



# Academic Personnel Electronic Personnel Action Form (EPAF) User Guide

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*FT Faculty Summer and Overload*

*PT Faculty*

*Non-teaching Graduate Assistant*

*And Grant Appointments*

**July 28, 2015**

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## Table of Contents

1	The Electronic Personnel Action Form .....	5
1.1	Reference Information .....	5
	A. Position Titles: .....	5
	B. Graduate Assistant Codes .....	5
	C. Pay Calculations .....	6
	D. Calculating FTE: .....	6
1.2	Participants.....	6
2	Access the ePAF Application .....	7
2.1	Preparing to Enter ePAF Data.....	7
2.2	Open the ePAF Menu .....	8
2.3	Set Up Approval Routing Queues.....	9
2.4	Begin a New ePAF.....	11
2.5	Person Selection Screen .....	12
2.6	Job Selection Screen.....	14
2.7	Complete the Action Form .....	15
2.8	Funding Information and End of Assignment.....	16
2.9	Customize the Routing Queue (optional).....	17
2.10	Add Comments and Submit the Form.....	17
2.11	Prior to Submitting .....	18
3	Flexibly Scheduled Courses, All Part of Term Courses .....	19
4	Grant Appointments.....	20
4.1	Grant Appointment Routing Queue .....	20
4.2	Multiple Grants .....	22
4.3	Faculty Summer Grant Appointment Tips.....	23

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5	Graduate Appointments.....	24
5.1	FTE Calculation Updates as of Summer 2015.....	24
5.2	University Funded Graduate Appointments .....	24
5.3	Federal Work Study funded Appointments .....	25
5.4	Graduate Appointment Tips.....	25
	A. Verify FTE Calculations.....	25
	B. Comments Field .....	25
	C. Work Study-Funded Appointments .....	25
5.5	Grant Funded Appointments .....	26
6	View the Originator/Approver Summary Lists .....	27
7	Approve an EPAF .....	28
7.1	Tips for Use.....	29
8	Assistance with ePAF.....	30
	Appendix I: Understanding ePAF Dates.....	31
	Appendix II: Summer FTE Maximum .....	32
	Full Time Faculty.....	32
	Graduate Students –NEW AS OF SUMMER 2015.....	32
	Appendix III: How to Identify a Re-Used Position Suffix .....	33
	Appendix IV: How to Calculate FTE .....	34
	Appendix V: Add the Personnel Action Notices Pane in FlashLine .....	36

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# 1 The Electronic Personnel Action Form

The ePAF is used for graduate assistant appointments, grant appointments, faculty overload appointments, and PT Faculty non-teaching appointments. It is also used for summer appointments of full-time faculty to teaching or administrative positions, including workshops.

One-time assignments, meeting certain criteria, that previously required paper **Personnel Action Form** or the paper **Change in Status/Term Assignment Renewal Form** will now be processed using the electronic **Employee Transaction Workflow (ETW)**. Information regarding the ETW may be found in FlashLine or at <http://www.kent.edu/hr/etw-user-guide>.

*Note: the ePAF is no longer used to enter Part-Time Faculty Teaching appointments. These are recorded in the Faculty Load and Compensation (FLAC) system.*

**The appointee must have a personnel record in Banner.** If you are appointing a newly-hired individual who is not found in Banner, (check PEAEMPL), contact the **Academic Personnel** office.

The information that is needed to complete an ePAF is obtained from your **business manager** and/or the **Academic Personnel** office. These items are listed in section 2.1

## 1.1 Reference Information

### 1.1.1 Position Titles:

To maintain consistency, these specific titles must be used for personnel in ePAF. Type them exactly as presented here:

Instructor (Term) Lecturer Senior Lecturer Associate Lecturer	Assistant Professor Associate Professor Professor Emeritus Professor	Grad Appointee (template auto-populates this title)	<b>GA type codes:</b>  41 Research (Grant)  42 Teaching  43 Administrative (Non-Teaching)
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### 1.1.2 Graduate Assistant Codes

#### Academic Year

61411 Grad Teaching Assistant  
61414 Grad Administrative Assistant  
61416 Grad Research Assistant  
61413 WS, Grad Teaching Assistant  
61415 WS, Grad Administrative Assistant  
61424 WS, Grad Research Assistant

#### Summer

61418 Summer Grad Teaching Assistant  
61422 Summer Grad Administrative Assistant  
61419 Summer Grad Research Assistant  
61420 Summer WS Grad Teaching Assistant  
61423 Summer WS, Grad Administrative Assistant  
61427 Summer WS, Grad Research Assistant

---

### 1.1.3 Pay Calculations

Pay Periods always begin on the 1<sup>st</sup> or 16<sup>th</sup> of the month, and end on the 15<sup>th</sup> or 30/31<sup>st</sup>.

Tenure Track Faculty (**TTF**) summer teaching pay: 1/36 of the last regular AY salary per load hour.

**TTF** academic year overload: 1/24 of last regular AY salary per load hour.

**TTF** summer grant pay: 1/39<sup>th</sup> of last regular AY salary per load hour.

Non-Tenure Track Faculty (**NTT**) summer teaching pay: see chart in the *collective bargaining agreement*.

[www.kent.edu/hr/non-tenure-track-faculty-agreement-effective-aug-16-2013](http://www.kent.edu/hr/non-tenure-track-faculty-agreement-effective-aug-16-2013)

Teaching full time precludes receiving grant funds during that time.

### 1.1.4 Calculating FTE:

Full Time Equivalent (**FTE**) is the calculation that results in comparable workloads for other instructional sessions to those of the standard academic year. One FTE unit is comparable to one year of service to the State Teachers Retirement System (STRS).

FTE = Total teaching hours ÷ full load for the term. *An individual may not exceed total 1.0 FTE.*

	Summer Full Load	Fall or Spring Full Load	Academic Yr Full Load
TTF	12 credit hrs	12 credit hrs	24 credit hrs
<i>Always divide the TTF load hours by 12 for Spring, Summer, and Fall terms.</i>			
NTT	15 credit hrs	15 credit hrs	30 credit hrs
<i>Always divide the NTT load hours by 15 for Spring, Summer, and Fall terms.</i>			
FT Grad Assistants	20 hrs/wk	20 hrs/wk	20 hrs/wk
PT Grad Assistants	10 hrs/wk	10 hrs/wk	10 hrs/wk

## 1.2 Participants

### ePAF Roles:

**Originator:** Department Secretary or designated staff person

**Dept. Approver:** Department Chair or Director, or designated proxy

**Dean Approver:** College and regional campus deans, or designate proxies

**FYI Reviewer:** View only

Contact the **Academic Personnel** office to request ePAF access, and notify them when the role of an individual changes.

Academic Personnel communicates with department secretaries on the DEPTSECY Outlook address list, and with those who process graduate assistants on the Grad-Contacts list. If you are not receiving periodic messages from AP regarding ePAF deadlines and updates, please contact the Academic Personnel office.

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## 2 Access the ePAF Application

### 2.1 Preparing to Enter ePAF Data

To effectively utilize the ePAF Workflow, several pieces of information must be acquired from departmental sources in order to properly fund the positions and ensure accurate and timely payroll processing for faculty. This information should be collected prior to beginning the workflow process to efficiently prepare for the data entry.

