

Identify Employee: Enter employee ID number to begin search

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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)


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[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 first day of instruction for Fall semester on a Reduced Workload Program ePAF. ** RWP required participation of one full academic year (from Fall through Spring) || one semester participation is not allowed **

Cancel And Return To Main Menu		Peralta Colleges - ePAFS		
1.4 Select Action				
<u>Employee Name</u>	<u>Employee #</u>	<u>Location</u>	<u>Department</u>	<u>Date Of Birth</u>
██████████	1000██████	Berkeley	Instructional Services-VP - 851	Click To View
<input type="button" value="Assign Employee"/>		The effective date of this action is: <input type="text" value="8/24/2015"/> 		
<input type="button" value="Change Existing Assignment"/>		<small>This is the first day on which your action will begin.</small>		
<input type="button" value="Leave Of Absence"/>		<small>Change effective or end date, hours per week/FTE, shift differential, budget, non-working days.</small>		
<input type="button" value="Separate / Terminate"/>				
<input type="button" value=" << Return To Previous Page"/>				

Select Assignment:

- Job# contains 3 digits and no letter is a contract position.
 - Job# plus one letter is a part-time/temp position.
- click on the corresponding *“Select This Assignment”* button to continue

Cancel And Return To Main Menu		Peralta Colleges - ePAFS				Click Here For Help		
1.5 Select Assignment		Action Selected: Change		Effective Date: 8/24/2015		Location/Dept: Berkeley/Instructional Services-VP - 851		
Employee Name	Employee #	Job Title	Job #	Location	Department	Start Date	End Date	
██████████	1000██████	Instructor	405	Berkeley	Instructional Services-VP - 851		8/23/01	<input type="button" value="Select This Assignment"/>
██████████	1000██████	Instructor/Temporary	407A	Berkeley	Instructional Services-VP - 851		6/26/06	<input type="button" value="Select This Assignment"/>
<input type="button" value=" << Return To Previous Page"/>								

Change Type: RWP request is to decrease a contract faculty below 1.0 FTE therefore a “Change in FTE” would be the appropriate selection

- select “*Change Hours Per Week or FTE*” to continue

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3.1 Change Existing Assignment		Action Selected: Change		Effective Date: 8/24/2015	
<u>Employee Name</u>	<u>Employee #</u>	<u>Job Title</u>	<u>Job #</u>	<u>Location</u>	<u>Department</u>
██████████	1000 ██████	Instructor	405	Berkeley	Instructional Services-VP - 851
Please Select Change Type:		Please select a change type from the list.			
<input type="text" value="None Selected"/>					
<input type="text" value="None Selected"/>					
<input type="text" value="Change Assignment Start Date"/>					
<input type="text" value="Change End Date"/>					
<input type="text" value="Change Hours Per Week or FTE"/>					
<input type="text" value="Change Combo Codes"/>					

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FTE: enter new FTE percentage to reflect RWP request

** this percentage should be an average FTE for one Academic Year


OR combined average of workload for Fall & Spring semester**

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3.1 Change Existing Assignment Action Selected: Change

<u>Employee Name</u>	<u>Employee #</u>	<u>Job Title</u>
██████████	1000 ██████	Instructor

Please Select Change Type:

* FTE: 

Confirmation page:

- review previously approved combo codes and/or distribution percentage
- Edit or enter new combo codes and distribution percentage if needed
- Also add comments to notify or remind other approvers
- Click "Submit" to complete this ePAF request

Cancel And Return To Main Menu			Peralta Colleges - ePAFS						
3.2 Change Existing Assignment Confirmation			Action Selected: Change			Effective Date: 8/24/15			
Job Title	Job #	Location	Department			Position #			
Instructor	405	Berkeley	Instructional Services-VP - 851			0000 [REDACTED]			
ePAF Action	Change Type	Employee	Employee #		Change Description				
Change	FTE	[REDACTED]	1000 [REDACTED]		Change FTE from 1 to 0.8				
Budget: Location	Fund	Cost Center	Object	Program	Activity	Project	Line	Percent	
8 - Berkeley	01	851	1101	1	200100	0000	00	100%	
First Approver	Users In This Role								
Dean - CITD Manager	[REDACTED]								
Enter Comments For This ePAF In The Box Below:									
RWP request for AY 2015-16 - Assignment will be at 1.0 FTE for Fall 2015 and .60 for Spring 2016.									
<< Return To Previous Page			Save This ePAF To My Inbox			Click Here To Submit This ePAF			