



# **Electronic Personnel Action Form (ePAF) User Guide**

October 2018



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## Electronic Personnel Action Forms

**Electronic Personnel Action Forms (ePAFs)** are online forms in Class-Web to submit personnel changes. ePAFs replace the CLPCCD paper PAF form.

### ePAFs can be used to:

- Terminate a job for an existing employee.
- Rehire an adjunct, coach, counselor, professional expert, temporary, substitute, or student employee.
- Place and return an employee on a leave of absence.
- Change labor distributions.
- Change a FTE... **and much more!!**

ePAFs are designed to improve and simplify business processes, eliminate paper, and reduce processing times.

### Advantages of ePAFs include:

- Electronic tracking of approvals.
- Electronic notifications of pending transactions for approvers.
- Secure access giving only authorized users access to ePAFs.
- Elimination of double data entry.
- 24-hour access to ePAFs wherever you have internet access.
- Faster turnaround times.

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## Frequently Asked Questions (FAQs)

### **Who originates ePAFs?**

Administrators or Administrative Support in CLPCCD departments who are responsible for employment changes.

### **Who approves ePAFs?**

The approvers depend on the type of ePAF. The termination of a part-time employee, for example, requires different approvals from that of the new hire of a full-time employee. The approval levels (Administrator, Business Office, Executive, HR, etc.) are coded into the system so you know what type of approver is needed for each ePAF, but you still need to populate the individual person who acts at each level. For example, you would populate *your* supervisor in the Supervisor level, or *your* departmental Dean at the Dean approval level. Additional approval levels may be added in by the originator of the ePAF.

### **Will the approver be notified that there is an ePAF waiting for their electronic signature?**

Yes. An automated email is sent when an ePAF is submitted so your approvers know they need to take action and approve the ePAF. If they don't approve the ePAF within a certain timeframe, a second reminder is emailed.

### **Can I track the ePAFs that I create so I know if they have been approved and processed by HR?**

Yes! There is no more guesswork with ePAFs. Unlike paper PAF forms you can view all your own ePAF transactions, and see who has approved them and when HR has completed processing them. Please see the 'Tracking ePAF Transactions' section for detailed information.

### **What if an approver sees a mistake or wants to make a change to one of my ePAFs?**

If an approver notices an error, they can return your ePAF for correction. You will get an email right away, notifying you which ePAF needs to be corrected, and why. Review the approver's comments, make the changes, and re-submit your ePAF.

**I am an approver and I will be away on vacation. Can I assign another person to approve the ePAFs that are routed to me?**

Yes, you can setup an approver's proxy. The proxy will be able to view and approve all your ePAFs. Please see the 'How-to Setup ePAF Proxies' section in this user guide for detailed information.

**My approver didn't setup their proxy and they are on leave or vacation. What can I do?**

Contact HR and they can assign the appropriate proxy for the approver who is absent.

**My supervisor has asked me to process ePAFs for my department, but I don't see the ePAF link in Class-Web.**

You need authorization from HR and must complete training prior to being able to access ePAFs. Please contact HR at **X5238** if you have completed training and still do not see the ePAF link in Class-Web.

**My colleague has many more choices of ePAF types than I do. Why is that?**

You are able to see and select ePAF types based on the transactions you typically perform. If there is an ePAF that you need, but can't see in Class-Web, please contact HR at **X5238**.

**I created a new ePAF, but my approver can't see it or approve it. What happened?**

When you create an ePAF you must first **Save** the ePAF and then **Submit** it. Frequently ePAFs are saved but not submitted. A saved ePAF has a status of Waiting, whereas a submitted ePAF moves to a status of Pending (Pending approvals). Look for the message at the top of the form "Your ePAF was successfully submitted" after clicking the Submit button. ***Always Save and then Submit!***

**Do I need to worry about ePAF warning messages?**

Review the warning message to see if an item needs to be addressed. There are many types of warning messages, but none of them prevent a transaction from being saved or submitted.

### **Do I need to worry about error messages?**

Yes, absolutely! If you encounter an error messages, your ePAF cannot be submitted until the error or problem is resolved. If you are having difficulty resolving an error, contact HR for assistance at **X5238**.

### **I picked the wrong position code for a rehire. The ePAF has already been saved and submitted. Can the ePAF be 'fixed' and the position code corrected?**

No, once you have saved or submitted an ePAF with an incorrect position code, you must delete or void the ePAF transaction and start over again. **If you are unsure of the position code to use, contact HR at X5238 for assistance.**

### **What is the difference between 'Voiding' an ePAF and 'Deleting' it? I can see both a Void and a Delete button.**

When an Originator Voids an ePAF, the transaction has been stopped and will not be processed, but the transaction stays in the Originator Summary. It's like keeping a copy of the transaction for your files. On the other hand if you delete the EPAF, it no longer appears in your Originator Summary or history.

### **I created and submitted an ePAF, but my approvers have not reviewed it yet and I realized that some of the data needs to be corrected. What can I do?**

Ask the first approver in the Routing Queue to Return the ePAF for Correction. You can then go to your Originator Summary, click on the transaction in question, and click on the 'Update' link to make the necessary changes. Be sure to **Save** the new changes and then **Submit** the ePAF again. If your ePAF has already been approved, you need to contact HR. HR can return the ePAF for correction or make the necessary updates directly in the system.

### **I am populating the routing queue in my ePAF and I don't see the right person who approves ePAF transactions in my department.**

Contact HR at **X5238** so they can add the appropriate approvers to the routing queue listing.

**I see so many different statuses for ePAF transactions. I'm confused! What do they all mean?**

**Waiting** – The ePAF has been saved by the Originator but not yet Submitted.

**Pending** – The ePAF was both saved and submitted and is 'pending' approval from the approvers.

**Approved** – Everyone in the routing queue has approved the ePAF. HR now needs to do a final review before completing the ePAF.

**Returned for Correction** – one of the approvers noticed an error or problem and sent the ePAF back to the Originator for correction. The Originator must re-open the transaction, make the changes, then save AND submit it.

**Completed** – HR has reviewed the ePAF and given their final approval. The ePAF is now completed and the changes are in the system.

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## ePAF Access, Training & Support

Using a new tool can be confusing and stressful at times. ***Don't feel overwhelmed! We are here to help.***

### Training

HR provides regular hands-on ePAF training. Contact HR at **X5238** if you are interested.

### Access

Once HR has received a completed "Request for System Access to ePAFs" form, you will be given access to ePAFs in Class-Web. If you don't see the ePAF link under the Employee Menu, or you don't see the right ePAF types you need, please contact HR at **X5238**.

### Support

Once you have completed training and obtained access to ePAFs, we are always here to help! Please email us at [gwenmurphy@clpccd.org](mailto:gwenmurphy@clpccd.org) or call **X5238** if you need any assistance using ePAFs.



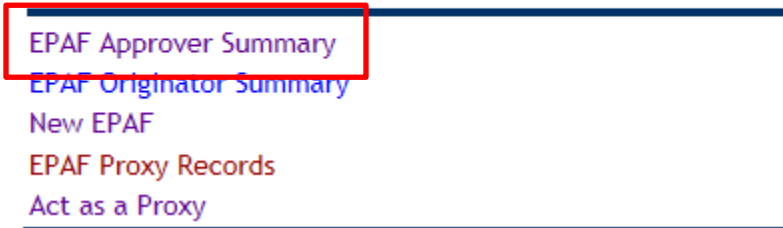
## How-to Approve ePAFs

You have been identified as an approver of ePAFs at CLPCCD. Approvers are responsible for ensuring transparency and accuracy in administrative processes. The following instructions will show you step-by-step how to approve Electronic Personnel Action Forms (ePAFs) in Class-Web.

### Step-By-Step Instructions to Approve ePAFs

1. Login to **Class-Web**.
2. Click on the **Employee** tab, then click on the **ePAF Main Menu**.
3. Then click on **ePAF Approver Summary**.

## Electronic Personnel Action Form




4. A list of ePAFs waiting for your approval will appear:

**EPAF Transactions**

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links
<b>Carrasco, Margaret M.</b> Payroll Assistant/Imaging, 284032-00	830059366	88	Term Employee and Job	Apr 05, 2016	Apr 05, 2016	Approve	<input type="checkbox"/>	<a href="#">Comments</a>
<b>Venegas, Stephanie A.</b> HR Assistant/Imaging, 264130-00	830092041	87	Term Curent Job	Apr 05, 2016	Apr 05, 2016	Approve	<input type="checkbox"/>	<a href="#">Comments</a>

1 - 2 of 2



*ePAFs that are time sensitive and need to be approved right away have a red flag  on the left beside the employee's name. **Approve these transactions first if possible.***

5. Click on the **Employee's name** highlighted in **blue** to review the ePAF.
6. Review the **Current Values** (if any) and then the **New Value** column to see the future changes that will be applied to this employee's record.

**Example of an approval screen for a Job Termination ePAF:**

*Terminate Employee Job/Contract End Date, 284032-00 Payroll Assistant/Imaging, Last Paid Date: Feb 05, 2016*

Enter Changes	Current Value	New Value
Jobs Effective Date: *	01/01/2016	04/05/2016
Job Status: *	Active	Terminated
Job Change Reason: *	SALIN	ENDJO

**Terminate Employee**

Enter Changes	Current Value	New Value
Last Work Date: *		04/05/2016
Termination Date: *		04/05/2016
Term Reason Code: *		RA, Re-assigned
Employee Status: *	Active	Terminated

**Example of an approval of a Labor Distribution Change ePAF:**

*Labor Distributions, 1ADA07-00 DIRECTOR, BUSINESS SERVICES, Last Paid Date: Jan 31, 2018*

Current												
Effective Date: 07/01/2017												
COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
1	101001	11310	2111	671000					100.00			

New												
Effective Date: 02/01/2018												
COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
1	101001	11310	2111	671000					50.00			
1	101001	11320	2111	671000					50.00			

- If you find errors in the ePAF and cannot approve it, simply return the ePAF for correction. You cannot make changes yourself; so instead click on the **Add Comments** link to explain to the Originator what needs to be updated.

