and Add New Rows button



INITIAL STEPS – I-IV:



- I. On the EPAF Menu, select New EPAF
- II. Complete the New EPAF Person Selection page
- III. Enter the employee's ID (A00#), Query Date and Approval Category

Search Type	Position	Suffix	TITLE	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Primary	967361	00	STAFF ASST	Z27102, CS-1RB- Newark	May 04, 2009		Oct 09, 2010	Active	⊕

IV. Click "GO"

SEPARATION:

- * Follow steps I - IV
- * Enter the Personnel Date (This is the last day of work/last day paid)
- * Job status and Job Change Reason is a default. No input needed
- * Enter the Termination Date (this date is the same as the Personnel Date)
- * Select the Term Reason Code (why employee is leaving UMDNJ)
- * **Check or complete the Routing Queue**
- * **In the Comment section tab, type in your comments (e.g. letter of resignation sent to HR or supporting document sent to HR)**
- * **Click Save (message: Save Successfully)**
- * **Click Submit (message: Submitted Successfully)**

MERITS / SALARY ADJUSTMENT/ LUMP SUM:

- * Follow Steps I-IV
- * If the employee is paid hourly (non-exempt) use MERHBI as Approval Category #4, #6 or #10 in the chart below
- * If the employee is paid on a salary (exempt) use Approval Category #3, #5 or #9 in the chart below
- * **PLEASE NOTE:** Merit increases are based on Performance Evaluations
- * Enter the Personnel Date (when the increase occurred)
- * Enter either the Step or Annual Salary/Regular Rate (NOT BOTH)

If the employee is also receiving a Lump Sum payment, you must complete Earning code section.

- * Make sure the Earnings Effective Date is the same as the Jobs Effective Date
- * Select code 172 (Merit Lump Sum Payment) in the Earning Code Column
- * Enter a 1 in the "Hours or Unit Per Pay" column
- * Enter the Lump Sum amount in the "Special Rate" column.
- * Enter the End Date which should be 2 weeks after the Effective Date (next query date)
- * Follow the last 4 steps of Separation

ORGANIZATIONAL CODE CHANGE:

- * Follow steps I-IV
- * The Query Date defaults into the Jobs Effective Date
- * Enter the new timesheet org. code.
- * The Jobs Reason is a default. No change needed
- * Enter the Distribution Organization code
- * Enter the Home Organization code
- * The UMDNJ COAS is a default. No change needed
- * Follow the last 4 steps of Separation

APPROVAL CATEGORY	DESCRIPTION
ORGCOD	Timesheet/Home/Check Distribution/Cashier Code Changes
SEPAR	Employee and Job Separation from the University
MERHBI	Merit Hourly Increase
MERSBI	Merit Salary Increase
MERHLS	Merit Hourly and Lump Sum
MERLMP	Merit Lump Sum (based on merit process)
MERSLS	Merit Salary and Lump Sum
LMPSUM	Lump Sum Payment (NOT based on merit process)
SALADJ	Salary Adjustment (Annually)
SALADH	Salary Adjustment (Hourly)

REMINDER:

Please forward the supporting documents to the Human Resources department.