

SUMMER 2023 ePAF Contract Dates

| Summer School Position Numbers | |
|--------------------------------|-----------------------|
| Permanent Faculty | Non-Permanent Faculty |
| SS5165 | FA5165 |

| Query Dates | | |
|-------------------|---------------|-------------------|
| Summer 4 Week One | Summer 8 Week | Summer 4 Week Two |
| 07/01/2023 | 07/01/2023 | 08/01/2023 |

| PEAEMPL Section (complete PEAEMPL section for FA Faculty ONLY) > NBAJOBS PERSONNEL DATE | | |
|--|--|--|
| Summer 4 Week One | Summer 8 weeks | Summer 4 Week Two |
| Current Hire Date: 06/05/2023 (contract begin date) First Work Date: 06/05/2023 (contract begin date) | Current Hire Date: 06/05/2023 (contract begin date) First Work Date: 06/05/2023 (contract begin date) | Current Hire Date: 07/03/2023 (contract begin date) First Work Date: 07/03/2023 (contract begin date) |

*Note: **NBAJOBS PERSONNEL DATE** is the same date as the **Current Hire Date & First Work Date** entered in PEAEMPL > All are the contract begin date.

| INSTALLMENTS (Factor & Pays) | | |
|---|---|---|
| Term: 4 Weeks-One (1 Factor & Pays) | Term: 8 Weeks (1 Factor & Pays) | Term: 4 Weeks-Two (1 Factor & Pays) |
| Pay Dates | Pay Dates | Pay Dates |
| July 31, 2023 | July 31, 2023 | August 31, 2023 |
| JOB TERMINATION Section | | |
| Job Effective Date: 07/31/2023 | Jobs Effective Date: 07/31/2023 | Jobs Effective Date: 08/31/2023 |
| Personnel Date: 06/30/2023 (Contract End Date > Missing grades roster to Deans) | Personnel Date: 07/31/2023 (Contract End Date > Missing grades roster to Deans) | Personnel Date: 07/31/2023 (Contract End Date > Missing grades roster to Deans) |