8. **Save your Comments.** Remember that all other approvers, the originator and HR can see your comments. *They can never be deleted.*

### Comments

Enter a comment.

Name and ID: AUDREY LYNN CHING  
Transaction: 19087  
Job and Suffix: 1CDA19-00, EXEC ASST TO THE CHANCELLOR  
Approval Category: FTE Change, FTE

Enter Comment

The FTE for this employee should be 0.5 because they will work half-time.  
Please correct and re-submit

Save

9. Now click the **ePAF Preview** link in the center of the page.

[EPAF Originator Summary](#) | [EPAF Preview](#) | [Electronic Personnel Action Form](#)  
[Return to EPAF Menu](#)

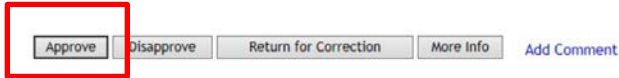
10. And then **Return for Correction**.

[Approve](#) [Disapprove](#) [Return for Correction](#) [More Info](#) [Add Comment](#)

#### Note

**When an ePAF is returned for correction, it must go through the entire approval queue again.** This gives you the opportunity to verify that the Originator made corrections that you requested.

11. If, on the other hand, there are no errors, go ahead and **Approve** the ePAF.



12. If there is another **Approver** in the approval queue, the ePAF will automatically move to their queue and they will also have to review and approve the transaction.

13. Once all approvals have been completed, the ePAF is routed to Human Resources for final review and processing. Once HR applies the ePAF, the ePAF data is uploaded into CLPCCD Administrative Systems.

### Can I disapprove an ePAF instead of returning it for correction?

**There are some cases that you can disapprove an ePAF:**

- A Leave of Absence ePAF comes into your queue, but you just personally spoke with the employee and have been notified that their leave of absence will not occur.
- You receive a Terminate Position ePAF, but at the last minute the employee accepts an offer to continue work in that position at CLPCCD.

In these cases, something has changed, and the ePAFs are no longer needed. They can be disapproved.

Don't forget that once an ePAF has been disapproved it can never be re-submitted.

## Tracking ePAF Transactions

What happened to the ePAF I submitted for the rehire? Did HR process it? Have the approvers done their approvals?

Knowing where your transactions are in the pipeline is important. With ePAFs, you can find out exactly where all your ePAF transactions are in the pipeline 24 hours a day, 7 days a week.

The following instructions will explain step-by-step how to track ePAF transactions in CLASS-Web.

### Why Should I Track ePAF Transactions?

**For Originators:** If you have created an ePAF, it is always a good idea to track your ePAFs to make sure your approvers have completed their action. Sometimes one of your approvers doesn't approve ePAFs in a timely fashion, holding up a rehire process, for example. Instead of calling HR, simply login to CLASS-Web to view the status of the ePAFs. You can find out who has approved your ePAFs and when HR finalizes them.

**For Approvers:** If you are an ePAF Approver, you may need to check on the status of ePAF transactions from time-to-time. In some cases, you may return an ePAF for correction and want to see if the Originator has made the required corrections and re-submitted it, for example. You may also want to find out, for example, if a rehire ePAF has been applied and the employee can begin work.



**Tip**

**NYQELPW** is a report that will allow the Originator to see those ePAFs that they submitted and where they are located in the routing queue. This report will also display those individuals that you are a proxy for.

1. Go to NYQELPW.
2. There are no parameters for this report, leave the 'Save Parameter Set as' in the 'Submission' block at the bottom of the screen unchecked.
3. Click the 'Submit' radio button and 'Save'.

## Step-by-Step Instructions to Track ePAFs: For Originators

If you are an Originator you can track your ePAFs in CLASS-Web following the steps below:

1. First login to **Class-Web**.
2. Click on the **Employee** tab, then click on the **ePAF Main Menu**.
3. Now select **ePAF Originator Summary**.

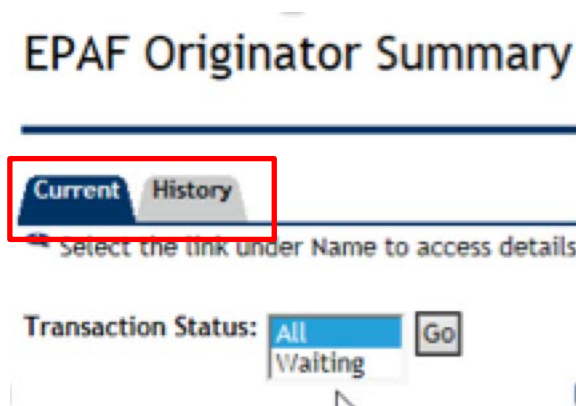
### Electronic Personnel Action Form



EPAF Approver Summary  
EPAF Originator Summary  
New EPAF  
EPAF Proxy Records  
Act as a Proxy



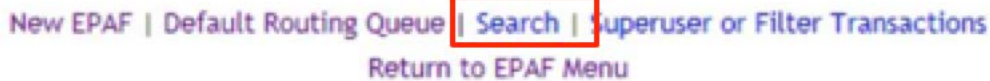
4. You will see two tabs: **Current** and **History**:
  - a. **Current**: In this tab you will see your ePAFs that you have originated and Saved, **but not Submitted**. You will also see any ePAFs that have been **Returned for Correction** to you by an Approver or HR.
  - b. **History**: In this tab you will see your ePAFs that have been **Submitted for approvals**.



- From the alphabetical list of all your ePAFs, **click on the employee name** of the transaction you want to track.



**You may have hundreds of transactions in the History tab.** Instead of scrolling through all the transactions, click on the **'Search'** link in the middle of the page and search by **employee name** or **ID**.



- Once you click on the employee name, you will see an **ePAF Preview** screen, where you can review the data you submitted, as well as the status of the transaction and approvals at the bottom of the page. In the example below, none of the Approvers have approved the ePAF:

## EPAF Preview

Name and ID: ELAINE K COLVIN,

**Routing Queue**

Approval Level	Name	Required Action	Queue Status	Action Date
Hiring Administrator, 30	SUSAN H. BENZ, SBENZ	Approve	In the Queue	
District Business Services, 80	BARBARA ANNE YESNOSKY, BYESNOSK	Approve	In the Queue	
HR Manager/Supervisor, 82	JENNIFER BLANCHE DRULEY, JDRULEY	Apply	In the Queue	

## Step-by-Step Instructions to Track ePAF Transactions: For Approvers

If you are an Approver you can track your ePAFs in Class-Web following the steps below:

1. First login to **Class-Web**.
2. Click on the **Employee** tab, then click on the **ePAF Main Menu**.
3. Now select **ePAF Approver Summary**.

### Electronic Personnel Action Form



4. You will see three tabs: **Current, In My Queue, and History**:
  - a. **Current:** ePAF transactions that need your immediate approval.
  - b. **In My Queue:** ePAFs that you will eventually need to approve, but the approvers before you in the Routing Queue have not yet approved them. They will move to the Current tab once the approvers before you approve them.
  - c. **History:** ePAFs that you have approved in the past.

### EPAF Approver Summary





5. Whichever tab you choose, from the list of all your ePAFs, **click on the employee name** of the ePAF you wish to track.



**You may have hundreds of transactions to sort through.** The History tab, in particular, contains all the ePAFs you have approved in the past. Instead of scrolling through all the transactions, **click on the ‘Search’ link** in the middle of the page and search by **employee name** or **ID**.



6. Once you click on a transaction, you will see the **ePAF Preview** screen, where you can review the ePAF data, as well as the status of the transaction and approvals. In the example below, all of the Approvers up to the HR Manager/Supervisor have approved it.

Routing Queue				
Approval Level	Name	Required Action	Queue Status	Action Date
HR Initial Review, 10	GIVENETH MURPHY, GMURPHY	Approve	Approved	Dec 19, 2017 10:34:05 AM
Review Level 01, 15	IRENEO RUIZ DELOS SANTOS, BDELOSSA	Approve	Approved	Dec 19, 2017 02:35:04 PM
Hiring Administrator, 30	SARA LYNN PARKER, SPARKER	Approve	Approved	Dec 20, 2017 09:58:58 PM
VP Administrative Services, 70	RONALD PAUL GERHARD, RGERHARD	Approve	Approved	Dec 22, 2017 10:57:05 AM
Executives, 75	SUSAN S SPERLING, SSPERLIN	FYI	FYI	Dec 22, 2017 10:57:05 AM
HR Manager/Supervisor, 82	JENNIFER BLANCHE DRULEY, JDRULEY	Approve	Pending	
HR Data Entry, 95	GIVENETH MURPHY, GMURPHY	Apply	In the Queue	

7. If you would like to follow-up on this specific transaction (above), for example, you could reach out to Jennifer Druley directly as the transaction is currently pending her approval.
8. At the bottom of the **ePAF Preview** screen you can view any **Comments** the Originator or any of the Approvers have made, as well as the creation date of the ePAF.

## How-To Setup ePAF Proxies

The following instructions will explain step-by-step how to setup a Proxy for an ePAF Approver in Class-Web.

### What is a Proxy?

**Proxies** are people who Approvers nominate to act in their absence – whether due to vacation or unexpected events - and approve their ePAF transactions for them. If you are an ePAF approver, you can add or remove your proxies at any time via Class-Web.

***We recommend you setup a Proxy now to ensure that time-sensitive ePAFs are not held up due to your absence from work.***

Your Proxy will be given the same rights that you have to approve all your ePAF transactions in Class-Web.

