



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 70.33, Electronic Personnel Action Form (ePAF) Due Dates

PURPOSE: The purpose of this Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish policy and procedure for timely submission of Electronic Personnel Action Forms.

REVIEW: This HSCEP OP will be reviewed on December 1 of each even numbered year (ENY) by the Executive Director for Human Resources, the Managing Director of Payroll Services, and the Assistant Vice President for Budget, with recommendations for revisions submitted to the Chief Financial Officer by December 15.

POLICY/PROCEDURE:

- Electronic Personnel Action Forms (ePAFs) are to be initiated by departments and routed for the appropriate approvals whenever an individual is:

Action	ePAF
a. Employed	New Hire Exempt; New Hire Nonexempt; New Hire Nonexempt PT Only; New Hire Nonexempt & Future End – Stu/Temp Only; or Resident Orientation/New Hire & Future End. NOTE: New Hire ePAFs are initiated via the Applicant system for newly hired candidates who do not currently hold a position at Texas Tech.
b. Separates from Texas Tech	Terminate Employee; Terminate Employee with Secondary Job; or Resident Inactivate Employment with No Act Job
c. Promoted or Demoted	Job Change – End and Job Change-Begin Exempt; or Job Change-Begin; Job Change-End & Begin Exempt; Job Change-End & Begin Nonexempt; or Resident Begin & Future End
d. Part-time Employee's Percentage of Time is increased or decreased	PT FTE Change Exempt; PT FTE Change Non-exempt
e. Transfers to another department within Texas Tech	Transfer Losing and Transfer Gaining Exempt, or Transfer Gaining Non-exempt; Transfer Losing & Gaining Exempt, or Transfer Losing & Gaining Nonexempt.
f. Receives a second job within Texas Tech	Add Secondary Job Exempt; Add Secondary Job Non-exempt
g. Receives Additional Comp, Special Augmentation, or Telecommunications/Cell Phone Allowance of the same amount for 3 or more months	Primary Job Overload or Recurring Special Pay Exempt
h. Receives a salary supplement	Add Supplement or 0 FTE Secondary Position Exempt

- Electronic Personnel Action Forms (ePAFs) are due to the HR Routing Level 74 as follows:
 - ePAFs for Semi-monthly (nonexempt) employees: Two working days prior to the end of the pay period (Pay periods are 1st- 15th and 15th to last day of month)
 - ePAFs for Monthly (exempt) employees: The 18th of each month

Due to weekends, holidays or year-end, ePAF originators should always consult the Month at a Glance calendars found on Web-raider for accurate dates.

- Electronic Personnel Action Forms received after the designated due dates may be rejected and returned back to department for revision or may require a manual check request to be submitted by the department to payroll for the employee to receive compensation.
- Right to Change Policy. TTUHSCEP reserves the right to interpret, change, modify, amend

or rescind this policy in whole or in part at any time without the consent of employees.