



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

Select Create New EPAF

ID: 

Effective Date: MM/DD/YYYY

Transaction Type: 

Enter id if known or select search to find.
 Enter Effective Date – for renewals this should be the first of the fiscal year - **09/01/20xx**.
 Select **Set up allowance(s) for use of electronic device** from approval category pull-down.
 Select **GO**.

ID: Katie Wilson Dixon, 80086030
 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 |
|----------------------------------|-----------|--------------|--|-------------|----------|----------------|--------|-----------------------|
| <input type="radio"/> | New Job | | | | | | | <input type="radio"/> |
| <input type="radio"/> | Primary | 998917 01 | Business Analyst 60105, IT Technology Services and Refresh | Jan 28,2008 | | Aug 31,2010 | Active | <input type="radio"/> |
| <input checked="" type="radio"/> | Secondary | 998917 02 | Cell Allowance 60105, IT Technology Services and Refresh | Dec 01,2009 | | Aug 31,2010 | Active | <input type="radio"/> |

Select the secondary job that already exists as Cell Allowance using radio button.
 Press **GO**.

Set up monthly allowance for use of electronic device, 998917-02 Cell Allowance, Last Paid Date: Aug 31,2010

| Item | Current Value | New Value |
|---------------------------------------|------------------|---|
| Job Begin Date: MM/DD/YYYY | 12/01/2009 | <input type="text" value="12/01/2009"/> |
| Contract Type: (Not Overrideable) | Secondary | <input type="text" value="S"/> |
| Step: (Not Overrideable) | 0 | <input type="text" value="0"/> |
| Jobs Effective Date: MM/DD/YYYY | 12/01/2009 | <input type="text" value="09/01/2010"/> |
| Personnel Date: MM/DD/YYYY | 12/01/2009 | <input type="text" value="09/01/2010"/> |
| Job Status: (Not Overrideable) | Active | <input type="text" value="A"/> |
| FTE: (Not Overrideable) | .1 | <input type="text" value=".1"/> |
| Employee Class Code: | PR, Professional | <input type="text"/> |
| Job Change Reason: (Not Overrideable) | 010 | <input type="text" value="010"/> |
| Factor: | 12 | <input type="text" value="12"/> |
| Pays: | 12 | <input type="text" value="12"/> |
| Annual Salary: | 900 | <input type="text"/> |

Current

Effective Date: **12/01/2009**

| COA Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance | Override | End Date |
|-----------|------------|--------------|---------|---------|----------|----------|---------|--------|---------|-------------|----------|----------|
| A | 0120 61470 | 7031 6020 | DES | | | | | 100.00 | | | | |

New

Effective Date: MM/DD/YYYY

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance | Override | End Date |
|----------------------|----------------------|-----------------------------------|------------------------------------|-----------------------------------|-----------------------------------|----------------------------------|----------------------|----------------------|----------------------|-------------------------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text" value="0120"/> | <input type="text" value="61470"/> | <input type="text" value="7031"/> | <input type="text" value="6020"/> | <input type="text" value="DES"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="100.00"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

- 1.) Overtyping the New Value for Job Begin Date using the Current Value.
- 2.) Enter Employee Class Code. (ie: PR, EX, AD, OF, FX)
- 3.) Enter Annual Salary (75x12) = 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 | Remove |
| 09/01/2010 | EDA, Electronic Device Allowance | 1 | | 75 | 1 | 09/01/2011 | |
| | Not Selected | | | | 1 | | |
| | Not Selected | | | | 1 | | |
| | Not Selected | | | | 1 | | |

Save and Add New Rows

Enter Effective Date – beginning of fiscal year 09/01/20xx.
 (Note: if you put 8/31/xx the system will pro-rate the amount for one day!)
 Enter the end date for allowance (should be the end of fiscal year -09/01/20xx)

(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 | Remove |
| 10 - (DEPT) Department Head | JSEFCIK | Jeffrey J. Sefcik | Approve | |
| 50 - (BUDGET) Budget Office | AWRIGHT | Angelina W. Wright | Approve | |
| 90 - (PAYROL) Payroll | SHBROOKS | Shonda L. Brooks | Apply | |
| Not Selected | | | Not Selected | |
| Not Selected | | | Not Selected | |
| Not Selected | | | Not Selected | |
| Not Selected | | | 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

Save

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Press Save Button.

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

Electronic Personnel Action Form

The transaction has been successfully submitted.

Successful submittal will start the approval process!