#### Note

*If an approver in your department has not setup their proxy, and ePAFs urgently need to be approved, **please contact Human Resources at X5238.** They can setup a proxy for the approver.*

## Step-by-Step Instructions to Setup an ePAF Proxy

If you are an Approver, you can setup your Proxy in Class-Web following the steps below:

1. First simply login to **Class-Web**.
2. Click on the **Employee** tab, then click on the **ePAF Main Menu**.
3. Now select **ePAF Proxy Records**.

## Electronic Personnel Action Form

[EPAF Approver Summary](#)  
[EPAF Originator Summary](#)  
[New EPAF](#)  
EPAF Proxy Records  
[Act as a Proxy](#)

4. Click on the dropdown beside **Approval Level**. Select your Approval Level.

## EPAF Proxy Records

Approval Level: District Business Services, DO:BS ▾

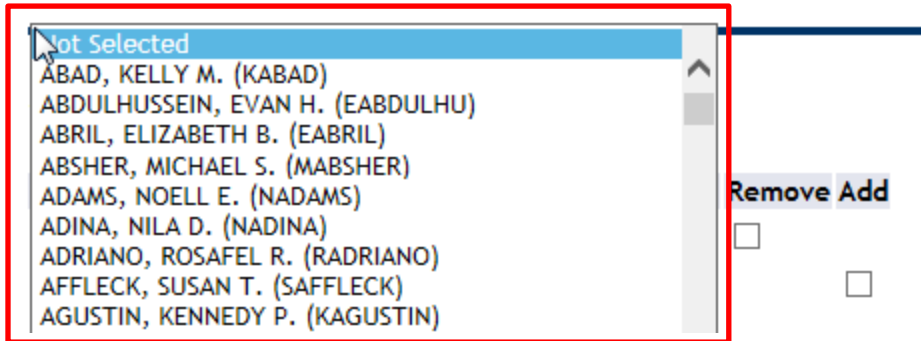
Name	Remove	Add
CAMPBELL, DORALENE (DCAMPBEL)	<input type="checkbox"/>	
<div style="border: 1px solid #ccc; padding: 2px;">Not Selected ▾</div>	<input type="checkbox"/>	



**Caution!** *You may be an approver at various Approval Levels* depending on the type of ePAF involved. For example, you could be a **Hiring Administrator** level approver for one type of ePAF, but **District Business Services** approver for another ePAF type. *If you are responsible for more than one Approval Level, you must setup Proxies for all of the Approval Levels separately.*

- From the dropdown under **Name**, select the person you would like to assign as your Proxy.

## EPAF Proxy Records

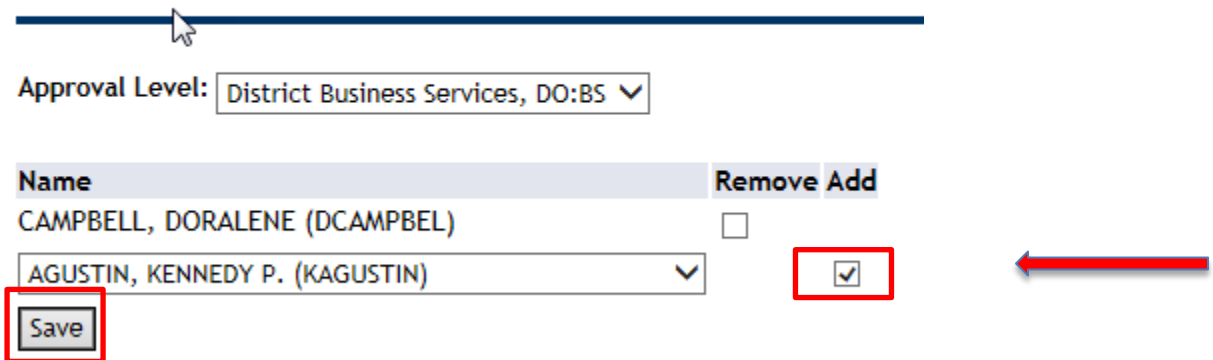


**Note**

The list of possible Proxies is displayed in **alphabetical order by last name**. If you scroll through the list and do not find the person who should be your Proxy, **please contact Human Resources at X5238**.

- Once you have selected your Proxy click on the **'Add'** checkbox to the right.
- Save** your changes.

## EPAF Proxy Records



- 8. You will now see your Proxy record, along with any other proxies you had previously setup:

## EPAF Proxy Records

---

Approval Level:  ▾

Name	Remove	Add
AGUSTIN, KENNEDY P. (KAGUSTIN)	<input type="checkbox"/>	
CAMPBELL, DORALENE (DCAMPBEL)	<input type="checkbox"/>	
<input type="text" value="Not Selected"/> ▾		<input type="checkbox"/>

## Step-by-Step Instructions to Remove an Existing ePAF Proxy

You may decide to remove a Proxy for any number of reasons. Perhaps your Proxy is no longer working in your Department; or perhaps you only needed a Proxy to approve your ePAFs on a temporary basis.

### To Remove a Proxy Record:

1. First **follow Steps 1-4 (above)**.
2. Your Proxy will display under **'Name'**.
3. Now simply click on the **'Remove'** checkbox beside their name.
4. **Save** your changes.

## EPAF Proxy Records

Approval Level:  ▼

Name	Remove	Add
AGUSTIN, KENNEDY P. (KAGUSTIN)	<input checked="" type="checkbox"/>	
CAMPBELL, DORALENE (DCAMPBEL)	<input type="checkbox"/>	
<input type="text" value="Not Selected"/> ▼		<input type="checkbox"/>

## How-to Approve an ePAF if you are a Proxy

If someone has set **you** up as a Proxy, you are ready to approve **his or her** ePAFs.

To approve ePAFs when you are acting as a Proxy:

1. Login to **Class-Web**.
2. Click on the **Employee** tab, then click on the **ePAF Main Menu**.
3. Now select **Act as a Proxy**.

### Electronic Personnel Action Form

- [EPAF Approver Summary](#)
- [EPAF Originator Summary](#)
- [New EPAF](#)
- [EPAF Proxy Records](#)
- [Act as a Proxy](#)



4. Click on the dropdown beside **Proxy For** and select the person who set you up as their Proxy.
5. You will now see a list of their **Pending ePAF transactions**, awaiting approval.
6. Click on the **Employee's name** highlighted in **blue** to review the ePAF:

EPAF Transactions									
Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links	
<a href="#">Carrasco, Margaret M. Payroll Assistant/Imaging, 284032-00</a>	830059366	88	Term Employee and Job	Apr 05, 2016	Apr 05, 2016	Approve	<input type="checkbox"/>	<a href="#">Comments</a>	
<a href="#">Venegas, Stephanie A. HR Assistant/Imaging, 264130-00</a>	830092041	87	Term Curent Job	Apr 05, 2016	Apr 05, 2016	Approve	<input type="checkbox"/>	<a href="#">Comments</a>	

7. Review the information in the ePAF and if the data is accurate, **Approve** the ePAF.



For more detailed information on approving ePAFs please see the section '**How-to Approve ePAFs**'.

## How-to Setup Default Routing Queues

To make submitting ePAFs easier, you can default your routing queue. This means that each time you create a new ePAF, the approvers will automatically populate in the approval queue. Just setup the default once and save time!

If you are an ePAF Originator we recommend you setup your Default Routing Queues now to make your work quicker and more efficient.

### ePAF Routing Queues

**Routing Queues are Approval Queues: they are the individuals who approve an ePAF.** In Class-Web, each type of ePAF has different required Approval Levels; and in each Approval Level there are lists of individuals who are eligible to act as approvers.

For example, a Labor Distribution change requires the approval of the *Hiring Administrator, College Business Office, District Business Office and HR Manager*. At the first Approval Level of Hiring Administrator, there are more than 20 eligible approvers.

Most likely the Hiring Administrator in *your Department* is the same person for each of your ePAF transactions. *Therefore, it makes sense to pre-populate their name in the Routing Queue level of Hiring Administrator, so you don't have to do it manually every time you create a new ePAF.*

**Note**

Even if you have Default Approvers setup, you can still modify the approvers on an individual ePAF.



## Step-by-Step Instruction to setup an ePAF Default Routing Queue

If you are an **Originator**, you can setup your **Default Routing Queue** in Class-Web following the steps below:

1. Login to **Class-Web**.
2. Click on the **Employee** tab, then click on the **ePAF Main Menu**.
3. Now select **ePAF Originator Summary**.

### Electronic Personnel Action Form

[EPAF Approver Summary](#)  
[EPAF Originator Summary](#)  
[New EPAF](#)  
[EPAF Proxy Records](#)  
[Act as a Proxy](#)



4. Click on the dropdown beside **Approval Category** and select the ePAF type of ePAF for which you would like to setup Default Approvers.
5. Then **click Go**.

**Note**

Each ePAF type (Approval Category) has different required Approval Levels, so you will need to follow the steps below several times to setup the Default Routing Queue for each type of ePAF (Approval Category).

