Teachers College
COLUMBIA UNIVERSITY

Salary Update – FT Faculty/FT Lecturer, MODJB1

This ePAF is used to update the salary and/or funding information of a faculty member or FT Lecturer.

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 Salary Adjustment - Faculty/FT Lecturer, MODJB1 in the approval category. d. Click Go.	ID * **a.** Once TCID is entered above, name populates here Query Date * 11/30/2023 **b.** Approval Category * Salary Adjustment - Faculty/FT Lecturer, MODJB1 **c.** Go **d.**
STEP 2: Select Position Number Click All Jobs. In the "Select" column, select the job you want to modify the salary or rate for the employee. Click Go.	Begin Appointment, J00001 | Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
	Primary	T00088	00		113101, Gottesman Libraries Gen Admin	05/13/2022	08/31/2023	10/02/2022	Active	 Active Jobs Next Approval Type Go
STEP 3: Input Begin Record Information. The Effective and Personnel Dates will default to the Query date entered in step 1. The effective date should be after the last paid date. If the start date occurs before the last paid date, change the **Effective Date** field to one day after the last paid date. Input the actual day the transaction started in the **Personnel Date** field.	Begin Appointment, _____, Last Paid Date: 10/31/2023 Effective Date * 11/30/2023 Personnel Date * 11/30/2023 Step 16 Salary Grade FULL Job Change Reason ADJ, Salary Adjustment

STEP 3 (continued): In the *Step* and *Salary Grade* fields, enter the new Step and Salary Gade according to the schedule provided by the Provost office.	

STEP 4: Update the funding allocation, if needed. 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%.	Funding Allocation, [redacted], Last Paid Date: 10/31/2023 **Current** Effective Date 09/01/2023 	COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
---	---	---	---	---	---	---	---	---	---	---	---
1	111932	1	111932	6111	100					100	| **New** Effective Date MM/DD/YYYY 11/30/2023 | COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
---	---	---	---	---	---	---	---	---	---	---	---	---
1	11193:	1	111932	6111	100					100		🗑	 ⊕ Default from Index ⊕ Add Row

STEP 6: Input Routing Queue. Click on the User Name dropdown to specify the approver for each approval level. **If this transaction needs to go through Budget AND Grants approval**, enter the budget approver in level 24 – (CONTR) Budget/Grant and go to step 6A. **Otherwise**, go to Step 7.	**Routing Queue** | Approval Level	User Name	Required Action	Remove
---	---	---	---
23 - (PROVST) Provost	Not Selected	Approve	
24 - (CONTR) Budget/Grant	Not Selected	Approve	
95 - (HRIS-A) HRIS Apply	Not Selected	Apply		 ⊕ Add Row

