


ePAF instructions 'Set up allowance(s) for use of electronic device' **initially**:

### Select Create New EPAF

ID:   

Effective Date: MM/DD/YYYY

Transaction Type:

Enter id if known or select search to find.

Enter Effective Date.

Select **Set up allowance(s) for use of electronic device** from approval category pull-down.

Select GO.

ID: Jody L. Casares, 80204722  
Effective Date: Sep 01,2010  
Approval Category: Electronic Comm Allowance, CELMON

#### Set up monthly allowance for use of electronic device, CELMON

Search Type	Position	Suffix Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job								<input type="radio"/>
Primary	999837	03	IT Business Office Coordinator 61470, Information Technology	May 19,2008		Jul 31,2010	Active	<input type="radio"/>

### Select the 'All Jobs' Button

ID: Jody L. Casares, 80204722  
Effective Date: Sep 01,2010  
Approval Category: Electronic Comm Allowance, CELMON

#### Set up monthly allowance for use of electronic device, CELMON

Search Type	Position	Suffix Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job	999837	04	IT Business Office Coordinator 33340, Administrative Computing System					<input type="radio"/>
Primary	999837	03	IT Business Office Coordinator 61470, Information Technology	May 19,2008		Aug 31,2011	Active	<input type="radio"/>
Primary	999856	01	Hr/Payroll Systems Specialist 33330, Human Resources Office	Sep 01,2004	Apr 20,2005	Apr 30,2005	Terminated	<input type="radio"/>
Primary	999916	01	Purchasing Assistant 33330, Human Resources Office	Apr 21,2005	Apr 30,2005	Apr 30,2005	Terminated	<input type="radio"/>
Primary	999916	02	Purchasing Assistant 60210, Purchasing Office	May 01,2005	May 18,2008	May 31,2008	Terminated	<input type="radio"/>

After reviewing all positions/suffix, you will create a new position/suffix off the employees current primary ACTIVE position by placing the cursor over the position box, enter position number, and then place cursor over suffix, enter NEW suffix (NOTE: Enter next sequential number from their primary position for the new suffix).

Press GO.

**Set up monthly allowance for use of electronic device, 999837-04 IT Business Office Coordinator**

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		09/01/2010
Contract Type: (Not Overrideable)		S
Step: (Not Overrideable)		0
Jobs Effective Date: MM/DD/YYYY		09/01/2010
Personnel Date: MM/DD/YYYY		09/01/2010
Job Status: (Not Overrideable)		A
FTE: (Not Overrideable)		.1
Employee Class Code:	PR	
Job Change Reason: (Not Overrideable)		010
Factor:		12
Pays:		12
Annual Salary:		900.

**Current**  
 Effective Date: 09/01/2010  
 COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
A		0120	61470	7010	6020	DES				100.00			

Enter Employee Class Code. (ie:PR, EX, AD, OF, FX)  
 Enter Annual Salary (allowance of 75. x12) = 900.  
 If Labor distribution is different enter correct information.  
 Press the **Save and Add New Rows** Button  
 Scroll down form.

Current										
Effective Date	Earnings	Hours or Units	Per Pay	Deemed Hours	Special Rate	Shift	End Date	MM/DD/YYYY	Remove	
09/01/2010	EDA, Electronic Device Allowance	1			75.	1	09/01/2011			
09/01/2010	EDS, Electronic Device Stipend	1			150	1	10/01/2010			
	Not Selected					1				
	Not Selected					1				

Save and Add New Rows

Enter Effective Date to start.  
 Enter EDA, Electronic Device Allowance from pull-down, 1 units per pay, 75.00 for special rate.  
 Enter End Date for allowance (09/01/xx).

Enter Effective Date to start.  
 Enter EDS, Electronic Device Stipend from pull-down, 1 unit per pay, 150 for special rate.  
 Enter the End Date for stipend (should be the first of the next month).

(Guidelines can be found in OP\_24.04 Employee Electronic Communication Resources Policy.)

Press the **Save and Add New Rows** Button.

Scroll down form.

### Routing Queue

Approval Level	User Name	Required Action
10 - (DEPT) Department Head	Q JIRBY Jeane M. Irby	Approve
30 - (VP) Vice President/Provost Office	Q JLIMBAUGH James Michael Limbaugh	Approve
50 - (BUDGET) Budget Office	Q AWRIGHT Angelina W. Wright	Approve
90 - (PAYROL) Payroll	Q SHBROOKS Shonda L. Brooks	Apply
Not Selected	Q	Not Selected
Not Selected	Q	Not Selected
Not Selected	Q	Not Selected
Not Selected	Q	Not Selected

Save and Add New Rows

Enter User Name from pull-down for each Approval Level Listed.  
Scroll down.  
Enter Comments if so desired.

### Comment

[Approval Types](#) | [Account Distribution](#) | [Default Earnings](#) | [Routing Queue](#) | [Transaction History](#)

Save

[Return to Top](#)

[New EPAF](#) | [EPAF Originator Summary](#)  
[Return to EPAF Menu](#)

Press Save Button.

If no errors exist, Press **Submit**.

## Electronic Personnel Action Form

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The transaction has been successfully submitted.

Successful submittal will start the approval process!