The following information may be needed to complete the ePAF entry.

<b>Employee Information:</b>
------------------------------

Name  
Kent State University ID  
Position Number

<b>Reason for submitting request:</b>
---------------------------------------

Reason for Job Change  
Appointment Type  
Change Begin Date and End Date (if applicable)

<b>Position Information:</b>
------------------------------

Departmental Position Number	Position Type
Position/Assignment title	Job Type
GA Type Code (if applicable)	Full-time/Part-time
Personnel Start and End Date	Organization Codes
Assignment Type	Job FTE
Hours per Week	Session (Summer I, Summer II, Fall, etc.)

<b>Budget Information:</b>
----------------------------

Index Number  
Org Code  
Account Number  
Annual Salary/Hourly Rate  
Distribution Percent  
Start Date and End Date (if applicable)  
Any additional funding information

***This information should be available through the department Business Manager.***

## 2.2 Open the ePAF Menu

The screenshot shows a web application interface with a top navigation bar containing links: My Campus, My Action Items, Student Career Path, My Account, and Student To. Below the navigation bar, the page is divided into two main sections. The left section is titled 'Course Section Maintenance' and contains a list of links: Infosilem EnCampus Utility (DCU), Registration Deadline, Credit Search, Section Title Change, Section Meeting Time Location, Section Planning and Feedback System (SPFS), and Cognos Schedule Reports. Under Cognos Schedule Reports, there are sub-links: SAAR-255 Historic Section Offering, SAAR-208 Building and Room Schedules, SAAR-210 Schedule Sections, and SAAR-096 Schedule of Classes. Below this list is a paragraph of text: 'For questions concerning access to any of these systems, please contact the Academic Scheduling Center at 330-672-3131 or acadschedctr@kent.edu.' and another paragraph: 'For additional scheduling information, please visit the Academic Scheduling Center website.' The right section is titled 'Workflow & Utilities' and contains several sub-sections: 'Utilities' with a 'FlashCart' link and a description 'Tap into this resource for purchasing power.' and a 'FLASH CART' logo; 'Imaging Resources' with links for 'Banner Integrated Document Imaging Applications (Admissions and Procurement)' and 'Stand Alone Document Imaging Applications'; 'Reporting (Cognos)'; 'Workflow' with links for 'Advisor Assignment Application', 'Course Catalog Update', 'Electronic Personnel Action Forms', and 'Expense Reimbursement'. Annotations with arrows point to specific elements: 'My Action Items' points to the 'My Action Items' link in the top navigation bar; 'Workflow & Utilities Channel' points to the 'Workflow & Utilities' section header; 'EPAF Link' points to the 'Electronic Personnel Action Forms' link in the 'Workflow' sub-section.

My Campus **My Action Items** Student Career Path My Account Student To

**Course Section Maintenance**

- Infosilem EnCampus Utility (DCU)
- Registration Deadline
- Credit Search
- Section Title Change
- Section Meeting Time Location
- Section Planning and Feedback System (SPFS)
- Cognos Schedule Reports
  - SAAR-255 Historic Section Offering
  - SAAR-208 Building and Room Schedules
  - SAAR-210 Schedule Sections
  - SAAR-096 Schedule of Classes

For questions concerning access to any of these systems, please contact the Academic Scheduling Center at 330-672-3131 or acadschedctr@kent.edu.

For additional scheduling information, please visit the Academic Scheduling Center website.

**Workflow & Utilities**

**Utilities**

**FlashCart** Tap into this resource for purchasing power.

**Imaging Resources**

- Banner Integrated Document Imaging Applications (Admissions and Procurement)
- Stand Alone Document Imaging Applications

**Reporting (Cognos)**

**Workflow**

**Advisor Assignment Application**

**Course Catalog Update**

**Electronic Personnel Action Forms**

**Expense Reimbursement**

**My Banner**

Step	Action
------	--------

- |    |   |
|----|---|
| 1. | Open a web browser and go to your campus home page, or <a href="http://www.kent.edu">www.kent.edu</a> |
| 2. | Type your FlashLine ID and password into the log in fields provided, click Go.                        |
| 3. | Click the Action Items tab. Look for the Workflow & Utilities channel.                                |
| 4. | Click the link for Electronic Personnel Action Forms.   |
| 5. | The <i>Self Service</i> screen will appear, presenting the EPAF Menu.                                 |










**Note:** EPAF Approvers access EPAF through the MyWorklist channel.



## 2.3 Set Up Approval Routing Queues

Each year Academic Personnel builds a dozen ePAF templates for your use, which are prefilled with terms and dates. Before using a template for the first time, set up its routing queue with your department approver information and save. The routing queue will then apply to every ePAF generated from the template. A single form may have a customized queue – just modify the queue for that form. Should an approver name change during the year, all of the template queues must be updated and the Academic Personnel Office should be advised.

Set up the queue *for each template you expect to use*, before you start building ePAFs.

Approval Level	User Name	Required Action
10 - (DEPTHD) Dept Head/Campus Dean Approv	 <input type="text"/>	<input type="text" value="Approve"/>
20 - (DEAN) Kent Dean or RC Approval	 <input type="text"/>	<input type="text" value="Approve"/>
30 - (FINAPP) Final Approver	 <input type="text"/>	<input type="text" value="Approve"/>
32 - (PAYROL) Payroll Dept	 <input type="text"/>	<input type="text" value="FYI"/>
35 - (ACAPER) Academic Personnel Applier	 <input type="text"/>	<input type="text" value="Apply"/>
Not Selected	 <input type="text"/>	<input type="text" value="Not Selected"/>
Not Selected	 <input type="text"/>	<input type="text" value="Not Selected"/>
Not Selected	 <input type="text"/>	<input type="text" value="Not Selected"/>
Not Selected	 <input type="text"/>	<input type="text" value="Not Selected"/>

### Step Action


- (If you are working on an ePAF form, save your work and close the form.)  
  
Click **EPAF Originator Summary** in the ePAF menu, then scroll to the end of the page and click **Default Routing Queue**.
- Choose your first approval category from the list and click “Go”.  
If you do not know your routing queue, check with your **Business Manager** or Academic Personnel.
- To begin select items in the pull down menus in column one to match the list of the roles seen here.

<a href="#">EPAF Originator Summary</a>	
<a href="#">New EPAF</a>	<a href="#">Default Routing Queue</a>
<a href="#">Return to</a>	

Not Selected
Not Selected
Interession - Faculty PAF -, PTINTR
Summer I - Faculty PAF, PTSUM1
Summer II - Faculty PAF, PTSUM2

20 - (DEAN) Kent Dean or RC Approval
30 - (FINAPP) Final Approver
32 - (PAYROL) Payroll Dept
35 - (ACAPER) Academic Personnel Applier

4. Select the name of the approving individual for each role by clicking the magnifying glass icon in column two.

User Name
 <input type="text"/>

*Lynn Heller is 30 Final Approver.*

*Patricia Groves is 32 Payroll Dept*

*FYI. Lynn Heller is 35 Acad Personnel Applier.*

- If you do not know the name of a particular approver, ask your business manager or Academic Personnel.
- If an approver name does not appear in the list, contact Academic Personnel.  
You cannot type in a name that does not appear on the list.

