ePAF Instructions

Section 1

Query date - defaults to today's date; change it to the appropriate query date for the template

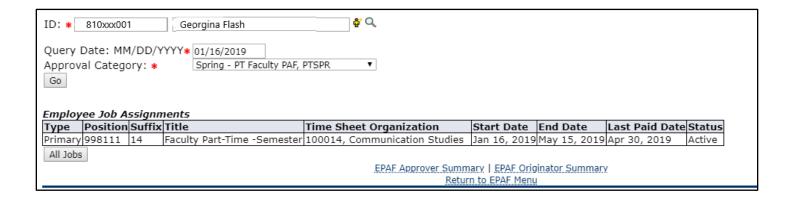
- Fall semester –September 1
- Spring semester January 16
- Summer terms June 1, June 16 or July 16 as appropriate
- For flexibly scheduled assignments use the begin date of the pay period (1st or 16th) in which your assignment begins.

Approval Category – choose the appropriate template for the assignment

- Fall, Spring, Summer (IS, 1, 2, 3), Summer Grant, GA, Overload
- For those <u>parts of term</u> not represented (Open-Learning, W1, W2, H1, H2, F1, F2, F3) use the template in which the assignment ends.

<u>Position number</u> – use the appropriate position number for the assignment

- Active jobs will populate when you choose your template; if no jobs are listed (or if the numbers listed are not what you need) click the "All Jobs" button to see past jobs as well.
- Choose the next available suffix for the applicable position number
 - Keep in mind only jobs that have been uploaded to Banner appear on the list; therefore, if you (or anyone else) created a pay record that has not yet been completed/uploaded it will not be on the list.



<u>Job Begin Date</u> – the begin date of the pay period (1st or 16th) in which the assignment begins (regardless of when you create/submit the ePAF)

must match the Query date and Jobs Effective Date

<u>Title</u> – use the appropriate title

- FT faculty use their rank
- PT faculty
 - o Faculty Summer
 - Faculty Part-Time Semester
 - Faculty PT Workshop Instructor
- GA
 - Teaching Assistant
 - Research Assistant
 - o Admin Assistant

Salary – enter the payment amount

FTE – enter the FTE

- TT faculty calculation: assignment load/12 (3 load = .25 FTE)
- NTT faculty calculation: assignment load/15 (3 load = .20 FTE)
- PT faculty calculation: assignment load/15 (3 load = .20 FTE)
- GA: Full-time (20 hrs.) = .50 FTE / Part-time (10 hrs.) = .25 FTE

<u>Timesheet Orgn</u> – enter the org that corresponds to the index being charged

Timesheet Orgn must match the Organization shown in the FOAP

<u>Jobs Effective Date</u> – the begin date of the pay period (1st or 16th) in which the assignment begins (regardless of when you create/submit the ePAF)

must match Job Begin date and Query date

<u>Personnel Date</u> – the <u>actual</u> start date of the assignment (course begin date)

<u>Contract Type</u> – will populate based on the template

- Primary PT faculty and GA assignments
- Secondary additional assignments for FT faculty, PT faculty and GA
- Overload FT faculty overload assignments

Job Status, Job Change Reason, Employer Code, Step – do not update

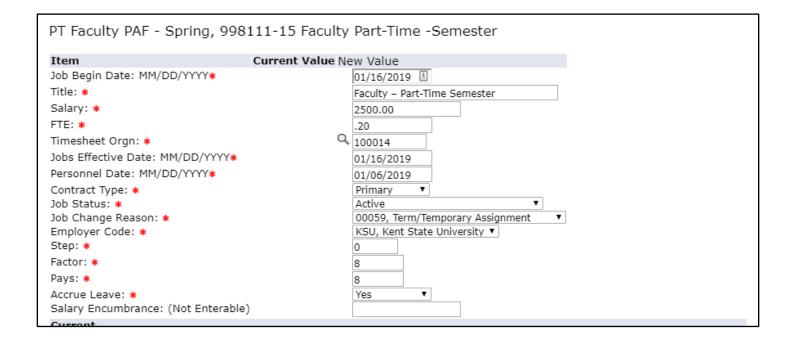
Section 2 - continued

Factor, Pays - are the number of pays that occur during the assignment

• will need to be updated if you adjust the dates from the prepopulated

Accrue Leave - pre-populated to "Yes"

Workshop instruction – change to "No"



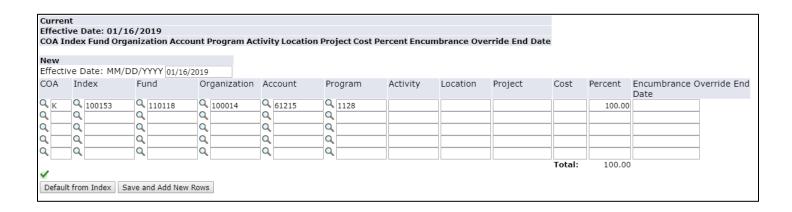
Effective Date: - is populated from the Query date - no update needed

