



Electronic PAF Guide

Updated December 2018

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Overview and Purpose

The Personnel Action Form (PAF) is a document used by Human Resources to facilitate any changes related to a student employee's job. This includes actions such as hiring, termination, pay increases, additional pay, and promotions, just to name a few. The online Personnel Action Form now allows users to update their regular faculty & staff, temporary and student employees Report To information. Its intent is to be comprehensive, and as such, requires training for first time users.

In order to ease potential unfamiliarity with the requirements and jargon of the document, and also to simplify the process as a whole, we have implemented an electronic version of the PAF for student employees. By shifting to this medium, a number of benefits become available:

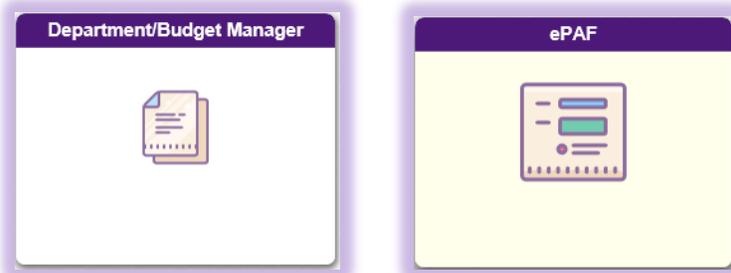
- Security
- Pre-populated fields
- Tracking
- Consolidation

Creating an ePAF

The ePAF Landing Page is the starting point for the electronic PAF system. From here, you will be able to create and review ePAFs, grant access to others, and see a student employee's active jobs.

NAVIGATION:

Log on to <https://my.tcu.edu> and click on the "Department / Budget Manager" tile and then the "ePAF" tile



Types of ePAFs

The following is a brief description of each option displayed on this page; for more detailed instructions on each item, please see the applicable section(s) found in this document. It should also be noted that the availability of items on this page is limited by your security level. All items will not be visible to all users.

 Landing Page	
 Review ePAF	
 Hire Student-Employee	Use this type when hiring an undergraduate or graduate student
 Manage WorkStudy	Use this type to change a student employee to/from Work Study funds
 Jobcode Change	Use this type to change a student employee jobcode
 Pay Rate Change	Use this type to change the pay rate for a student employee
 Term Employee	Use this type to terminate a student employee's job
 Reports To Change	Use this type to update regular, temporary & student employees' current supervisor
 Account Code Change	Use this type to update the budget information for a student employee
 Career Center Student Check	This page shows what information the Career Center has for the student
 View Current Jobs	This page shows all active jobs for any student
 Delegation/Authorization	Use this page to control ePAF access for your departments
 Department Approval	Use this page to approve / deny ePAFs in your queue

One important step to note – with the exception of the “Hire Student - Employee” ePAF type, after inputting the student’s ID# you will need to select the job record you wish to take action on from the “Current Jobs” table (located at the bottom of each page). This list will only populate after the student ID# has been entered; simply click the “Select Employee” button corresponding to the job you want to change.

Current Jobs												1 row	
Select Employee	Empl ID	Empl Record	Name	Pay Group	Pay Rate	Last Job Change	Job Title	Department ID	Department	Estimated Weekly Hours	Reports To	Reports To Name	Account Code
<input type="button" value="Select Employee"/>	110111318	0	Frog,Super	STU	7.500000	05/19/2018	Student Assistant	23700	Human Resources	1.00			

Hire Student

Select Employee

Employee ID
Frog, Super

Hire Date
Termination Date not required on Hourly Student
0 Pay Periods Between Hire & Term

Job Code
Student Assistant

Workstudy Award

Hiring as Workstudy Yes No

Job Information

Department
Copy Services

Estimated Weekly Hours

Hourly Rate

Reports To
Clark, Addison

Earnings Code

Pay Group

Frog Job Posting#

EE Classification

Hourly Type

Department Accounting Portion

Department
Account

Fund Code
Project

Percent of Distribution

- 1) **Employee ID:** begin by either typing in the student employee’s TCU ID# or clicking the magnifying glass next to the “Employee ID” field and selecting the desired entry (See Appendix A for help with this option). Tab out of field.

