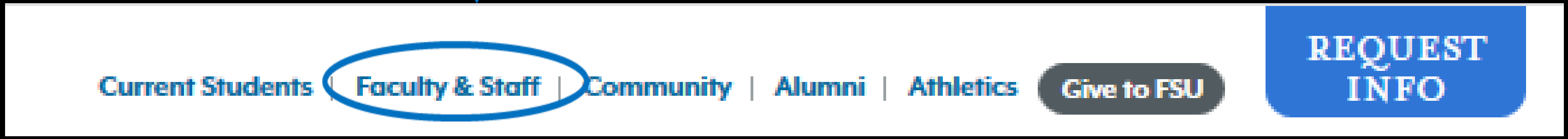
ePAF GUIDE

FALL 2022

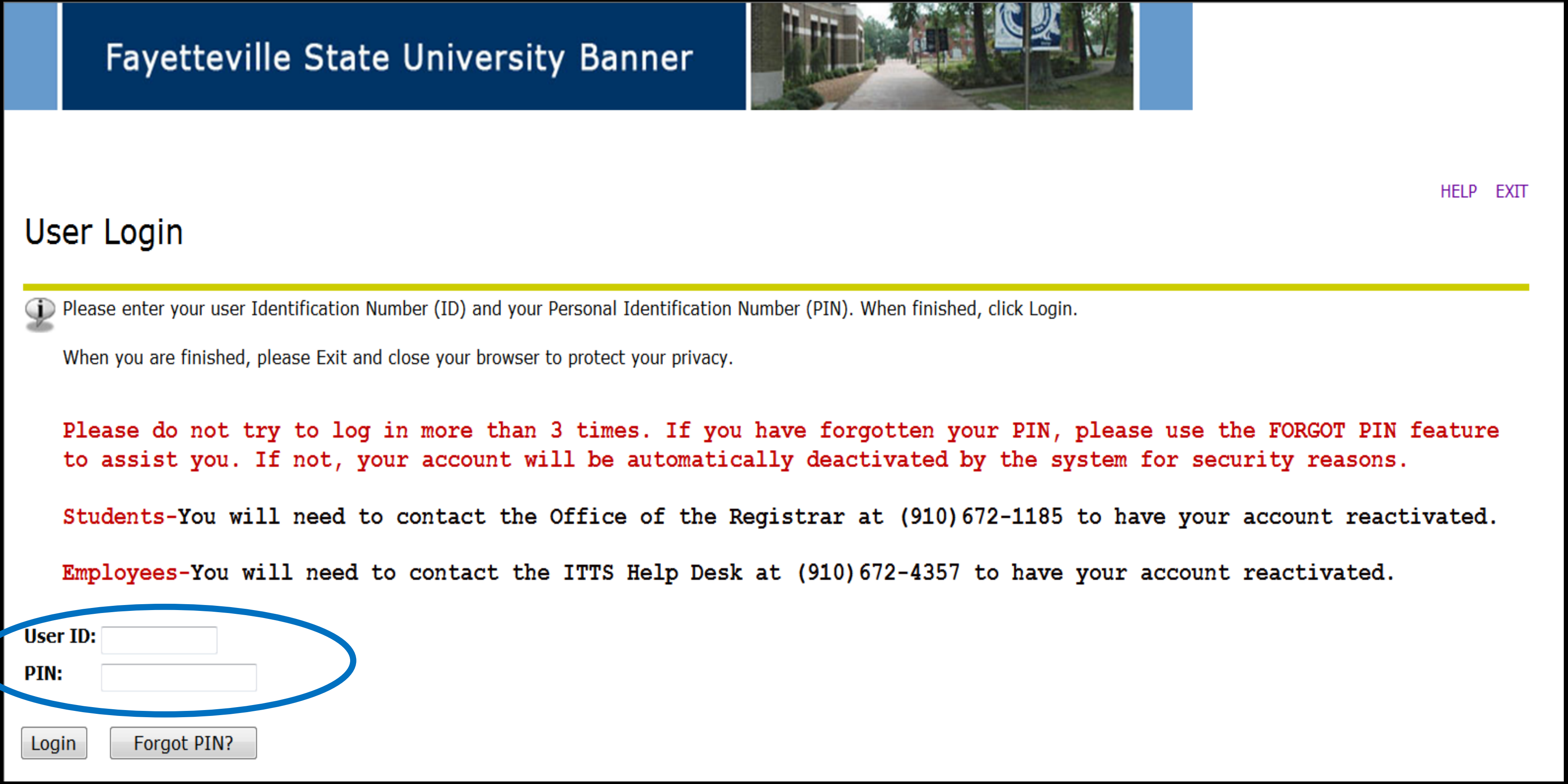
SPRING 2023

GO TO THE LOG IN SITE

From FSU home page select. http://www.uncfsu.edu/


Current Students
Faculty & Staff
Community
Alumni
Athletics
Give to FSU
REQUEST INFO

ENTER LOG IN CREDENTIALS



User Login

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

