

# SPRING 2024 ePAF Contract Dates

Department Position Numbers:	Job Suffix & FTE:	Adjunct Faculty Pay Rate
<a href="#">NEW ePAF Job Selection</a>	<a href="#">ePAF Position Suffix App</a>	<a href="#">Teaching Load Rate of Pay</a>

Query Dates		
16 weeks & 1 <sup>st</sup> 8 weeks	2 <sup>nd</sup> 8 weeks	MAYMESTER
02/01/2024	04/01/2024	06/01/2024

PEAEMPL Section (complete PEAMPL section for <b>FA Faculty ONLY</b> ) = NBAJOBS PERSONNEL DATE*		
16 weeks & 1 <sup>st</sup> 8 weeks	2 <sup>nd</sup> 8 weeks	D-TERM
Current Hire Date & First Work Date: 01/16/2024 (contract begin date)	Current Hire Date & First Work Date: 03/18/2024 (contract begin date)	Current Hire Date & First Work Date: 05/12/2024 (contract begin date)

\*Note: **NBAJOBS PERSONNEL DATE** is the same date as the Current Hire Date & the First Work Date entered in PEAEMPL

INSTALLMENTS (Factor & Pays)			
Term: 16 Weeks (4 Factor & 4 Pays)	Term: 1 <sup>st</sup> 8 Weeks (2 Factor & 2 Pays)	Term: 2 <sup>nd</sup> 8 Weeks (2 Factor & 2 Pays)	MAYMESTER (1 Factor & 1 Pays)
Pay Dates	Pay Dates	Pay Dates	Pay Date
February 29, 2024	February 29, 2024	April 30, 2024	June 30, 2024
March 31, 2024	March 31, 2024	May 31, 2024	
April 30, 2024			
May 31, 2024			

PEAMPLE Section (New Value Column)		
Contract Employee Status PEAMPLE Information <i>Non-Permanent (FA)</i>		
Enter Changes	Current Value	New Value
Home Organization:	S3493, Department of GPSE	
Home COAS:	F	F
Original Hire Date:	01/05/2010	08/18/2021
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
Contract Employee Status PEAMPLE Information <i>Permanent-EE</i>		
Enter Changes	Current Value	New Value
Home Organization:	S0122, 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	

JOB TERMINATION Section			
Term: 16 Weeks	Term: 1 <sup>st</sup> 8 Weeks	Term: 2 <sup>nd</sup> 8 Weeks	MAYMESTER
Job Effective Date: 05/31/2024	Jobs Effective Date: 03/31/2024	Jobs Effective Date: 05/31/2024	Jobs Effective Date: 06/31/2024
Personnel Date: 05/18/2024 (contract end date – Missing Grades roster to Deans)	Personnel Date: 03/17/2024 (contract end date – Missing Grades roster to Deans)	Personnel Date: 05/18/2024 (contract end date – Missing Grades roster to Deans)	Personnel Date: 06/01/2024 (contract end date – Missing Grades roster to Deans)

Term	Submission Deadline	Census Date
Fall 16-wks & 1 <sup>st</sup> 8 wks	<b>February 10, 2024</b>	<b>January 15, 2024</b>
Fall 2 <sup>nd</sup> 8 wks	<b>April 10, 2024</b>	<b>March 22, 2024</b>
MAYMESTER	<b>June 10, 2024</b>	<b>May 15, 2024</b>

## ePAF Default Routing Queue Update

Default Routing Queue

[Go to ePAF Originator Summary to use the Default Routing Queue link to update. \(Chair & Dean levels vary accordingly per department\)](#)

Approval Category:

### Approval Queue

Approval Level	User Name
10 - (CHAIR) Chair	AVIRELLE Amanda D. Virelles
20 - (DEAN) Dean	MCOX20 Marcus Shawn Cox
25 - (CTHR10) Contract HR 10 Review	EFLOYD Essence J. Floyd
30 - (AABUD) Academic Affair Budget	GSUTTLES Gailletta M. Suttles-Battle
35 - (AAPVST) Academic Affairs Provost	MLEACH6 Monica T. Leach
40 - (CTUBUD) University Budget	SWILLI43 Sandra G. Williams
45 - (CTHR20) Contract HR 20 Review	SSOLES Sharon D. Soles
50 - (CTHR30) Contract HR 30 Before Email	EFLOYD Essence J. Floyd
55 - (CTHR40) Contract HR 40 After Email	EFLOYD Essence J. Floyd
92 - (EPAFHR) ePAF - HR Administration	SSOLES Sharon D. Soles

**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.**