



HR Liaisons Network Meeting Agenda

DATE: December 12, 2019**ATTENDING:** HR Liaisons and HR Staff

Topic	Speaker
I. Welcome & Announcements <ul style="list-style-type: none">a. Staff Updates<ul style="list-style-type: none">i. Payroll Specialistii. Assistant Benefits Manageriii. Administrative Admin Assistantiv. Onboarding Center Manager – Kristine Ballv. Onboarding Specialistsb. Onboarding Center update & ID Card Operationsc. Cookies – Enjoy!	Karla McCormick
II. HRL Updates <ul style="list-style-type: none">a. HRL Updates<ul style="list-style-type: none">i. Next meeting – currently scheduled January 9, 2020 - tentativeii. Sr Mgr, HR – Liberal Arts – Tami Poe – December 16, 2019iii. HR Generalist I – Developmentb. HRL Advisory Meeting – December 2, 2019<ul style="list-style-type: none">i. Compensation Procedural changesii. Next Mtg - TBD	Leanne Fuller
III. Human Resource Development <ul style="list-style-type: none">a. Supervisor Pathway – Detail Plansb. Training Attendance and Performance Ratingsc. Spring Schedule Informationd. Three Quick Dives – NEW	William Shannon Kim Graham
IV. Employment Services <ul style="list-style-type: none">a. Project Update – ATS PeopleAdminb. Procedural Changes<ul style="list-style-type: none">i. Use of Supplemental Questions for Screeningii. Review of the Shortlist Interview candidatesc. International Degree Verificationsd. Ethics Commission Change	Chris Thompson Abbi Brown
V. Records <ul style="list-style-type: none">a. Termination EPAF illustration – Retirement Termination	Brittany Saliba
VI. Compensation & Classification <ul style="list-style-type: none">a. Project Update – Lessons Learned and Next Stepsb. FLSA Informationc. Revised Compensation Processes	Rod Kelly Shelly Murray
VII. Q & A	Karla McCormick

HR Liaisons Network Meeting Minutes

December 12, 2019 – 2:45 p.m. – Auburn University Administrative Complex

Welcome and Announcements (Karla McCormick):

- **Announcements:**

- McCormick welcomed the HRLs in attendance and invited HRLs to help themselves to the cookies/treats that were brought.
- SEC CHROs Meeting: McCormick shared that she recently attended a SEC CHROs meeting at the University of Tennessee where all universities were represented except Ole Miss, LSU, and Vanderbilt. It was a great meeting where they shared and discussed issues amongst the group. McCormick further shared that it was valuable, all have similar concerns and they will continue meeting twice a year. It is a tremendous resource for vetting and researching areas that are being considered or being experienced at Auburn.
- Staff Updates: McCormick shared that Human Resources is currently seeking/evaluating applicants for six positions.
- Onboarding Center Update: McCormick shared that we have an acceptance of the position for Onboarding Manager – Kristine Ball. She will begin her appointment on January 6, 2020. The ID Card Operation along with employee, Jennifer Gilliland, will be in the Onboarding Center space on January 6th. A communication is coming out next week and asked the HRLs for assistance in sharing the information of the new location to their respective units and new employees for obtaining their identification cards. Furthermore, DUO tokens can be purchased at the Library Bookstore, that function will not be transferred with the ID Card Operation.
- McCormick shared wished the HRLs a happy holidays, reiterated that we all are part of a HR service chain and considered all of the HRLs as part of the HR extended family, and thanked them for all that they do to serve their employees.

HR Liaison Updates (Leanne Fuller):

- The next HR Liaison meeting is rescheduled for January 9, 2020. In the past, this meeting has been canceled based on to topics and the 1st week that we are back or it has been reserved for a particular topic such as Project related. Fuller asked that HRLs hold the date and she will communicate with the group via email to confirm whether the meeting will take place.
- Sr Mgr, HR – Liberal Arts: Fuller acknowledged Lori Bush's upcoming retirement and thanked her for her service to the university and serving as a HR Liaison. Fuller further shared that her replacement has been hire, Tami Poe, and will begin her employment on December 16, 2019. She will be introduced at the next HRL meeting in January.
- Open position: There is currently a Human Resources Generalist I posted for Development. She encouraged those in attendance to share with others that may have an interest in applying.
- HRL Advisory Meeting: There was an advisory meeting that took place on December 2nd in which compensation shared some proposed changes in processes with the upcoming retirement of Julie Lin. More information will be shared a little later in the meeting. To date, there has not been a new advisory meeting scheduled but will plan for one after the first of the year.
- The minutes and electronic version of the handouts for the November meeting were sent out and are available on the HRL Network Resources webpage.