Please do not try to log in more than 3 times. If you have forgotten your PIN, please use the FORGOT PIN feature to assist you. If not, your account will be automatically deactivated by the system for security reasons.

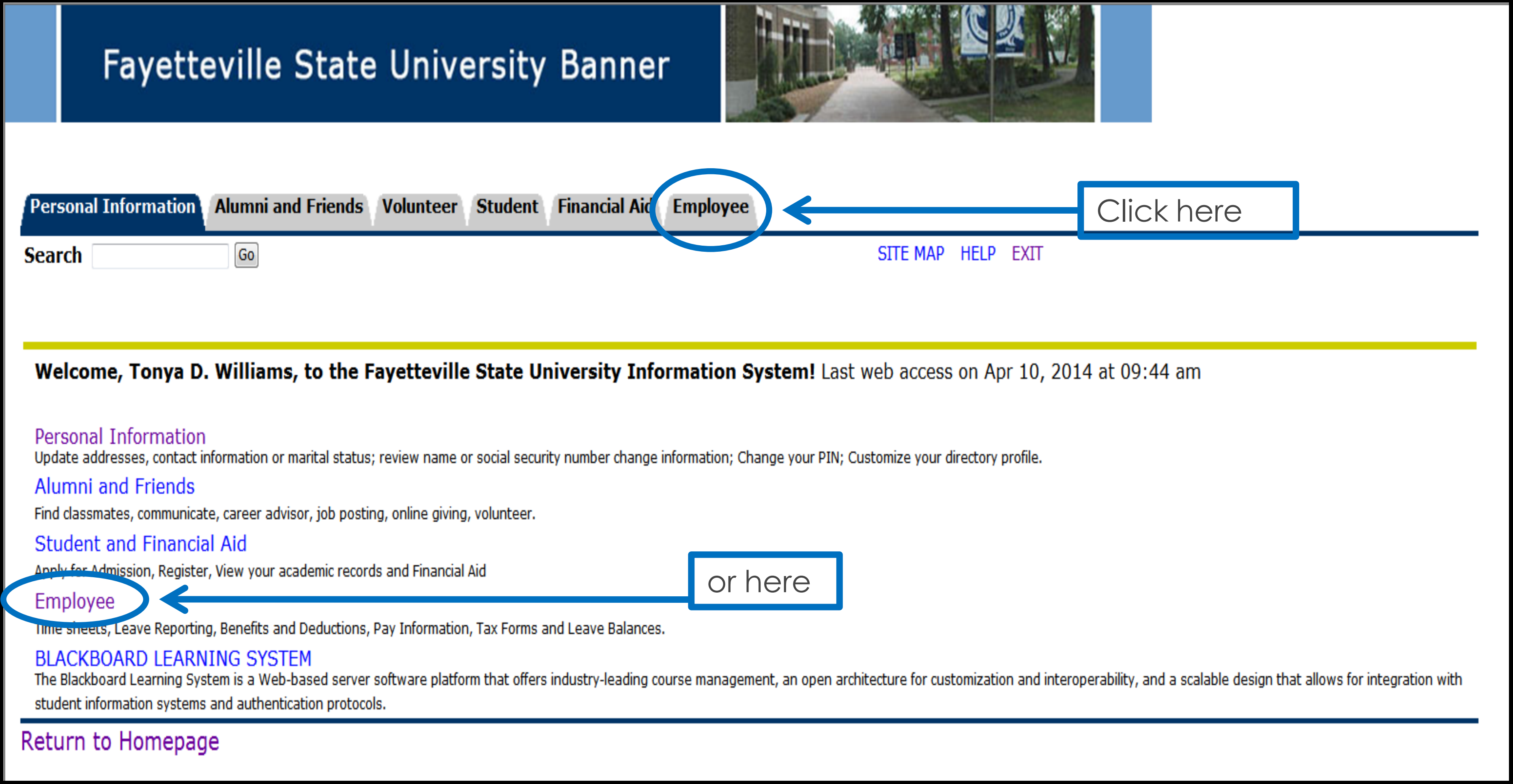
Students-You will need to contact the Office of the Registrar at (910)672-1185 to have your account reactivated.

