

## 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.

What you need to do	What you will see																														
<p><b>STEP 1: Provide the ePAF parameters:</b></p> <p>a. Enter the TCID of the employee in the ID field ('T' in TCID in caps).</p> <p>b. Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u> (**Move your cursor into this field and manually type the date MM/DD/YYYY)</p> <p>c. Select Timesheet/Leave Approver or Title Update, MODJB5 in the approval category.</p> <p>d. Click Go.</p>	<div><div>ID *</div><div></div><div>a.</div></div> <div><div>Once TCID is entered above, name populates here</div></div> <div><div>Query Date *</div><div>12/03/2025 b.</div><div></div></div> <div><div>Approval Category *</div><div>Supervisor, Timesheet/Leave Report Approver, or Title Update, M... c.</div></div> <div><div>Go</div><div>d.</div></div>																														
<p><b>STEP 2: Select the position that needs the update</b></p> <p>Select the applicable active job.</p> <p>Click <b>Go</b> to navigate to the Electronic Personnel Action Form page.</p>	<div><div>Time/Leave Approver/Title Update, J00006</div><table><thead><tr><th>Select</th><th>Type</th><th>Position</th><th>Suffix</th><th>Title</th><th>Time Sheet Organization</th><th>Start Date</th><th>End Date</th><th>Last Paid Date</th><th>Status</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>New job</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><input checked="" type="checkbox"/></td><td>Primary</td><td>123456</td><td>00</td><td></td><td></td><td>08/01/2022</td><td></td><td>02/28/2023</td><td>Active</td></tr></tbody></table><div><div>All jobs</div><div>Go</div></div></div>	Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	<input type="checkbox"/>	New job									<input checked="" type="checkbox"/>	Primary	123456	00			08/01/2022		02/28/2023	Active
Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status																						
<input type="checkbox"/>	New job																														
<input checked="" type="checkbox"/>	Primary	123456	00			08/01/2022		02/28/2023	Active																						

### STEP 3: Input the data adjustment information.

The effective date you chose in step 1 will default as the effective date here. It should be after the employee's last paid date.

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.)

Time/Leave Approve/Title Update, 201245-00 HRIS Analyst II, Last Paid Date: 02/28/2023

Effective Date \*  
03/13/2023

Supervisor TC ID/UNI  
ABC123

Job Change Reason  
SUPER, Supervisor Update

### STEP 5: Update the Job Change Reason Code.

This will default to SUPER to indicate a supervisor or timesheet/leave report approver update. This should be left alone unless you are only adjusting the title. If that is the case, update the job change reason to TITLE.

Time/Leave Approve/Title Update, 201245-00 HRIS Analyst II, Last Paid Date: 02/28/2023

Effective Date \*  
03/13/2023

Supervisor TC ID/UNI  
ABC123

Job Change Reason  
SUPER, Supervisor Update

### STEP 5: Input Routing Queue.

Once all applicable fields have been filled out, update the routing queue. Click on the User Name drop down to enter the approver for each approval level.

Routing Queue

Approval Level	User Name	Required Action
5 - (DEPT) Department or OSP for Grad.	ABOLAI - Abiola, Sara E.	Approve
30 - (HRASSC) Human Resources Associate	Not Selected	Approve
90 - (HRIS) HRIS Apply	ABOLAI - Abiola, Sara E.	Apply

ALFORD1 - Alford, Brian  
ARTHUR - Arthur, Aloha M.  
BECKFORD1 - Beckford-Smart, Meredith R.  
BONETAI1 - Boneta, Denise M.

Comments

**STEP 4: If applicable, input title in the comments section (max 4000 chars).**

If updating the title, specify in the comments section.

## Comments

Update Title to: Professor of Ergonomic Function

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

Save

## Electronic Personnel Action Form

Enter the information for the ePAF and either Save or Submit

### Details

Name and ID

Transaction

144271

Transaction Status

Waiting

Approval Category

Query Date

03/07/2023

\* Indicates a required field.

**STEP 8: 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**.

Delete

Save

Submit

## New ePAF • ePAF Originator Summary

Home • Personnel Actions • ePAF Originator Summary • Update Personnel Action

## Electronic Personnel Action Form

Enter the information for the ePAF and either Save or Submit

### Details

Name and ID

Transaction

144252

Transaction Status

Pending

Approval Category

Query Date

03/03/2023

The transaction has been successfully submitted.