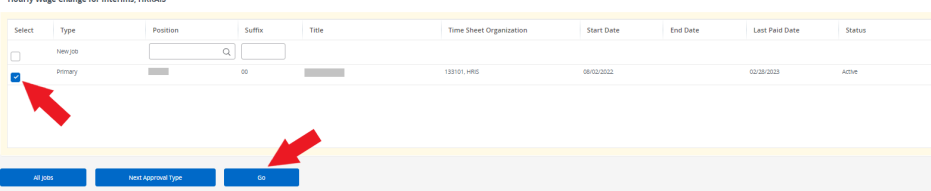# Teachers College
COLUMBIA UNIVERSITY

Hourly Rate or Labor Update - Interim Employee, Interim Student, & Admin Fellow, MODJB7

This ePAF can only be used to update the hourly rate and the funding information of an employee who is currently holding an active Interim Employee, Interim Student or Admin Fellow job.

What you need to do	What you will see
STEP 1: Provide the ePAF parameters: a. Enter the TCID of the employee in the ID field ('T' in TCID in caps). b. Enter the Query Date. <u>The Query Date should equal the appointment effective date</u>. c. Select Hourly Rate or Labor Update - Interims and Admin Fellow, MODJB7 in the approval category. d. Click Go.	**ID *** **a.** Once TCID is entered above, name will populate here **Query Date *** 10/23/2023 **b.** **Approval Category *** Hourly Rate Update - Interims and Admin Fellow, MODJB7 ⌄ **c.** Go **d.**
STEP 2: Select Position Number Select All Jobs. In the "Select" column, select the active job you want to modify the hourly rate or the labor/funding information. Click "Go".	Hourly Wage Change for Interims, HRRAIS | Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
	New Job	🔍							
☑	Primary	▭	00	▭	133101, HRIS	08/02/2022		02/28/2023	Active	 All Jobs Next Approval Type Go
STEP 3: Input Begin Record Information. Enter the appropriate Effective Date and Personnel Date of the hourly rate or labor update. The effective date should be after the employee's last paid date. To update the employee's current hourly rate, enter the new hourly rate in the Hourly Rate field. Otherwise, leave blank. Do not use '$' or ',' .	Hourly Rate ePAF Interims, T00000-00 Early Childhood Teaching, Last Paid Date: 10/15/2023 **Effective Date *** 10/23/2023 **Personnel Date *** 10/23/2023 **Hourly Rate *** *New Rate Here* *Do not enter $ or , * **Job Change Reason *** ADJ

STEP 4: If applicable, update the funding section	Effective Date null: 09/16/2023
If the only change being requested is for a rate update, leave the labor section as-is and continue to **step 5**. If a labor update is required, complete the following steps: Enter the Index. Click the "Default from Index" button which will automatically update the Fund, Organization, and Program fields. Re-enter the account number (The "Default from Index" button will knock it out, a known system defect with Banner). Ensure the funding percent equals 100%.	COA: 1, Index: 500000, Fund: 50..., Organization: 500000, Account: 6422, Program: 6000, Percent: 100 ⊕ Default from Index ⊕ Add Row

STEP 5: Input Routing Queue.	Routing Queue
Click on the drop down menu to enter the approver for each approval level. Do not touch the "Required Action" If this transaction needs both Budget AND Grants approval, enter the budget approver in level 24 – (CONTR) Budget/Grant then go to step 6A.	**Approval Level** / **User Name** / **Required Action** 5 - (DEPT-2) Academic Admin Approvals / Not Selected / Approve 24 - (CONTR) Budget/Grant / Not Selected / Approve 88 - (INTRM) HR Interim Approval / Not Selected / Approve 95 - (HRIS-A) HRIS Apply / Not Selected / Apply ⊕ Add Row