***TIP:** after the ID# has been entered, the “Current Jobs” section at the bottom will populate, letting you see at a glance what other commitments the student employee already has.*

- 2) **Job Code:** enter job code or click the magnifying glass next to the “Job Code” field and selecting the desired entry. The list of available job codes is determined by the student’s undergraduate or graduate status.
- 3) **Workstudy Award:** if the student is an undergraduate and has been awarded federal workstudy money for the current academic year, the amount will be display.
- 4) **Hiring as Workstudy:** if the student is an undergraduate and has been awarded federal workstudy money for the current academic year this field will be available. If you wish to hire your student as workstudy, click the slide button to change from No to Yes.
- 5) **Hire Date:** this date must correspond to the beginning of a pay period. Acceptable dates can be selected by clicking on the magnifying glass. (Note: actual hours for which an hourly student employee will be paid are dependent on the submitted timesheet.)
- 6) **Department:** either type in the department number or use the magnifying glass to search for it (note, you will only be able to select departments for which you have been granted access).
- 7) **Reports To:** the supervisor must be a regular employee in the same business unit as the hiring department (note, this field will only become accessible after the Department field has been populated). Either type in the supervisor’s position number or use the magnifying glass to search for it.
- 8) **Estimated Weekly Hours:** enter the number of hours per week this job will require. This number is an estimate only, and will not impact the student employee’s paycheck.

- 9) Hourly Rate: enter the hourly pay rate for the student employee (must be at least \$7.25). Send any questions to Rachelle Blackwell (r.blackwell@tcu.edu) in HR Compensation.
- 10) Frog Job Posting #: each student employee's job on campus must have a corresponding FrogJobs posting. Send any questions to Laura Chaney (l.j.chaney@tcu.edu) in the Career Center.
- 11) Budget Information: the Department, Account, Fund Code, and Project fields will be pre-populated based on your other selections; however, they will remain editable if you need to change them.

Once these fields have been filled in, proceed by clicking the "Submit" button at the bottom of the page. If you wish to start over, the "Clear Page" button will remove any content you have typed.

Hire Graduate Student

Select Employee

Employee ID: 110290803

Hire Date: 06/16/2018

Frog Addie

Job Code: 90006

Term Date: 11/03/2018

Graduate Assistantship

Termination Date not required on Hourly Student.
10 Pay Periods Between Hire & Term

Job Information

Department: 23120

Total Award: \$5,000.00

Copy Services

Biweekly Amount: \$500.00

Reports To: 0000444

Standard Hours: 5.00

Clark Addison

Earnings Code: RG2

Hourly Type: Grad Stu

Pay Group: STU

EE Classification: Stdnt Reg

Department Accounting Portion

Department: 33310

Account: 6104

Fund Code: 11000

Project: 00000

Percent of Distribution: 100.000

Current Jobs 1 row

Empl ID	Empl Record	Name	Date Effective	Job Code Description	Job Status	Pay Rate	Department ID	Department	Estimated Weekly Hours	Reports To	Reports To Name
1	110290803	0	Frog Addie	05/05/2018	Teaching Assistantship	Active	18.990500	49001	College of Science/Engineering	20.00	

- 1) **Employee ID:** begin by either typing in the student employee’s TCU ID# or clicking the magnifying glass next to the “Employee ID” field and selecting the desired entry (See Appendix A for help with this option).

***TIP:** after the ID# has been entered, the “Current Jobs” section at the bottom will populate, letting you see at a glance what other commitments the student employee already has.*

- 2) **Job Code:** select the option corresponding to the duties this student employee will perform.
- 3) **Hire Date:** this date must correspond to the beginning of a pay period. Acceptable dates can be selected by clicking on the magnifying glass. (Note: actual hours for which the student employee will be paid for an hourly job are dependent on the on the submitted timesheet.)
- 4) **Term Date:** this date must correspond to the beginning of a pay period. Acceptable dates can be selected by clicking on the magnifying glass. (Note: Term date not required for hourly graduate student jobs.)
- 5) **Department:** either type in the department number or use the magnifying glass to search for it (note, you will only be able to select departments for which you have been granted access).
- 6) **Reports To:** the supervisor must be a regular employee in the same business unit as the hiring department (note, this field will only become accessible after the Department field has been populated). Either type in the supervisor’s Position Number or use the magnifying glass to search for it.
- 7) **Hourly Rate / Total Award:** if “Hourly Student” was selected as the type, enter the hourly pay rate here (must be at least \$7.25). Otherwise, enter the total amount to be paid to the student employee. Any

questions regarding graduate student pay may be sent to Tim Barth (t.barth@tcu.edu) in Graduate Financial Aid.

