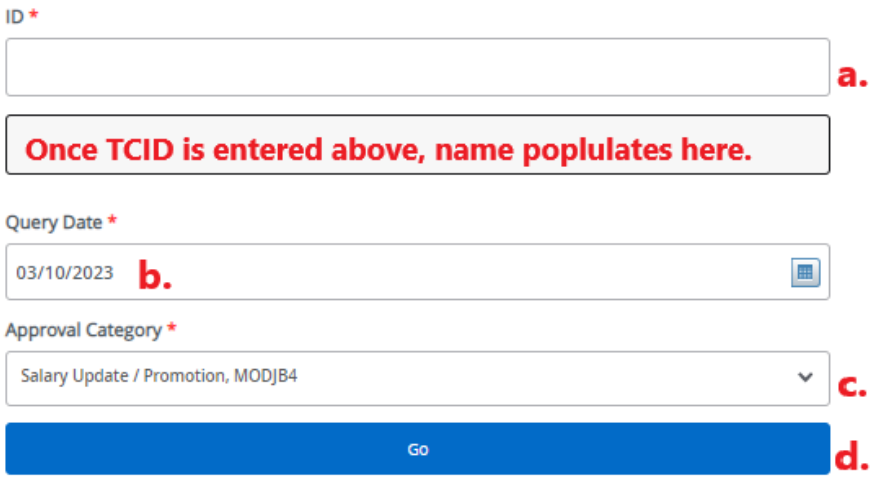
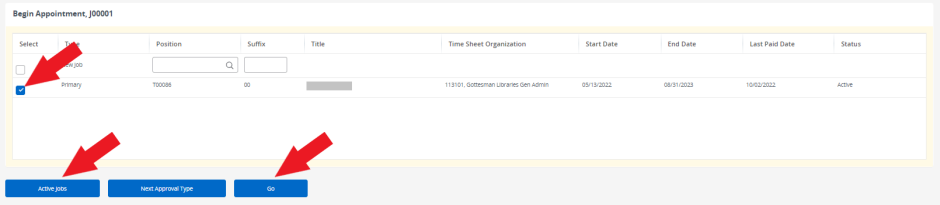
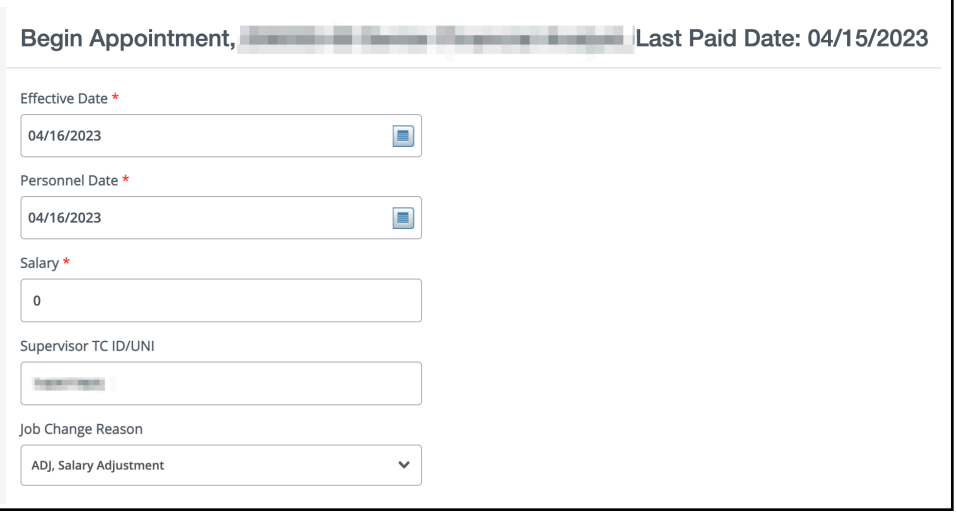
Teachers College
COLUMBIA UNIVERSITY

Salary Update / Promotion, MODJB4

This ePAF is used to update an employee's salary or to process a promotion (salary increase/title change, but staying in their current position number). At the same time it also allows updates to the employee's funding information, timesheet or leave report approver, and/or job title. This can be used for Salaried employees only, including revising faculty supplemental appointments. Executive, Primary Faculty Appointments, Union and Interim employees are out of scope for this ePAF.