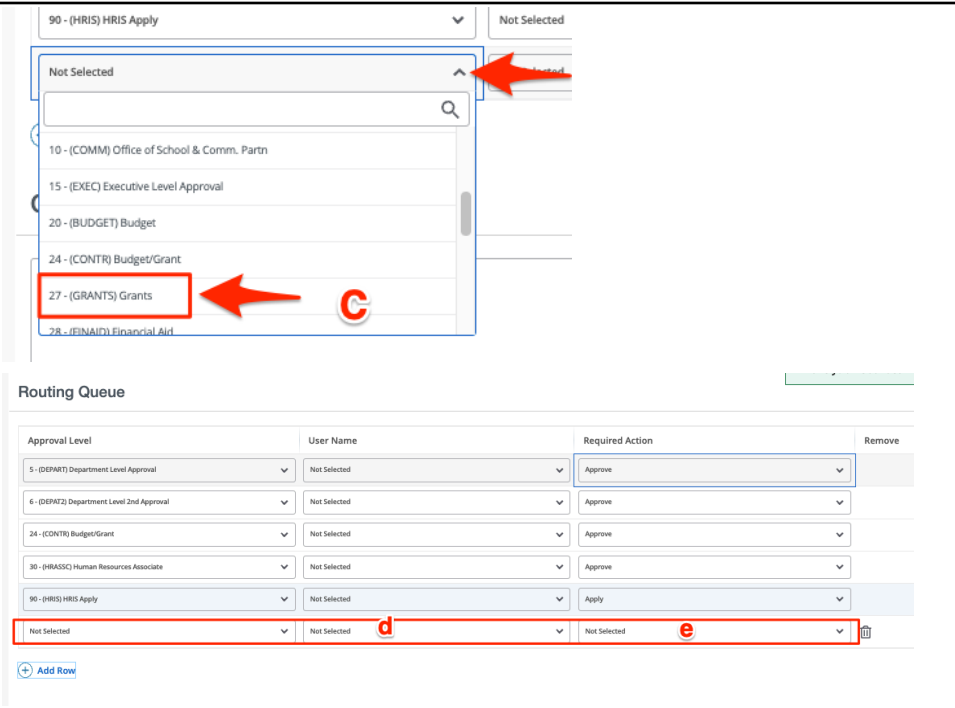| STEP 5A: Include Budget AND Grants as approvers in the routing queue.

   a. Click Add Row.
   b. Go to the empty row | 30 - (HRASSC) Human Resources Associate / Not Selected / Approve
90 - (HRIS) HRIS Apply / Not Selected / Apply

⊕ Add Row   a

Routing Queue

Approval Level / **User Name** / **Required Action**
5 - (DEPT-2) Academic Admin Approvals / Not Selected / Approve
24 - (CONTR) Budget/Grant / Not Selected / Approve
88 - (INTRM) HR Interim Approval / Not Selected / Approve
95 - (HRIS-A) HRIS Apply / Not Selected / Apply
Not Selected   b / Not Selected / Not Selected

⊕ Add Row |
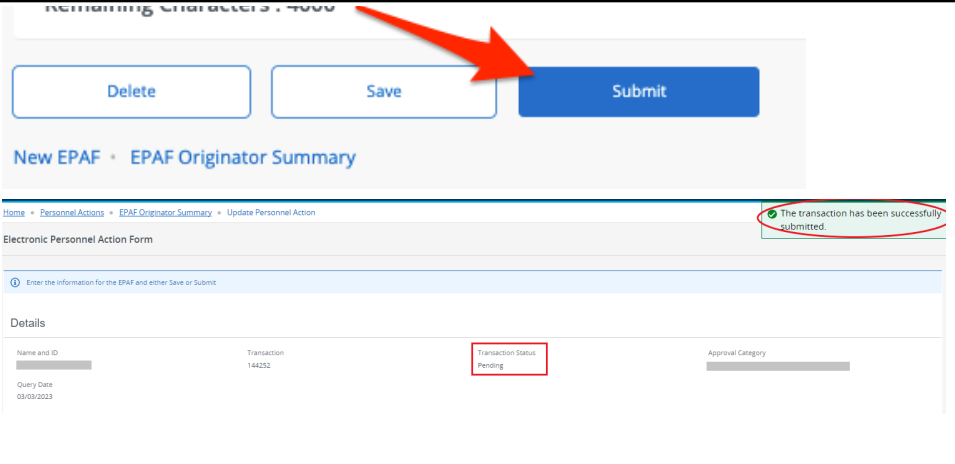
STEP 5A (continued) a. From the drop down, select **27- Grants.** b. In User Name, select John Hernandez as the approver. c. In Required Action, select Approve.	*(Screenshots showing drop down selection of "27 - (GRANTS) Grants" and Routing Queue table with Approval Level, User Name, Required Action, and Remove columns.)*
STEP 6: 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	*(Screenshot showing Save button and Electronic Personnel Action Form with Transaction 144271, Transaction Status Waiting, Query Date 03/07/2023.)*
STEP 7: 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**.	*(Screenshot showing Delete, Save, Submit buttons and notification "The transaction has been successfully submitted." Transaction 144252, Transaction Status Pending, Query Date 03/03/2023.)*