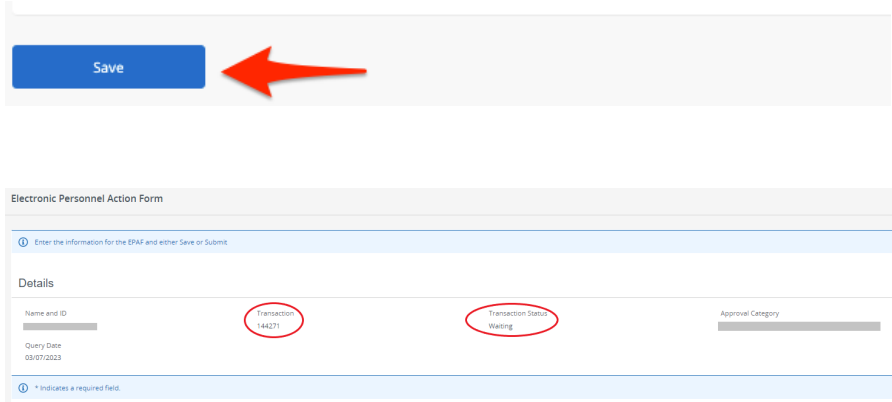|	
STEP 6A: Include Budget AND Grants as approvers in the routing queue. a. Click Add Row. b. Go to the empty row	90 - (HRIS) HRIS Apply Not Selected ⊕ Add Row **a.** Routing Queue <table><tr><th>Approval Level</th><th>User Name</th><th>Required Action</th><th>Remove</th></tr><tr><td>23 - (PROVST) Provost</td><td>Not Selected</td><td>Approve</td><td></td></tr><tr><td>24 - (CONTR) Budget/Grant</td><td>Not Selected</td><td>Approve</td><td></td></tr><tr><td>95 - (HRIS-A) HRIS Apply</td><td>Not Selected</td><td>Apply</td><td></td></tr><tr><td>Not Selected **b.**</td><td>Not Selected</td><td>Not Selected</td><td>🗑</td></tr></table> ⊕ Add Row
STEP 6A (continued) **c.** From the drop down, select **27- Grants.** **d.** In User Name, select John Hernandez as the approver. **e.** In Required Action, select Approve.	90 - (HRIS) HRIS Apply Not Selected 🔍 20 - (BUDGET) Budget 24 - (CONTR) Budget/Grant 27 - (GRANTS) Grants **C.** 28 - (FINAID) Financial Aid 29 - (VPRVST) Vice Provost's Office 30 - (HRASSC) Human Resources Associate Routing Queue <table><tr><th>Approval Level</th><th>User Name</th><th>Required Action</th><th>Remove</th></tr><tr><td>23 - (PROVST) Provost</td><td>Not Selected</td><td>Approve</td><td></td></tr><tr><td>24 - (CONTR) Budget/Grant</td><td>Not Selected</td><td>Approve</td><td></td></tr><tr><td>95 - (HRIS-A) HRIS Apply</td><td>Not Selected</td><td>Apply</td><td></td></tr><tr><td>27 - (GRANTS) Grants</td><td>Not Selected **d.**</td><td>Not Selected **e.**</td><td>🗑</td></tr></table> ⊕ Add Row
STEP 7: If needed, enter comment (max 4000 chars): **Title:** If the job title needs to be updated, enter the new title. **End Date:** Input the end date of the transactions. This is a Budget requirement. Insert any additional comments. Click Save when done.	Comments Update Title to: Professor of Ergonomic Function Remaining Characters : 3952 Save

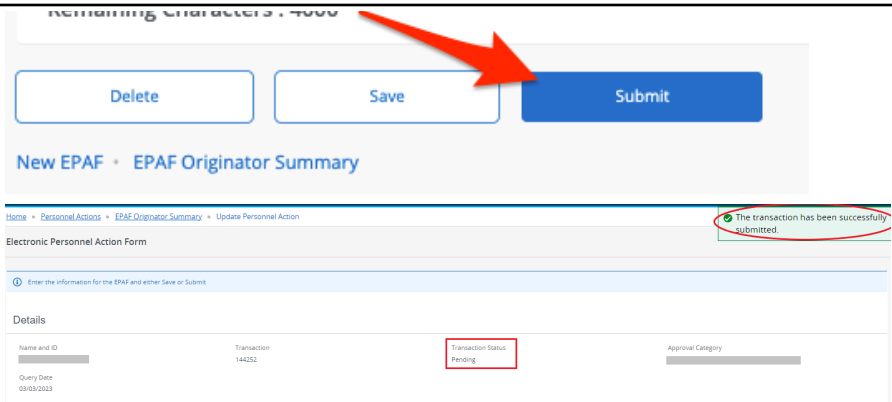| **STEP 8: Save the ePAF.** Click the Save button located at the bottom of the screen *Note: Saving the ePAF is not the last step. Once Saved, the EPAF Transaction Number and Status will appear at the top of the screen	
STEP 9: Submit the ePAF. After saving, additional action buttons will appear at 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**.	