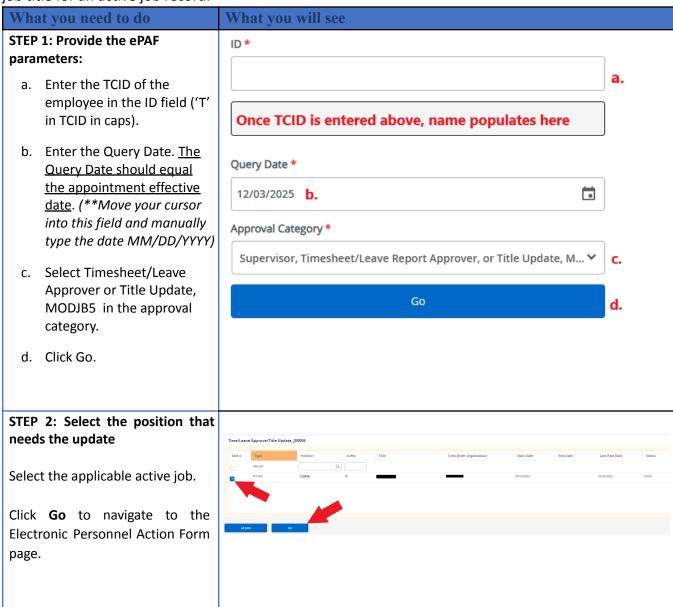


Supervisor, Timesheet/Leave Report Approver, or Title Update, MODJB5

This ePAF can be used to update the supervisor, timesheet/leave report approver, and/or the job title for an active job record.





STEP 3: Input the data Time/Leave Approve/Title Update, 201245-00 HRIS Analyst II, Last Paid Date: 02/28/2023 adjustment information. Effective Date * **=** 03/13/2023 The effective date you chose in Supervisor TC ID/UNI step 1 will default as the effective ABC123 date here. It should be after the Job Change Reason employee's last paid date. SUPER, Supervisor Update If updating the Supervisor or the Timesheet/ Leave Report approver, enter the supervisor TC ID/UNI in all CAPS. (If not updating this information, leave the field blank.) **STEP 5: Update the Job Change** Time/Leave Approve/Title Update, 201245-00 HRIS Analyst II, Last Paid Date: 02/28/2023 Reason Code. Effective Date * 03/13/2023 \blacksquare This will default to SUPER to Supervisor TC ID/UNI indicate a supervisor or ABC123 timesheet/leave report approver Job Change Reason update. This should be left alone SUPER, Supervisor Update unless you are only adjusting the title. If that is the case, update the job change reason to TITLE. **STEP 5: Input Routing Queue.** Routing Queue Approval Level Once all applicable fields have been filled out, update the routing Q queue. Click on the User Name drop down to enter the approver + Add Row for each approval level. Comments



STEP 4: If applicable, input title Comments in the comments section (max 4000 chars). Update Title to: Professor of Ergonomic Function If updating the title, specify in the comments section. Remaining Characters: 3952 Save STEP 7: 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 remaining characters . 4000 STEP 8: Submit the ePAF. Submit After saving, additional action Delete buttons will appear at the bottom New EPAF · EPAF Originator Summary of the ePAF. Click Submit. Once submitted, you will receive a notification at the top right hand corner of the page. Details The ePAF Transaction status will also move to **Pending**.