5. The *Self Service* screen will appear, presenting the EPAF Menu.

Approval Level	Required Action
10 - (DEPTHD) Dept Head .	Approve
20 - (DEAN) Kent Dean or	Approve
30 - (FINAPP) Final Appro	Approve
32 - (PAYROL) Payroll De	FYI
35 - (ACAPER) Academic	Apply

Your queue will look like the example below

Approval Level	User Name	Required Action
10 - (DEPTHD) Dept Head Approval	 (your head)	Approve
20 - (DEAN) Kent Dean or RC Approval	 (your dean)	Approve
30 - (FINAPP) Final Approver	 LHELLER	Approve
32 - (PAYROL) Payroll Dept	 PGROVES	FYI
35 - (ACAPER) Academic Personnel Applier	 LHELLER	Apply
Not Selected	 <input type="text"/>	Not Selected

6. These optional roles may appear in your list or may need to be added to your queue, check with your business manager or grants coordinator.

Set up the appropriate User Names and Required Action Roles.

**3 – Principal Investigator**

**5 – Grants Approval**  
(used for grant assignments)

**10 – Department Head**  
(used for chair/director approval at the department level)


**15 – Review**  
(used for dean reviewers prior to dean's approval)

7. Click the **Save** button to order the roles by rank and save your work.

Save and Add New Rows

---

## 2.4 Begin a New ePAF

**Electronic Personnel Action Form**  
[EPAF Originator Summary](#)  
[New EPAF](#)  
[Act as a Proxy](#)  
  
RELEASE: 8.9  


Note: Approvers see more selections:

[EPAF Approver Summary](#)  
[EPAF Originator Summary](#)  
[New EPAF](#)  
[EPAF Proxy Records](#)  
[Act as a Proxy](#)

Step	Action
------	--------


- |    |   |
|----|---|
| 1. | EPAF approvers may view a summary of appointment forms which they either need to approve, or have already approved. |
| 2. | EPAF originators may view a summary of appointment forms which they previously originated.                          |
| 3. | Click <b>New EPAF</b> to initiate a new appointment form.   |

**Note:** .If you are approving for someone else, click **Act as a Proxy**. Proxies must be preset. Contact Academic Personnel if you wish to designate someone to approve on your behalf.

---

## 2.5 Person Selection Screen

### New EPAF Person Selection

 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

\* - indicates a required field.

ID: \*    

Query Date: MM/DD/YYYY \*

Approval Category: \*

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)

[Return to EPAF Menu](#)

Step	Action
------	--------



- |    |   |
|----|---|
| 1. | Click <b>New EPAF</b> .   |
| 2. | To locate the appointee's record, type a KSU ID number in the <b>ID</b> field, and press the <b>Tab</b> key on your keyboard. |

**Note:** Entering the SSN will return the KSU ID number

**Note:** The KSU number of the appointee for future reference

#### How to Search by Name when you do not know the ID number

Step	Action
------	--------

- |    |   |
|----|---|
| 1. | Click the search icon.  Please <b>do not</b> click the Generate ID icon:  |
| 2. | Type the last name or a combination of first and last names, click <b>Go</b>  |
| 3. | A list of record matches will return. Click the ID number link of the correct match.  |

**Tip:** There are 4 data fields on the first setup screen. All 4 fields **MUST** be filled in.


**The first two screens do not allow changes.**

**The only way to correct an error here is to redo the form.**

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## Person Selection Screen, continued

### New EPAF Person Selection

 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

\* - indicates a required field.

ID: \*   

Query Date: MM/DD/YYYY \*

Approval Category: \*

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)

[Return to EPAF Menu](#)

Step	Action
------	--------

- |    |   |
|----|---|
| 1. | The ID or search returns the individual's record in Banner.   |
| 2. | Change the Query Date to the <b>start date of the first pay period of the appointment</b> . This ensures that pay begins on the correct date. |
| 3. | From the Approval Category pull-down menu, select the Session & Appointment Type for which the appointment is to be made.                     |


Approval Category: *	<input type="text" value="Not Selected"/>
<input type="button" value="Go"/>	<div><div>Not Selected</div><div>Leave Reporting, LEAVE</div><div>Interession - Faculty PAF -, PTINTR</div><div>Summer I - Faculty PAF, PTSUM1</div><div>Summer II - Faculty PAF, PTSUM2</div><div>Summer III - Faculty PAF, PTSUM3</div><div>Summer Grant - Faculty PAF, SUMGRT</div></div>

**Note:** If you do not see the categories that you need in this list, contact Academic Personnel

- |    |  |
|----|--|
| 4. | At this point, <b>double check your entries for accuracy</b> . This information cannot be edited once the ePAF process is started. |
| 5. | Click the <b>Go</b> button.  |

## 2.6 Job Selection Screen

**New EPAF Job Selection**


 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Wilson Farr, 800190049

Query Date: Jun 01, 2007


Approval Category: Faculty PAF - Intersession, PTINTR


New Job

Position:   

Suffix:

Create

 There are no active jobs based on the Query Date.



Step	Action
------	--------

1. Click the button “**All Jobs**” to see jobs previously held by the person. **Always click ALL JOBS, and look for additional pages of listings**


Faculty PAF - Summer 1, SUM1							
Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date
New Job							
Secondary	991179	02	Instructor (Term)	100793, Dean College of Public Health	Sep 01, 2013	Dec 31, 2013	Dec 31, 2013
Secondary	991179	03	Instructor (Term)	100793, Dean College of Public Health	Sep 01, 2013	Jan 31, 2014	Jan 31, 2014
Secondary	991179	04	Instructor (Term)	100793, Dean College of Public Health	Sep 01, 2013	Oct 31, 2013	Oct 31, 2013
Primary	991179	05	Instructor (Term)	100793, Dean College of Public Health	Dec 01, 2013	Feb 15, 2014	Feb 15, 2014
Secondary	992098	01	Instructor (Term)	100793, Dean College of Public Health	Jun 01, 2013	Aug 15, 2013	Aug 15, 2013

2. Find any jobs with the same position number that you have been provided. Note the highest suffix number displayed under any job with this position number.
3. Enter the Position Number.
4. Add **1** to the last suffix number and enter the New Suffix number in the Suffix Field.
5. Click **Go** to validate the entry and create a new EPAF.

**Note:** Do not re-use a position suffix from a form that has been **Cancelled** or **Voided**. Keep a list of positions and suffixes for tracking purposes.

## 2.7 Complete the Action Form


**Electronic Personnel Action Form**

 Enter the information for the EPAF and either Save or Submit.

