

JOBCHG Cheat Sheet Job Change

To be used for changing an employee’s job information. To be used carefully as there are few error trappings against the EPAF. Only fill in those Optional fields that need to be modified.

If the Appointment is	Full Year (July 1-June 30)
Access NOAEPAF	
Enter Keyblock Information	
Name/ID	
Querydate	Set to the Effective Date or the change.
Approval Category	JOBCHG
Approval Type	Will automatically populate from Approval Category Selection (JOBCHG)
Position/Suffix	Enter Position/Suffix.
	<Next Block>
JOBCHG	Job Change Coding
Jobs Detail Eff Date	Enter as effective date of the change.
Personnel Date	Enter as actual effective date of change
Job Change Reason	Select the appropriate job change reason from the list
Job Type	Optional
Job Status	Optional
Complem Pos Info	Optional
Timesheet Orgn	Optional
Contract Begin Date	Optional
Contract End Date	Optional
Leave type	Informational only; No changes allowed
Leave Begin Date	Informational only; No changes allowed
Anticipated Return	Informational only; No changes allowed
FTE	Optional

STRS Assignment Code	Informational only; No changes allowed
Contract Number	Optional
JOBS ECLS	Informational only; No changes allowed
Sub-Classification	Optional
Supervisor ID	Optional
Workers Comp Code	Optional
Job Begin Date	Informational only; No changes allowed
Hrs/Units per Pay	Optional
Hrs/Units per Day	Optional
Time Entry Method	Optional; If coded Time Entry Type and Time In/Out must also be coded.
Time Entry Type	Optional; If coded Time Entry Method and Time In/Out must also be coded.
Time In/Out	Optional; If coded Time Entry Method and Time Entry Type must also be coded.
	Save, Routing Information
	Transaction Comments, Save
	Submit