ePAF Exceptions: Requested changes that cannot be processed on an eForm

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Request: Work Address and/or Phone Number Changes
Reason: eForms create a row in job data. Work address/phone numbers are not stored in job data.
Resolution: Send an email to the appropriate CAPS Center with emplID, employee name and requested changes.

Request: Working Title Only Changes
Reason: eForms create a row in job data. Working titles are not effective dated.
Resolution: Send an email to the appropriate CAPS Center with emplID, employee name and requested changes.

Request: End Date Only Changes
Reason: eForms create a row in job data. End dates are not effective dated.
Resolution: Send an email to the appropriate CAPS Center with emplID, employee name and requested changes.

Request: JED Only Changes
Reason: Departments are responsible for maintaining JED information and should have security access allowing them to key JED changes (ERNS/EDC) directly into job data
Resolution: No request needed. Departments key JED information. *Corrections to JED changes should be sent to the appropriate CAPS Center with emplID, record number, employee name and requested changes.*

Request: Name Changes
Reason: eForms create a row in job data. Employee name is not stored in job data.
Resolution: Employee should come to the HRS office in person to present their new Social Security Card. If an in person visit is not possible contact the appropriate CAPS Center for options.

Request: Effective Date Changes
Reason: Effective date changes require correction mode. ePAF cannot accommodate correction mode.
Resolution: Create turnaround PAF with corrected date and email to the appropriate CAPS Center.

Request: RGL
Reason: ePAF will not load RGL ERNS code in the JED.
Resolution: An ePAF can be submitted if the RGL rows are deleted. Department must handle JED change after ePAF is approved by HR with payroll deadlines in mind. Or changes for these employees can be done on turnaround PAF and emailed to the appropriate CAPS Center.

Request: Job or Status Changes to 9 Month Academic Employees
Reason: ePAF was not designed to handle contract changes due to the inherent complexities in contract pay.
Resolution: Create turnaround PAF with requested changes and email to the appropriate CAPS Center.

Request: Changing employee group to/from JVA while keeping same position (lowering/raising FTE below/above 0.75 for existing academic appointments)

Reason: ePAF is not designed to handle a change to or from the JVA employee group unless the position number is changing and the hire ePAF form is used.

Resolution: Create turnaround PAF with requested changes and email to the appropriate CAPS Center.

Request: Multi-Headcount Position Changes

Reason: ePAF is designed to update the position information (which is separate from job data) and then update job data. Once a change is made to position information for one employee all other employees in that position number will be mismatched.

All incumbents on a position number must always have the same job code, department, reports to and FTE.

Resolution: If all employees in the position need to receive the same update send an email to the appropriate CAPS Center with position number and requested changes. If changes are not for all employees then the employee(s) that need to be changed will need to be moved to a new position number