- 8) Standard Hours: enter the number of hours per week this job will require. This field is only provided for assistantships. This number will be recorded on each paycheck as their hours worked per week.
- 9) Estimated Weekly Hours: For Hourly type jobs, this number is an estimate only, and will not impact the student employee's paycheck. This field is only provided for hourly graduate student jobs.
- 10) Frog Job Posting #: each student employee's job on campus must have a corresponding FrogJobs posting. Send any questions to Laura Chaney (l.j.chaney@tcu.edu) in the Career Center. This field is only provided for hourly graduate student jobs.
- 11) Budget Information: the Department, Account, Fund Code, and Project fields will be pre-populated based on your other selections; however, they will remain editable if you need to change them.

Once these fields have been filled in, proceed by clicking the "Submit" button at the bottom of the page. If you wish to start over, the "Clear Page" button will remove any content you have typed.

Manage WorkStudy

Select Employee

Employee ID	<input type="text" value="110052095"/>	Frog, Super
Effective Date	<input type="text" value="10/07/2017"/>	Empl Record 1
		WorkStudy Award \$1600.00

Activate/Inactivate

Activate WorkStudy <input checked="" type="radio"/>	Inactivate WorkStudy <input type="radio"/>
---	--

Select Earnings Code

Change to Regular Pay (RG2) <input type="checkbox"/>	Change to Federal WorkStudy (FWS) <input type="checkbox"/>
--	--

Accounting Information

New Accounting Information	Old Accounting Information
Department <input type="text" value="23799"/>	Department 23799
Fund Code <input type="text" value="11000"/>	Fund Code 11000
Account <input type="text" value="6104"/>	Account 6104
Project <input type="text" value="00000"/>	Project 00000
Hourly Rate <input type="text" value="7.25"/>	Hourly Rate 7.250000

Supervisor Change?

New Supervisor ID <input type="text" value="106945269"/>	Former Supervisor
Bartee, Jonathan Eric	

<input type="button" value="Submit"/>	<input type="button" value="Clear Page"/>
---------------------------------------	---

- 1) Employee ID: begin by either typing in the student employee's TCU ID# or clicking the magnifying glass next to the "Employee ID" field and selecting the desired entry (See Appendix A for help with this option).
- 2) Select Employee: once the student employee's ID# has been entered, the "Current Jobs" table will be populated. From this table, select the job record you wish to take action upon.
- 3) Effective Date: this date must correspond to the beginning of a pay period. Acceptable dates can be selected by clicking on the magnifying glass.
- 4) Activate/Inactivate Work Study: the appropriate action will be automatically selected based upon the student employee's current classification.
- 5) Select Earnings Code: this field is related to the Activate/Inactivate Work Study checkboxes, and will be automatically selected for you. When the "Activate WorkStudy" button is checked, the "Change to Federal Work Study" option will be selected. When the "Inactivate WorkStudy" button is checked, the "Change to Regular Pay" option will be selected.

- 6) New Accounting Information: these values (Department, Fund Code, Account, and Project) will be pre-populated with the same values from the respective “Old Accounting Information” section. However, these values can be changed if necessary.
- 7) Old Accounting Information: the current accounting information will be displayed here, broken down by Department, Fund Code, Account, and Project.
- 8) New Supervisor ID: the supervisor must be a regular employee in the same business unit as the student employee’s current department. Either type in the supervisor’s position number or use the magnifying glass to search for it.
- 9) Former Supervisor ID: this field displays the student employee’s current supervisor ID and name.

Once these fields have been filled in, proceed by clicking the “Submit” button at the bottom of the page. If you wish to start over, the “Clear Page” button will remove any content you have typed.