**Name and ID:** Wilson Farr, 800190049      **Job and Suffix:** 996671-01, Faculty - Summer  
**Transaction:**      **Query Date:** Jun 01, 2007  
**Transaction Status:**      **Last Paid Date:**  
**Approval Category:** Faculty PAF - Intersession, PTINTR

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Transaction History](#)


**Faculty PAF - Summer Intersession**

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		<input type="text" value="06/01/2007"/>
Title:		<input type="text"/>
Annual Salary:		<input type="text"/>
FTE:		<input type="text"/>
Timesheet Orgn:		<input type="text"/>
Jobs Effective Date: MM/DD/YYYY		<input type="text" value="06/01/2007"/>
Personnel Date: MM/DD/YYYY		<input type="text" value="05/21/2007"/>
Contract Type:		<input type="text" value="Secondary"/>
Job Status:		<input type="text" value="Active"/>
Job Change Reason:		<input type="text" value="00060, Renew/Extend Term/Temp Assgn"/>
Employer Code:		<input type="text" value="KSU, Kent State University"/>
Step:		<input type="text" value="0"/>
Factor:		<input type="text" value="1"/>
Pays:		<input type="text" value="1"/>

Current  
Effective Date: 06/01/2007

**Fill in these 4 fields**

Step	Action
------	--------

1. View the new action form. Note that job dates have appeared by default.
2. Enter the appropriate job title. (see **What Originators need to get Started**, on page 2.)
3. Enter the term salary in whole dollars, with no symbols but do enter a decimal point: enter \$23,000.00 as **23000**.      **Enter the term salary, not an Annual salary.**
4. In the **Timesheet Organization** field enter your KSU Home Organization code.  
Look up your KSU Organization code: click the search icon  and type any part of your department name, using all caps and percent symbol wildcards:  
**%SCIENCE%    SPEECH%**
5. The **Personnel Date** is provided. (The first day that the person is on the job.)
6. For a full-time regular faculty member, summer teaching is a **Secondary** appointment.
7. You may ignore the **Step** field.
8. **Factor** and **Pays** values are provided.

## 2.8 Funding Information and End of Assignment

COA Index Fund Organization Account Program Activity Location Project Cost Percent

New

Effective Date: MM/DD/YYYY 06/01/2007

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
K	100135	110118	100209	61311	1123					100.00

Total: 100.00

☒ Job Labor Distributions defaulted from the approved Position Labor Distributions for fiscal year 2007, position 998671.

Save and Add New Rows

**End of Intersession Assignment**

Item

Jobs Effective Date: MM/DD/YYYY 06/15/2007

Personnel Date: MM/DD/YYYY 06/08/2007

Job End Date: MM/DD/YYYY 06/15/2007

Job Status: Terminated

Job Change Reason: 00062, End of Temporary Assignment

### Step Action

- Funding information is provided, **but do verify** the Index and FOAP (Fund, Organization, Account, Program) numbers. Change funding information as needed  
If an Index needs to be changed, save the new index, re-enter the account number, and then save again.

**Note:** Administrative assignments account numbers are:  
61214 for Academic Year, 61312 for Summer.  
The Faculty Overload account number is **61217**

- For the **End of Intersession Assignment** fields, leave the default values provided unless this is a flexibly scheduled course. All appointments **Terminate** when they are completed.

**Note:** TT Faculty should not exceed 1 FTE for combined assignments during a term. Keep in mind other grants/administration appointments that may be pending.

**Note:** When re-opening a saved draft form, the Percent field may display an error when you save changes. If you cannot correct and save, **Void** the form and start over.

#### Useful Tool: Accounts Crosswalk

Look up the complete accounting string (FOAP) for any account online at:

<http://finacctlookup.uis.kent.edu/>








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## 2.9 Customize the Routing Queue (optional)

Each form displays its own routing queue, which should prefill with the approvers you set up in the default routing queue for the template used to create the form.

Customize the queue for a single form by modifying the Approval Levels, User Names and Required Actions, and **Save**. See section 2.2 for details.

Approval Level	User Name	Required Action
10 - (DEPTHD) Dept Head/Campus Dean Approval	 <input type="text"/>	<input type="text" value="Approve"/>
20 - (DEAN) Kent Dean or RC Approval	 <input type="text"/>	<input type="text" value="Approve"/>
30 - (FINAPP) Final Approver	 <input type="text"/>	<input type="text" value="Approve"/>
32 - (PAYROL) Payroll Dept	 <input type="text"/>	<input type="text" value="FYI"/>
35 - (ACAPER) Academic Personnel Applier	 <input type="text"/>	<input type="text" value="Apply"/>

## 2.10 Add Comments and Submit the Form

Comment
<div>EDPF 29535 EDUCATION IN A DEMOCRATIC SOCIETY Sect 002 3 credit hours</div> <div><a href="#">Approval Types</a>   <a href="#">Account Distribution</a>   <a href="#">Routing Queue</a>   <a href="#">Transaction History</a></div> <div><input type="button" value="Save"/></div> <div><a href="#">Return to Top</a>      <a href="#">New EPAF</a>   <a href="#">EPAF Originator Summary</a> <a href="#">Return to EPAF Menu</a></div>

Step	Action
------	--------

1. Type into the **Comments** field:
  - Your Phone number.
  - The Course Number, name of the course, section, # of credit hours.
  - If taught off-site, enter the name of the city, and state of the instructors' physical location while teaching, for tax purposes.
  - If GA, list funding source for tuition waiver (index) and # credit hours.
  - If GA, indicate whether the GA is opting in or out of the retirement plan.
  - Other comments and questions as desired--If you are uncertain about some element of data, explain it in the comments field.
2. Click the **Save** button. This does not submit the form for approval, but holds the form in your **Originator's Summary List**. Continue on to submit the form.


---

## 2.11 Prior to Submitting

### Electronic Personnel Action Form

---

☒ Your change was saved successfully.

 Enter the information for the EPAF and either Save or Submit

<b>Name and ID:</b>	Robert Wexer, 800320006	<b>Job and Suffix:</b>	998855-01, Faculty - Summer
<b>Transaction:</b>	81	<b>Query Date:</b>	Jun 01, 2007
<b>Transaction Status:</b>	Waiting	<b>Last Paid Date:</b>	
<b>Approval Category:</b>	Intersession - Faculty PAF -, PTINTR		

After you click **Save**, the **Submit** and **Delete** buttons appear.

Options are to:

- **Save** the form and exit ePAF, and continue editing later.
- Click **Delete** to destroy the record. Note that the suffix has been used.
- **Submit** to send the Action Form to the first approver in the routing queue. You will see a notice that the form was successfully submitted.

### 3 Flexibly Scheduled Courses, All Part of Term Courses

#### Faculty PAF - Summer Intersession

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		06/01/2007
Title:		
Annual Salary:		
FTE:		
Timesheet Orgn:		
Jobs Effective Date: MM/DD/YYYY		06/01/2007
Personnel Date: MM/DD/YYYY		05/21/2007
Contract Type:		Secondary
Job Status:		Active
Job Change Reason:		00060, Renew/Extend Term/Temp Assgn
Employer Code:		KSU, Kent State University
Step:		0
Factor:		1
Pays:		1

#### End of Summer Intersession – Faculty PAF

Enter Changes	Current Value	New Value
Jobs Effective Date:		06/15/2007
Personnel Date:		06/07/2007
Job End Date:		06/15/2007
Job Status:		Terminated
Job Change Reason:		00062

#### Step Action

- Determine which Approval Session & Appointment Type best matches the course schedule.  
**Example:** If the course begins on or near Summer I, use the Summer I EPAF. Change the Query Date to the first day of the appropriate first pay period.
- Change the begin and end dates as appropriate. The **Job Begin Date** and the **Jobs Effective Date** must always be the beginning of a pay period (either the 1<sup>st</sup> or 16<sup>th</sup> of the month.) End date must be the last day of the pay period.
- Change the **Personnel Dates** to the days the person actually begins/ends work.
- Look at a calendar and count the pay periods (2 per month). Change the **Factor** and **Pays** values to reflect how many pays will be made in total.
- Add a comment : **flexibly scheduled course**.