Employees-You will need to contact the ITTS Help Desk at (910)672-4357 to have your account reactivated.

User ID:

PIN:

EMPLOYEE TAB SELECTION



Fayetteville State University Banner

Click here

Welcome, Tonya D. Williams, to the Fayetteville State University Information System! Last web access on Apr 10, 2014 at 09:44 am

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Alumni and Friends
Find classmates, communicate, career advisor, job posting, online giving, volunteer.

Student and Financial Aid
Apply for Admission, Register, View your academic records and Financial Aid

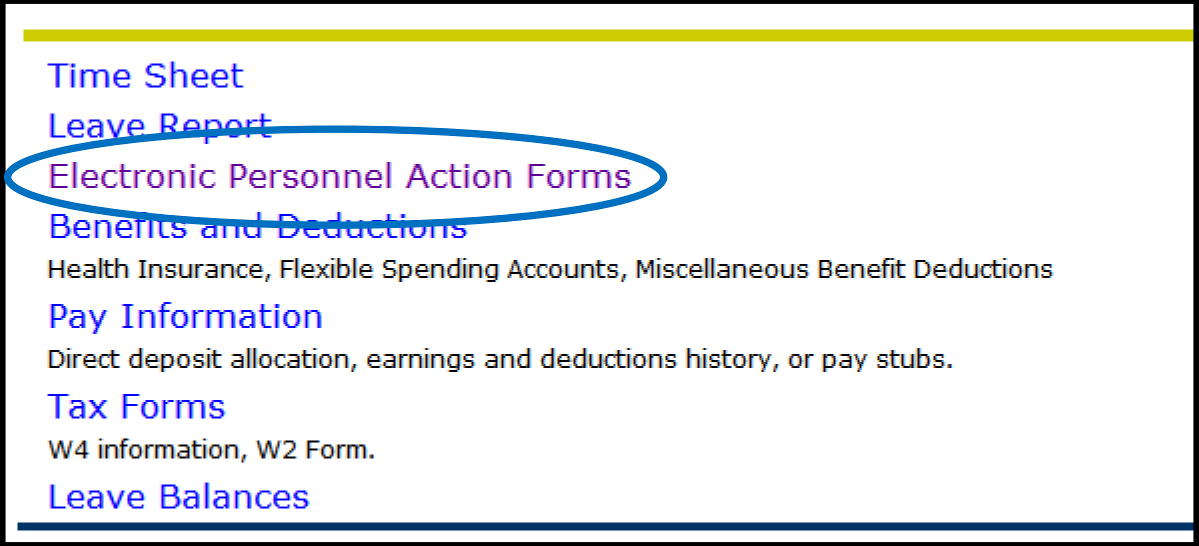
Employee
Time sheets, Leave Reporting, Benefits and Deductions, Pay Information, Tax Forms and Leave Balances.

