UNIVERSITY OF HARTFORD

JOB DETAIL CHANGE

Non-Exempt (Hourly) Staff & Students

AND HARTT (Hourly)
Instructional & Dance Faculty

(Employee Class Codes N3, N4, N6, & S2 only)

ePAF

The Job Detail Change (Hourly), JOBRAT ePAF should be used changing information about an employee's official record. This ePAF is for Employee Class Code of N3, N4, N6, or S2 only.

Note: If you haven't already done so, please see "Things to Know & Do Before Starting an ePAF"

To access ePAFs, you must be able to log onto the Self Service Center (SSC) using your University multi-factor authentication; You can access SSS at http://www.hartford.edu/selfserve/default.aspx. The ePAF menu is found on the Employee tab.

1. From the ePAF menu, select Job Detail Change, Hourly (JOBRAT), enter the ID of the employee & Query Date – **this is the date the change is to become effective**.

2. Select the appropriate Approval Category from the drop-down menu. You will see several types of 'Job Detail Change ePAFs'. Please read the descriptions carefully to make sure you select the correct ePAF. Click 'Go'.

3. Select the Position to be changed.   Click 'Go'.

4. Enter the new data ensuring all fields denoted with * are completed.
   Note: Most common reasons to change information would be a new rate of pay, new supervisor, new title.

Use the following definitions for help completing each field:

Job Effective Date: **MM/DD/YYYY** –The date the change being made is effective. Please select provide a minimum 5-7 business day lead time.

Personnel Date: **MM/DD/YYYY** – Use the same date as the Job Effective Date.

Job Change Reason - Select the most appropriate reason for the change from the list.

Regular Rate – If the rate is not changing, enter the same amount as shown in Current Value. If it is changing, enter the new amount.

Title – enter an acronym for your department followed by an appropriate job title e.g. "Hartt – Office Assistant" or "Art – Lab Tech" or "SSC – Tutor".
This title will allow the employee to differentiate positions when entering UHart's timekeeping system in Self Service Center.

Timesheet Org – If the Org is not changing, enter the same amount as shown in Current Value. If it is changing, enter the new Org.

Supervisor ID – Enter the University ID# of the person responsible for verifying the accuracy of and approving time/hours worked by the employee. If the Supervisor is not changing, enter the same ID# as shown in Current column, if it is changing, enter the new ID#. In either case, enter the supervisor's name in the Comment Box.

Effective Date: **MM/DD/YYYY** – Use the same date as the Job Effective Date.

Enter information in the remainder of this section ONLY if there is a change in the Labor Distribution. If information is entered, click Save and Add new rows before continuing.

Routing Queue – This should have been pre-populated so the names simply appear each time this ePAF is used. See "Routing Queue ePAF" for instructions on setting up the approval queues.

Comment Box – Enter the Supervisor's Name for the ID# provided, regardless if the Supervisor has not changed.

Click **SAVE**.

Click **SUBMIT**. If you do not SUBMIT your ePAF will not be processed