JobCode Change

Select Employee

Employee ID

Frog,Super

Empl Record 0

Business Unit VCHR

Supervisor Change

Effective Date

Old Job Code 90001

New Job Code

Current Jobs 1 row

Select Employee	Empl ID	Empl Record	Pay Group	Name	Last Job Change	Job Title	Pay Rate	Department ID	Department	Estimated Weekly Hours	Reports To	Reports To Name	Account Code
<input type="button" value="Select Employee"/>	110121893	0	STU	Frog,Super	10/06/2018	Student Assistant	8.000000	23700	Human Resources	1.00	00002419	Burnett,Mary Coutts	

- 1) **Employee ID:** begin by either typing in the student employee’s TCU ID# or clicking the magnifying glass next to the “Employee ID” field and selecting the desired entry (See Appendix A for help with this option).
- 2) **Select Employee:** once the student employee’s ID# has been entered, the “Current Jobs” table will be populated. From this table, select the job record you wish to take action upon.
- 3) **Effective Date:** this date must correspond to the beginning of a pay period. Acceptable dates can be selected by clicking on the magnifying glass.
- 4) **Select New Job Code:** Click the magnifying glass for a list of student employee job codes. Available job codes are dependent the student’s undergraduate or graduate classification. Select the job code that most closely describes the job duties your student employee will be performing for your department.

Once these fields have been filled in, proceed by clicking the “Submit” button at the bottom of the page. If you wish to start over, the “Clear Page” button will remove any content you have typed.

Pay Rate Change

The screenshot shows a web form for changing a pay rate. It has two main sections. The first section, 'Select Employee', has an 'Employee ID' input field with the value '110111318' and a search icon. Below it, the text 'Frog,Super' and 'Empl Record 0' are shown. The second section, 'Pay Rate Change', has an 'Effective Date' input field with the value '06/16/2018' and a search icon. Below this is the 'Prior Reports To' field. The 'Current Hourly Rate' field is empty, and the 'New Hourly Rate' field contains the value '8.00'. The 'Reports To' field is empty. At the bottom of the form are two buttons: 'Submit' and 'Clear Page'.

- 1) Employee ID: begin by either typing in the student employee’s TCU ID# or clicking the magnifying glass next to the “Employee ID” field and selecting the desired entry (See Appendix A for help with this option).
- 2) Select Employee: once the student employee’s ID# has been entered, the “Current Jobs” table will be populated. From this table, select the job record you wish to take action upon.
- 3) Effective Date: this date must correspond to the beginning of a pay period. Acceptable dates can be selected by clicking on the magnifying glass.
- 4) Former Supervisor ID: this field displays the student employee’s current supervisor ID and name.
- 1) Current Hourly Rate: this field displays the employee’s current hourly rate.
- 2) New Hourly Rate: enter the student employee’s new hourly rate.
- 3) Reports To: the supervisor must be a regular employee in the same business unit as the student employee’s current department. Either type in the supervisor’s position number or use the magnifying glass to search for it.

Once these fields have been filled in, proceed by clicking the “Submit” button at the bottom of the page. If you wish to start over, the “Clear Page” button will remove any content you have typed.

Term Employee

Select Employee

Employee ID 110052095

Frog, Super

Empl Record 1

Termination of Employee

Termination Date 10/07/2017

Reason for Termination RLS

- 1) Employee ID: begin by either typing in the student employee's TCU ID# or clicking the magnifying glass next to the "Employee ID" field and selecting the desired entry (See Appendix A for help with this option).
- 2) Select Employee: once the student employee's ID# has been entered, the "Current Jobs" table will be populated. From this table, select the job record you wish to take action upon.
- 3) Termination Date: this date must correspond to the beginning of a pay period. Acceptable dates can be selected by clicking on the magnifying glass.
- 4) Reason for Termination: click the magnifying glass and select the desired entry

Once these fields have been filled in, proceed by clicking the "Submit" button at the bottom of the page. If you wish to start over, the "Clear Page" button will remove any content you have typed. To cancel the PAF, click the "Return" button.

Select Employee

Employee ID

Frog,Super

Empl Record 0

Business Unit VCHR

Supervisor Change

Effective Date

Former Reports To

New Reports To

Dick,Jenny J.