**EPAF Default Routing Queue**

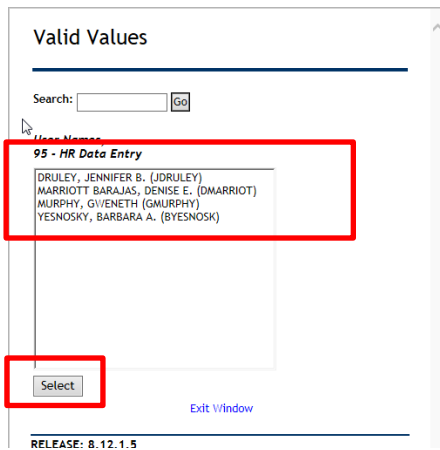
Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category	Approval Queue	Approval Level	Required Action
Not Selected	Change Job Labor Distribution, CHJLD	Not Selected	Not Selected
	Change Job Labor Distribution, CHJLC	Not Selected	Not Selected
	Change to Default Earnings, DEFLT	Not Selected	Not Selected
	I want to hire a new employee, JNEV/	Not Selected	Not Selected
	I want to change a FTE, FTE	Not Selected	Not Selected
	I want to create a new job for an existing employee, JNEV/	Not Selected	Not Selected
	Rehire Adjunct Faculty / Counselor / Librarian, RHADJC	Not Selected	Not Selected
	Rehire Coach / Forensics, RHCOAC	Not Selected	Not Selected
	Rehire Professional Expert, RHPROF	Not Selected	Not Selected
	Rehire Stipend / Special Assignment, RHSPCL	Not Selected	Not Selected
	Rehire Student, RHSTUD	Not Selected	Not Selected
	Rehire Temp on Call / Substitute, RHTEMP	Not Selected	Not Selected
	Rehire Volunteer, RHVOLN	Not Selected	Not Selected
	I want to terminate a job of an existing employee, JTERM	Not Selected	Not Selected
	I want to enter an employees work location information, CNTCT	Not Selected	Not Selected
	I want to enter an employee Leave of Absence, LOA	Not Selected	Not Selected
	I want to change an existing Labor Distribution, LABOR	Not Selected	Not Selected
	I want to terminate an employee and the position, ETERM	Not Selected	Not Selected

[EPAF Originator Summary](#)  
[Return to EPAF Menu](#)

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6. Once you select the Approval Category, the required Approval Levels will appear. Click on the **magnifying glass** beside each **Approval Level** and **highlight the appropriate approver** for your department or business unit.
7. Then click **Select**.



Valid Values

Search:

Use Names

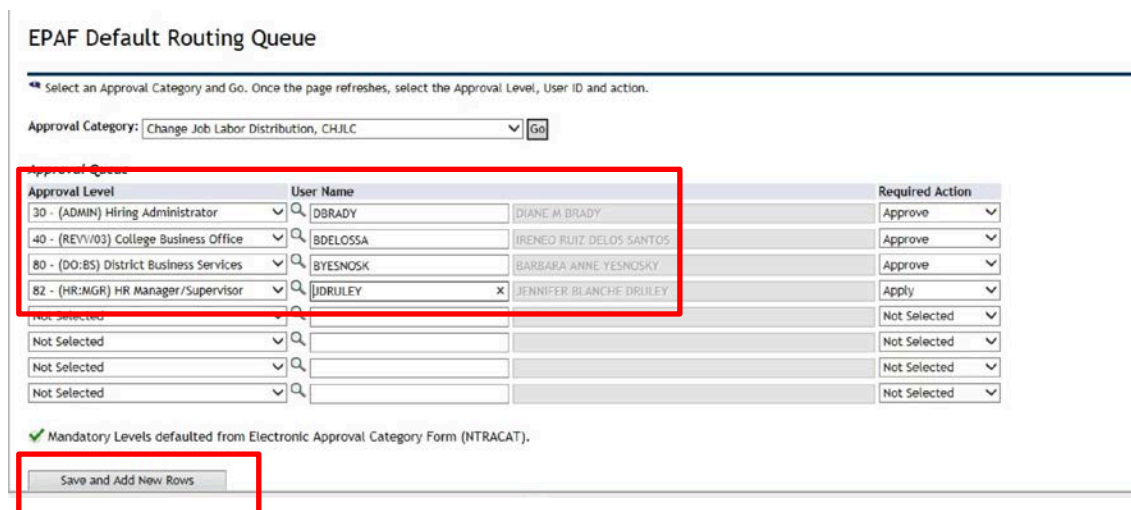
**95 - HR Data Entry**

- DRILEY, JENNIFER B. (JDRILEY)
- MARRIOTT BARAJAS, DENISE E. (DMARRIOT)
- MURPHY, GVENETH (GMURPHY)
- YESNOSKY, BARBARA A. (BYESNOSK)

[Exit Window](#)

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8. Repeat this step **for each Approval Level** in the Approval Queue (Hiring Administrator, Vice-President, HR Manager, etc.).
9. Once all the levels have been populated with your approvers, click **Save and Add New Rows**.



EPAF Default Routing Queue

\* Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category:

Approval Level	User Name	Required Action
30 - (ADMIN) Hiring Administrator	<input type="text" value="DDBRADY"/> DIANE M. BRADY	Approve
40 - (REV/03) College Business Office	<input type="text" value="BDELOSSA"/> IRENEO RUIZ DELOS SANTOS	Approve
80 - (DO:BS) District Business Services	<input type="text" value="BYESNOSK"/> BARBARA ANNE YESNOSKY	Approve
82 - (HR:MGR) HR Manager/Supervisor	<input type="text" value="JDRILEY"/> JENNIFER BLANCHE DRILEY	Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

10. **Repeat Steps 5 – 11** for each of the **Approval Categories** (ePAF types) in the Approval Category dropdown list.

Now, when you originate a new ePAF you will see that your Routing Queue is auto-populated.

## How-to Create a New Position for an Existing Employee

The following instructions will show you how to setup a new position for an existing employee using Electronic Personnel Action Forms (ePAFs) in Class-Web.

### When do you create a position for an existing CLPCCD employee?

Existing employees are those CLPCCD employees who are already working. Typically these employees already have a primary position, but may need a secondary job for an additional position, or perhaps they are changing jobs due to a transfer or promotion. CLPCCD employees may have multiple jobs concurrently.

**Note:** Do not use this ePAF if the person is not currently employed at CLPCCD.

#### Note

If the employee is changing positions (transfer or promotion), **you must also terminate the current active position using a Terminate Position ePAF as well as process this ePAF.** Please see the 'How-to Terminate a Position' instructions for detailed information.

## Step-by-Step Instruction to Create a New Position for an Existing Employee

1. Login to **Class-Web**.
2. Click on the **Employee** tab, then click the **ePAF Main Menu**.
3. Now select **New ePAF**.

### Electronic Personnel Action Form

[EPAF Originator Summary](#)

**New ePAF**

[Act as a Proxy](#)

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4. **Fill out the following fields:**
  - a. **ID:** Who is the ePAF for? Enter the ID of the employee for whom you want to add another position. Press the **Tab** key to see the name populate, and double-check that you have the right employee. *If you don't know the ID click on the magnifying glass to Search.*
  - b. **Query Date:** When should the new position begin? Enter the future Effective Date of the position start date. Use the mm/dd/yyyy format.
  - c. **Approval Category:** Select **"Create a New Position for an Existing Employee"** from the dropdown list.
  - d. Now click on the **GO** button.



The screenshot shows a form with the following fields and values:

- ID:** \* [ ] JENNIFER BLANCHE DRULEY [ 🔍 ]
- Query Date: MM/DD/YYYY:** \* 05/01/2018
- Approval Category:** \* Create a New Position for an Existing Employee, JNEV [ v ]
- Go** button

**Tip**

*You can setup the job as far into the future as you like. As soon as you know that a current employee needs a new position, go ahead and originate the ePAF. The earlier you submit your ePAF and HR can process it, the better.*

5. After you click on Go, **enter the new Position and Suffix number in the first line.** The suffix number **is required.**
6. **Hit tab** and you will see the position title populate. Verify that you have the correct position, and then **click Go.**



**If you do not know the position code, click on the magnifying glass in the Search column to look it up.** If you are still not certain of a position code, please contact HR. *If the wrong position code is selected at this point, the ePAF will have to be deleted by HR and a new one originated.*

Enter new job information for an existing employee, JNEW

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job	2FSM43	00	INSTRUCTOR BIOLOGY	5330, Natural Sciences					<input checked="" type="radio"/>
	Secondary	1ADA07	00	DIRECTOR, BUSINESS SERVICES	18, *US Mail (Warrant Sort)	May 01, 2018		May 31, 2018	Active	<input type="radio"/>
	Primary	1AHR09	00	HUMAN RESOURCES MANAGER	10710, Human Resources	Feb 01, 2017		May 31, 2018	Active	<input type="radio"/>

7. Scroll down. Check the **Job Begin Date and Job Effective Dates** carefully, and revise them if needed. **Note: Both dates must be the same.**
8. **Enter the Job Change Reason.** If you're not sure which Job Change Reason to use, please contact HR.
9. **Select the Contract Type** from the dropdown.
  - a. **Primary** – If the employee has no other active positions, then make this new position into the **Primary** position.
  - b. **Secondary** – If the employee already has another active position, make this new position **Secondary**.
  - c. **Overload** – Do not use Overload Contract Type.
10. **Define the FTE** – Calculate the FTE and enter it. FTEs should be either 1 or less than 1, using decimals. For example .5 for ½ FTE, or .25 for a quarter FTE.

Enter new job information for an existing employee, 2FSM43-00 INSTRUCTOR BIOLOGY

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY *		06/01/2018
Jobs Effective Date: MM/DD/YYYY *		06/01/2018
Job Change Reason: *		PROMO, Promoted
Contract Type: *		Secondary
FTE: *		1
Step: (Not Enterable)		1
Job Status: (Not Enterable)		A

11. Scroll down and review the **Current** Labor Distribution values, and if you need to, make any changes under the **New** Labor Distributions section. You can enter multiple FOAPAL lines as long as *the total Percent adds up to 100%*.