**Note:** You are defining *when the individual gets paid*. If they elect for a one-time lump payment, it must be disbursed at the **end** of their appointment.

---

## 4 Grant Appointments

### 4.1 Grant Appointment Routing Queue

Following is an example of a two-week summer grant appointment.

<i>Faculty PAF - Summer Grant, 992098-04 Faculty - Summer Grant</i>		
Enter Changes	Current Value	New Value
Job Begin Date:		06/01/2011
Title:		Assistant Professor
Salary:		1196.00
FTE:		.06
Timesheet Orgn:		100819
Jobs Effective Date:		06/01/2011
Personnel Date:		05/16/2011
Contract Type:		Secondary
Job Status:		Active
Job Change Reason:		00059
Employer Code:		KSU
Step:		0
Factor:		1
Pays:		1
Accrue Leave:		Yes

<i>End of Fac Summer Grant Assign, 992098-04 Faculty - Summer Grant</i>		
Enter Changes	Current Value	New Value
Jobs Effective Date:		06/15/2011
Personnel Date:		05/31/2011
Job End Date:		06/15/2011
Job Status:		Terminated
Job Change Reason:		00062

- The summer grant faculty appointment position number for faculty is 992098.
- For grant-funded graduate appointments, use the department position number.

**Note:** All summer grant appointments use the same category, flagged **Summer Grant**. Appointment dates should be changed to match the grant term, and the funding source codes will require updating.

- Personnel dates (beginning and end) should fall within the active grant period. If an assignment begins before the start date of the grant(s) funding the appointment, or ends after the current date of the grant(s), the appointment cannot be approved.
- Check that sufficient funds are budgeted and available in the grant(s) to fund the position. Remember to account for fringe benefits (approximately 16% for summer faculty) and indirect cost charges, as well as tuition and benefits (varies by student) for graduate assistants, if any are budgeted.
- For a grant-funded Graduate Assistant, indicate in the Comments section of the ePAF 1) that the student is at **tuition** level or **dissertation** level, and 2) whether the fees will be paid by the **department** or **grant**. Also please indicate whether the student has opted in or out of **PERS**. The appointment cannot be processed without this information.

Funding in the form of grants must be monitored by the Sponsored Programs Office. Therefore, grant appointment ePAFS will require additional Approvers to be added to the routing queue.

- Add the Principal Investigator to the routing queue (see section 2.2):

Select *level 03* in the **Approval Level** column,  
type the person's FlashLine **User Name**,  
and select *Approve* in the **Required Action** column.

- Add Sponsored Programs to the routing queue:

Select *level 05* in in the **Approval Level** column,  
Select **Diana Skok, Mark Van 't Hooft, or Sue Tribuzzo**  
and select *Approve* in the **Required Action** column.

EPAF Default Routing Queue

✓ Your change was saved successfully.  
Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Summer Grant - Faculty PAF, SUMGRT

**Approval Queue**

Approval Level	User Name	Required Action	Remove
3 - (PI) Principal Investigator	<input type="text"/>	Approve	<input type="checkbox"/>
5 - (GRANTS) Grants Approval	<input type="text"/>	Approve	<input type="checkbox"/>
20 - (DEAN) Kent Dean/RC Exec Dean	<input type="text"/>	Approve	<input type="checkbox"/>
30 - (FINAPP) Final Approver	<input type="text"/>	Approve	<input type="checkbox"/>
32 - (PAYROL) Payroll Dept	<input type="text"/>	FYI	<input type="checkbox"/>
35 - (ACAPER) Academic Personnel Applier	<input type="text"/>	Apply	<input type="checkbox"/>
Not Selected	<input type="text"/>	Not Selected	<input type="checkbox"/>
Not Selected	<input type="text"/>	Not Selected	<input type="checkbox"/>
Not Selected	<input type="text"/>	Not Selected	<input type="checkbox"/>
Not Selected	<input type="text"/>	Not Selected	<input type="checkbox"/>





[EPAF Originator Summary](#)  
[Return to EPAF Menu](#)

- For all grant-funded appointments, please add the **Principal Investigator** and **Sponsored Programs** to the approval queue. If the Principal Investigator's name does not appear in the selection menu, please contact Academic Personnel to initiate the process of adding that individual.
- Additional Approval levels may be necessary at the discretion of either the department or Sponsored Programs.

---

## 4.2 Multiple Grants

If a position is funded from more than one grant simultaneously, you **may use one ePAF form**. In the funding section of the form, fill in the complete FOAP string for each grant source and provide the % funding drawn from each account:

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
K	 100135	110118	400209	 61311	1123					50.00
K	 100020	110123	435101	 65118	1012					50.00

See the Crosswalk tool for account lookup at <http://finacctlookup.uis.kent.edu/>

Multiple grants can be on one ePAF for one appointment period only. If multiple grants are funding an appointment and each grant spans the entire summer, it is acceptable to create an ePAF for the entire summer (e.g., 5/24/10 – 8/21/10) that specifies the percent to be paid from each grant.

If a position is funded from more than one grant sequentially by date, use a separate ePAF form for each grant period.

---

### 4.3 Faculty Summer Grant Appointment Tips

- Use 992098 as the position number for grant-funded faculty summer appointments. The suffix number should be the next in sequence from any other 992098 positions for the faculty member. (For example, if their last 992098 position suffix from last summer was 04, start with 05 for this summer.)
- Federal Cost Principles mandate that compensation for grant activity during the summer be calculated at the same rate as the academic year. Grant-funded summer salary is calculated at 1/39<sup>th</sup> (for a weekly base) or 1/9 (for a monthly base) of the previous academic year salary. Total compensation for summer teaching, dissertation advising, and/or administration, together with grant activity, cannot exceed 100% summer effort.
- In **April** of each year Sponsored Programs distributes an information sheet on summer grant appointments and an Excel template for summer salary calculations. Please contact Sponsored Programs (see below) if you have not received the materials prior to submitting your summer ePAFs.  
Check that the salary to be paid for an appointment period does not exceed what the faculty member can earn for the period. Also verify that overall it does not cause them to exceed what they can earn for the entire summer (factoring in their other summer appointments.) Please contact Sponsored Programs (see below) for assistance with salary calculations.
- Anyone preparing summer grant-funded ePAFs for NTT faculty should contact Sponsored Programs for calculation assistance. NTT faculty summer grant appointments are calculated differently than the tenure track faculty summer appointments.
- Use the approval category of ‘Summer Grant – Faculty PAF’ so that Sponsored Programs staff are included in the approval Queue, and add Diana Skok, Mark Van ‘t Hooft, or Sue Tribuzzo in the Grants Approver role (scroll to far right).
- If you have questions about Grant Appointments, contact :

Diana Skok, 2-0700, [dskok@kent.edu](mailto:dskok@kent.edu)

Mark Van ‘t Hooft, 2-1630, [mvanthoo@kent.edu](mailto:mvanthoo@kent.edu)

Sue Tribuzzo, 2-3725 [stribuzz@kent.edu](mailto:stribuzz@kent.edu)

---

## 5 Graduate Appointments

Graduate Assistant appointments are made for the academic year, or for a single term. There is an extra field in a Graduate Appointment template titled **Employee Group Code**, where the type of appointment (TA, RA) is specified.

