ePTF Quick Guide

Where do I begin?

http://buffalo.edu/hr/

Need Help? – Call 645-ePTF (645-3783)
Monday – Friday 8:00 a.m. – 5:00 p.m.

My Actions

Approve — Incident is approved and sent to Human Resources
Route to Approver — Incident is forwarded to Approver
Save without Submit — Incident goes to your own Inbox
It is NOT processed or submitted to the next step.
Cancel — Incident is removed from the ePTF system
Reject — Incident is returned back to the previous step

Workflow Screens/Tabs

Initiate Screen/Tab — shows the ePTF process name
This is where a user begins a new ePTF incident.
Inbox Screen/Tab — shows your active incidents
This is how you access your ePTF tasks (work to do).
Completed Screen/Tab — shows your completed incidents.
This is also where you can monitor the workflow of the incident.

Helpful Hints

Use the tab key to move between fields — NOT the Enter key.

Transaction Effective Date is the date in which the transaction should take effect.

To start a new PTF and cancel the transaction you are working on, click the Start a New PTF located at the top left of the screen.
Click on Refresh to update and refresh your Inbox or Completed tab.

Compensation Types

Base Compensation
The employee’s base rate of pay
Also Receives
An amount that is paid in addition to the regular salary, for services performed, on a temporary basis, in addition to the duties normally associated with the position
Department Chair Stipend
An approved annualized dollar amount that can be paid (or portion thereof) to the position incumbent in addition to his/her base annual salary, for services performed, on a temporary basis, in addition to the duties normally associated with his or her assignment as department chair
Car Allowance
Amount paid to employees in addition to regular salary for personal automobile use for University purposes
Temporary Salary Increase
Increase in base compensation for a specified time period for additional duties.
Continuous Inconvenience Pay
Amount paid in addition to base compensation for individuals who work second or third shift.
Merit
Increase to an employee’s base compensation for exceptional service
Payment
The default compensation type for extra service and participant stipend transactions.
Bonus
A one-time amount paid to an RF employee in addition to the regular salary, for services performed above and beyond what is expected for that position

Glossary of ePTF Terms

Approver: The role assigned to authorize transactions
Initiator: The role assigned to initiate a new ePTF
Incident #: System generated unique number that is assigned to a PTF — displayed at the top of an ePTF and used for tracking purposes
Required fields: Data fields indicated by an asterisk (*) that are mandatory and must be filled in before an incident can be moved to the next step in the ePTF process
Step: A series of actions that must be taken to move an ePTF Each step is Role specific and must be completed by a person having the assigned role, e.g. Begin, Approver1, Approver 2, HR
Workflow: the process of moving a task through steps from one place or person to another electronically

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