Estimated Worked hours

Reports To Change

- 1) Employee ID: begin by either typing in the employee's TCU ID# or clicking the magnifying glass next to the "Employee ID" field and selecting the desired entry (See Appendix A for help with this option).
- 2) Select Employee: once the employee's ID# has been entered, the "Current Jobs" table will be populated. From this table, select the job record you wish to take action upon.
- 3) Effective Date: this date must correspond to the beginning of a pay period. Acceptable dates can be selected by clicking on the magnifying glass.
- 4) Former Reports To: this field displays the employee's current supervisor ID and name.
- 5) New Reports To: the supervisor must be a regular employee in the same business unit as the employee's current department. Either type in the supervisor's position number # or use the magnifying glass to search for it.
- 6) Estimated Worked Hours: if necessary, you can also update the employee's estimated weekly hours for student employees only.

Once these fields have been filled in, proceed by clicking the "Submit" button at the bottom of the page. If you wish to start over, the "Clear Page" button will remove any content you have typed.

Note: Reports To field will be used to route leave reporting for regular staff, and Frog Time for student and temporary employees.

Account Code Change

The screenshot shows a web form titled "Select Employee". It contains the following fields and values:

- Employee ID: 110052095 (with a magnifying glass icon)
- Frog, Super
- Empl Record: 1
- Effective Date: 10/07/2017 (with a magnifying glass icon)

Below these fields are two columns of accounting information:

New Accounting Information		Old Accounting Information	
Department	23799	Department	23799
Fund Code	11000	Fund Code	11000
Account	6104	Account	6104
Project	00000	Project	22222

At the bottom of the form are two buttons: "Submit" and "Clear Page".

- 1) Employee ID: begin by either typing in the student employee's TCU ID # or clicking the magnifying glass next to the "Employee ID" field and selecting the desired entry (See Appendix A for help with this option).
- 2) Select Employee: once the student employee's ID # has been entered, the "Current Jobs" table will be populated. From this table, select the job record you wish to take action upon.
- 3) Effective Date: this date must correspond to the beginning of a pay period. Acceptable dates can be selected by clicking on the magnifying glass.
- 4) New Accounting Information: input the new budget information into the Department, Fund Code, Account, and Project fields.
- 5) Old Accounting Information: displays the current budget information for the employee's job.

Once these fields have been filled in, proceed by clicking the "Submit" button at the bottom of the page. If you wish to start over, the "Clear Page" button will remove any content you have typed. To cancel the PAF, click the "Return" button.

Other ePAF tools

Review ePAF

Clicking on this link will reveal new options designed to show the PAFs you have created through the electronic PAF system.

Review Criteria

Department

Employee ID

From Date

To Date

Choose Type

Hire Graduate Student No

Hire Undergraduate Student No

Termination No

Manage Workstudy No

Pay Rate Change No

See All Types No

Change Estimated Weekly Hours No

Account Code Change No

Supervisor Change No

View	Cancel	Hourly PAF Status	PAF Type	Empl ID	Name	Empl Record	Effective Date	Pay Group	Department	Action	Reason Code	Created By	Date Created
<input type="button" value="View"/>	<input type="button" value="Cancel"/>												

1 row

Instructions

By selecting the various options, you can limit the number of results that will be displayed. For example, to see every Pay Rate Change ePAF you have created within the last month, you would click “Pay Rate Change,” enter the appropriate dates in the “From Date” and “To Date” fields, and click the “Search” button.

In order to see every PAF you have created, simply click the “See All Types” checkbox (with all other fields empty) and then click the “Search” button.



TIP: PeopleSoft automatically limits the number of results displayed at one time, so if you do not see what you are looking for, check the top right of the table and verify all of the records are being displayed!

Career Center Student Check

This page allows you to verify a student has completed all necessary paperwork at the Career Center. For questions on this requirement, please contact Cheri Massey (c.massey@tcu.edu).

Career Center	
Employee ID	110052095
	Frog,Super
Career Center Verification	
<input checked="" type="checkbox"/> SSN Verified	Social Security #
<input checked="" type="checkbox"/> I-9 Verified	
Created By	InitialLoad
	07/28/15 7:39:19.000000PM
For Payroll Use	
<input type="checkbox"/> Entered in Glacier	First-Time Load
International Office	
<input type="checkbox"/> Is Student International?	
<input type="checkbox"/> SSN Verified	
<input type="checkbox"/> Servis Verified	
Passport Number	<input type="text"/>
Last Updated By	
Updated By	InitialLoad
	07/28/15 7:39PM

Instructions

- 1) Type in the student's TCU ID# and click the "Search" button.
 - a. Please note, if after clicking "Search" you receive a message that no matching results were found, the student has not yet been to the Career Center.
- 2) After the page loads, the various checkboxes displayed signify what information the student has provided to the Career Center.
 - a. For all students, the "SSN Verified" and "I-9 Verified" checkboxes must be checked.
 - b. For international students, "Entered in Glacier" must also be checked.
- 3) Until the appropriate paperwork has been completed (and corresponding checkboxes selected), no ePAF can created for that student ID#.