What you need to do	What you will see
STEP 1: Provide the ePAF parameters: a. Enter the TCID of the employee in the ID field ('T' in TCID in caps). b. Enter the Query Date. <u>The Query Date should equal the appointment effective date</u>. c. Select Salary Update / Promotion, MODJB4 in the approval category. d. Click Go.	
STEP 2: Select Position Number Click All Jobs. In the "Select" column, select the job you want to modify the salary or rate for the employee. Click Go.	
STEP 3: Input Begin Record Information. The Effective and Personnel Dates will default to the Query date entered in step 1. The effective date should be after the last paid date. If the start date occurs before the last paid date, change the **Effective Date** field to one day after the last paid date. Input the actual day the transaction started in the **Personnel Date** field.	

STEP 3 (continued):

In the Salary field, enter the new annualized salary or appointment amounts. Do not use '$' or ',' .

Enter Supervisor TCID/UNI in caps.

If the change is for an annual increase, update Job Change Reason to ANN. Otherwise, keep the default ADJ.

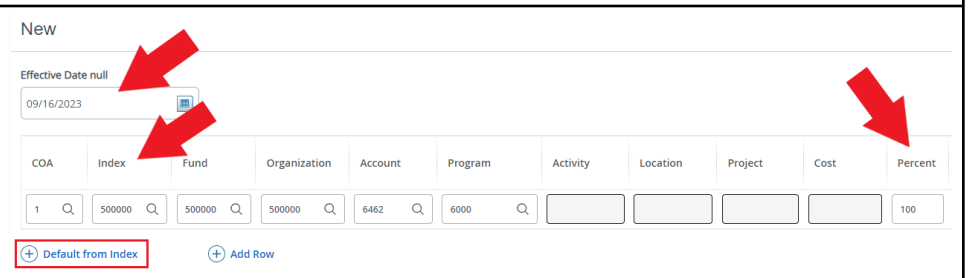
STEP 4: Input the funding allocation.
The Effective Date should match the begin date, which can only occur after the last paid date.

Confirm that the value in the Organization field matches the one in timesheet orgn from step 3.

<u>If the funding information needs to be updated</u>, enter your index number and click the button for "Default from Index."

<u>Please Note:</u> When you click "Default from Index," the system removes the defaulted account. If you forget your account, you can always refer to the e-class & account chart.

Confirm that the percentage equals 100%.

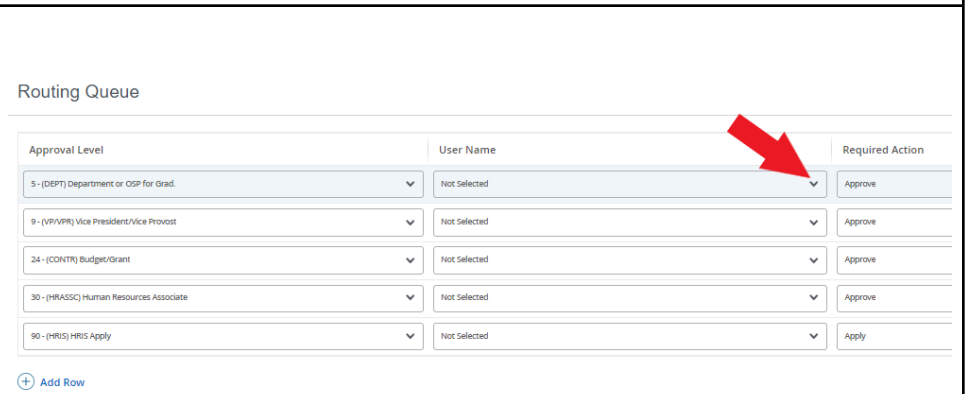


STEP 6: Input Routing Queue.