<i>Grad Assistant PAF - Academic Year</i>		
Enter Changes	Current Value	New Value
<b>Employee Group Code:</b> 42, Teaching Assistant (TA) 41, Research Assistant (RA)		
<b>Job Begin Date:</b>		09/01/2011
<b>Salary:</b>		13500.00
<b>FTE:</b>	0.5	1.0
<b>Timesheet Orgn:</b>		
<b>Jobs Effective Date:</b>		09/01/2011
<b>Personnel Date:</b>		08/21/2011
<b>Contract Type:</b>		Primary
<b>Job Status:</b>		Active
<b>Job Change Reason:</b>		00059
<b>Employer Code:</b>		KSU
<b>Step:</b>		0
<b>Factor:</b>		18
<b>Pays:</b>		18

Select appointment type

GA type codes:

- 41 Research
- 42 Teaching
- 43 Administrative

**Change for 2015**

*See Appendix II*

<i>End of Academic Year Grad Assistant, 998324-03 Grad Appointee</i>		
Enter Changes	Current Value	New Value
<b>Jobs Effective Date:</b>		05/31/2012
<b>Personnel Date:</b>		05/12/2012
<b>Job End Date:</b>		05/31/2012
<b>Job Status:</b>		Terminated
<b>Job Change Reason:</b>		00062

Check the funding section carefully:

### 5.1 FTE Calculation Updates as of Summer 2015

Beginning in the **Summer 2015 Term**, **new FTE calculation factors** will be implemented. Refer to Appendix II for changes to the Graduate Appointment FTE calculations

### 5.2 University Funded Graduate Appointments

A university-funded Graduate Appointment uses the department position number for GAs, which should populate the ePAF form with a *single funding line* that charges 100% of the appointment to the Department Index.



---

## 5.3 Federal Work Study funded Appointments

A work-study-funded Graduate Appointment position uses the Work Study position number, which should populate the ePAF form with **two funding lines** that charge 75% to Index 440362, and 25% to the Department Index.

If a work-study ePAF populates with only one Index line, check the position number.

If the position number is correct, contact Cindy Celaschi (2-3750) in the Budget Office.

For a Federal Work Study grant appointment, use the Fall GA template and add Judy Olabisi to the approver queue. This is most commonly used for the Fall Term, or full academic year that includes both the Fall and Spring Terms.

## 5.4 Graduate Appointment Tips

### A. Verify FTE Calculations

Contact the Academic Personnel office by telephone or e-mail to verify the FTE calculations. Be sure the Summer 2015 updated factors are being used to compute the work hours for the graduate appointment.

### B. Comments Field

Please include in the comments whether the student is receiving tuition remission and/or is at Dissertation I or II level. Indicate whether this is to be paid by the grant or another funding source.

Add a comment stating whether the GA is opting in or out of the retirement plan.

### 5.4.1 Work Study-Funded Appointments

Use ePAF to submit Work Study-funded appointments. **The paper work study appointment form is no longer used.**

Departments will receive from Financial Aid an *Analysis of Eligibility* form, to confirm that the appointment is funded by Work Study. **It is no longer necessary to send a copy of the Offer for Graduate Appointment to the Financial Aid Office, but a copy is required at the Academic Personnel office.**

Add **Judy Olabisi** to the Approver queue at level 31, in the FYI role (see section 2.2).

If work study funding is approved for the entire academic year, complete one ePAF with the work study position number for the entire time period, and the full salary for the year. (Funding will be split 75% to 440262 and 25% to the department, or grant if applicable.)

---

### **Graduate Appointment Tips, continued**

If work study funding is approved for fall only but the appointment is for the full Academic Year, two ePAFS must be prepared; one for each semester.

1) The fall appointment under the work study position number will end 1/15/YYYY and have 9 pays and 9 factors. Funding will split 75% to index 440362 and 25% to the department, or grant if applicable.

2) The spring appointment will use the department position number and will begin 1/16/YYYY, end 5/31/YYYY with 9 pays and 9 factors charged 100% to the department.

For questions concerning Work Study funding of graduate appointments, contact Judy Olabisi in Financial aid, 2-0514, [jolabisi@kent.edu](mailto:jolabisi@kent.edu)

## **5.5 Grant Funded Appointments**

Select the appropriate approval category for Grad Assistant PAF, whether fall, spring, summer, or academic year.

In the Comments field, indicate whether the student is at tuition or dissertation, if the tuition or dissertation will be paid by the grant or department. Also include whether the student has opted in or out of OPERS.

Add the Principal Investigator to the Approval Queue in the role of Approver.

Add Diana Skok , Mark Van 't Hooft or Sue Tribuzzo in the Grants Approver role.

Fellowship funding: the Department creates the Fall term ePAF and pays 8 pays and factors. Graduate Studies submits a list to the Bursar, and a 1-time lump payment is deposited to the individual's Bursar account at the beginning of Spring semester.

Contact Sponsored Programs if you have questions about grant funded appointments.

Diana Skok, 2-0700, [dskok@kent.edu](mailto:dskok@kent.edu)

Mark Van 't Hooft, 2-1630, [mvanthoo@kent.edu](mailto:mvanthoo@kent.edu)

Sue Tribuzzo, 2-3725 [stribuzz@kent.edu](mailto:stribuzz@kent.edu)

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## 6 View the Originator/Approver Summary Lists

### Electronic Personnel Action Form

[EPAF Approver Summary](#)

[EPAF Originator Summary](#) 


[New EPAF](#)

[EPAF Proxy Records](#)

[Act as a Proxy](#)

### EPAF Originator Summary

[Current](#) [History](#)

 Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status:

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)

1 - 25 of 33 [Next](#) 

#### EPAF Transactions

<a href="#">Test, Tea</a> Administrative Clerk, 997435-00	810006839	<a href="#">346</a>	PeopleAdmin Upload	Mar 15, 2007	Mar 15, 2007	Waiting	<a href="#">Comments</a> <a href="#">Errors</a>
<a href="#">Test, Terry</a> Administrative Secretary, 997440-00	810006802	<a href="#">347</a>	PeopleAdmin Upload	Mar 15, 2007	Mar 15, 2007	Waiting	<a href="#">Comments</a> <a href="#">Errors</a>

1 - 2 of 2

[Return to Top](#)

\*\*Comments Exist

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)

[Return to EPAF Menu](#)


### Step Action

1. From the EPAF Menu, click the link for **EPAF Originator Summary**.
2. Select **All** or **Waiting** from the Transaction Status menu, click **Go**.
3. The list of EPAFs appears.
4. Click the name link to view the complete form. Click the Comments link to view just the comments added to a form.
5. Originators may Void or Delete an EPAF even though it has been submitted to the queue.
6. If you **Save** but do not **Submit** an EPAF, the form is held in Waiting status on your **Current** tab. You may return to it later for completion and submission, or to delete it completely. Submitted forms are under the **History** tab.