View Current Jobs

This page allows you to view all of the active jobs for an employee.

Select Employee

Employee ID: WorkStudy Award: \$1600.00

Frog, Super

3 rows

Empl Record	Effective Date	Pay Group	Payroll Status	Department	Department Name	Estimated Weekly Hours	Supervisor ID	Supervisor Name	Job Title	Account Code
0	07/29/2017	STU	Active	27377	Campus Rec:Pro Shop	1.00			Work Study Student	
1	10/01/2017	STU	Active	23799	HR TEST	10.00			Regular Student	2379911000610422222
2	07/15/2017	STU	Active	27560	Residential Life	10.00			Regular Student	

Instructions

- 1) Type in the student employee's TCU ID# and click the "Search" button. Alternatively, click the magnifying glass next to the "Empl ID" field and select the desired entry (See Appendix A for help with this option).
- 2) The table will populate with each of the student employee's active jobs occupying a row.
- 3) If you wish to search for another student employee, the "Clear Page" button will remove any content you have typed. The "Return" button will take you back to the "Department HPAF Homepage."

Delegation / Authorization

This section is used to manage access to the electronic PAF system. Security access to this system is managed on a departmental level. Department managers are automatically granted access, and using this page, they have the ability to grant additional users the ability to access the electronic PAF system.

After clicking on this link, you will be presented with a search page. If you know the department's number, type it into the "Department" field, or use the magnifying glass to search for it.

The screenshot shows the 'Setup Delegation' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A 'Search Criteria' dropdown menu is expanded, showing three search criteria: 'Empl ID:', 'Department:', and 'Business Unit:'. Each criterion has a 'begins with' dropdown menu and an input field. The 'Department:' field has a magnifying glass icon. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

TIP: Leaving the "Department" field blank and clicking on the "Search" button will display every department you have access to.

Granting Access

Having selected the department, you will now be shown the users that have access to the electronic PAF system for that department. To switch between users, use the arrows along the top right of the Proxy/Supervisor Access window.

To grant access to another person, first click the "Add" link in the top right, then select the desired options that follow.

The screenshot shows the 'Proxy/Supervisor Access' window. At the top, it says '23799 HR TEST' and 'Return to PAF Home'. Below this is a 'Proxy/Supervisor Access' section with a 'Find | View All' link and a pagination control showing 'First 1 of 1 Last'. The 'Proxy/Supervisor' field contains '106945269' and 'Bartee, Jonathan Eric'. There is an 'Add' link circled in red. Below this is an 'Effective as' section with a 'Find | View All' link and a pagination control showing 'First 1 of 1 Last'. The 'Effective Date' field contains '08/05/2015' and 'Effective Sequence' is '0'.

- 1) Proxy/Supervisor: Either type in the employee's TCU ID# or use the magnifying glass to search for it.

- 2) Effective Date: defaults to the current date, but it can be changed if desired.
- 3) Effective Sequence: should only be changed from "0" for subsequent entries with the same effective date.
- 4) Is Proxy/Supervisor active as of this date?: once a user has been added to this page (and Saved), they cannot be removed. However, unclicking this checkbox will remove the proxy's access for that department
- 5) Should Proxy have access to this page?: when checked, it grants the proxy the ability to create other proxies
- 6) Is Proxy a Department Approver?: when checked, grants the proxy the status of Department Approver (for more information, see section on "Department Approvers")
- 7) PAF created by employee needs department approval: when checked, PAFs created by this proxy must first be approved by a Department Approver before entering the workflow.
- 8) Send email once PAF is completed: when checked, upon successful processing of a PAF an email will be delivered to this proxy
- 9) Access of Proxy to paygroup: these checkboxes determine what type of employees this proxy can create PAFs for. (Note: at this time, the only actions that can be taken for Biweekly/Monthly Temporary and Monthly and Biweekly employees is Report To changes)

Proxy/Supervisor Access

23700 Human Resources
Find | View All
First 2 of 6 Last

Proxy/Supervisor
106000183 Dick, Jenny J.
Add

Effective as
Find | View All
First 1 of 3 Last

Effective Date 31

Effective Sequence

Security is automatically generated and can take up to 8 hours.

