

## Extend a Temporary or Time Limited Appointment (May choose to use HN0022 instead\*) CG0003

\*Special Note: You can only use this EPAF when extending from Fall to Spring (cannot be used to extend from Spring to Fall due to break in payment schedule during summer) **AND** if submitting EPAF before the last payment date of fall semester. Also, this EPAF may be used for Spring **only if position number, salary, and/or FTE are NOT changing from Fall semester**. If conditions exist that prohibit using CG0003, then use HN0022—New Hire EPA Temporary EPAF.

- Sign into Self Service Banner
- Choose Employee
- Choose Electronic Personnel Action Form (EPAF)
- Choose New EPAF

Search [ ] Go RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

### New EPAF Person Selection

**Instructions:**

1. Enter an ECU ID or select the link to search for an ID.
2. Enter the appropriate Query Date - this is the effective date of your action. It will default into certain date fields in your EPAF to make data entry easier but you may override.
3. Select the Approval Category - the action you are doing.
4. Select Go.

**TIPS** - Do not enter punctuation in names, addresses or phone numbers. No hypens, periods, dashes, parenthesis, etc.

\* - Indicates a required field.

ID: \* [800010120] Test Ann EPAF [ ]

Query Date: MM/DD/YYYY [08/16/2009]

Approval Category: \* [ ]

Go

EPAF Approver Summary | EPAF Originator Summary  
Return to EPAF Menu

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Enter ECU ID and hit your **TAB** button or do a search (magnifying glass) and select a person.

Enter Query Date—This date should be the first day of the first pay period (1<sup>st</sup> or 16<sup>th</sup>).  
Choose Approval category - **Extend a Temporary or Time Limited appointment, CG0003**

Click the **GO** button.

Extend a Temporary or Time Limited Appointment, JOBEXT							
Search Type	Position	Suffix Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status Select
Q	New Job						⊕
	Primary	900006	00 Executive Assistant	220130, AF Information Processing Services	Jan 01, 2007	Apr 30, 2007	Active ⊖

All Jobs

Next Approval Type Go

### Extend a Temporary or Time Limited Appointment, JOBEXT

Select the job that you wish to extend by using the select button to the right.

Click the **NEXT APPROVAL TYPE** button.

End the Job, JOBEND									
Search Type	Position	Suffix Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select	
Q	New Job								C
	Primary	900006	00 Executive Assistant	220130, AF Information Processing Services	Jan 01, 2007	Apr 30, 2007		Active	⊕
All Jobs									
Go									

### End the Job, JOBEND

Select the job to enter a future end date.

Click the **GO** button.

Extend a Temporary or Time Limited Appointment 900006-00 Executive Assistant		
Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	01/01/2007	08/16/2009
Personnel Date: MM/DD/YYYY	01/01/2007	08/24/2009
Job Status: (Not Overrideable)	Active	A
Job Change Reason:	00001	00250, Extend Temp or Time Ltd Appt

**Jobs Effective Date:** This is the effective date and should be the beginning of a pay period (the 1<sup>st</sup> or the 16<sup>th</sup>).

**Personnel Date:** The date the action should take effect (initial date of EPA contract).

**Job Status:** Defaults in as A for Active and is not overrideable.

**Job Change Reason:** Defaults in as **00250, Extend Temp or Time Ltd Appt**.

End the Job 900006-00 Executive Assistant		
Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	01/01/2007	12/31/2009 08/18/2009
Personnel Date: MM/DD/YYYY	01/01/2007	
Job Status: (Not Overrideable)	Active	T
Job Change Reason:	00001	00100, Temp Appt Terminated

**Jobs Effective Date:** This date should be the last date of payment, either the 15<sup>th</sup> or the last day of the month.

**Personnel Date:** This date should be the actual last day of the EPA contract.

**Job Status:** Defaults in as T, for terminated.

**Job Change Reason:** Defaults in as **00100, Temp Appt Terminated**.

**Routing Queue**

Approval Level	User Name	Required Action
89 - (HRIPS) HR IPS Approval	<input type="text"/>	Approve
90 - (APPLY) HR IPS Apply to Database	<input type="text"/>	Apply
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected

Save and Add New Rows

Verify Approval Levels and add additional levels, if necessary. Verify or enter the appropriate User Name for each Approval Level. You are responsible for entering all necessary approval levels for this action.

Click the **SAVE** button at the bottom of the form.

If no errors occur, hit the **SUBMIT** button.

If you receive an error, correct the error, **SAVE** the form and **SUBMIT** again.