To EAPP Or Not To EAPP

To EAPP or not to EAPP. That is the question. Admittedly, there's a lot going on in the EAPP screen, where changes are made on appointment and distribution lines. It's where the action is, so to speak. But sometimes a transaction is done on the EAPP screen alone when it really calls for a bundle. Particularly the AAPT or SAPT bundles.

There ARE some transactions where using the EAPP screen alone is perfectly appropriate: error corrections; changes, extensions and additions in fund source; changes in leave accrual code; summer compensation (academics only); payroll schedule changes (MO vs. MA); change in percentage of time for variable (casual and casual/restricted) appointments.

Transactions that need a bundle: ANYthing that has an Appointment level action code attached to it, such as new hire, separation, leave, promotion, reclassification, transfer from one department to another, additional employment, extension of casual appointment, to name just a few. Some changes at the Appointment level don't have a specific code - such as a change in percentage of time for career appointments - but should also be bundled (SAPT or AAPT). Changes at the Distribution level involving a salary change will generally have a code (equity increase, casual increase, manual range adjustment, etc.) and should be bundled as well (AINC or SINC). How will you know what action needs which code? Check out Appendix J in that white binder with the blue/green (teal? aqua?) lettering (Payroll/Personnel Online System Procedures).

I know, it seems like there's an excess of screens to go through in a bundle for just an itsy-bitsy change. But a bundle will pull together and organize all the appropriate screens so you don't have to wonder if you're forgetting something. The screens in a bundle will highlight the fields you need to pay attention to (there's nothing like a get-together to really make 'em light up). Finally, using a bundle will plant a label on the transaction that fairly screams to the reviewer, "Hey! Staff Appointment Change coming up! There's more going on with ME than that EAPP over there." There are six types of bundles to choose from: New Hire, Rehire, Appointment Change, Pay Increase, Leave and Sabbatical, and Separation. (Within their designated areas of course, Academic or Staff. See PPSSST! Watch Where You Park Your Bundles) So consider calling up these guys when you're looking for some action.