Is Proxy/Supervisor active as of this effective date?

Should Proxy have access to this page?

Is Proxy a Department Approver?

PAF created by employee needs department approval

Send email once PAF is completed.

Access of Proxy to paygroup.

Student

Biweekly/Monthly Temporary

Monthly and Biweekly

Save
 Return to Search
 Previous in List
 Next in List

Departmental Approval

In the initial setup of the electronic PAF system, each department has a single proxy. That is, only one employee per department has the capability of creating an ePAF.

However, depending on the reporting structure of your department and its number of employees, you may designate one or more additional employees as proxies. This has the benefit of spreading the workload, but can also add complexity in tracking what work has been done.

The Department Approver is an additional layer of scrutiny for the electronic PAF system. When setting up a proxy, there are two options for this role:

- 1) Is Proxy a Department Approver?: allows the proxy to approve PAFs submitted by other proxies of the same department.
- 2) PAF created by employee needs department approval: when this is checked, the proxy is allowed to create PAFs; however, it will not be processed until a Department Approver has approved it.

For example, a department manager may want an administrative assistant to create PAFs, but would like to review them before they are officially submitted. Picture a paper document sitting on the manager's desk: this document must have the manager's signature before it can be processed by HR, so until it is signed, it will stay on the manager's desk. To utilize this functionality, select the "PAF created by employee needs department approval" option.

Any proxy user that has the "Is Proxy a Department Approver" option checked will have the ability to approve ('sign') ePAFs for that department.

Appendix A: Using the “Magnifying Glass”

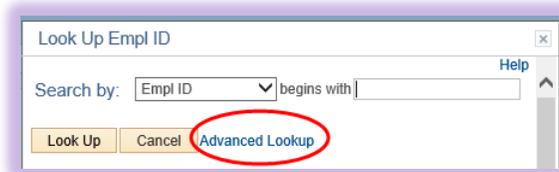
While using PeopleSoft, you may come across a text field which has a magnifying glass next to it:



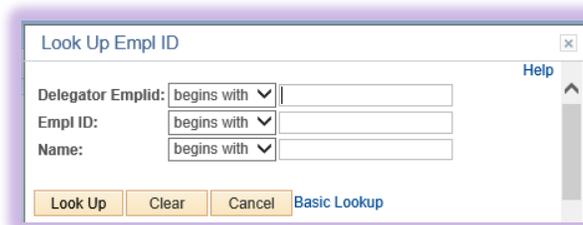
This is a feature of PeopleSoft which serves as an alternative form of entry to typing in the text field. In some cases, it also serves as a selection tool of pre-approved items for fields that have restricted what are considered acceptable entries. If you are unsure of what entries are acceptable for the given text box, simply click on this icon and a new pop-up window will appear with additional parameters designed to aid you.

Example

The text box in the picture above is from the “Review Current Jobs” page and is prompting you to enter an employee’s TCU ID#. If you know the ID#, proceed by typing it in; however, if you are unsure, clicking on the magnifying glass will present you with additional options. In this case, the pop-up window looks like this (a list of employee ID#’s and names are also shown in the window, but have been removed from the picture for security reasons):



At first glance, this may not look to be any more helpful, since the only text box available is asking for the same ID#. However, the “Search by” field is a dropdown list, and different items such as “Name” can be selected in place of ID#. Alternatively, clicking on the “Advanced Lookup” link will yield additional search options:



Using the “Advanced Lookup” page will allow you to narrow your search results further by utilizing multiple criteria at the same time, instead of only a single criterion as above.

After entering your search criteria, clicking the “Look Up” button will display all of the results matching your parameters. Since each result is listed as a clickable hyperlink, once you have located your desired result (in this case, the employee’s TCU ID#), clicking it will close the pop-up window and populate the “Empl ID” text box with that entry.

Appendix B: New Student Employee Hire Flowchart

