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 parts of term not represented (Open-Learning, W1, W2, H1, H2, F1, F2, F3) use the template in which the assignment ends.

Position number – 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.

ID: * [810xxx001] [Georgina Flash] 👤 🔍

Query Date: MM/DD/YYYY* [01/16/2019]
Approval Category: * [Spring - PT Faculty PAF, PTSPR ▼]
[Go]

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	998111	14	Faculty Part-Time -Semester	100014, Communication Studies	Jan 16, 2019	May 15, 2019	Apr 30, 2019	Active

[All Jobs]

EPAF Approver Summary | EPAF Originator Summary
Return to EPAF Menu

Section 2

Job Begin Date – 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

Title – use the appropriate title

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

Timesheet Orgn – enter the org that corresponds to the index being charged

- Timesheet Orgn must match the Organization shown in the FOAP

Jobs Effective Date – 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

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

Contract Type – 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"

PT Faculty PAF - Spring, 998111-15 Faculty Part-Time -Semester		
Item	**Current Value**	**New Value**
Job Begin Date: MM/DD/YYYY✶		01/16/2019
Title: ✶		Faculty – Part-Time Semester
Salary: ✶		2500.00
FTE: ✶		.20
Timesheet Orgn: ✶	🔍	100014
Jobs Effective Date: MM/DD/YYYY✶		01/16/2019
Personnel Date: MM/DD/YYYY✶		01/06/2019
Contract Type: ✶		Primary ▾
Job Status: ✶		Active ▾
Job Change Reason: ✶		00059, Term/Temporary Assignment ▾
Employer Code: ✶		KSU, Kent State University ▾
Step: ✶		0
Factor: ✶		8
Pays: ✶		8
Accrue Leave: ✶		Yes ▾
Salary Encumbrance: (Not Enterable)		
Current		

Section 3

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.

Section 4

Jobs Effective Date – 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

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

Job End Date – 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

Job Status, Job Change Reason – 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/Temp Assignment ▼

Section 5

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

Routing Queue

Approval Level	User Name		Required Action
10 - (DEPTHD) Department Head/RC Dean	JDOE23	John Doe	Approve
20 - (DEAN) Kent Dean/RC Exec Dean	JSMITH31	Jackie Smith	Approve
30 - (FINAPP) Final Approver	DZURSCHM	Daniela L Zurschmit	Approve
32 - (PAYROL) Payroll Dept	LHEILMAN	Lisa A Heilman	FYI
35 - (ACAPER) Academic Personnel Applier	DZURSCHM	Daniela L Zurschmit	Apply
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected

Save and Add New Rows

Comment

Georgina is teaching 2 credit lecture: FLAS 21095 for $1250 per hour.

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