

UNIVERSITY OF HARTFORD

**ADDITIONAL JOB
Non-exempt (Hourly)
ePAF**

September 2023

ADDITIONAL JOB EPAF – HOURLY STAFF/NON-WORKSTUDY

This ePAF is used when you are assigning an additional position to an employee who has another active position on campus **OR** the employee's most recently terminated position ended within the last 12 months and your position is not that same position.

Note: Before initiating an ePAF see [Information to Gather](#)

To access ePAFs, you must be able to log onto the Self Service Center (SSC) using your University multi-factor authentication; You can access SSS at <http://www.hartford.edu/selfserve/default.aspx>. The ePAF menu is found on the Employee tab.

1. Select New EPAF. Enter the ID# of the employee & Query Date (the date the employee will begin working – **allow for a minimum of 5-7 business days for processing**). Select appropriate Approval category from the list. In this case, Additional Job, Non-Exempt (NWJOBN), Click Go.
2. Enter the position number and suffix of the additional job. Click Go.
3. Enter the personnel data for the position making sure that all fields denoted with * are completed. Definitions for each entry follows below and on next page.

Job Begin Date: MM/DD/YYYY –The date the employee will start their first shift or training shift. **Please provide a minimum 5-7 business day lead time.**

Personnel Date: MM/DD/YYYY – The date the employee personnel data is entered for this position, it is the **same as Job Begin Date**, providing a minimum of 5-7 business day lead time.

Contract type – Will default to S and cannot be changed

Contract Begin and End Date – LEAVE BLANK (should never be filled in for ePafs)

Job Effective Date: MM/DD/YYYY –Should be the same as the Personnel date, with a few exceptions.

Step, Factor, Pays – Have default values entered and should not be changed for this category.

Regular Rate – The hourly rate of pay for your employee.

Title – enter an acronym for your department followed by an appropriate job title e.g. “Hartt – Office Assistant” or “A&S - Tutor” or “SSC – Tutor”.

This title will allow the employee to differentiate positions when entering UHart's timesheet in Self Service Center.

Job Change Reason - Select from the list the most appropriate additional job from the list. For this category, use CREAT, Create New Job Record.

Timesheet Org – The organization number of the department the employee will be working for.

Supervisor ID – Enter the University ID# of the person responsible for verifying the accuracy of and approving time/hours worked by the employee.

4. The Labor Distribution Change section should automatically populate with appropriate information. Only make changes if your employee is being paid by funds from more than one department.
5. The routing queue will default to the user names previously established if you followed **Information to Gather**.
6. In the comments section of the form (as seen above) please record the name of the supervisor. Click 'Save' located below the comment box.

Note: Once the ePAF has been saved a message will be displayed at the top of the ePAF stating either that the ePAF has been successfully saved or that there are errors. The 'Save' feature will allow you to return to the ePAF at a later time to change any information without losing your work.

7. You MUST click **SUBMIT** to complete your ePAF.

Error Messages – If you receive an error message after saving the ePAF you will not be allowed to proceed until the errors are addressed. Once the corrections have been made, re-save the ePAF and Submit. A list of cautions, warnings, error messages, and what they mean can be found in the **Cautions, Warnings, & Errors** document.

8. Once the ePAF has been successfully submitted the Transaction Status changes from 'Waiting' to 'Pending'. Your ePAF has now been placed in the queue for approval. Take note of the Transaction # so you can follow where in the process the ePAF is. See **Check Status and Correcting an ePAF**.