Index and FOAP - information is populated from the position number

- If you need to change the index information, enter the index then click the "Default from Index" button to auto-fill the information associated with the index.
- If you change the index information you will need to re-populate the Account code. Some common codes are:

61215 - PT semester instructional	61311 - Summer Faculty instructional	
61214 - PT semester non-instructional	61312 - Summer Faculty non-instructional	
61217 - FT faculty overload	61313 - Summer Faculty Research	
61411 - GA Teaching Assistant	61315 - Summer Faculty Thesis & Diss	
61414 - GA Research or Admin Assistant	61418 - Summer GA Teaching Assistant	
61416 - GA Research Assistant – Grant funded	61419 - Summer GA Research Assistant	
61413 - Work Study GA Teaching Asst	61422 - Summer GA Admin Assistant	
61415 - Work Study GA Admin Asst		
61424 - Work Study GA Research Asst		

• If you make any changes to the index or account code click "Save and Add New Rows" – even if you are not adding new rows.



<u>Jobs Effective Date</u> – the end date of the pay period (15th or end-of-month) in which the assignment ends (regardless of when you create/submit the ePAF)

must match Job End date

<u>Personnel Date</u> – the <u>actual</u> end date of the assignment (course end date)

<u>Job End Date</u> – the end date of the pay period (15th or end-of-month) in which the assignment ends (regardless of when you create/submit the ePAF)

must match Job Effective date

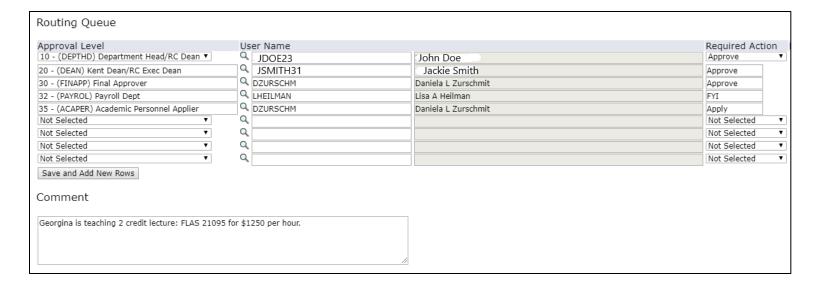
<u>Job Status, Job Change Reason</u> – do not update

End of Spring PT Fac Assign, 998111-15 Faculty Part-Time -Semester		
Item	Current Value New Value	
Jobs Effective Date: MM/DD/YYYY	05/15/2019	
Personnel Date: MM/DD/YYYY*	05/18/2019	
Job End Date: MM/DD/YYYY∗	05/15/2019	
Job Status: *	Terminated	▼
Job Change Reason: *	00062, End of Term/Ter	mp Assignment ▼

<u>Routing Queue</u> – in addition to the standard approvals shown below you must have approval from your Department Head (level 10) and College/Campus Dean (level 20)

Comments – Comments are mandatory; ePAF will not be processed without comments

- include information regarding the payment:
 - o time frame of the assignment and what it entails
 - o Teaching assignment course number, load being paid
 - o how the pay was calculated
 - o FT faculty reason why pay does not follow CBA
 - o PT faculty or GA weekly contact hours
 - Any other information that may be pertinent



Tips for Open-Learning or Flexibly-scheduled assignment dates

Example 1: Let's assume an Open Learning course runs 7/6 to 8/17.

You need to use the template in which the course ends.

• This course ends on 8/17 therefore you would use the summer III template

The query date (and begin dates) is based on the course begin date (regardless of when you create the ePAF)

- This course begins on 7/6 therefore you would use 7/1 (the pay period begin date that encompasses the start of the course)
- The personnel date would be 7/6 the actual course begin date

The end date is based on the course end date (regardless of when you create the ePAF)

- This course ends on 8/17 therefore you would use 8/15 (the final summer end date) as your job end dates
- The personnel date would be 8/17 the actual course end date

The factor and pays are based on how many pay dates there are in the time frame of the dates used on your ePAF.

Your dates are 7/1-8/15 which includes 3 pay dates (7/15, 7/31, 8/15)

Example 2: Let's assume a W1 (first seven weeks) summer course (5/14 - 6/30).

You need to use the template in which the course ends.

• This course ends on 6/30 therefore you would use the summer I (6/16-7/15) template

The query date (and begin dates) is based on the course begin date (regardless of when you create the ePAF)

- This course begins on 5/14 therefore you would use the start date of 6/1 (first effective date of the summer terms
- The personnel date would be 5/14 the actual course begin date

The factor and pays are based on how many pay dates there are in the time frame of the dates used on your ePAF.

• Your dates are 6/1-6/30 which includes 2 pay dates (6/15, 6/30)

The end date is based on the course end date (regardless of when you create the ePAF)

- This course ends on 6/30 therefore you would use 6/30 (the pay period end date that encompasses the course end date) as your job end dates
- The personnel date would be 6/30 the actual course end date