BLACKBOARD LEARNING SYSTEM
The Blackboard Learning System is a Web-based server software platform that offers industry-leading course management, an open architecture for customization and interoperability, and a scalable design that allows for integration with student information systems and authentication protocols.

or here

Return to Homepage

SELECT ePAF



Time Sheet

Leave Report

Electronic Personnel Action Forms

Benefits and Deductions

Health Insurance, Flexible Spending Accounts, Miscellaneous Benefit Deductions

Pay Information

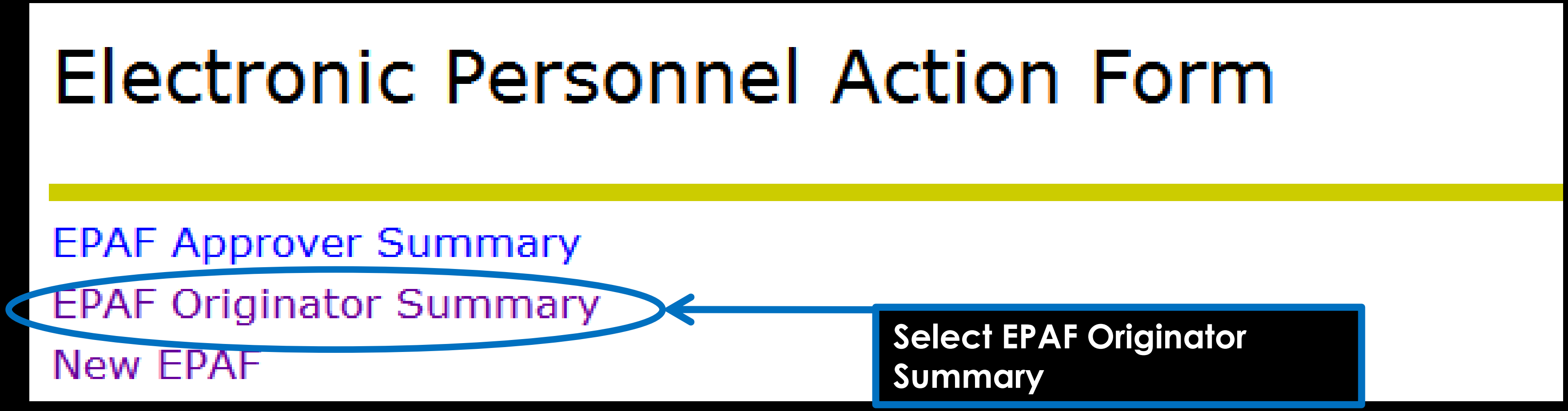
Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms

W4 information, W2 Form.

