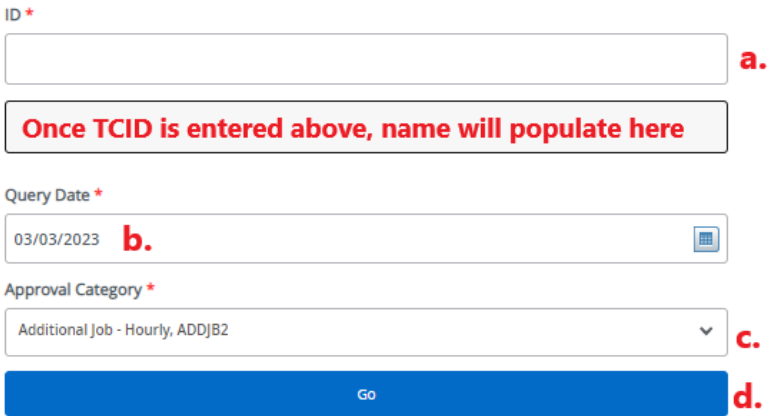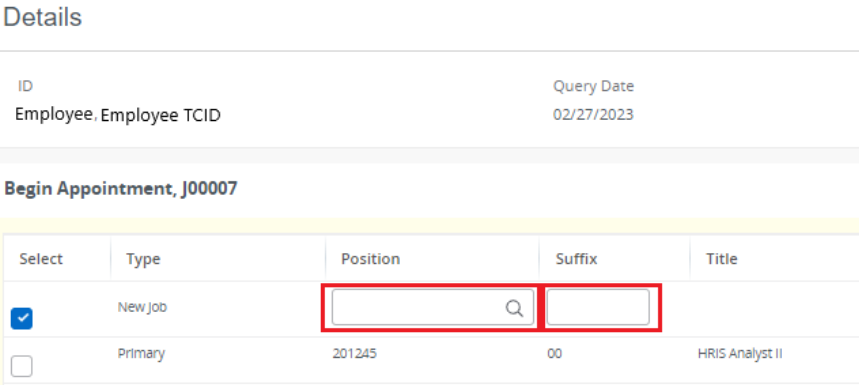# Teachers College
COLUMBIA UNIVERSITY

Additional Job – Hourly, ADDJB2

This ePAF can be used to submit an additional job for Full Time and Part Time Non Exempt Professionals, Interim Employees, Interim Students, and Admin Fellows. Union employees are out of scope at this time and should be processed via paper PAFs (see PAF user guide).

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. The Query Date should equal the appointment effective date. c. Select Additional Job - Hourly, ADDJB2 in the approval category. d. Click Go.	ID * **a.** Once TCID is entered above, name will populate here Query Date * 03/03/2023 **b.** Approval Category * Additional Job - Hourly, ADDJB2 **c.** Go **d.**
STEP 2: Specify Position Number Select All Jobs. In the "New Job" tab, enter the position number for the new job. This position number must be one that the employee has NOT held before. For Pooled Positions, refer to the Pooled Positions Crosswalk. If the Position Number already exists for this employee for a Terminated job, use the Reappoint Year Round (Hourly) ePAF instead.	Details ID Employee, Employee TCID Query Date 02/27/2023 Begin Appointment, J00007 | Select	Type	Position	Suffix	Title
---	---	---	---	---
☑	New Job			
☐	Primary	201245	00	HRIS Analyst II	

STEP 3: Input Begin Record The following fields will be defaulted from the query date you inputted in Step 1. This should be the actual start date: **Job Begin Date** **Effective Date** **Personnel Date** **Enter the Timesheet Orgn.** This is the same as the Organization field in the Funding Allocation section (Step 4). Input the index the transaction is being charged to and click Default from Index. Copy the value in the Organization field into the Timesheet Orgn field. If there are multiple indices, select the one with the highest %.	**Begin Date** * 02/27/2023 **Effective Date** * 02/27/2023 **Personnel Date** * 02/27/2023 **Contract Type** S **Timesheet COA** 1 **Timesheet Orgn** * ***To determine Timesheet Orgn **New** **Effective Date null** 02/27/2023 | COA	Index	Fund	Organization	Account
---	---	---	---	---
1	139980	1	139980	6571	
Enter new Supervisor TCID/UNI in caps. **Enter the hourly rate.** The total amount for this job needs to be entered in the Comments section. Do not use '$' or ','.	**Job Change Reason** ADL, Additional Job (Secondary) **Supervisor TC ID/UNI** * **Hourly Rate** *

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 <u>e-class & account chart.</u>

Confirm that the percentage equals 100%

New

Effective Date null

09/16/2023

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
1	500000	500000	500000	6462	6000					100

⊕ Default from Index   ⊕ Add Row

STEP 5: Input End Record Information

Enter the end date of the appointment in both Effective Date and Personnel Date.

If the Job has no end date, 12/31/2027 and indicate no end date in the Comments section.

**Manually type in date in this field. Do NOT use the calendar picker tool

Job Status

T

Effective Date *

Due to a known defect, do not use the datepicker tool. Type the date into the field.

Personnel Date *

Due to a known defect, do not use the datepicker tool. Type the date into the field.

