



Employee E-Class Transfer

The Employee E-Class Transfer EPAF is intended for those situations wherein an employee will be leaving an assignment in one E-class to begin a new assignment in another E-class (e.g. a student employee, with E-class BB, transitioning into an hourly staff position, with E-class FF).

This form is to be used in place of an Assignment-type EPAF (e.g. SHASN) in these situations to begin the employee's new assignment.

IMPORTANT: This form does **NOT** terminate their previous assignment. A separate Assignment Termination EPAF (e.g. SHTER) must be submitted **AND** approved/applied before the E-Class Transfer EPAF (below) should be submitted to designate the employee's new assignment and E-Class.

EPAF Approval Category:

Employee E-Class Transfer

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY	06/06/2008	<input type="text" value="08/06/2008"/>
Job End Date: MM/DD/YYYY		<input type="text"/>
Jobs Effective Date: MM/DD/YYYY	08/01/2008	<input type="text" value="08/06/2008"/>
Adjusted Serv. Date: MM/DD/YYYY	06/05/2000	<input type="text"/>
Employee Class Code:	GG, Semi Monthly Administrators	<input type="text"/>
Home Organization:	1, USF	<input type="text"/>
Distribution Orgn:	541001, Human Resources	<input type="text"/>
Timesheet Orgn:	P54112	<input type="text"/>
Contract Type:	Primary	<input type="text" value="Primary"/>
Contract Begin Date: MM/DD/YYYY		<input type="text"/>
Contract End Date: MM/DD/YYYY		<input type="text"/>
Step:	0	<input type="text"/>
Regular Rate:	38.461538	<input type="text"/>
Assign Salary:	3125	<input type="text"/>
Annual Salary:	75000	<input type="text"/>
Factor:	24	<input type="text"/>
Pays:	24	<input type="text"/>
FTE:	1	<input type="text" value="1.00"/>
Appointment Percent:	100	<input type="text" value="100.00"/>
Title:	Asst Payroll Manager	<input type="text"/>
Job Change Reason:	JOBTC	<input type="text" value="TRSFR. Transfer"/>

Enter the employee's new E-Class in the **Employee Class Code** field. Example: If a student employee (BB) is becoming hourly staff (FF), then you would enter FF in this field.

Timesheet Organization (or Payroll Organization, abbrev. P-ORG) links the employee's jobs record to their E-Timesheet and, in turn, their E-Timesheet to their specific supervisor/timesheet approver.

Enter the begin date of the employee's new assignment in the **Adjusted Serv. Date** field ONLY if they are changing from part-time to full-time, or vice-versa. Otherwise, leave this field blank.

Step 1

Define Employee, Query Date, and Approval Category

- In the **New EPAF Person Selection** Screen, provide employee's **CWID** or search for employee using the magnifying glass icon.
- **Query Date** is the date the employee will begin their new position (please see Appendix on Query Date(s) for more detailed information).
- Select "Employee E-Class Transfer, TRANSF" **Approval Category** (pictured on previous page).
- Click "Go".

Step 2

Select Employee Assignment

- In the **New EPAF Job Selection** screen, input the employee's new **Position** number and **Suffix**.
- Click "Create".

Step 3

Enter Main Job Information

- **Job Begin Date** and **Jobs Effective Date** should equal the first date that the employee is to assume his/her new position, and should also match the **Query Date**.
- Leave the **Adjusted Serv. Date** field blank, except in the case where the employee is transferring from a part-time position to a full-time position or vice-versa (e.g. EE to DD).
- The first field within the EPAF is **Employee Class Code**. Here you will enter the employee's NEW E-Class (e.g. FF for temporary hourly employees).
- Always enter the value "1" in the **Home Organization** field.
- Enter the org. code where the employee's paycheck will be distributed in the **Distribution Orgn** field. Enter the employee's P-ORG # in the **Timesheet Orgn** field.
- **Contract Type** for an E-class Transfer should default to "Primary." If the previous assignment has not yet been terminated, then make **Contract Type** "Overload" and HR will amend.
- **Contract Begin** and **Contract End Date** fields should be left blank unless the new assignment is a stipend, or a faculty assignment. For a stipend or faculty

assignment, the **Contract Begin Date** should equal the **Query Date**, or the date that the new assignment will begin. The **Contract End Date** should be the last date of the last pay period worked on the new assignment (or the end of the fiscal year, whichever comes first).

- **Step** should always be 0.
- If the employee's new assignment is paid hourly, enter the hourly rate in the **Regular Rate** field. If they receive a salary or stipend, leave this field blank.
- The **Assign Salary** field is reserved for stipends and staff teaching assignments. For these assignments, enter the amount that the employee is to be paid *per pay period* in the **Assign Salary** field (hint: this should equal the **Annual Salary** amount divided by the **Pays**).
- If the employee's new assignment is salaried, enter the yearly salary amount in the **Annual Salary** field. If the new assignment is a stipend, enter the total amount to be paid to the employee in this field. If the employee is paid hourly, leave this field blank.
- The **Factor** and **Pays** fields should also be left blank except when entering stipends or faculty assignments. For stipends and faculty assignments, **Factor** should equal the # of pay periods worked and **Pays** should equal the # of pay periods paid. Note: These fields will typically be equivalent; the exception would be full-time faculty employees that work 9 mos. of the year and are paid over 12.
- Enter the FTE in the **FTE** field.
- Enter the **Appointment Percent**.
- Enter the **Title** of the new assignment.
- The **Job Change Reason** should default to *TRSFR, Transfer*.

For instructions on **Steps 4-7**, including:

- Confirming or Revising FOAP
- Defining Approval Routing Queue
- Adding Comments
- Saving, Confirming & Submitting your EPAF

please refer to the section of this guide entitled Part II "EPAFs for Staff & Faculty."