Human Resource Development (Bill Shannon and Kim Graham):

- **Course offerings:** Kim Graham shared that there are 8 new offerings available in Spring 2020 schedule. Offerings include subjects such as, generations, diversity, three new writing courses, fundamentals and continuous improvement. Online courses include absenteeism and FLSA update. Graham referenced the schedule and the color-coded key of BLUE for new offerings and LIGHT ORANGE for updated courses.
- **Supervisor Pathways:** Graham shared that they began marketing the pathways courses and they currently have over 200 that have registered. They are excited about the interest and it speaks volumes of the need. Now, they will work to start managing the co-horts, creating personalized plans, and kicking off the orientation sessions that will begin in January. Another orientation and co-hort will begin in March, 2020. There will also be communities established through Teams and Sharepoint platforms. The employees that complete the program will be recognized at the Employee Recognition Program. Bill Shannon added that by creating the Communities of Practice, employees are able to form excellent, professional relationships for years to come.
- Bill Shannon briefly shared that Karla Gacasan is doing better and has a restricted diet at this time. For those that inquired on sending meals, he will update further when she is able to accept meals from individuals.
- **Training and Performance Score Correlation:** Bill Shannon showed a graphical representation of performance scores and units that had participated in training. Shannon added that the end result is that supervisors need to have the training and indicated that he is happy to come out and do the training.
- It is currently the time for mid-year check-in. In May, we will utilize the current form and in the Summer, campus will utilize the electronic form for performance planning.

Employment Services (Chris Thompson and Abbi Brown):

- **ATS Project Update:** Thompson shared that technical training will begin on January 15th. It will take place in the Library and will last approximately three hours. Thompson added that they were unable to find a location prior to the 15th but reiterated to the HRLs that if they have any postings to submit prior to the training, the Specialists will walk the employees through the process. He ensured that Employment Services will assist to make sure that everyone becomes comfortable with the new system. Thompson stated to make sure to sign up for training using the link that was shared in the email communication that was sent out. So far, there have been 53 employees attending the 6 informational sessions that have been offered. There will be another acceptance testing for TES on Friday, December 13th in the HRD Computer Lab. Thompson reminded the HRLs that the new system will be live on January 13th and the same URL will be used.
Thompson displayed the new landing page for the ATS system. The improvement from the previous landing page was evident based on the ability for pictures and a better layout of information. He added that it is ADA compliant.
- **NEW – Procedural Changes:** Thompson shared that he has discussed with the HRL Advisory group the ability to use screening questions to evaluate the pool of applicants. This new process would include that the supplemental screening questions set-up and answered would automatically release the applications to the department for consideration. He requested that once the interview list of candidates have been determined, the list of names be shared with the Employment Specialist for review prior to interview. This will allow one more review to avoid a candidate being interviewed that may not have answered the supplemental question accurately. **This change is effective with the new system on January 13, 2020 – please share with your departmental users and supervisors.**
- **International degree verification:** Effective January 13, 2020, our vendor, Verified Credentials will now be utilized to verify the educational degrees of non-faculty that were obtained abroad. Currently, the

candidate has been responsible for providing documentation. This change was also discussed at a previous HRL Advisory meeting and would be an additional cost item in the background check.

- **NEW - Revolving Door:** Abbi Brown shared with the HRLs that based on a recent (another) opinion from the Ethics Commission, the revolving door is no longer a factor for Retirees being employed through TES. There are some instances where some of the portions will apply in cases of a contractor relationship. There will be a campus-wide communication coming out after the first of the year. Brown further added that this change does not change the 30 day waiting period since that has to do with retirement system. The salary cap for retirees will still apply as well.