Leave Balances

DEFAULT ROUTING QUEUE



Electronic Personnel Action Form

EPAF Approver Summary

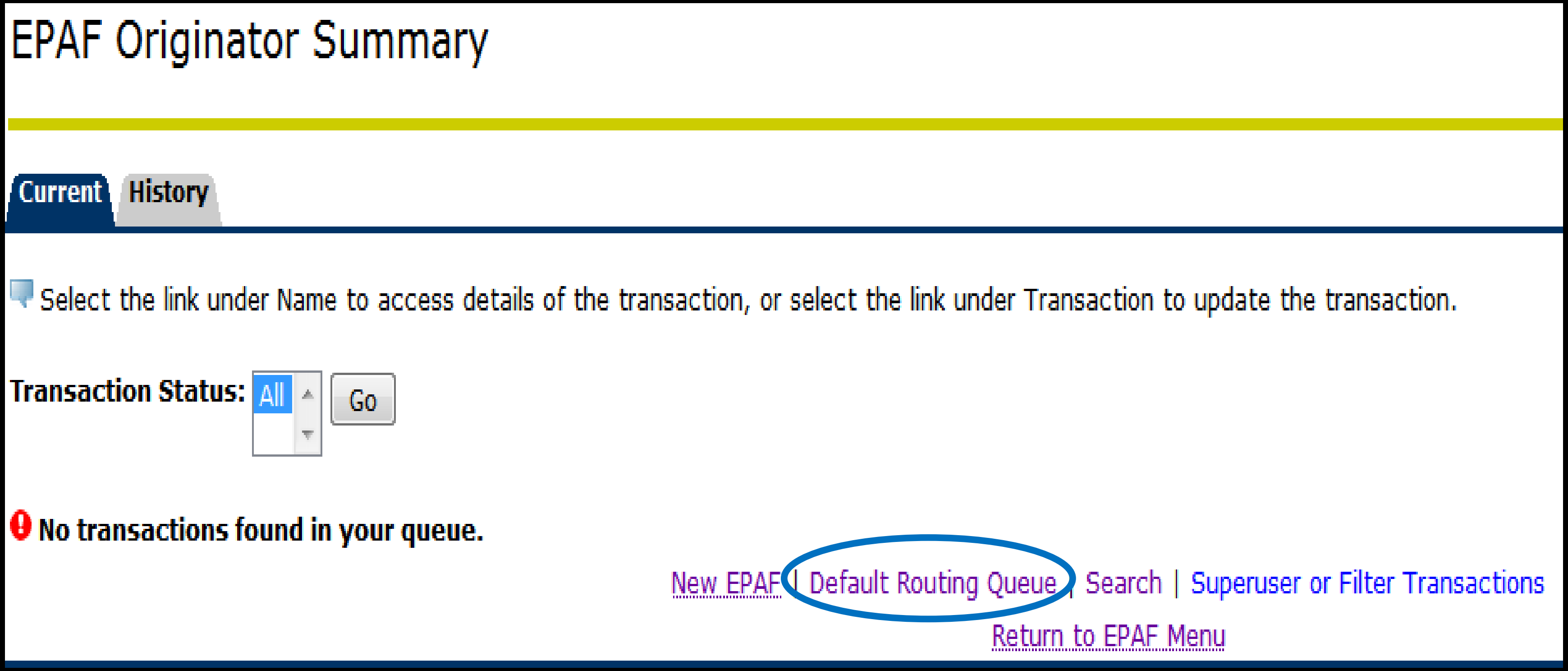
EPAF Originator Summary

New EPAF

Select EPAF Originator Summary

Before creating the ePAF, set up a default routing queue. If you do not set up a default routing queue you will need to add approvers to the routing queue each time an ePAF is created.

DEFAULT ROUTING QUEUE



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.

