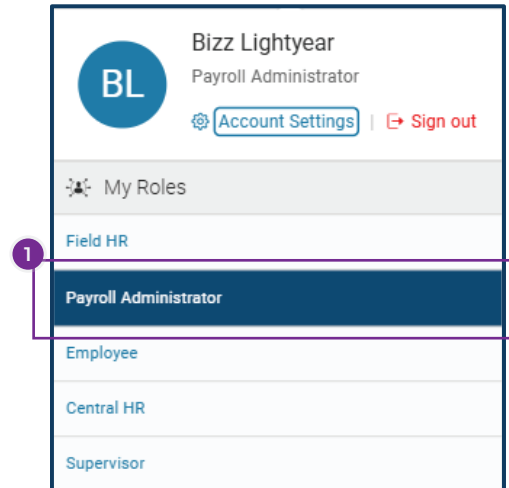


Employee Status Maintenance (ESMT)

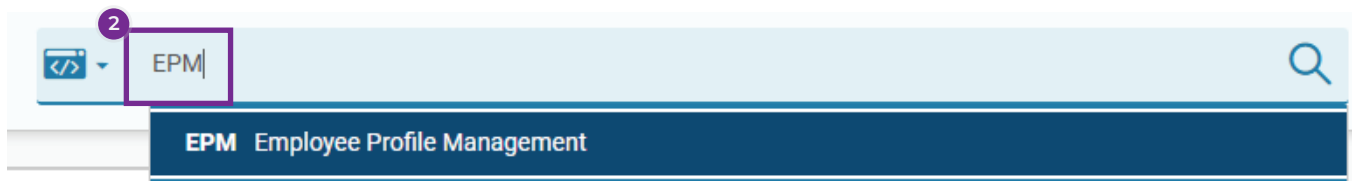
quick reference guide

Instructions

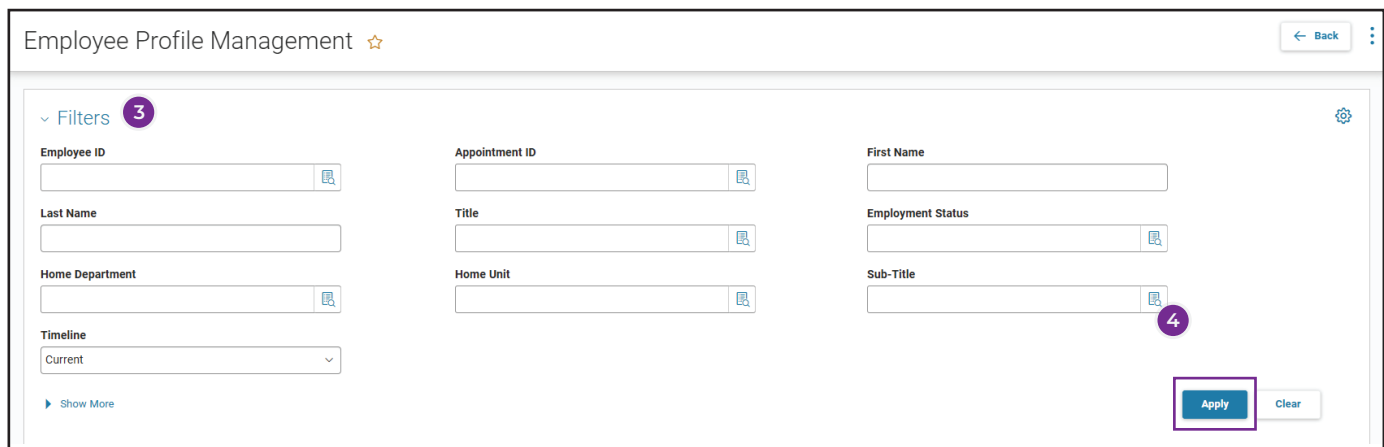
1. From **My Profile**, select the **Payroll Administrator** role.



2. From the **Global Navigation** search bar, type EPM for Employee Profile Management.



3. Use **Filters** to search for the employee.
4. Click **Apply** when you've complete your narrowed search.



5. From the **Grid Actions** results, click the **View** button.



Protected Status	Employee ID	Employment Status	From	To	Appointment ID	Sub-Title
-	232630	A	06/21/2025	12/31/9999	-	E1

1. Click the **Employee Status Maintenance** tab.
2. Click the **Modify** button.

Employee Profile Management ☆

Name, Your | Employee ID 000000 | Appointment ID: - | Home Department: 150 | Home Unit: 0412 | Title: 12477

Employee Status Maintenance (1)

Protected Status	Personnel Action	Personnel Action Count	Correction Count	From	To	Attachments
-	CORR	2	0	06/21/2025	12/31/9999	

1. Click the **Pay Parameters** tab.
2. Click the plus sign **+** to **Insert** a new line.
3. Complete the required fields:
 - **Pay Type** (the type determines if it is taxable or nontaxable) if unsure, choose from the pick-list.
 - **Amount/Percent**: select 'Amount' from drop-down.
 - **Amount**: enter the dollar amount they're to be reimbursed/paid each pay period.
 - **From**: enter the first day of the pay period.
4. Complete the required fields: **Pay Type** (the type determines if it is taxable or nontaxable), **Pay Amount** and **Event Date**.
5. Click **Validate**. Fix any errors that are noted in the top left of the page.
6. Click **Submit** to complete If there are no errors. Click **Close** to exit the transaction.

Employee Status Maintenance (ESMT) ☆ Draft

Department: 150 | Unit: - | Transaction ID: 2025102500000013319 | Version: 1

Employee | Pay Parameters (1)
Pay Type
WORK

Employee ID: - | Appointment ID: - | Name: -

*Pay Type	Amount/Percent	Amount	Percent	Bypass From Date Inference	*From	To	Attachments
WORK	Amount	\$		No	06/21/2025	12/31/9999	

***Note:** any updates made to the Employee Profile will be kept and accessible in the **Employee Status** tab.