| PEAMPLE Section (New Value Column) | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---------------------------|------------|---------------|---------------|-----------|--------------------|---------------------------|--|------------|---|---|---------------------|------------|--|--------------------|------------|------------|------------------|------------|--------|----------------------|----------------------|--|------------------|------------|------------|
| <p><i>Contract Employee Status PEAEMPL Information</i> Non Permanent (FA)</p> <table border="1"> <thead> <tr> <th>Enter Changes</th> <th>Current Value</th> <th>New Value</th> </tr> </thead> <tbody> <tr> <td>Home Organization:</td> <td>53601, Department of GPSB</td> <td></td> </tr> <tr> <td>Home COAS:</td> <td>F</td> <td>F</td> </tr> <tr> <td>Original Hire Date:</td> <td>01/05/2010</td> <td></td> </tr> <tr> <td>Current Hire Date:</td> <td>10/16/2021</td> <td>08/18/2021</td> </tr> <tr> <td>Employee Status:</td> <td>Terminated</td> <td>Active</td> </tr> <tr> <td>Employee Class Code:</td> <td>FA, Adjunct Faculty</td> <td></td> </tr> <tr> <td>First Work Date:</td> <td>10/16/2021</td> <td>08/18/2021</td> </tr> </tbody> </table> | | | Enter Changes | Current Value | New Value | Home Organization: | 53601, Department of GPSB | | Home COAS: | F | F | Original Hire Date: | 01/05/2010 | | Current Hire Date: | 10/16/2021 | 08/18/2021 | Employee Status: | Terminated | Active | Employee Class Code: | FA, Adjunct Faculty | | First Work Date: | 10/16/2021 | 08/18/2021 |
| Enter Changes | Current Value | New Value | | | | | | | | | | | | | | | | | | | | | | | | |
| Home Organization: | 53601, Department of GPSB | | | | | | | | | | | | | | | | | | | | | | | | | |
| Home COAS: | F | F | | | | | | | | | | | | | | | | | | | | | | | | |
| Original Hire Date: | 01/05/2010 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current Hire Date: | 10/16/2021 | 08/18/2021 | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee Status: | Terminated | Active | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee Class Code: | FA, Adjunct Faculty | | | | | | | | | | | | | | | | | | | | | | | | | |
| First Work Date: | 10/16/2021 | 08/18/2021 | | | | | | | | | | | | | | | | | | | | | | | | |
| <p><i>Contract Employee Status PEAEMPL Information</i> Permanent EE</p> <table border="1"> <thead> <tr> <th>Enter Changes</th> <th>Current Value</th> <th>New Value</th> </tr> </thead> <tbody> <tr> <td>Home Organization:</td> <td>50122, One Stop Shop</td> <td></td> </tr> <tr> <td>Home COAS:</td> <td>F</td> <td>F</td> </tr> <tr> <td>Original Hire Date:</td> <td>12/15/2010</td> <td></td> </tr> <tr> <td>Current Hire Date:</td> <td>08/05/2022</td> <td></td> </tr> <tr> <td>Employee Status:</td> <td>Active</td> <td>Active</td> </tr> <tr> <td>Employee Class Code:</td> <td>EN, EHRA Non Faculty</td> <td></td> </tr> <tr> <td>First Work Date:</td> <td>08/05/2022</td> <td></td> </tr> </tbody> </table> | | | Enter Changes | Current Value | New Value | Home Organization: | 50122, One Stop Shop | | Home COAS: | F | F | Original Hire Date: | 12/15/2010 | | Current Hire Date: | 08/05/2022 | | Employee Status: | Active | Active | Employee Class Code: | EN, EHRA Non Faculty | | First Work Date: | 08/05/2022 | |
| Enter Changes | Current Value | New Value | | | | | | | | | | | | | | | | | | | | | | | | |
| Home Organization: | 50122, One Stop Shop | | | | | | | | | | | | | | | | | | | | | | | | | |
| Home COAS: | F | F | | | | | | | | | | | | | | | | | | | | | | | | |
| Original Hire Date: | 12/15/2010 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current Hire Date: | 08/05/2022 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee Status: | Active | Active | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee Class Code: | EN, EHRA Non Faculty | | | | | | | | | | | | | | | | | | | | | | | | | |
| First Work Date: | 08/05/2022 | | | | | | | | | | | | | | | | | | | | | | | | | |

| Term | Submission Deadline | Census Date |
|-----------------|---------------------|---------------|
| Summer 4-wk One | July 10, 2023 | June 08, 2023 |
| Summer 8-wk | July 10, 2023 | June 08, 2023 |
| Summer 4-wk Two | August 10, 2023 | June 08, 2023 |

Routing Queue Update (Chair & Dean levels vary according to department) > Use the Default Routing Que link to update.
EPAF Default Routing Queue

✓ Your change was saved successfully.
Select an Approval Category and Go. Once the page refreshes, select the Approv.

Approval Category:

| Approval Level | User Name |
|---|-------------------|
| 10 - (CHAIR) Chair | AVIRELLE |
| 20 - (DEAN) Dean | MCOX20 |
| 25 - (CTHR10) Contract HR 10 Review | DGUTIERREZCONYERS |
| 30 - (AABUD) Academic Affair Budget | GSUTTLES |
| 35 - (AAPVST) Academic Affairs Provost | MLEACH6 |
| 40 - (CTUBUD) University Budget | LBERNARD |
| 45 - (CTHR20) Contract HR 20 Review | SSOLES |
| 50 - (CTHR30) Contract HR 30 Before Email | DGUTIERREZCONYERS |
| 55 - (CTHR40) Contract HR 40 After Email | DGUTIERREZCONYERS |
| 92 - (EPAFHR) EPAF - HR Administration | SSOLES |

For general information, continue to use the Adjunct/Overload ePAF Guide and the Suffix App to obtain the position suffix and FTE. Both the Guide and App are located on the HR website: (HR > Employment > EHRA Employment > ePAF). Contact Cliff Bender via email if you experience any issues with the Suffix App.