Click on the User Name dropdown to specify the approver for each approval level.

If this transaction needs approval from Budget AND Grants, enter the budget approver in level 24 – (CONTR) Budget/Grant and go to step 6A. **Otherwise**, go to Step 7.

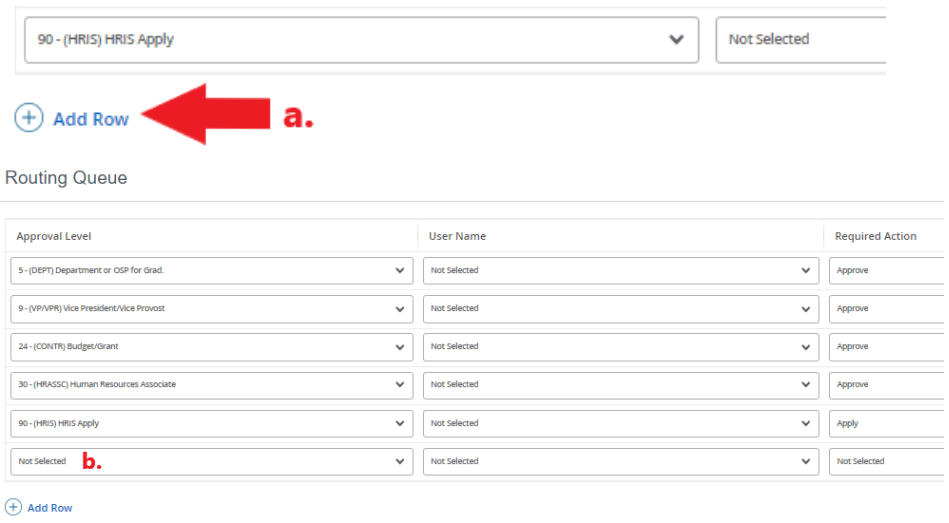
***If the Salary Update is for an RA/TA/DRF, Financial Aid must be added to the Routing Queue.**



STEP 6A: Include Budget AND Grants as approvers in the routing queue.

a. Click Add Row.

b. Go to the empty row

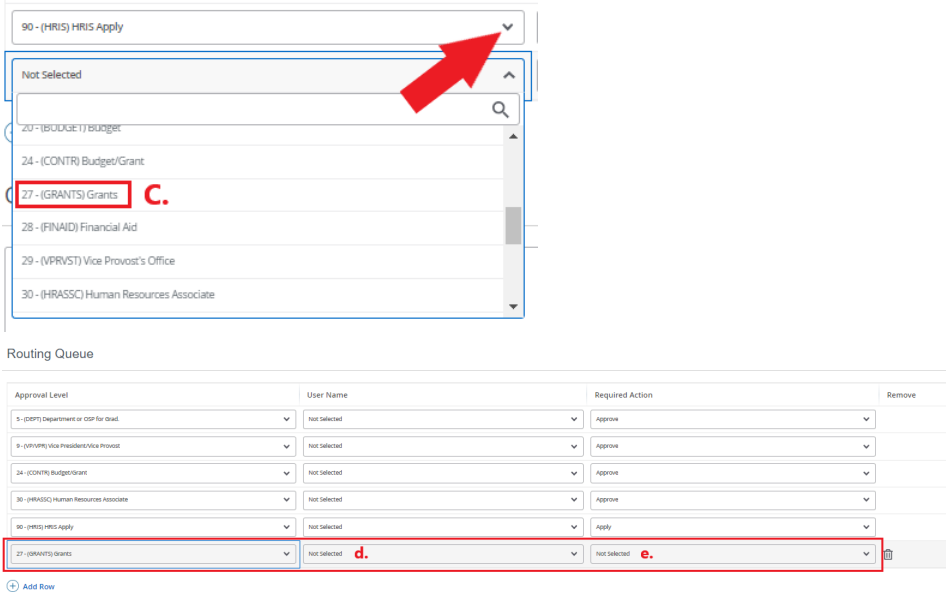


STEP 6A (continued)

a. From the drop down, select **27- Grants.**

b. In User Name, select John Hernandez as the approver.

c. In Required Action, select Approve.