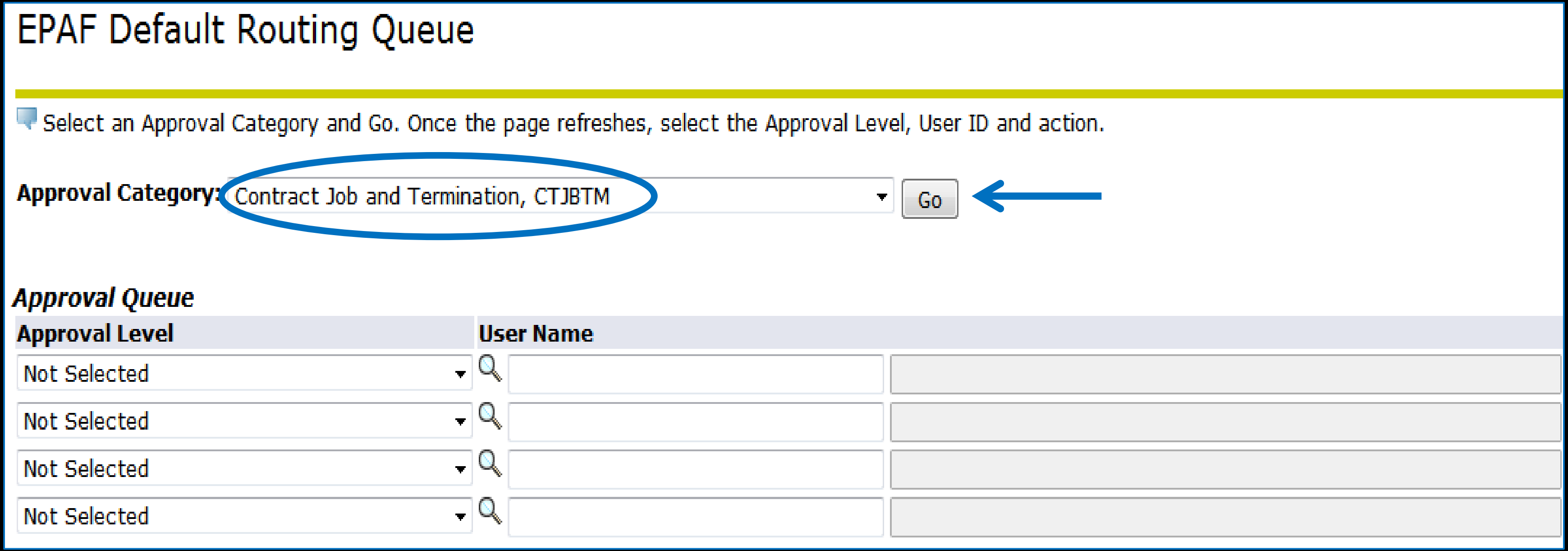
Transaction Status: All

Go

No transactions found in your queue.

New EPAF | Default Routing Queue | Search | Superuser or Filter Transactions
Return to EPAF Menu

DEFAULT ROUTING QUEUE



EPAF Default Routing Queue

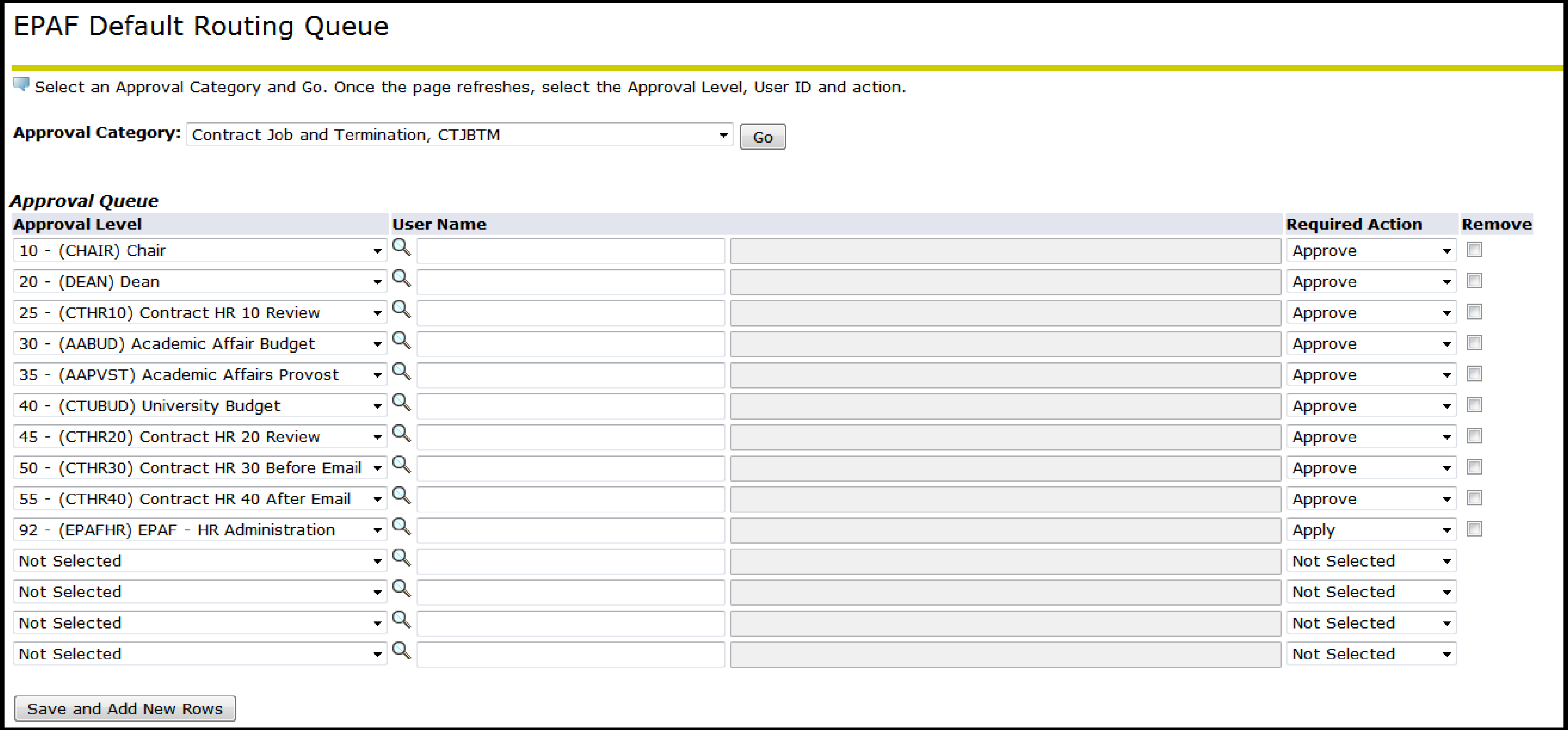
Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Contract Job and Termination, CTJBTM