## 7 Approve an EPAF

**EPAF Approver Summary**

[Current](#) [In My Queue](#) [History](#)

 Select the link under Name to access details of the transaction.

Queue Status: All FY1 Go

Select All Reset Save

[New EPAF](#) | [Update Proxies](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)

1 - 5 of 5

EPAF Transactions									
Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links	
<a href="#">Robe, Wilbert</a> Faculty - Summer, 998671-01	800194049	440	Faculty PAF - Intersession	Apr 03, 2007	Jun 01, 2007	FY1	<input type="checkbox"/>	<a href="#">**Comments</a> <a href="#">Warnings</a>	
<a href="#">Aliam, Karl</a> Faculty - Summer, 998355-01	800327729	434	Faculty PAF - Summer 1	Apr 03, 2007	Jun 01, 2007	FY1	<input type="checkbox"/>	<a href="#">**Comments</a> <a href="#">Warnings</a>	
<a href="#">Haley, Farley H.</a> Faculty - Summer, 995642-00	800240160	8	Faculty PAF - Summer 1	Feb 12, 2007	Feb 12, 2007	Apply		<a href="#">Comments</a> <a href="#">Warnings</a>	
<a href="#">Farley, Rob H.</a> Faculty - Summer, 995642-00	800240160	8	Faculty PAF - Summer 1	Feb 12, 2007	Feb 12, 2007	Apply		<a href="#">Comments</a> <a href="#">Warnings</a>	
<a href="#">Lashan, Nate</a> Faculty - Summer, 998355-01	800130178	433	Faculty PAF - Intersession	Apr 03, 2007	Jul 01, 2006	Apply		<a href="#">**Comments</a>	

1 - 5 of 5

[Return to Top](#)  
 \*\*Comments Exist

Select All Reset Save

[New EPAF](#) | [Update Proxies](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)  
[Return to EPAF Menu](#)

### Step Action

1. Log in to FlashLine, go to the Action Items tab, and access the EPAF menu (see p. 5-6). Select **EPAF Approver Summary**.
2. Choose any tab: Current, In My Queue, or History. (Click Help to see the difference between these displays.) You may filter a tab view by selecting an item from the queue status menu, and clicking **Go**.
3. The Actions in your Approval queue appear, waiting for a response.
4. Click a name link in the first column to view the form detail. You may approve, disapprove, and add comments from within the form. Click **Save** to submit a decision.

---

## 7.1 Tips for Use

### CANCELLING AND VOIDING FORMS

- You may cancel or void a form before it has been submitted, and after it has entered the approval chain. However, once submitted, a record of the form remains in the ePAF tool, *so the position suffix referenced on that form cannot be re-used*. Keep a list of forms you submit with position numbers and suffixes for reference.
- To cancel or void an ePAF after the transaction has been submitted for final approval, call Academic Personnel at (330) 672-28717.

### CHECKING FOR ePAF FORMS TO APPROVE OR REWORK

- ePAF does not send e-mail notification, but Academic Personnel staff will send you email should they return a form to you. If an ePAF is returned for correction, note the position suffix as unused, and do a new ePAF form for the appointment.
- **Approvers** should check the ePAF Approver Summary View often to see if appointments are waiting to be approved, and **Originators** should check the ePAF Originator Summary View often to see if forms have been returned for rework, and to ensure that forms are progressing through the approver list.

### Request Position Change after the ePAF has been completed

- To request a change to a grant-funded appointment or graduate work study appointment after the ePAF has been submitted and approved (process completed); submit an ***Offer of Graduate Appointment*** form to **Academic Personnel**. This form can be found on the Academic Personnel web page.
- To change any other type of appointment after the ePAF process is completed, send an ***email*** to **Academic Personnel** containing the following information:

**Name and KSU ID**

**Position number and suffix number**

**Original salary, Original FTE**

**Revised salary, Revised FTE**

- To cancel an appointment, **send an email** specifying the date on which it should be cancelled, with the above information included.

### Miscellaneous Tips

- Theses/Dissertations are always Summer III.

Individuals earning a very small salary may elect to have their entire salary disbursed in the last pay period of the appointment term. (1 Factor, 1 Pay)

---

## 8 Assistance with ePAF

Any questions regarding the ePAF process or assistance with the workflow may be directed to the Academic Personnel Office at 330 672-8717.

Request ePAF access or access updates, get answers to questions, and ask to be added to the ePAF user's notification email list.

<b>Lynn Heller</b>	<b>2-8702</b>
<b>Daniela Zurschmit</b>	<b>2-8701</b>
<b>Penny Cates</b>	<b>2-8718</b>
<b>Kristen Ramsey</b>	<b>2-8659</b>
<b>Kim Baker</b>	<b>2-8717</b>

EPAF training and assisted lab sessions are provided throughout the year prior to ePAF submission deadlines for Spring, Summer, and Fall. EPAF users are notified of upcoming sessions by Academic Personnel, and may view and register for sessions at

<http://www.kent.edu/hr/register>, under Facilitator-Led events.

IS Training: [istraining@kent.edu](mailto:istraining@kent.edu)

This document and related materials are available at:

<http://www.kent.edu/is/training/documentation.cfm>

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## Appendix I: Understanding ePAF Dates

The ePAF describes how and when the individual is paid.

KSU Payroll periods always begin on the 1<sup>st</sup> or 16<sup>th</sup> of the month.

The **Query** date, the **Job Begin** date, and the **Jobs Effective** date should be the same as the *first day of the first pay period*, so they are always the same, either the 1<sup>st</sup> or 16<sup>th</sup>.

The *Personnel* date is the date the individual begins work. It can fall slightly before or after the first day of the first pay period.

June 2012						
Mon	Tues	Wed	Thur	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Personnel date:  
First day of  
work.

Similarly, when ending an Assignment, the Jobs Effective date and Job End date are the *last day of the last pay period*. The personnel date is the last day the individual worked.

Date information templates are created by the Academic Personnel office and are based upon the **Query Date** entered in the **Person Selection** screen. Once the **Person Selection** and **Job Selection** data has been completed, there should be, in most instances, no need to change any of the dates in the workflow. The primary exception is in the case of *Flexibly Scheduled Courses*, where the dates may vary from the standard term dates.

---

## Appendix II: Summer FTE Maximum

### ***Full Time Faculty***

Professor R. is a full-time (9 month) tenured faculty member, but during the summer has additional appointments. Report the individual assignments with a total FTE of 1.

