



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 (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish policy and procedure for timely submission of ePAF Forms.

REVIEW: This HSCEP OP will be reviewed on December 1 of each even numbered year (ENY) by the assistant vice president Human Resources, the chief payroll officer, and the managing director for Budget, with recommendations for revisions submitted to the chief financial officer by December 15.

POLICY/PROCEDURE:

- I. 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 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 TTUHSC El Paso.
b. Separates from Texas Tech	Terminate Employee; Terminate Employee with Secondary Job; or Resident Inactivate Employment with No Act Job
c. Transfers to another department within TTUHSC El Paso	Transfer Losing and Transfer Gaining Exempt, or ; Transfer Losing & Gaining Nonexempt.
d. Receives a second job within TTUHSC El Paso with a FTE	Add Secondary Job Exempt; Add Secondary Job Non-exempt
e. Receives additional compensation, or special augmentation for the same amount for 3 or more months	Primary Job Overload or Recurring Special Pay Exempt
f. Receives a salary supplement	Add Supplement or 0 FTE Secondary Position Exempt

- II. ePAFs received after the designated due dates may be rejected and returned back to department for revision. A manual check request must be submitted by the department to Payroll & Tax Services on behalf of the employee to receive compensation for the designated pay period.
- III. Right to Change Policy. TTUHSC El Paso reserves the right to interpret, change, modify, amend or rescind this policy in whole or in part at any time without consent of the employees.