Approval Queue

Approval Level	User Name	
Not Selected		
Not Selected		
Not Selected		
Not Selected		

DEFAULT ROUTING QUEUE



EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

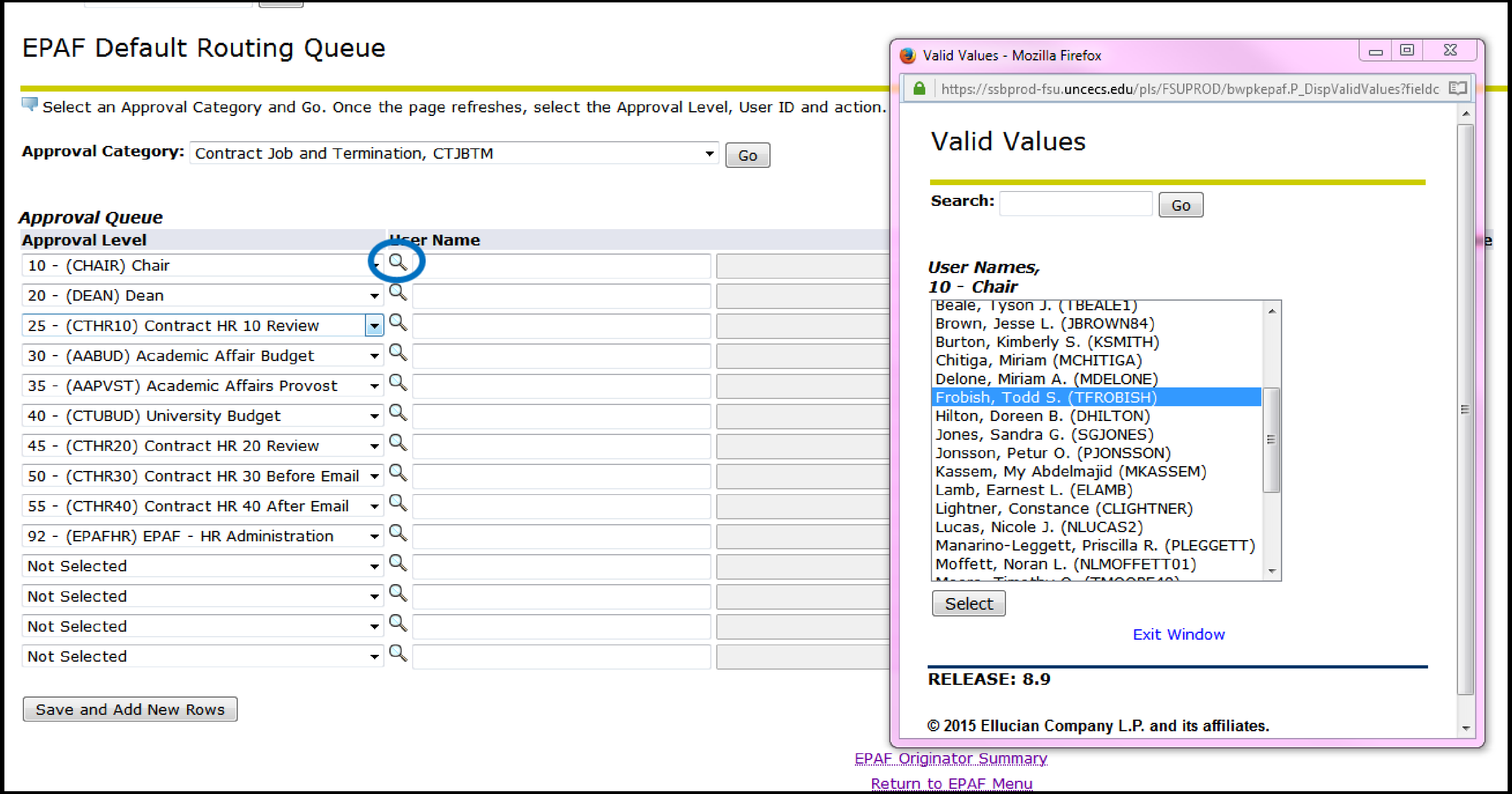
Approval Category: Contract Job and Termination, CTJBTM