**Caution!** On each line, you must enter the **COA, FOAP, and %**.

Labor Distributions, 2FSM43-00 INSTRUCTOR BIOLOGY

**Current**  
 Effective Date: 06/01/2018  
 COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

**New**  
 Effective Date: MM/DD/YYYY 06/01/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
1		102001	25330	1101	040100					100.00			
										<b>Total:</b>	100.00		

12. Scroll down and populate the **Routing Queue**. Click on the magnifying glass to pull up a list of approvers and then select the appropriate **Approver** for each **Approval Level**.

**Routing Queue**

Approval Level	User Name	Required Action
30 - (ADMIN) Hiring Administrator	DBRADY DIANE M BRADY	Approve
70 - (VP:AS) VP Administrative Services	RGERHARD RONALD PAUL GERHARD	Approve
75 - (EXEC) Executives	KJOHNS KRISTA R JOHNS	Approve
82 - (HR:MGR) HR Manager/Supervisor	JDRULEY JENNIFER BLANCHE DRULEY	Approve
95 - (HRDATA) HR Data Entry	BYESNOSK BARBARA ANNE YESNOSKY	Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows



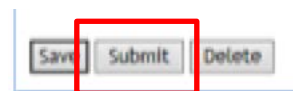
**You can prepopulate the Approvers in the Routing Queue by setting up Default Values. See the 'Setting up Default Approvers' instructions for more information.**

13. Enter any **Comments** if required. All the Approvers as well as HR can view your comments.

14. **Save** the ePAF, and check for the confirmation message at the top of the page:



15. Now click the **Submit** button, and check for the confirmation.



**Note**

You must click **Submit** to complete the ePAF!



Once all the Approvers have approved the ePAF and HR finalizes it, the new position will be uploaded to CLPCCD Administrative Systems (Banner).

## How-to Rehire an Employee

The following instructions will show you how to rehire CLPCCD employees using Electronic Personnel Action Forms (ePAFs) in Class-Web.

### Types of Rehires at CLPCCD

- Rehire Adjunct/Faculty/Counselor/Librarian
- Rehire Coach/Forensics
- Rehire Professional Expert
- Rehire Stipend/Special Assignment
- Rehire Student
- Rehire Temp On Call/Substitute
- Rehire Volunteer

**Note**

*It is important to select the right Rehire ePAF for the type of position. All the Rehire ePAF fields are pre-defined, so a Rehire Coach ePAF will not work if you want to rehire a volunteer, for example.*



## Step-By-Step Instructions to Rehire an Employee

1. Login to **Class-Web**.
2. Click on the **Employee** tab, then click the **ePAF Main Menu**.
3. Now select **New ePAF**.

### Electronic Personnel Action Form

[EPAF Originator Summary](#)

[New ePAF](#)

[Act as a Proxy](#)

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4. **Fill out the following fields:**
  - a. **ID:** Who is the ePAF for? Enter the ID of the employee who needs to be rehired. Press the **Tab** key to see the name populate, and double-check that you have the right employee. *If you don't know the ID click on the magnifying glass to Search.*
  - b. **Query Date:** What is the first day rehire? Enter the future Effective Date for the rehire. Use the mm/dd/yyyy format.
  - c. **Approval Category:** Select the appropriate type of rehire, for example: "Rehire Adjunct/Faculty/Counselor/Librarian" or "Rehire Volunteer" from the dropdown list.
  - d. Now click **GO**.

**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:  MICHAEL ALBERT MC QUISTON 

Query Date: MM/DD/YYYY

Approval Category:  

5. After you click on Go, **Position and Suffix number in the boxes**.
6. **Hit tab** and you will see the **position title** populate. Verify that you have the correct position, and then **click Go**.



**If you do not know the position number, click on the magnifying glass in the Search column to look it up.** If you are still not certain of a position number, please contact HR. **Important:** If the wrong position number is selected at this point, the ePAF will have to be deleted by HR and a new one originated.

Enter new job information for an existing employee, JNEW

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text" value="Q"/>	New Job	2FSM43	00	INSTRUCTOR BIOLOGY	2330, Natural Sciences					<input checked="" type="radio"/>
	Secondary	1ADA07	00	DIRECTOR, BUSINESS SERVICES	10, *US Mail (Warrant Sort)	May 01, 2018		May 31, 2018	Active	<input type="radio"/>
	Primary	1AHR09	00	HUMAN RESOURCES MANAGER	10710, Human Resources	Feb 01, 2017		May 31, 2018	Active	<input type="radio"/>

7. Scroll down. Check the **Job Begin Date and Personnel Dates** carefully, and revise them if needed:
  - a. **Job Begin Date** – This is the first day you can activate the position. If the paperwork is late, sometimes it is not the ‘real’ begin date of the position. This date should be the first workday of the pay period.
  - b. **Personnel Date** – This is the ‘real’ first day of the job. If the paperwork was late, put the date when the position *should have started*. If the paperwork is on time, it will be the same date as the Job Begin Date.
8. **Enter the Job Change Reason.** If you’re not sure which Job Change Reason to use, please contact HR.
9. **Leave the rest of the fields blank.** All of these field values either default or are intended to be blank, and cannot be changed.

Adjunct Faculty, Counselor, Librarian, 3T4940-00 PT FAC - ADMIN OF JUSTICE, Last Paid Date: Apr 30, 2017

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	12/01/2017	08/01/2018
Personnel Date: MM/DD/YYYY	12/01/2017	08/01/2018
Job Change Reason:	ACDYR	ACDYR, Academic Year Approval
19 Form Indicator: (Not Enterable)	Received	
Employee Class Code: (Not Enterable)	F4, FACULTY PART TIME	
Job Class Code: (Not Enterable)	F4, FACULTY PART TIME	
Job Status: (Not Enterable)	Active	A
Employee Status: (Not Enterable)	Active	A
Term Reason Code: (Not Enterable)	-	
Termination Date: MM/DD/YYYY(Not Enterable)	-	
Leave Reason Code: (Not Enterable)	-	
Leave Begin Date: MM/DD/YYYY(Not Enterable)	-	
Leave End Date: MM/DD/YYYY(Not Enterable)	-	
Salary Group: (Not Enterable)	F1718A	F1718B

10. Scroll down and populate the **Routing Queue**. Click on the magnifying glass to pull up a list of approvers and then select the appropriate **Approver** for each **Approval Level**.

Routing Queue

Approval Level	User Name	Required Action
30 - (ADMIN) Hiring Administrator	DBRADY DIANE M BRADY	Approve
70 - (VP:AS) VP Administrative Services	RGERHARD RONALD PAUL GERHARD	Approve
75 - (EXEC) Executives	KJOHNS KRISTA R JOHNS	Approve
82 - (HR:MGR) HR Manager/Supervisor	JDRULEY JENNIFER BLANCHE DRULEY	Approve
95 - (HRDATA) HR Data Entry	BYESNOSK BARBARA ANNE YESNOSKY	Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows



*You can prepopulate the Approvers in the Routing Queue by setting up Default Values. See the 'Setting up Default Approvers' instructions for more information.*

11. Enter any **Comments** if required. All the Approvers as well as HR can view your comments.
12. **Save** the ePAF, and check for the confirmation message at the top of the page:

Electronic Personnel Action Form

✓ Your change was saved successfully.

13. Now click the **Submit** button, and check for the confirmation message.

Save Submit Delete



*You must click **Submit** to complete the ePAF!*

Electronic Personnel Action Form

✓ The transaction has been successfully submitted.

Once all the Approvers have approved the ePAF and HR finalizes it, the employee will be rehired.

## How-to Change the FTE on a Position

The following instructions will show you how to modify a FTE (Full-Time Equivalent) on a position using ePAFs in Class-Web.

### What does FTE mean?

FTE stands for Full-Time Equivalent. FTE is used to convert the number of hours worked by part-time employees into the hours worked by full-time employees. Part-time employees can vary widely in the number of hours they typically work: FTE is a way to measure what fraction of a full-time equivalent the position represents.

For example, if a full-time employee normally works 173.33 hours, which represents 1 FTE, a part-time employee working 86.67 hours a month would be defined as **0.5 FTE**.

The FTE reflects the amount of time an employee performs the duties of their position. Reporting the FTE change is critical to ensure that the employee receives correct pay and benefits. (Ex. 100% employee reduced to 50% employee).

### How do I calculate the FTE?

To determine the FTE, first take the anticipated number of hours per pay period that the employee will work and then divide it by 173.33.

**For example:  $86.67 / 173.33 = 0.5$**

## Step-by-Step Instructions to Change a FTE on a Position

1. Login to **Class-Web**.
2. Click on the **Employee** tab, then click the **ePAF Main Menu**.
3. Now select **New ePAF**.

### Electronic Personnel Action Form

EPAF Originator Summary

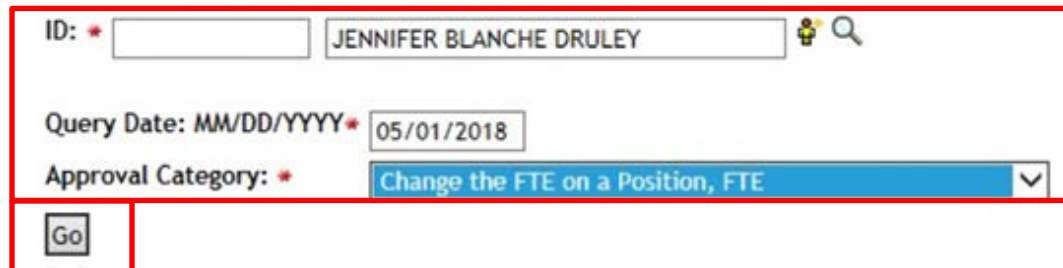
**New ePAF**



Act as a Proxy

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4. **Fill out the following fields:**
  - a. **ID:** Who is the ePAF for? Enter the ID of the employee on whose position you want to modify the FTE. Press the **Tab** key to see the name populate, and double-check that you have the right employee. *If you don't know the ID click on the magnifying glass to Search.*
  - b. **Query Date:** When should the change to the FTE effect? Enter the future Effective Date of the FTE change. Use the mm/dd/yyyy format.
  - c. **Approval Category:** Select "**Change the FTE on a Position**" from the dropdown list.
  - d. Now click on the **GO** button.