Records (Leanne Fuller on behalf of Brittany Saliba):

- **EPAF illustration: Retirement Termination EPAF (TERMRT)**
 - Fuller shared that Records continues the series on termination epafs. There are a couple more in this series and the plan is to begin the next series on placement of employees on leave statuses. Fuller stated that if anyone has a suggestion on a type to get with her or Brittany. The illustration is available in the packet and will be available on the HRL Resource Network.

Compensation/Classification Update (Rod Kelly and Shelly Murray):

- **Comp Project:** Rod Kelly shared that they are currently wrapping up first job group of the project. There is a meeting planned with the first job group leadership team. There will also be a meeting with senior leadership on December 20th to discuss items related to the project. More information will be forthcoming. Kelly added that there have been lessons learned through this first job group. He had sent out a survey to the HRLs (and others) involved in the group as to what their experience was and what suggestions they had. Kelly thanked those that responded. They learned that pre-training will be helpful on job descriptions and the job architecture structure. There will be plans for making sure this is planned and implemented going forward – this will be helpful for the HRLs involved. Kelly shared that they cannot accommodate reclassifications through the project; therefore, the suggestion is to get reclassifications for review prior to that position being a part of the job group.
- **FLSA Update:** The effective date of the transfer is January 1, 2020. All communication has been sent out to impacted employees, supervisors, and HRLs. A recent communication was sent regarding the counting the transition week in relation to Overtime pay. There were no questions from the group.
- **New –** Procedural changes regarding position and supervisor change requests to Julie Lin, the new procedures replaces the email to Julie. Effective December 16, 2019, all requests for changes of new position set-up for faculty, attribute changes on positions, new position requests and reclassifications requests for non-faculty, and supervisor (reports to on Position, not Job) changes will flow through a smartsheet. The link to do so will be sent out next week – please share with appropriate individuals that would normally be making these requests. Murray added that this is temporary change until the new PeopleAdmin system is operational for position management. Comments from the HRLs included that an additional field of “Requestor Name” will be added to the smartsheet form. Any documentation (HR34A or B, etc.) to support requests needs to be uploaded to the request form in smartsheet as well.

It was reiterated that the request for the Report To supervisor change WILL NOT change the supervisor on the job record; an EPAF will still need to be submitted for this change.

The Compensation Specialist will email that the request is complete. McCormick added that we are in the process of identifying touch points to the JOB and POSITION fields so the process can be made more efficient and streamlined for the user. In working with Ellucian consultant, we hope that proxy tables can be used so there are not multiple ways necessary to make the supervisor changes. The goal is to make 1 process which will be easier for you and the field.

Final Comments and Closing Remarks (Karla McCormick)

- **Engagement survey:** McCormick shared that some individuals had participated in meeting with Mercer consultant in feedback regarding the development of questions that will sent to the non-faculty employees. We have received the first draft of questions with a plan of reviewing and sent to campus in February, 2020. The results will be available in April, 2020. McCormick further added that there will be focus groups developed in which some of you will be asked to participate.
The decision by Senior leadership is that Faculty will not be included due to the COACHE survey utilization.
- **Metal Detector:** McCormick shared that we have been working with campus safety and security and facilities to install and begin use of the metal detector at the East Glenn Administrative Complex, as mentioned in a previous HRL meeting. Employees of the building will enter through the right side door (must have badge). The visitors and other university employees will enter through the left side door. There has been a lot of discussion and this was the decision outcome with the other tenants of the building. There will be a communication to campus soon and will be effective January 6, 2020. There was a comment to add language to the NEO communication so they are not taken by surprise upon their arrival.
- **Spirit of Excellence (SOE) nominations** – McCormick encouraged those in attendance to consider submitting nominations for SOE in particular, service/maintenance category.
Further encouragement was stated on opting-in to electronic W-2s. The HRLs were informed to reference last month's HRL minutes as a reference for pulling language of the advantages of electronic W2s. A question was raised on the possibility of ISS pulling a list of employees that may not have opted –in to help with a targeted communication.
- No further questions from the group; meeting was adjourned.

HR LIAISON NETWORK MEETING



Karla McCormick

*Welcome and
Announcements*



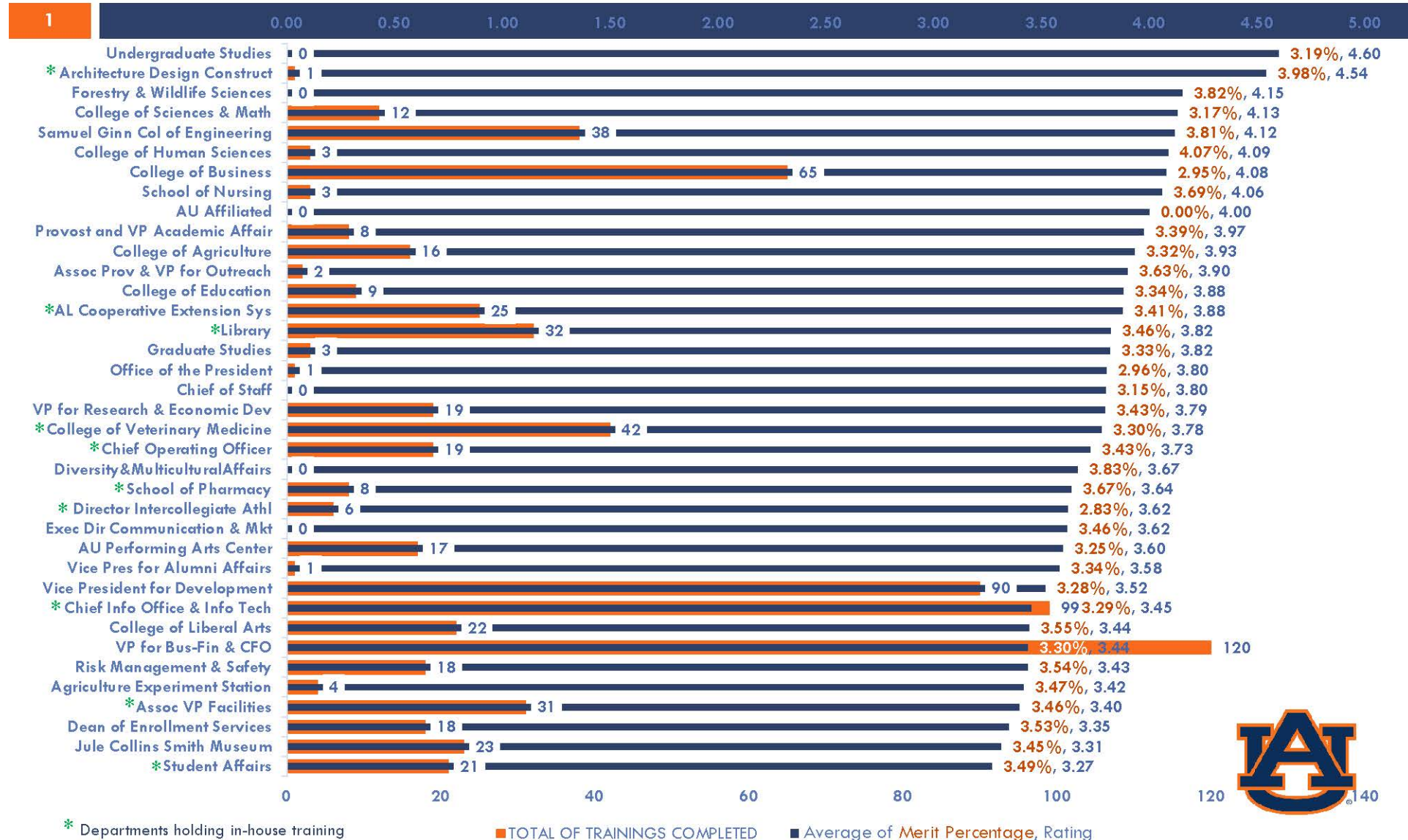
Leanne Fuller
HR Liaison Updates



**William Shannon
& Kim Graham**
HR Development



2018-2019 Average Merit Percentage and Rating by Division with # of Trainings Completed



**Chris Thompson
& Abbi Brown**
Employment Services



PeopleAdmin SelectSuite 7 Update

- Technical training begins Jan. 8 with multiple sessions
 - Registration will be available soon at <https://aub.ie/pa7training>
 - Sessions are scheduled for three hours; location(s) to be determined
- On Jan. 13, the current applicant portal will transition to the new system, but will still be located at www.auemployment.com
 - All applicants must create a new account to apply for jobs
- On Jan. 13, the site will be live for postings
 - Employment will be available to assist with postings
- Six information sessions held with 53 attendees
- Acceptance testing currently in progress with assistance from Campus Partners



Process Changes

- Supplemental/knockout questions will be used to screen applicants
 - Employment will consult with their division HRL or supervisor in the development of these questions
- Employment should be notified of your shortlist of candidates before the interview takes place
 - HRL or supervisor should consult with their respective Specialist to review/validate qualifications
- Ability and requirement of verification international degrees



Brittany Saliba
Records



**Rod Kelly &
Shelly Murray**
*Compensation and
Classification*



Status Update: Competitive Compensation Study *(Initial phase)*

Validation with Job Family Leadership

- Friday the 13th
 - Jobs
 - Benchmark Matches
 - Initial Cost Implications

Presentation of Results to Senior Leadership

- Thursday the 19th
 - Final Results
 - Implementation Strategy



Status Update: Competitive Compensation Study *(Lessons learned)*

- Pre-training re Job Architecture
- Pre-training on Job Description methods
- Pre-preparation of job descriptions
- Pre-training re Market Survey Benchmarking methodology
- Develop plan for writing cross-campus job family descriptions
- Modify Approach to 2020 Work
 - By “Wave” rather than “Family”



Revised Compensation Processes



Karla McCormick
Questions and Answers



Status Update:

Competitive Compensation Study

INITIAL PHASE

Validation with Job Family Leadership

- Friday the 13th
 - Jobs
 - Benchmark Matches
 - Initial Cost Implications

Presentation of Results to Senior Leadership

- Thursday the 19th
 - Final Results
 - Implementation Strategy

LESSONS LEARNED for 2020

- Pre-training re Job Architecture
- Pre-training on Job Description methods
- Pre-preparation of job descriptions
- Pre-training re Market Survey Benchmarking methodology
- Develop plan for writing cross-campus job family descriptions
- Modify Approach to 2020 Work
 - By “Wave” rather than “Family”

Compensation Action Submissions

Currently, compensation action requests are emailed or mailed to Compensation's *Administrative Support Specialist*, Julie Lin. **This process will end effective tomorrow, December 13.** As of December 16, compensation action requests will be submitted via the link and forms below.

IMPORTANT – The following link is provided for accessing the forms below. Due to the confidential nature of this process, it should be utilized only by HR Liaisons, HR Generalists, or select HR designees in order to prevent the casual employee from submitting an action that has not gone through the proper review and approval processes. Therefore, please do not share this link with others. It is recommended that you save this link as a bookmark in your web browser.

<https://app.smartsheet.com/b/form/2009eda71cba4234b6bbfc8a969b2dd0>

Step 1: Click the link that is provided above. You will be directed to a page with the following request form.

The screenshot shows a web form titled "2020 Position Review / Reclassification / New Position Request" with the Auburn University logo. The form includes several fields: "Division" (a dropdown menu), "Action Type (salary)" (a dropdown menu), "Position # (if applicable)" (a text field with a note "If vacant, please type N/A"), "Current Employee Name (if applicable)" (a text field with a note "If vacant, please type N/A"), and "Banner ID" (a text field with a note "If vacant, please type N/A"). There is a section for "File Attachments" with instructions to attach HRSA, PDQ, and Org Charts, and a note to attach any other relevant documentation. Below this is a "Comments" text area. At the bottom, there is a checkbox labeled "Send me a copy of my responses" and a "Submit" button. The footer of the form indicates it is "Powered by Smartsheet Forms" and includes links for "Privacy Policy" and "Report Abuse".

Step 2: Division - Select the division from the drop down list which houses the position.

The screenshot shows a dropdown menu for "Division". The menu is open, displaying a list of divisions. The first option is "Select". The other options are: "100 Office of the President", "102 Assoc VP Facilities", "103 Vice Pres for Alumni Affairs", "104 Vice President for Development", "105 Graduate Studies", "108 Dean of Enrollment Services", "110 Chief Operating Officer", "111 Asst VP for Auxiliary Services", "113 VP for Bus-Fin & CFO", "114 Alumni & Dvlmt Supt Services", and "115 Risk Management & Safety".

Step 3: Action Type - Select the drop down arrow for action type. Select your action type: New Position Request (Vacant), Request for Position Review (w/ incumbent), Request for Position Review (Vacant), or Salary Alignment.

Action Type (select) *

Select

New Position Request (vacant)

Request for Position Review (w/ incumbent)

Request for Position Review (vacant)

Salary Alignment

Step 4: Position # - Enter the position number. If requesting a new position, type N/A.

Position # (if applicable) *

If vacant, please type N/A.

Step 5: Employee Name - Enter the position incumbent's name that is being considered for a position review. If vacant, type N/A.

Current Employee Name (if applicable) *

If vacant, please type N/A

Step 6: Employee's Banner ID - Enter the employee's Banner ID. If a vacant position, type N/A.

Banner ID *

If vacant, please type N/A.

Step 7: Attachments - Attach relevant documentation to include the signed HR34 request form, Position Questionnaire (PDQ), and an Organization Chart for your division/department.

File Attachments *

Attach HR34, PDQ, and Org Chart.

Please attach any other relevant documentation.

Drag and drop files here or [browse files](#)

Step 8: Comments - If you have any additional comments, please submit these in the space provided.

Step 9: Copy of Submission - Select the box if you would like an email copy of your submission.

☐ Send me a copy of my responses

Submit

Supervisor Changes

Currently, supervisor change requests are emailed to Compensation's Administrative Support Specialist, Julie Lin. **This process will end effective tomorrow, December 13.** As of December 16, compensation action requests will be submitted via the link and forms below.

IMPORTANT – The following link is provided for accessing the forms below. Due to the confidential nature of this process, it should be utilized only by HR Liaisons, HR Generalists, or select HR designees in order to prevent the casual employee from submitting an action that has not gone through the proper review and approval processes. Therefore, please do not share this link with others. It is recommended that you save this link as a bookmark in your web browser.

<https://app.smartsheet.com/b/form/b4cd404d10384793ad1d13acd5ae00cf>

Step 1: Division - Select the division from the drop down list which houses the position.

Division Number *

Select ▼

Step 2: Incumbent Name - Enter the current employee's name whose supervisor needs to be changed.

Current Incumbent Name *

Step 3: Employee's Banner ID - Enter the current employee's Banner ID. If vacant, enter N/A.

Current Incumbent Banner ID *

Step 4: Incumbent Posn # - Enter the current employee's position number.

Current Incumbent Posn # *

Step 5: Supervisor's Name - Enter the supervisor's name who has full supervisory responsibility for the position/employee.

Supervisor Name *

Step 6: Supervisor's Banner ID - Enter the supervisor's Banner ID.

Supervisor Banner ID *

Step 7: Supervisor's Position # - Enter the supervisor's position number.

Supervisor Position # *

Step 8: Reason for Change - Please type a short summary for the reason for changing the supervisor.

Reason for Change *

Step 9: Effective Date - Select the effective date of change by selecting the calendar icon or typing in the box.

Effective Date of Change *



Step 10: Attestation - Type your name to acknowledge the supervisor change.

Attestation

By typing your name, you acknowledge that the above information is accurate and approved.

Name *

Step 11: Attachments – Attach any related documentation that you may have (i.e. emails, memo, etc.).

File Attachments

Provide documentation if applicable.

Drag and drop files here or [browse files](#)

Step 12: Copy of Submission - Select the box if you would like an email copy of your submission.

☐

Send me a copy of my responses

Submit



Faculty Position Changes

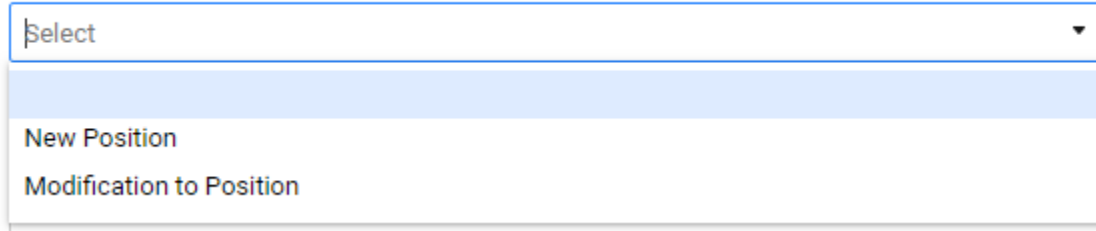
Currently, faculty position change requests are emailed to Compensation's Administrative Support Specialist, Julie Lin. **This process will end effective tomorrow, December 13.** As of December 16, compensation action requests will be submitted via the link and forms below.

IMPORTANT – The following link is provided for accessing the forms below. Due to the confidential nature of this process, it should be utilized only by HR Liaisons, HR Generalists, or select HR designees in order to prevent the casual employee from submitting an action that has not gone through the proper review and approval processes. Therefore, please do not share this link with others. It is recommended that you save this link as a bookmark in your web browser.

<https://app.smartsheet.com/b/form/19b17b61d8f445bbae0d67dbd2d5e950>

Step 1: Submission Type - Select submission type: New Position or Modification of Position.

Submission Type *



Select

New Position

Modification to Position

Step 2: Position # - Type the Faculty's position number. If it is a new position, type N/A.

Position # *

If it is a new position, please type N/A

Step 3: Current Title - Type the Faculty's current position title. If it is a new position, type N/A.

Current Position Title *

Step 4: New Title - Type the new position title.

New Position Title *

Step 5: Appointment Duration – Enter duration of faculty appointment: 9 month or 12 month.

Duration of Faculty Appointment

Example: 9 or 12 month duration.

Step 6: Supervisor Name - Enter the supervisor's name, if changed. If there is no change, type N/A.

Supervisor's Name *

If this is a new position, please type the supervisor's name. If modifying a position and there is no change, type N/A.

Step 7: Supervisor's Position # - Enter the Supervisor's position number. If there is no change, type N/A.

Supervisor's Position Number *

If this is a new position, please type the supervisor's position number. If modifying a position and there is no change, type N/A.

Step 8: FOAP - Enter the FOAP.

FOAP *

Step 9: Job location ID - Type the Faculty's job location number, if changed. If there is no change, type N/A.

Job Location or Location ID *

If this is a new position, please type the job location. If modifying a position and there is no change, type N/A.

Step 10: Attachments - Please attach any related documentation that you may have (i.e. emails, memo, etc.).

File Attachments

Provide documentation if applicable.

Drag and drop files here or [browse files](#)

Step 11: Comments - If you have any additional comments, please submit these in the comment box on the form.

Step 12: Copy of Submission - Select the box if you would like an email copy of your submission.

☐ Send me a copy of my responses

Terminations Retirement (TERMRT)

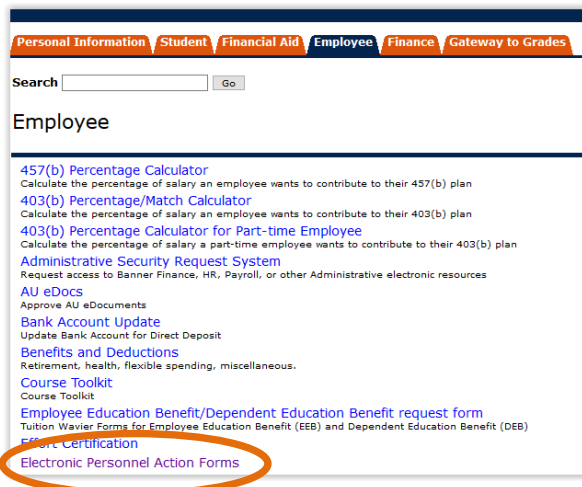
Description: Retirements from the University require documentation of retirement (i.e. letter from the employee), as well as prior discussions with Benefit personnel.

For Faculty:

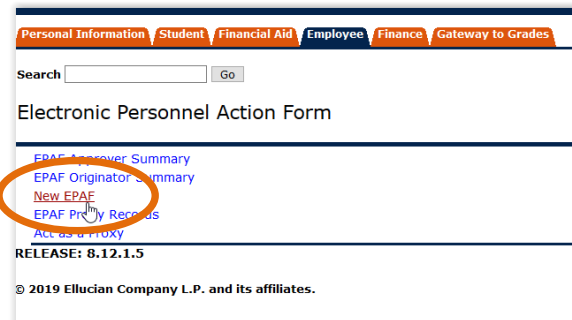
- If the Faculty member retires with only an active F9 position, then the retirement epaf (TERMRT) will be processed on the F9 position*
- If the Faculty member retires in the summer with an active SF (Summer Faculty) position, then the retirement epaf (TERMRT) will be processed on the SF (Summer Faculty) position and a termination job epaf (TERMJB) will be applied to the F9 position as well as any other subsequent active positions.*



3 Employee Tab -> Electronic Personnel Action Forms



4 New EPAF



5 Enter the Banner ID number

Query Date – Will Default to Today's Date

Approval Category – Termination (Retirement), TERMRT

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * 902013629 Brittany Johnson Saliba

Query Date: MM/DD/YYYY * 12/31/2019

Approval Category: * Termination (Retirement), TERMRT

Go

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	160511	00	Mgr, Employee Records&Sys Mgmt	HR424, Human Resources	Feb 03, 2019		Dec 02, 2019	Active

All Jobs

6 Go

7

Select the Job to Terminate

ID: Brittany Johnson Saliba, 902013629
Query Date: Dec 31, 2019
Approval Category: Retirement Termination, TERMRT

Termination (Job ONLY), TERMJB

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job									<input type="button" value="🔍"/>
	Primary	160511	00	Mgr, Employee Records&Sys Mgmt	HR424, Human Resources	Feb 03, 2019		Dec 02, 2019	Active	<input type="button" value="🔍"/>

All Jobs
Go

8

Go

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID: Brittany Johnson Saliba, 902013629
Transaction: Query Date: Dec 31, 2019
Transaction Status: Last Paid Date: Dec 02, 2019
Approval Category: Termination (Retirement), TERMRT

Jump to Bottom

* indicates a required field.

Termination (Job ONLY), 160511-00 Mgr, Employee Records&Sys Mgmt, Last Paid Date: Dec 02, 2019

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	10/01/2019	12/31/2019
Personnel Date: MM/DD/YYYY	10/01/2019	12/31/2019
Job Status: *	Active	Terminated
Job Change Reason: *	FYSAL	RTIRE, Retirement

Termination (Retirement)

Item	Current Value	New Value
Employee Status: *	Active	Terminated
Employee Group Code: *(Not Enterable) PPRR, Probationary Per Rev Received		RETD
Term Reason Code: *		RT, Retirement
Termination Date: MM/DD/YYYY*		12/31/2019

Routing Queue

Approval Level	User Name	Required Action
10 - (APPRV1) Approval 1	Leanne Fuller	Approve
57 - (PAYRTD) Payroll - Retirement	Linda A Sanders	FYI
96 - (HREBW) HR Assistant	April L McFarlin	Approve
99 - (HR) HR Apply/Supervisor	Brittany Johnson Saliba	Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Comment

Retirement Letter sent

- 1) Enter the Job Effective Date - (Termination Date) i.e. Last Paid Date
- 2) Personnel Date – Not Required
- 3) Job Status – Pre-populated with “Terminated”
- 4) Job Change Reason – RTIRE, Retirement
- 5) Enter the Employee Status – Terminated
- 6) Employee Group Code – Pre-populated with “RETD”
- 7) Enter Term Reason Code – RT – Retirement
- 8) Enter the Termination Date – (Termination Date) i.e. Last Paid Date
- 9) Routing Queue and Comments - Ensure to enter the proper routing specific to your department.

9

Save

Saving the EPAF creates a transaction number

10

Submit and please check for errors!

Electronic Personnel Action Form

✓ The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

Name and ID: Brittany Johnson Saliba, 902013629 **Job and Suffix:** 160511-00, Mgr, Employee Records&Sys Mgmt
Transaction: 749872 **Query Date:** Dec 31, 2019
Transaction Status: Pending **Last Paid Date:** Dec 02, 2019
Approval Category: Termination (Retirement), TERMRT