

Frequently Asked Questions – RCUH's NEW ePersonnel Action Form (ePAF)

1. What type of actions can be done via ePAF?

- Project #/Allocation Change (Temporary and Permanent)
- Termination (Involuntary and Voluntary)
- Distribution Code Change
- FTE Change
 - ✓ Permanent Involuntary FTE Change
 - ✓ Permanent Voluntary FTE Change
 - ✓ Temporary Involuntary FTE Change
 - ✓ Temporary Voluntary FTE Change
- Pay Rate Change
 - ✓ Equity Increase
 - ✓ Labor Market Adjustment
 - ✓ Retention
 - ✓ Temporary Increase
- Leave of Absence
 - ✓ Disability Reasons
 - ✓ Military Service
 - ✓ Personal Leave
 - ✓ Victim's Leave
 - ✓ Workers Compensation
- One Time Payment (Specific to Project, Subject to pre-approval from RCUH)

2. Can I do multiple actions for one employee?

- Yes, you are able to do multiple actions (i.e. Project # Change and FTE Change) via one ePAF for one employee. All selected actions must have effective dates within the same pay period as each other. You can also do multiple ePAF's per employee per pay period as long as the first ePAF is fully approved.
- Below are the exceptions:
 - ✓ Terminations and Leave of Absence actions must be done as a single ePAF action by itself.
 - ✓ Pay Rate Change actions and FTE Change actions cannot be combined together in one ePAF.

3. Can I do future dated ePAF transactions?

- Yes, you are able to initiate and approve ePAF actions up to two (2) months in advance.

4. I have a DUAL employee (i.e. working 50% FTE with Project A and 50% FTE with Project B). Can I initiate an ePAF for my DUAL employee?

- No, you will need to submit a manual PAF for all DUAL hires. On the top of the PAF, you will need to notate “DUAL” to identify that they are a DUAL hire.

5. How do I know what fields to fill out on each ePAF?

- All required fields are highlighted in YELLOW color. We have built in business rules programmed into each ePAF type to walk you through the requirements of each type of action.

6. Can I do retroactive personnel actions?

- No, you are not able to do any retroactive personnel actions. All ePAF actions will be for the current pay period or for future dated actions (up to 2 months in the future).

7. How do I know when an action is pending my approval?

- You will receive an email if an ePAF is pending your approval. We have set up email notifications for Principal Investigator and Fiscal Administrator approval. Upon email notification, you will need to log in to the Human Resources Portal and go to “Pending My Approval” to find the pending ePAF transaction.

8. How do I know when RCUH has approved my employee’s ePAF?

- All Initiators, Principal Investigators and Fiscal Administrators responsible for the ePAF transaction will receive an email of confirmation once RCUH approves your employee’s ePAF.

9. I am a Principal Investigator and I do not want to get all email notifications. Is there a way to suppress the automatic email notifications?

- Yes, we are able to suppress all automatic email notifications (pending approval and final approval) to any user. You will need to send an email to rcuh_data@rcuh.com to request for all automatic email notifications to be suppressed.

10. Can I do a pay rate change mid pay period?

- You are not able to do a permanent pay rate change mid pay period. Permanent pay rate adjustments can only be effective on the 1st and the 16th of the month.
- You are able to do a temporary pay rate change mid pay period.

11. How do temporary ePAF actions work?

- You are now able to select temporary project changes or temporary FTE changes as an option in ePAF. These temporary changes cannot exceed 2 months. When the temporary change has ended, it will move the employee back to their original project number or FTE automatically without you having to submit another ePAF action.

12. How do I find an approved ePAF transaction after it has been approved by RCUH?

- In the HR Portal, under “Manage Employees”, select “Search All Transactions”. You can search by any “Search Criteria” below:

Search Criteria

Transaction Type Transaction Status

Name

Trans ID#

Effective Date To Date

Description

Click to Switch Views