ID: \*  JENNIFER BLANCHE DRULEY   
 Query Date: MM/DD/YYYY \*   
 Approval Category: \*  

**Tip**

*You can process future-date FTE changes as soon as you have confirmed them. The earlier you submit your ePAF and HR can process it the better.*

5. The employee’s active jobs will appear. Click on the **Radio Button** on the right-hand side beside the position that needs a FTE change.
6. Then click **GO**.

**Note**

**You can only change the FTE on *one position (job) at a time*.** If an employee has more than one active position and more than ones needs a change to the FTE, please submit separate ePAFs.

New ePAF Job Selection

\* Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: AUDREY LYNN CHING,  
 Query Date: Apr 01, 2018  
 Approval Category: FTE Change, FTE

Enter the new FTE value below with month (factor), FTE

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job									<input type="radio"/>
Primary	1CDA19	00	EXEC ASST TO THE CHANCELLOR	10400, EDUCATIONAL SVCS & STUDENT SUCCESS	Oct 21, 2009		May 31, 2018	Active	<input checked="" type="radio"/>

All Jobs  
 Go

7. Scroll down. Check the **Job Effective Date** carefully, and revise it if needed. This is the date the FTE change will come into effect.
8. **Enter the new FTE.** Once you have calculated the new FTE, enter it. FTEs should be either 1 or less than 1, using decimals. For example .5 for ½ FTE, or .25 for a quarter FTE.
9. **Enter the Factor:** The Factor is the number of pay periods in the year over which the employee will be paid. Usually 12.
10. **Job Change Reason:** Do not enter the Job Change Reason. It auto-defaults and cannot be changed.

Enter the new FTE value below with month (factor), 1CDA19-00 EXEC ASST TO THE CHANCELLOR, Last Paid Date: May 31, 2018

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY *	01/01/2018	06/01/2018
FTE: *	1	.75
Factor: *	12	12
Job Change Reason: (Not Enterable) SALGR		FTE

11. Scroll down and populate the **Routing Queue**. Click on the magnifying glass to pull up a list of approvers and then select the appropriate **Approver** for each **Approval Level**.

### Routing Queue

Approval Level	User Name
30 - (ADMIN) Hiring Administrator	LOLIVENB
80 - (DO:BS) District Business Services	BYESNOSK
82 - (HR:MGR) HR Manager/Supervisor	JDRULEY
Not Selected	
Not Selected	
Not Selected	
Not Selected	

Save and Add New Rows



*You can prepopulate the Approvers in the Routing Queue by setting up Default Values. See the 'Setting up Default Approvers' instructions.*

12. Enter any **Comments** if required. Your comments may explain to approvers or HR why you are making a FTE change.
13. **Save** the ePAF, and check for the confirmation message at the top of the page:

## Electronic Personnel Action Form

✓ Your change was saved successfully.

14. Now click the **Submit button**, and check for the confirmation message.

Save Submit Delete

**Note**

You must click **Submit** to complete the ePAF!

## Electronic Personnel Action Form

✓ The transaction has been successfully submitted.

Once all the Approvers have approved the ePAF and HR finalizes it, the FTE change will be uploaded to CLPCCD Admin Systems (Banner).



## How-To Change the Labor Distributions on a Job

This How-To document will show you how to change Labor Distributions (FOAPALS) on an employee's job using Electronic Personnel Action Forms (ePAFs).

A **Labor Distribution** is way of charging the cost of an employee's salary to the appropriate cost center (accounts) in Finance.

In Banner, the Labor Distribution is also called a 'FOAPAL'.

**FOAPAL stands for:**

- F = Fund
- O = Organization
- A = Account
- P = Program
- A = Activity\*
- L = Location\*

\* Activity and Location are optional.

**When changing a Labor Distribution ask yourself the following:**

- **Who should pay for the salary?** What *Department (ORG), grant, operating fund or program* should pay for this employee's salary?
- **How much should be paid?** If the FOAPAL is split between Funds or ORGs, *what % should be charged to each one?*
- **When should the changes occur?** *What effective date* should the future changes to the Labor Distributions take effect?

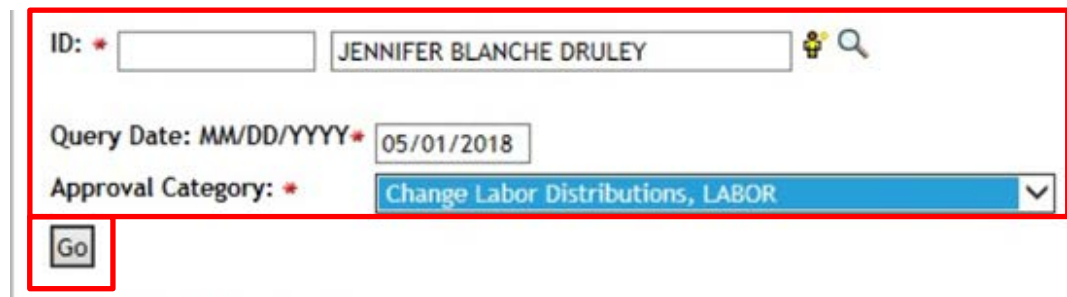
## Step-by-Step Instructions to Change the Labor Distribution on a Position

1. Log in to **CLASS-Web**.
2. Click on the **Employee** tab, then click the **ePAF Main Menu**.
3. Now select **New ePAF**.

### Electronic Personnel Action Form



4. **Fill out the following fields:**
  - a. **ID:** Who is the ePAF for? Enter the ID of the employee on whose position the Labor Distribution will be changed. *If you don't know the ID click on the magnifying glass to Search.*
  - b. **Query Date:** When should the changes to the Labor Distributions take effect? Enter the future Effective Date of the transaction here. Use the mm/dd/yyyy format.
  - c. **Approval Category:** Select **"Change Labor Distribution"** from the dropdown.
  - d. Now click the **GO** button.


 A screenshot of the ePAF form fields. The fields are: 'ID: \*' with a text box containing 'JENNIFER BLANCHE DRULEY' and a magnifying glass icon; 'Query Date: MM/DD/YYYY \*' with a text box containing '05/01/2018'; 'Approval Category: \*' with a dropdown menu showing 'Change Labor Distributions, LABOR'; and a 'Go' button. A red rectangular box highlights the entire form area.


You can process future-dated labor distribution changes to job records as soon as you know about them. **The earlier you submit your ePAFs and HR can process them, the better.** Sometimes you may even have multiple future-dated Labor Distribution changes for the same position.

5. Click on the **Radio Button** on the right-hand side beside the appropriate position on which you want to change the FOAPAL.

6. Then click **GO**.

**New EPAF Job Selection**

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: BARBARA ANNE YESNOSKY,  
 Query Date: Feb 01, 2018  
 Approval Category: Labor Distributions, LABOR

**Labor Distributions, LABOR**

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>								<input type="radio"/>
	Primary	1ADA07	00	DIRECTOR, BUSINESS SERVICES	11310, Accounting		Nov 17, 2009	Jun 01, 2018	Jan 31, 2018	Active	<input checked="" type="radio"/>

[New EPAF](#)  
[Return to EPAF Menu](#)

7. Review the **Current** Labor Distribution values, and then make your changes in the **New** Labor Distribution section right below it. You can enter multiple FOAPAL lines as long as *the total Percent adds up to 100%*.



**Caution!** On each line, you must enter **COA (always 1), FOAP and %**.

Labor Distributions, 1ADA07-00 DIRECTOR, BUSINESS SERVICES, Last Paid Date: Jan 31, 2018

**Current**

Effective Date: 07/01/2017

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
1		101001	11310	2111	671000					100.00			

**New**

Effective Date: MM/DD/YYYY 02/01/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1		101001	11310	2111	671000					50			
1		101001	11320	2111	671000					50.00			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total: 100.00

Defaulting values for Labor Distribution from the Job records.

8. Scroll down and fill in the approvers in the **Routing Queue**. On each of the required **Approval Levels**, click on the magnifying glass to pull up a list of approvers. Select the appropriate **Approver** for your business unit or department for each **Approval Level**.


Approval Level	User Name	Required
30 - (ADMIN) Hiring Administrator	DEBRADY	Approve
40 - (REV/VIS) College Business Office	BOLOESA	Approve
80 - (DO-BE) District Business Services	EYESNOSK	Approve
82 - (HR/MGR) HR Manager/Supervisor	DRULEY	Apply
Not Selected		Not Select
Not Selected		Not Select



**Save time by pre-populating the Approvers in the Routing Queue by setting up Routing Queue Default Values.** See the 'Setting up Your Default Routing Queue' document for detailed instructions.

9. Enter any **Comments** if required. **You must enter comments if your Labor Distribution changes should have taken effect in the past**, but you were unable to make the changes in time due to payroll processing dates. **Indicate the date as of which the changes should have taken effect** in the comments and Business Services will perform a Labor Re-distribution.
10. **Save** the ePAF and verify that the changes were saved successfully.


### Electronic Personnel Action Form

 Your change was saved successfully.

Enter the information for the ePAF and either Save or Submit

11. Now click **Submit** and check for the confirmation message:

### Electronic Personnel Action Form

 The transaction has been successfully submitted.



**Caution!** You must click **Submit** to complete the ePAF. **If the ePAF was only saved and not submitted, it will not be processed.**

Once all of the Approvers have approved the ePAF and HR finalizes it, your Labor Distribution changes will be in the CLPCCD administrative systems (Banner). If you want to process another labor distribution change, even on the same position but for a later effective date, simply repeat the instruction above.

