

Identify Employee: Enter the employee ID number to begin search.

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1.2 Identify Employee

Location/Dept: Berkeley

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: Enter effective date and select “Change Existing Assignment” to continue.

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1.4 Select Action

Location/Dept: Berkeley

<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

- Assign Employee
- Change Existing Assignment
- Leave Of Absence
- Separate / Terminate

The effective date of this action is: 8/18/2014

Change effective or end date, hours per week/FTE, shift differential, budget, non-working days.

<< August 2014 >>						
					Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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This is the first day on which your action will begin.

Select Assignment:

- The first record (Librarian) is the employee's full time (contract) position
- The second record is for EXS assignment (outside the 1.0 or 100% load)

Once the correct employee record and/or position number has been identified, click the corresponding "Select This Assignment" button to continue.

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1.5 Select Assignment

Action Selected: Change

Effective Date: [REDACTED]

Location/Dept: Berkeley/Instructional Services-VP - 851

<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>
[REDACTED]	1000 [REDACTED]	Librarian	411	Berkeley	Instructional Services-VP - 851	2/22/05	
[REDACTED]	1000 [REDACTED]	Librarian/Hourly	412A	Berkeley	Instructional Services-VP - 851	6/19/06	

Select This Assignment

Select This Assignment

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Change Type: Select “Change Combo Codes” to continue.

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3.1 Change Existing Assignment

Action Selected: Change

Effective Date: [REDACTED]

Location/Dept: Berkeley/Instructional Services-VP - 851

Employee Name	Employee #	Job Title	Job #	Location	Department	Start Date	End Date
[REDACTED]	1000 [REDACTED]	Librarian	411	Berkeley	Instructional Services-VP - 851	2/22/05	

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.

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Combo code details and distribution: Enter combo code information and distribution percentage if funding is from more than one budget line.

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3.1 Change Existing Assignment

Action Selected: Change

Effective Date: [REDACTED]

Location/Dept: Berkeley/Instructional Services-VP - 851

Employee Name	Employee #	Job Title	Job #	Location	Department	Start Date	End Date
[REDACTED]	1000 [REDACTED]	Librarian	411	Berkeley	Instructional Services-VP	2/22/05	

Please Select Change Type:

Budget: Location	Fund	Cost Center	Object	Program	Activity	Project	Line	Percent	
8 - Berkeley	<input type="text" value="01"/>	<input type="text" value="851"/>	<input type="text" value="1204"/>	<input type="text" value="1"/>	<input type="text" value="612000"/>	<input type="text" value="0000"/>	<input type="text" value="00"/>	<input type="text" value="90%"/>	<input type="button" value="Remove Line"/>
8 - Berkeley	<input type="text" value="01 - GENER"/>	<input type="text" value="851"/>	<input type="text" value="1202 - Department"/>	<input type="text" value="1 - General Operati"/>	<input type="text" value="602000 - Course Ar"/>	<input type="text" value="0000 - Zero Project"/>	<input type="text" value="00 - Line 00"/>	<input type="text" value="10%"/>	<input type="button" value="Remove Line"/>
Add Another Budget Line									

An ePAF to change funding sources/combo codes to an existing position number should look similar to the confirmation page below.

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3.2 Change Existing Assignment Confirmation

Action Selected: Change

Effective Date: [REDACTED]

Location/Dept: Berkeley/Instructional Services-VP - 851

Job Title	Job #	Location	Department	Position #
Librarian	411	Berkeley	Instructional Services-VP - 851	00000941

ePAF Action	Change Type	Employee	Employee #	Change Description
Change	Combo Codes	[REDACTED]	1000 [REDACTED]	Change To Combo Codes Listed Below

Budget: Location	Fund	Cost Center	Object	Program	Activity	Project	Line	Percent
8 - Berkeley	01	851	1204	1	612000	0000	00	100 90%
8 - Berkeley	01	851	1202	1	602000	0000	00	10%

First Approver	Users In This Role
OIC Academic Specialist	[REDACTED]

Enter Comments For This ePAF In The Box Below:

[REDACTED] department chair assignment for [REDACTED] is 0.1 part of his load. The funding source for this assignment is BCC's department chair allocation.

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