Job Change Reason

EAP

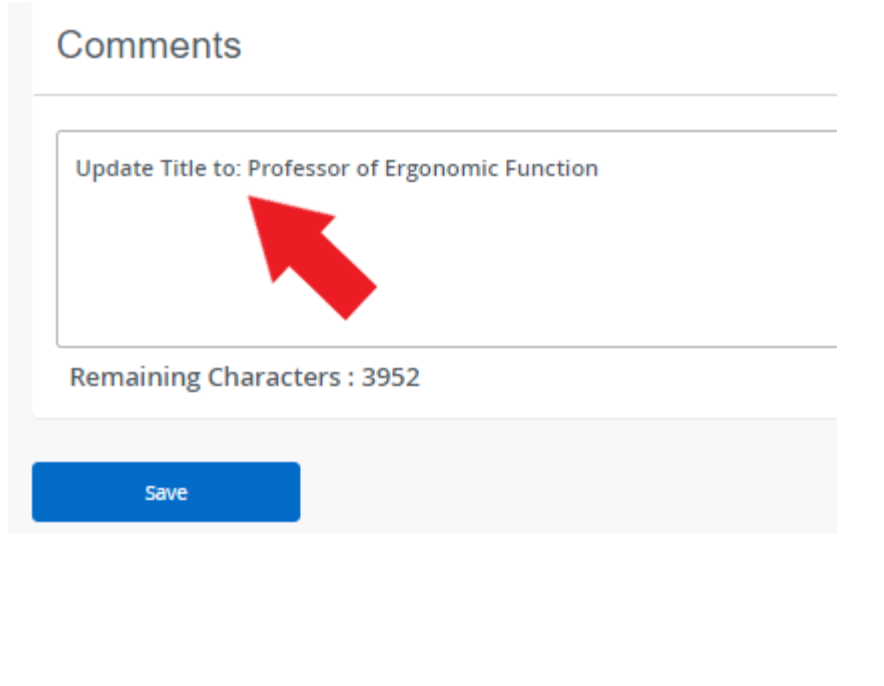|	
STEP 6: Input Routing Queue Click the User Name drop down to enter the approver for each approval level. **If this transaction needs to go through both Budget AND Grants approval**, enter the budget approver in level 24 – (CONTR) Budget/Grant then go to step 6A. **Otherwise**, click Save and Add New Rows and go to Step 7.	Routing Queue 	Approval Level	User Name	Required Action
---	---	---
5 - (DEPART) Department Level Approval	Not Selected	Approve
24 - (CONTR) Budget/Grant	Not Selected	Approve
30 - (HRASSC) Human Resources Associate	Not Selected	Approve
90 - (HRIS) HRIS Apply	Not Selected	Apply	 ⊕ Add Row
STEP 6A: Include Budget AND Grants as approvers in the routing queue. Click the add Row button. In the first drop down, select 27- Grants. Click the User Name drop down and select the approver. In Required Action, select Approve. Click Save and Add New to save.		27 - (GRANTS) Grants	Not Selected	Not Selected
---	---	---	 ⊕ Add Row
STEP 7: For all transactions that are NOT interims, add the VP/VPR approval level. Click the Add Row button. From the drop down, select 9- VP/VPR. Click the User Name drop down and select the approver. In Required Action, select Approve. Click Save and Add New to save.		9 - (VP/VPR) Vice President/Vice Provost	Not Selected ∧	Approve
---	---	---	 🔍 Not Selected CASTANE1 - Castaneda, Tania EMBREE - Embree, Catherine M. FEIERMA1 - Feierman, Michael ⊕ Add Row Comments

STEP 8: Add a comment (max 4000 chars):

Title: For *secondary jobs*, enter the title in the comments section.

No End Date: If this additional comp or job has *no end date*, indicate in the comments section. (Additional processing will be done by HRIS)

Total Amount to be Paid: For *hourly employees*, enter the total amount to be paid. This is a Budget requirement.

If none of the above scenarios apply, you may skip leaving a comment. Click Save when done.
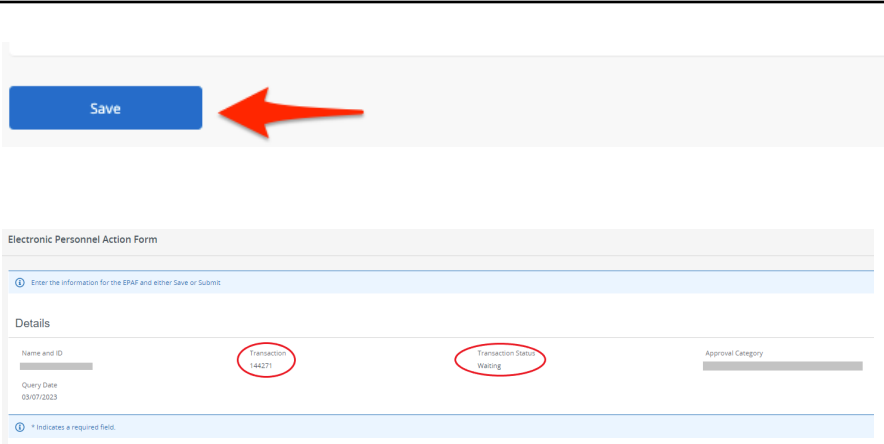
Comments

Update Title to: Professor of Ergonomic Function

Remaining Characters : 3952

Save

STEP 9: 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

Save

Electronic Personnel Action Form

ⓘ Enter the information for the EPAF and either Save or Submit

Details

Name and ID	Transaction	Transaction Status	Approval Category
	144271	Waiting	

Query Date
03/07/2023

ⓘ * Indicates a required field.

STEP 10: 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**.

Remaining Characters : 4000

| Delete | Save | Submit |

New EPAF · EPAF Originator Summary

Home · Personnel Actions · EPAF Originator Summary · Update Personnel Action   ✓ The transaction has been successfully submitted.

Electronic Personnel Action Form

ⓘ Enter the information for the EPAF and either Save or Submit

Details

Name and ID	Transaction	Transaction Status	Approval Category
	144252	Pending	

Query Date
03/03/2023