## How-to Terminate an Employee's Position

The following instructions will show you how to terminate a CLPCCD employee's position using Electronic Personnel Action Forms (ePAFs) in Class-Web.

### When should I terminate an employee's position?

**If an employee is no longer actively working in a position, the job should be terminated.** You may need to terminate an employee's position because they are moving to another department (transfer); they no longer work for your department; or the employee no longer performs work in that position.

**Be careful!** A job termination ePAF is not designed for terminating an employee! An employee is considered terminated when they are leaving CLPCCD altogether.

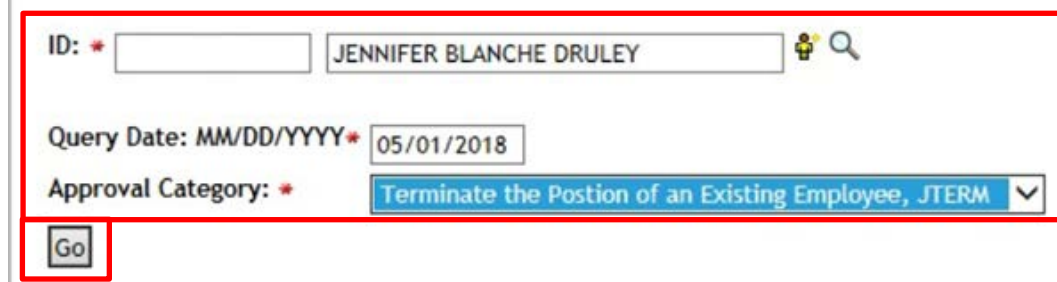
## Step-by-Step Instructions to Terminate an Employee's Position

1. Login to **Class Web**.
2. Click on the **Employee** tab, then click the **ePAF Main Menu**.
3. Now select **New ePAF**.

### Electronic Personnel Action Form



4. **Fill out the following fields:**
  - a. **ID:** Who is the ePAF for? Enter the ID of the employee whose position will be terminated. Press the **Tab** key to see the name populate, and double-check that you have the right employee. *If you don't know the ID click on the magnifying glass to Search.*
  - b. **Query Date:** When should the Position Termination come into effect? Enter the future Effective Date of the position termination. Use the mm/dd/yyyy format.
  - c. **Approval Category:** Select "Terminate the Position of an Existing Employee" from the dropdown list.
  - d. Now click the **GO** button.


 A screenshot of the ePAF form fields. The fields are: 'ID: \*' with a text input containing 'JENNIFER BLANCHE DRULEY' and a magnifying glass icon; 'Query Date: MM/DD/YYYY\*' with a text input containing '05/01/2018'; 'Approval Category: \*' with a dropdown menu showing 'Terminate the Position of an Existing Employee, JTERM'; and a 'Go' button. A red rectangular box highlights the ID field, the Query Date field, the Approval Category dropdown, and the Go button.


*You can process future-dated terminations as soon as you know that the employee will be vacating the position. The earlier you submit your position termination ePAFs and HR can process it, the better.*

5. A list of all the employee's active positions will appear. Click on the **Radio Button** on the right-hand side beside the position that should be terminated.
6. Then click **GO**.

**Note**

You can only terminate *one position at a time* using ePAFs. If more than one of the employee's positions should be terminated, please repeat the steps in these instructions to terminate the other positions as well.

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: BENJAMIN E BARBOZA,  
 Query Date: Apr 01, 2018  
 Approval Category: Terminate Job, JTERM

Enter information to terminate job, JTERM

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job										<input type="radio"/>
	Primary	2FCG29	00	COUNSELOR/INSTRUCTOR	26120,	Counseling	Aug 01, 2016		Mar 31, 2018	Active	<input type="radio"/>
	Overload	ZSCOUN	00	SUMMER ASSIGNMENT - COUNSELOR	26120,	Counseling	May 29, 2017		Aug 31, 2017	Active	<input type="radio"/>
	Overload	TFCOUN	00	TEMPORARY COUNS - PUENTE	26352,	Puente Program Local	Jan 03, 2017		Jun 30, 2017	Active	<input type="radio"/>
	Overload	TFCOUN	01	TEMPORARY COUNSELOR	26120,	Counseling	Jan 03, 2017		Dec 31, 2017	Active	<input type="radio"/>
	Overload	TFCOUN	02	TEMP COUNSELOR - SSSP	26001,	VP's Office Student Services	Jul 01, 2017		Dec 31, 2017	Active	<input checked="" type="radio"/>
	Overload	TFHOUR	00	FAC SA - MEETINGS & TRAINING	26120,	Counseling	Dec 01, 2016		Jun 30, 2017	Active	<input type="radio"/>
	Overload	TFHOUR	01	FAC SA - SOC SCI FIG	25801,	AHSS DEAN'S OFFICE SOCIAL SCIENCES	Mar 27, 2017		May 31, 2017	Active	<input type="radio"/>
	Overload	TFHOUR	02	FAC SA - MEET & TRAIN PUENTE	26352,	Puente Program Local	Jul 01, 2017		Dec 31, 2017	Active	<input type="radio"/>

All Jobs

7. Scroll down and you will see that all the field values for the Position Termination are pre-populated. **Check the Job Effective Date** (position termination date) carefully, and revise it if needed.

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	07/01/2017	<input type="text" value="04/01/2018"/>
Job Status: (Not Enterable)	Active	<input type="text" value="T"/>
Job Change Reason: (Not Enterable) NEWHR		<input type="text" value="EDEL"/>

8. Scroll down and populate the **Routing Queue**. Click on the magnifying glass to pull up a list of approvers and then select the appropriate **Approver** for each **Approval Level**.

Routing Queue

Approval Level	User Name	Required Action
80 - (DO:BS) District Business Services	<input type="text" value="BYESNOGK"/> BARBARA ANNE YESNOGKY	<input type="button" value="Approve"/>
95 - (HR:DATA) HR Data Entry	<input type="text" value="EMURPHY"/> EUGENE MURPHY	<input type="button" value="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



You can prepopulate the Approvers in the Routing Queue by setting up Default Values. See the 'Setting up Default Approvers' instructions.

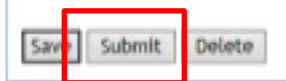
9. Enter any **Comments** if required. Comments may be used to explain to the approvers and/or HR the reason for the termination.
10. **Save** the ePAF, and check for the confirmation message at the top of the page:

## Electronic Personnel Action Form

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

11. Now click the **Submit** button.



**Note**

You must click **Submit** to complete the ePAF!

## Electronic Personnel Action Form

✓ The transaction has been successfully submitted.

Once all the Approvers have approved the ePAF and HR finalizes it, the position termination finalized.



## How-to Enter an Employee Leave of Absence

The following instructions will show you how to place a CLPCCD employee on a Leave of Absence, as well as re-activate their position when they return to work using Electronic Personnel Action Forms (ePAFs) in Class-Web.

### **What is a Leave of Absence?**

A Leave of Absence is used for an employee who will be on leave during a specified period of time. For types of leave please refer to CLPCCD Leave Policy and contact the Benefits Office.

Refer to the Classified Contract / Faculty Contracts for more information.

## Step-by-Step Instructions to Enter an Employee Leave of Absence

1. Login to **Class-Web**.
2. Click on the **Employee** tab, then click the **ePAF Main Menu**.
3. Now select **New ePAF**.

### Electronic Personnel Action Form



4. **Fill out the following fields:**
  - a. **ID:** Who is the ePAF for? Enter the ID of the employee will go on a Leave of Absence. Press the **Tab** key to see the name populate, and double-check that you have the right employee. *If you don't know the ID click on the magnifying glass to Search.*
  - b. **Query Date:** When should Employee LOA take effect? Enter the future Effective Date of the employee's LOA. Use the mm/dd/yyyy format.
  - c. **Approval Category:** Select "**Employee Leave of Absence**" from the dropdown list.
  - d. Now click **GO**.


 A screenshot of a web form. The form contains the following fields:
 

- ID:** A text input field containing 'JENNIFER BLANCHE DRULEY'. To its right is a magnifying glass icon.
- Query Date:** A text input field containing '05/01/2018'.
- Approval Category:** A dropdown menu with 'Employee Leave of Absence, LOA' selected.
- Go:** A button with the text 'Go' inside a red rectangular box.

 The entire form area is enclosed in a red rectangular border.

**Tip**

*You can process future-date employee leave of absences as soon as you have the LOA dates confirmed. The earlier you submit your ePAF and HR can process it, the better.*

5. All the employee's active jobs will appear. Click on the **Radio Button** on the right-hand side beside the appropriate position.
6. Then click **GO**.



**You can only place one position on a leave of absence status at a time.** If an employee has more than one active position and they both need to be on LOA status, please submit two separate ePAFs.

Enter leave of absence dates, LOA

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									<input type="radio"/>
	Secondary	1ADA07	00	DIRECTOR, BUSINESS SERVICES	18, *US Mail (Warrant Sort)	May 01, 2018		May 31, 2018	Active	<input type="radio"/>
	Primary	1AHR09	00	HUMAN RESOURCES MANAGER	10710, Human Resources	Feb 01, 2017		May 31, 2018	Active	<input checked="" type="radio"/>

7. Scroll down. **Check the Job Effective Date** (leave of absence start date) carefully, and revise it if needed.
8. Below it under the return to work section, enter the **Job Effective Date**, which is the first day the employee will return to work.