### ***Assistant to Dept. Chair from Intersession through Summer III = 1 FTE***

Teach one 3-credit class during Summer I = .5 FTE

Teach one 3-credit class during Summer II = .5 FTE

---

Total Summer FTE can be no more than 1 FTE

(excluding intersession)

### ***Graduate Students –NEW AS OF SUMMER 2015***

Beginning Summer 2015, the factors to use when calculating FTE hours for Graduate Students will change to the following:

<u>Value</u>		<u>FTE (Full Time Equivalent)</u>
0.50	=	20 Hours Per Week
0.375	=	15 Hours Per Week
0.25	=	10 Hours Per Week

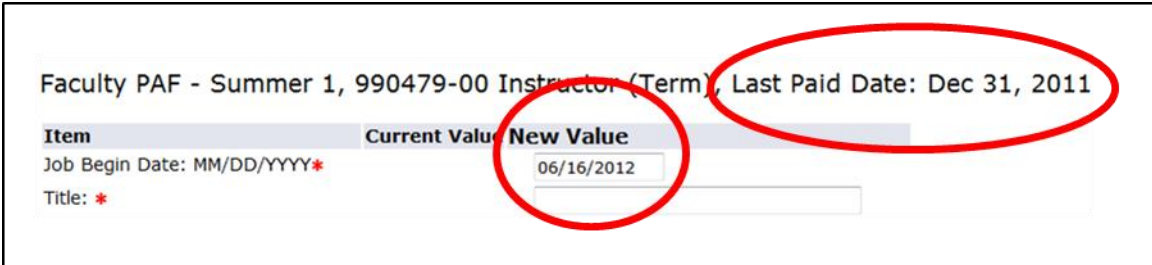


---

## Appendix III: How to Identify a Re-Used Position Suffix

If you are new to the job of building ePAFs, you may not have a record of all previously used suffixes for a particular position. It's also possible to select a previous appointment by mistake. How do you know when this has happened?

**The Last Paid Date from a Previous Appointment is displayed (it should be blank):**



Faculty PAF - Summer 1, 990479-00 Instructor (Term), Last Paid Date: Dec 31, 2011

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		06/16/2012
Title: *		

---

## Appendix IV: How to Calculate FTE

### How to Calculate the FTE for Summer Assignments

All Tenure Track summer assignments are calculated by dividing the load hours by 12.

(example: 3 load hours divided by 12 equals an FTE of .25)

All Non-Tenure Track summer assignments are calculated by dividing the load hours by 15.

(example: 3 load hours divided by 15 equals an FTE of .20)

#### *Example for TT:*

Calculate the FTE for Dissertation, Thesis, and Individual Investigation as follows:

Dissertation Direction (1/4 credit hour per dissertation); max 4

<u>Dissertation Direction</u>	<u>1 load hour</u>	<u>2 load hours</u>	<u>3 load hours</u>
1 Dissertation	0.021 FTE	0.042 FTE	0.063 FTE
2 Dissertations	0.042 FTE	0.084 FTE	0.126 FTE
3 Dissertations	0.063 FTE	0.126 FTE	0.189 FTE
4 Dissertations	0.083 FTE	0.166 FTE	0.249 FTE

\*co-directing prorated

Thesis Direction (1/8 credit hour per Thesis); max 4

<u>Thesis Direction</u>	<u>1 load hour</u>	<u>2 load hours</u>	<u>3 load hours</u>
1 Thesis	0.01 FTE	0.02 FTE	0.03 FTE
2 Thesis	0.02 FTE	0.04 FTE	0.06 FTE
3 Thesis	0.03 FTE	0.06 FTE	0.09 FTE

\*co-directing prorated

Individual Investigation (1/10th credit hour per student credit hour); max 4 students

	<u>1 load hour</u>	<u>2 load hours</u>	<u>3 load hours</u>	<u>4 load hours (max)</u>
Individual Investigation	0.0083 FTE	0.0166 FTE	0.0249 FTE	0.0332 FTE

(Continued on next page)

---

**Example for NTT:**

Calculate the FTE for Dissertation, Thesis, and Individual Investigation as follows:

**Dissertation Direction (1/4 credit hour per dissertation); max 4**

Dissertation Direction	1 load hour	2 load hours	3 load hours
1 Dissertation	0.017 FTE	0.034 FTE	0.051 FTE
2 Dissertations	0.034 FTE	0.068 FTE	0.102 FTE
3 Dissertations	0.051 FTE	0.102 FTE	0.153 FTE
4 Dissertations	0.068 FTE	0.136 FTE	0.204 FTE

\*co-directing prorated

**Thesis Direction (1/8 credit hour per Thesis)**

Thesis Direction	1 load hour	2 load hours	3 load hours
1 Thesis	0.008 FTE	0.016 FTE	0.024 FTE
2 Thesis	0.016 FTE	0.032 FTE	0.048 FTE
3 Thesis	0.024 FTE	0.048 FTE	0.072 FTE

\*co-directing prorated

**Individual Investigation (1/10th credit hour per student credit hour); max 4 students**

	1 load hour	2 load hours	3 load hours	4 load hours
(max)				
Individual Investigation	0.007 FTE	0.014 FTE	0.021 FTE	.028 FTE

All payments for tenure-track faculty members are based on 1/36 of the Academic Year salary times the load hours. Refer to information from Sponsored Programs for grant funded appointments.

All payments for non-tenure track faculty members are paid according to the chart on page 44 of the bargaining booklet, dated August 16, 2009, for Summer 2013.

## **How to Calculate FTE for Academic Year, Fall, or Spring Assignments**

For **Tenure Track Faculty**, calculate the FTE by **dividing the load hours by 12**.

(example: 3 load hours divided by 12 equals an FTE of .25)

For **Non-Tenure Track faculty**, calculate the FTE by dividing the load hours by 15.

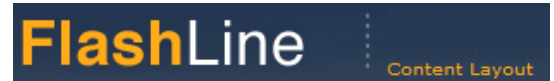
(example: 3 load hours divided by 15 equals an FTE of .20)

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## Appendix V: Add the Personnel Action Notices Pane in FlashLine

This is very useful to approvers, as you can see incoming forms at a glance.

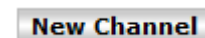
1. Log in to FlashLine, click the **Content Layout** link in the header.



2. Click the **TAB** where you wish the channel to appear, for example, on the **My Action Items** tab.



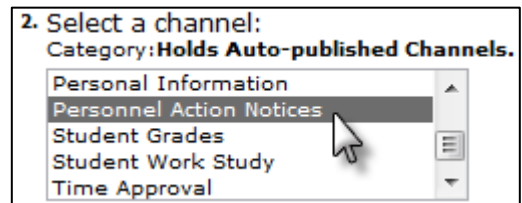
3. There is a **New Channel** button in every possible location on the pane. Click the spot where you wish the channel to appear.



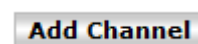
4. Select the category Auto-Published in the menu, and click Go.



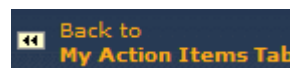
5. Scroll in the second menu to **Personnel Action Notices**, and click the menu entry to highlight it.



6. Click Add Channel (at far right).



7. Click **Back to...** in the header to return to FlashLine.



8. The Personnel Action Notices channel is now visible on the tab you selected:

