The following steps will guide you step-by-step in originating an EPAF to create a secondary hourly, non-faculty job for an existing employee (AJOB15). If you are trying to reappoint an employee into a job that they have previously held, you MUST use a different EPAF.

1. Enter the **ID** (G#) for the employee, the **Query Date** (effective date), and select the EPAF **Approval Category** AJOB15. Select **Go**.
   - The Query Date will always default to today’s date. **CHANGE the query date if today is not the effective date for this transaction.**
   - Any other active jobs for this employee will autopopulate on the screen.

2. Enter the **Position** (POSN) for the secondary job being created for this employee. Suffix is 00. Select **Go**.
3. Enter all required information marked with a red asterisk.
   - The **Contract Type** refers to the type of job (primary, secondary, overload). This is a secondary job. Select ‘secondary’ from the drop down box.
   - Enter a Board approved part-time title and rate of pay.
   - The **Timesheet Orgn** MUST be entered; otherwise, the ORG will be defaulted to their primary job’s ORG.
   - Enter the Leader ID, Position, and Suffix.

4. The FOAP should populate correctly.
   - Contact Human Resources before changing the FOAP.
5. Enter the appropriate **Routing Queue**, and add comments if necessary. Select **Save**

6. Click **Submit**.
   - The Transaction Status will change from **Waiting** to **Pending** once the EPAF is submitted successfully.
7. The originator will be notified via email once the EPAF has been applied, and the **Transaction Status** will be changed to **Completed**.
   - Once this has been done, your employee may begin working at this secondary job.

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**Completed**

hrepaf@sjcd.edu

**Sent:** Thu 4/10/2014 9:52 AM

An EPAF you submitted has been applied:

**Transaction:** 3581

**Approval Category:** Create Secondary/Overload Job - Hourly, Non-Faculty

**Approval Category Code:** AJOB15

**Employee Name:** Letterman, David

**CID:** G00890430

**Transaction Status:** Completed

**Approval Level:** HR EPAF Apply

**Approval Level Code:** HRAPLY

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Review the EPAF, login to EPAF Originator Summary via Self-Service Banner (SSB) on 
[http://www.sanjac.edu/soslogin](http://www.sanjac.edu/soslogin)

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**EPAF Preview**

**Name and ID:** David Letterman, G00890430  
**Job and Suffix:** PT1199-00, PT Orientation Leader  
**Transaction:** 3581  
**Query Date:** Apr 10, 2014  
**Transaction Status:** Completed  
**Last Paid Date:**

**Approval Category:** Create Secondary/Overload Job - Hourly, Non-Faculty, AJOB15