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<th>Step</th>
<th>How to Process a Reappointment, Change to Additional Titles, or Tenure Change for Norman Faculty</th>
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1. In this document, we will review how to make changes to the additional title or tenure status for a Norman faculty or make a reappointment for Norman faculty on renewable appointments. Do not use this action to extend the contract of non-renewable appointments. Use “Extend Contract” for those employees.

Additional tasks are required for any tenure change. Please contact the Provost’s office for any tenure change.

2. Select the EPAF HOMEPAGE Tile from Manager Self Service

3. Search for an employee in the upper left box in one of these ways.
   1. Search by Name
      a. Enter their first name followed by their last name. Partial names can be used.
      b. For example: Searching for "Ma Fle" will return Marcella Fleming, Mary Fleming, Max Fletcher, and Matthew Fleming, etc.
      c. Add more letters to the name to narrow the search.
      d. Use the beginning of the names when using partial names.
   2. Search by Employee ID
      a. Partial or whole EMPL IDs can be used.
      b. Use the beginning for the EMPL ID when using partial numbers.
From the related action drop-down menu, click on the **JOB CHANGE** folder to see the actions that can be taken. Based on the items you want to change for the employee, that should dictate the action you chose. For this situation, choose “Addl Title or Reappointment”.

Choosing **ADDL TITLE OR REAPPOINTMENT** provides a condensed version of the Job Change eForm.
6. Select the **Effective Date** to indicate the date the change should take effect.

   ![Select the effective date for this form]

   *Effective Date for Changes 12/31/2020

7. If you’re using this form to reappointment a faculty member, move this slider to **YES**. Provide details of the reappointment in the **Comments** section at the end of the form.

   ![Reappointment]

   Reappoint this Employee: **Yes**

   ![Comments]

8. If you need to add or end an Additional Title, use the **Additional Titles grid**.

   Select the **Department** in which the employee will be given the title.

   Type the title into the **Title** field.

   Enter the **From Date** and **End Date** to choose the duration of the additional title.

   In Norman, leave the following fields blank as directed by the Norman Provost’s office: **Job Code**, **FTE**, **Associated Annual Pay**.

   Add or remove rows on the grid using the + or – signs at the end of the row.
If changes need to be made to Tenure data, use these two fields. NOTE: A change in tenure requires additional processes with your college and the Provost’s office.

Use the dropdown on the **Appointment Type** field to modify the Appointment Type.

Enter a date when the Appointment should next be reviewed in the **Next Review Date** field.

Click **Next** to proceed.

The final page of the form is the **Action and Attachments** page. The **Action** field will display the action that is being taken with the form. If the form is used onl

A few actions will need the user to select the reason. If this occurs, a **Reason** field will appear and you can use the dropdown to select the reason.
12 Add any necessary attachments, noting that anything in the grid with a red exclamation mark is required. You may attach any optional files as needed using the upload button.  

13 Click **Submit** to initiate the workflow process.