



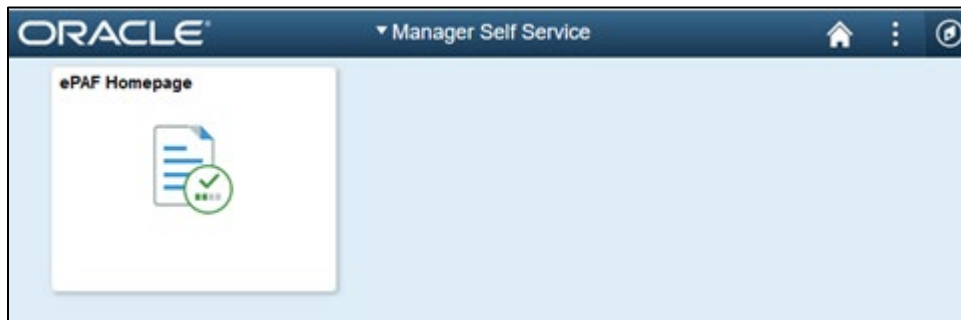
Step **How to Process a Reappointment, Change to Additional Titles, or Tenure Change for Norman Faculty**
Navigation: Main Menu > Manager Self Service > ePAF Homepage tile

Complete a Job Change eForm

1 In this document, we will review how to make changes to the additional title or tenure status for a Norman faculty or make a reappointment for Norman faculty on renewable appointments. Do not use this action to extend the contract of non-renewable appointments. Use “Extend Contract” for those employees.

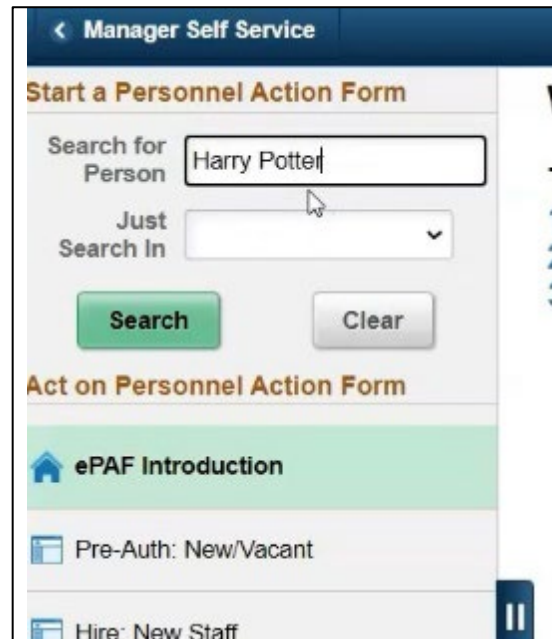
Additional tasks are required for any tenure change. Please contact the Provost’s office for any tenure change.

2 Select the **EPAF HOMEPAGE** Tile from Manager Self Service



3 Search for an employee in the upper left box in one of these ways.

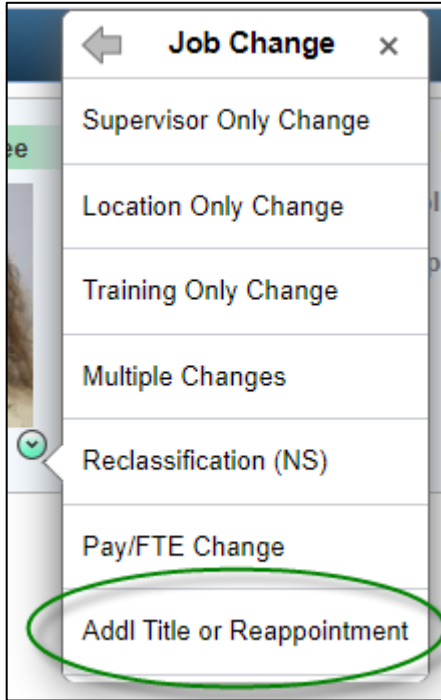
1. Search by Name
 - a. Enter their first name followed by their last name. Partial names can be used.
 - b. For example: Searching for "Ma Fle" will return Marcella Fleming, Mary Fleming, Max Fletcher, and Matthew Fleming, etc.
 - c. Add more letters to the name to narrow the search.
 - d. Use the beginning of the names when using partial names.
2. Search by Employee ID
 - a. Partial or whole EMPL IDs can be used.
 - b. Use the beginning for the EMPL ID when using partial numbers.