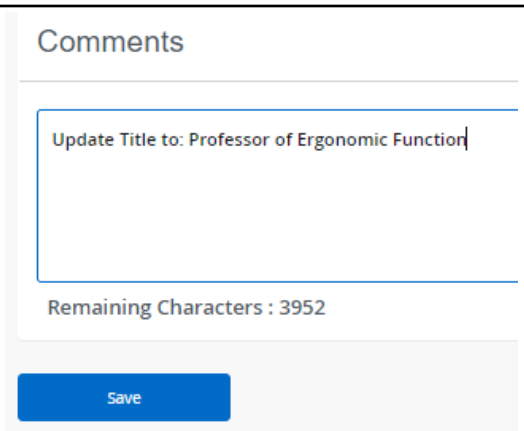


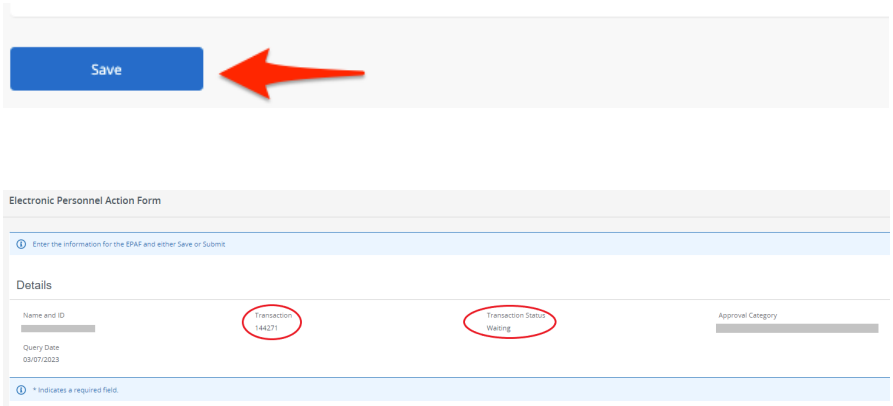
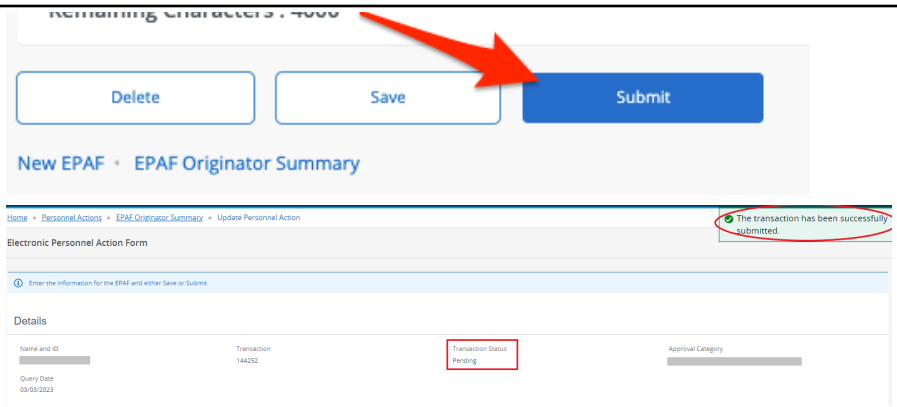
STEP 7: If needed, enter comment (max 4000 chars):

Title: If the job title needs to be updated, enter the new title.

End Date: Input the end date of the transactions. This is a Budget requirement.

Insert any additional comments. Click Save when done.



STEP 8: Save the ePAF. Click the Save button located at the bottom of the screen *Note: Saving the ePAF is not the last step. Once Saved, the EPAF Transaction Number and Status will appear at the top of the screen	
STEP 9: Submit the ePAF. After saving, additional action buttons will appear at the bottom of the ePAF. Click Submit. Once submitted, you will receive a notification at the top right hand corner of the page. The ePAF Transaction status will also move to **Pending**.