Enter leave of absence dates, 1AHR09-00 HUMAN RESOURCES MANAGER, Last Paid Date: May 31, 2018

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	03/01/2018	06/17/2018
Job Change Reason: (Not Enterable) FTE		LEAVE
Job Status: (Not Enterable) Active		L

Enter the anticipated date to return to work, 1AHR09-00 HUMAN RESOURCES MANAGER, Last Paid Date: May 31, 2018

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	03/01/2018	08/05/2018
Job Change Reason: (Not Enterable) FTE		RETLV
Job Status: (Not Enterable) Active		A

9. Scroll down and populate the **Routing Queue**. Click on the magnifying glass to pull up a list of approvers and then select the appropriate **Approver** for each **Approval Level**.

Routing Queue

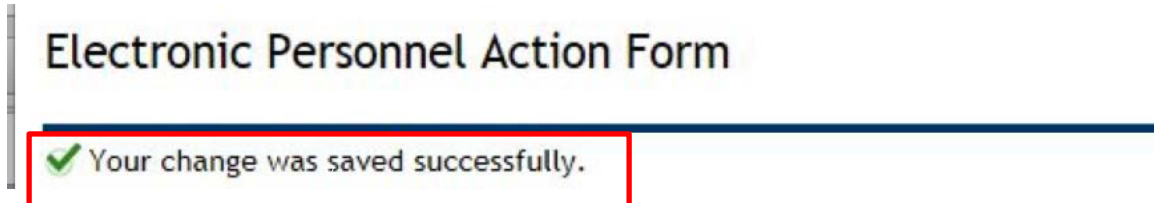
Approval Level	User Name	Required Action
30 - (ADMIN) Hiring Administrator	WALTER L. BLEVINS	Approve
60 - (VPACSS) VICE PRESIDENTS	RONALD PAUL GERHARD	Approve
75 - (EXEC) Executives	JANNETT N JACKSON	Approve
80 - (DO:BS) District Business Services	BARBARA ANNE YESNOSKY	FYI
82 - (HR:MGR) HR Manager/Supervisor	JENNIFER BLANCHE DRULEY	Approve
95 - (HRDATA) HR Data Entry	GIVENETH MURPHY	Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

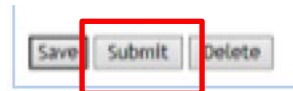


**You can prepopulate the Approvers in the Routing Queue by setting up Default Values. See the 'Setting up Default Approvers' instructions.**

10. Enter any **Comments** if required. Comments may be required to explain to approvers or Benefits why this employee is taking a LOA. All the Approvers as well as HR can view your comments.
11. **Save** the ePAF, and check for the confirmation message at the top of the page:



12. Now click the **Submit** button, and check for the confirmation message.

**Note**

You must click **Submit** to complete the ePAF!



Once all the Approvers have approved the ePAF and HR finalizes it, your changes will be in the CLPCCD administrative systems (Banner).

## How-to Enter an Employee's Workplace Information

The following instructions will show you how to enter or update an employee's workplace location and business phone number using Electronic Personnel Action Forms (ePAF) in Class-Web.

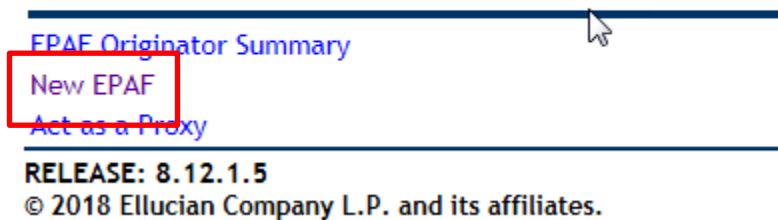
**Employee Workplace Location & Phone Number information must be maintained in CLPCCD administrative systems (Banner).**

Workplace Information can be entered and maintained via Electronic Personnel Action Forms. ePAFs are used to automate maintaining the employee work contact information in Banner.

## Step-by-Step Instructions to Enter Employee Workplace Location & Phone #

1. Login to **Class-Web**.
2. Click on the **Employee** tab, then click the **ePAF Main Menu**.
3. Now select **New ePAF**.

### Electronic Personnel Action Form



[EPAF Originator Summary](#)  
New EPAF  
[Act as a Proxy](#)

**RELEASE: 8.12.1.5**  
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4. **Fill out the following fields:**
  - a. **ID:** Who is the ePAF for? Enter the ID of the employee whose workplace information needs to be entered or updated. Press the **Tab** key to see the name populate, and double-check that you have the right employee. *If you don't know the ID click on the magnifying glass to Search.*
  - b. **Query Date:** Today's date will default and there is no need to change this date.
  - c. **Approval Category:** Select the **"Employee Work Location Information"** ePAF from the dropdown list.
  - d. Now click **GO**.



ID: \*  JENNIFER BLANCHE DRULEY 

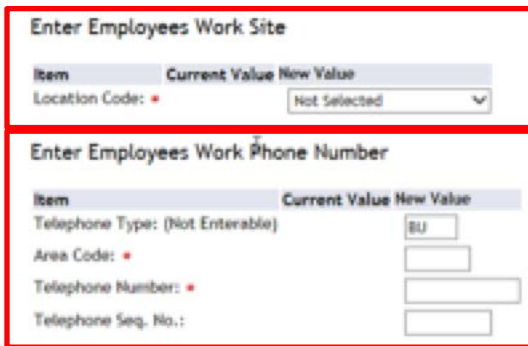
Query Date: MM/DD/YYYY \*

Approval Category: \*

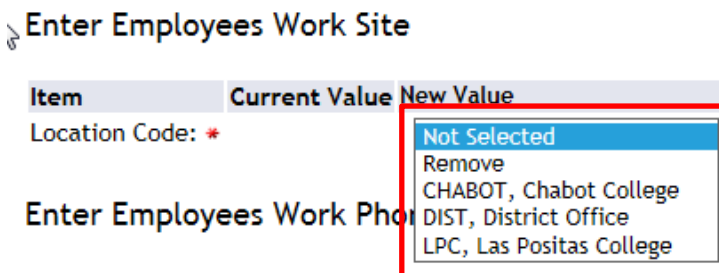
**Note**

**You can only enter the Workplace Location & Phone # information for one employee at a time.** If you need to enter this information for several employees, please repeat the steps in these instructions.

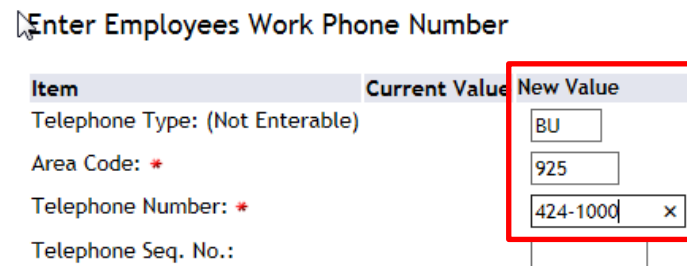
5. A prompt will ask you if you want to **update an existing phone number** or **create a new record**:
  - a. If the employee’s phone number has never been entered, click on the **Radio Button** beside **New Record**.
  - b. If you want to update an existing phone number, **click on the radio button beside the existing record**.
6. Then click **GO**.
7. Scroll down. You will see two sections: one to enter or update the **Employee’s Worksite**, and the second to enter the **Employee’s Phone #**.



8. Select the **Employee’s Worksite** from the dropdown.



9. Enter the **Area Code & Telephone Number** using the format **123-456-7890** for the phone number. *The **Sequence Number does not have to be entered**: it is auto-generated.*



10. Scroll down and populate the **Routing Queue**. There is only one level you need to populate: **HR Data Entry**. Click on the magnifying glass and highlight the appropriate approver, and then click **Select**.

Routing Queue

Approval Level	User Name	Required Action
95 - (HRDATA) HR Data Entry	<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



*You can prepopulate the Approver in the Routing Queue by setting up Default Values. See the 'Setting up Default Approvers' instructions.*

11. Enter any **Comments** if required.  
 12. **Save** the ePAF, and check for the confirmation message at the top of the page:

## Electronic Personnel Action Form

- ✓ Your change was saved successfully.
- 🔊 Enter the information for the ePAF and either Save or Submit

13. Now click the **Submit button**.

Save **Submit** Delete



**Caution!** You must click **Submit** to complete the ePAF!

## Electronic Personnel Action Form

- ✓ The transaction has been successfully submitted.

HR will apply your changes to the CLPCCD administrative systems (Banner).



## Glossary of Terms

**Approval Category** – ePAF types or Personnel Actions. Approval Categories represent the purpose of the personnel action such as new hire, termination, transfer, etc.

**Originator** – Employee who creates an ePAF in Class-Web and submits it for approval.

**Approver** – Managers who are appointed to review and approve ePAFs.

**Proxy** – A designee authorized to approve ePAFs in lieu of approvers in their absence.

**FYI** – An action that can be designated for a person in the Routing Queue. An FYI allows the person to acknowledge a transaction (rather than approve) and does not delay the approval process.

**Personnel Date** – The actual date a change in the system should have taken place, despite late paperwork.

**Factor/Pays** – The number of pay periods over which a person is paid.

**Routing Queue** – An Approval Queue. Each type of ePAF has mandatory Approval Levels through with the ePAF must pass before being applied. For example: Supervisor, Director, Business Office, etc.

**Transaction Status** – Where the ePAF stands in terms of processing:

- **Waiting** – Originator initiated an ePAF and saved it but has not yet submitted it for approvals.
- **Pending** – ePAF has been submitted and is pending approvals.
- **Approved** – ePAF has been approved, and is waiting for HR to apply it to Banner.
- **Completed** – ePAF has been applied to Banner by Human Resources.
- **Returned for Correction** – An Approver or HR has returned the ePAF to the Originator for correction. The Originator must update the ePAF and submit it again.
- **Disapproved** – ePAF has been disapproved by the Approver and cannot be re-submitted.
- **Voided** – ePAF was voided by the Originator.