4

From the related action drop-down menu, click on the **JOB CHANGE** folder to see the actions that can be taken. Based on the items you want to change for the employee, that should dictate the action you chose. For this situation, choose “Addl Title or Reappointment”.



5

Choosing **ADDL TITLE OR REAPPOINTMENT** provides a condensed version of the Job Change eForm.

Job Change : Job Change Form ID 236706

Highlights Enabled: No Current Values

Any fields that appear in **RED** are invalid values based on previous selections or defaulting data that is not valid for this form. These values will need to be changed before the form is submitted.

Select the effective date for this form

*Effective Date for Changes

Reappointment

Reappoint this Employee No

Add or Update Employee's Additional Titles

This section has no affect on total FTE or total compensation. If an additional title is to be considered in the salary, it will need to be reflected in the salary that is entered in the Components of Pay section.

Department	Job Code	Title	Start Date	End Date	Administrative Post	Appointment Type	Comments	Insert A Row
1 ACASENGL			08/01/2015		Faculty Appt	Initial Appointment		<input type="button" value="⊕"/>

Tenure

*Appointment Type

Next Review Date

Tenure Home Dept ACASENGL English Change Date 11/16/2020

Home Rank 003 Associate Professor Track Start Date 08/16/2009

Original Track Date 08/16/2009 Granted Date 07/01/2015



6 Select the **EFFECTIVE DATE** to indicate the date the change should take effect.

Select the effective date for this form

*Effective Date for Changes

7 If you're using this form to reappointment a faculty member, move this slider to **YES**. Provide details of the reappointment in the **COMMENTS** section at the end of the form.

Reappointment

Reappoint this Employee Yes

Comments

Previous Save Submit

8 If you need to add or end an Additional Title, use the **Additional Titles grid**.

Select the **DEPARTMENT** in which the employee will be given the title.

Type the title into the **TITLE** field.

Enter the **FROM DATE** and **END DATE** to choose the duration of the additional title.

In Norman, leave the following fields blank as directed by the Norman Provost's office: **JOB CODE**, **FTE**, **ASSOCIATED ANNUAL PAY**.

Add or remove rows on the grid using the + or – signs at the end of the row.

	*Department	Job Code	Title	*Start Date	End Date	FTE	Associated Annual Pay \$	Insert A Row	Delete A Row
1	SAJS	000941	Officer,Asst Envir Hlth & Sfty	12/31/2020		0.000000	0.00	+	-



<p>9</p>	<p>If changes need to be made to Tenure data, use these two fields. NOTE: A change in tenure requires additional processes with your college and the Provost’s office.</p> <p>Use the dropdown on the APPOINTMENT TYPE field to modify the Appointment Type.</p> <div data-bbox="425 413 1156 562"><p>Tenure</p><p>Appointment Type <input type="text"/></p></div> <p>Enter a date when the Appointment should next be reviewed in the NEXT REVIEW DATE field.</p> <div data-bbox="431 688 1127 829"><p>Next Review Date <input type="text"/></p></div>
<p>10</p>	<p>Click NEXT to proceed.</p> <div data-bbox="269 930 393 1010"><p>Next</p></div>
<p>11</p>	<p>The final page of the form is the Action and Attachments page. The ACTION field will display the action that is being taken with the form. If the form is used onl</p> <p>A few actions will need the user to select the reason. If this occurs, a REASON field will appear and you can use the dropdown to select the reason.</p> <div data-bbox="253 1262 1159 1381"><p>Select Job Change Action</p><p>Action Data Change Reason Code Addl Title or Reappointment</p></div> <div data-bbox="253 1423 1050 1539"><p>Select Job Change Action</p><p>Action Data Change Reason Code Tenure Change</p></div>















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Add any necessary attachments, noting that anything in the grid with a red exclamation mark is required. You may attach any optional files as needed using the upload button.

Select the Action and Reason

Action **Hire**

File Attachments

Status	Action	Description	File Name	Delete
1	 	Loyalty Oath		
2	 	Staff Handbook Acknowledgement		
3	 	Personal Data Form		
4	 	Confidential & Proprietary Information Disclosure		

Add

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Click **SUBMIT** to initiate the workflow process.

► Comments