

Identify Employee: Enter employee ID number to begin search

[Cancel And Return To Main Menu](#)

Peralta Colleges - ePAFS

1.2 Identify Employee

Identify An Employee For Your ePAF

Enter Employee #:

Or

Employee Last Name: (May be left blank if first name entered)

First Name: (May be left blank if last name entered)

[<< Return To Previous Page](#)

[Click Here To Continue >>](#)

Select Action:

- Place cursor over each Action item to view additional description
- Enter effective date and select "Change Existing Assignment" to continue

Effective date: Always use July 1st for 12-month contract OR August 1st for 11-month contract. **Fiscal Year begins on July 1 and ends on June 30**

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1.4 Select Action					
<u>Employee Name</u>	<u>Employee #</u>	<u>Location</u>	<u>Department</u>	<u>Date Of Birth</u>	
Doe, John	1000	Laney	Communications - 555	Click To View	
Assign Employee		The effective date of this action is:		7/1/2015	
Change Existing Assignment		Change effective or end date, hours per week/FTE, shift differential, budget, non-working days.			
Leave Of Absence		Calendar: July 2015			
Separate / Terminate		Calendar grid with columns Fri, Sat			
<< Return To Previous Page		This is the first day on which your action will begin.			

Select Assignment:

- For full-time (FT) contract faculty: the Job# contains 3 digits and no letter
- Click on the corresponding “Select This Assignment” button to continue the FT increase contract
- Job# followed by a letter is a part-time position

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1.5 Select Assignment		Action Selected: Change		Effective Date: 7/1/2015		Location/Dept: Laney/Communications - 555	
<u>Employee Name</u>	<u>Employee #</u>	<u>Job Title</u>	<u>Job #</u>	<u>Location</u>	<u>Department</u>	<u>Start Date</u>	<u>End Date</u>
Doe, John	10005527	Instructor	405	Laney	Communications - 555	8/16/04	<input type="button" value="Select This Assignment"/>
Doe, John	10005527	Instructor/Temporary	407A	Laney	Communications - 555	8/17/05	<input type="button" value="Select This Assignment"/>

Change Type: An increase contract would put a contract faculty above 1.0 FTE, therefore a “Change in FTE” would be the appropriate selection.

[Cancel And Return To Main Menu](#)

Peralta Colleges - ePAFS

3.1 Change Existing Assignment

Action Selected: Change

Effective Date: 7/1/2015

<u>Employee Name</u>	<u>Employee #</u>	<u>Job Title</u>	<u>Job #</u>	<u>Location</u>	<u>Department</u>
Doe, John	1000	Instructor	405	Laney	Communications - 555

Please Select Change Type:

- None Selected
- None Selected
- Change Assignment Start Date
- Change End Date
- Change Hours Per Week or FTE
- Change Combo Codes

Please select a change type from the list.

<< Return To Previous Page

FTE: Enter the FTE amount to reflect the new contract

[Cancel And Return To Main Menu](#)

Peralta Colleges - ePAFS

3.1 Change Existing Assignment

Action Selected: Change

Effective Date: 7/1/2015

<u>Employee Name</u>	<u>Employee #</u>	<u>Job Title</u>	<u>Job #</u>	<u>Location</u>	<u>Department</u>
Doe, John	1000	Instructor	405	Laney	Communications

Please Select Change Type:

* FTE:



[<< Return To Previous Page](#)

[Click Here To Continue >>](#)

Confirmation page:

- Review previously approved combo codes and/or distribution percentage
- Edit or enter new combo codes if needed
- Add additional comments to notify or remind other approvers
- Click "Submit" to complete this "increase contract" ePAF

Cancel And Return To Main Menu			Peralta Colleges - ePAFS						
3.2 Change Existing Assignment Confirmation			Action Selected: Change			Effective Date: 7/1/15			
Job Title	Job #	Location	Department			Position #			
Instructor	405	Laney	Communications - 555			00000 [REDACTED]			
ePAF Action	Change Type	Employee	Employee #			Change Description			
Change	FTE	Doe, John	1000 [REDACTED]			Change FTE from 1 to 1.2			
Budget: Location	Fund	Cost Center	Object	Program	Activity	Project	Line	Percent	
5 - Laney	01	555	1101	1	083500	0000	00	100%	
First Approver	Users In This Role								
CC Manager - Language Art	[REDACTED]								
Enter Comments For This EPAF In The Box Below:									
ENTER OR ADD ALL NOTES HERE									
<< Return To Previous Page			Save This ePAF To My Inbox			Click Here To Submit This ePAF			