Approval Queue

Approval Level	User Name	Required Action	Remove
10 - (CHAIR) Chair		Approve	☐
20 - (DEAN) Dean		Approve	☐
25 - (CTHR10) Contract HR 10 Review		Approve	☐
30 - (AABUD) Academic Affair Budget		Approve	☐
35 - (AAPVST) Academic Affairs Provost		Approve	☐
40 - (CTUBUD) University Budget		Approve	☐
45 - (CTHR20) Contract HR 20 Review		Approve	☐
50 - (CTHR30) Contract HR 30 Before Email		Approve	☐
55 - (CTHR40) Contract HR 40 After Email		Approve	☐
92 - (EPAFHR) EPAF - HR Administration		Apply	☐
Not Selected		Not Selected	
Not Selected		Not Selected	
Not Selected		Not Selected	
Not Selected		Not Selected	

DEFAULT ROUTING QUEUE

For each Approval Level (10, 20, 25, 30, 35, 40, 45, 50, 55, 92) click on the search symbol to select User Name from the table or enter User Name in User Name cell



EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Contract Job and Termination, CTJBTM

Approval Queue

Approval Level	User Name
10 - (CHAIR) Chair	
20 - (DEAN) Dean	
25 - (CTHR10) Contract HR 10 Review	
30 - (AABUD) Academic Affair Budget	
35 - (AAPVST) Academic Affairs Provost	
40 - (CTUBUD) University Budget	
45 - (CTHR20) Contract HR 20 Review	
50 - (CTHR30) Contract HR 30 Before Email	
55 - (CTHR40) Contract HR 40 After Email	
92 - (EPAFHR) EPAF - HR Administration	
Not Selected	
Not Selected	
Not Selected	
Not Selected	

https://ssbprod-fsu.uncecs.edu/pls/FSUPROD/bwpkepaf.P_DispValidValues?fieldc

Valid Values

Search:

User Names,
10 - Chair

Beale, Tyson J. (TBEALE1)
Brown, Jesse L. (JBROWN84)
Burton, Kimberly S. (KSMITH)
Chitiga, Miriam (MCHITIGA)
Delone, Miriam A. (MDELONE)
Frobish, Todd S. (TFROBISH)
Hilton, Doreen B. (DHILTON)
Jones, Sandra G. (SGJONES)
Jonsson, Petur O. (PJONSSON)
Kassem, My Abdelmajid (MKASSEM)
Lamb, Earnest L. (ELAMB)
Lightner, Constance (CLIGHTNER)
Lucas, Nicole J. (NLUCAS2)
Manarino-Leggett, Priscilla R. (PLEGGETT)
Moffett, Noran L. (NLMOFFETT01)

RELEASE: 8.9

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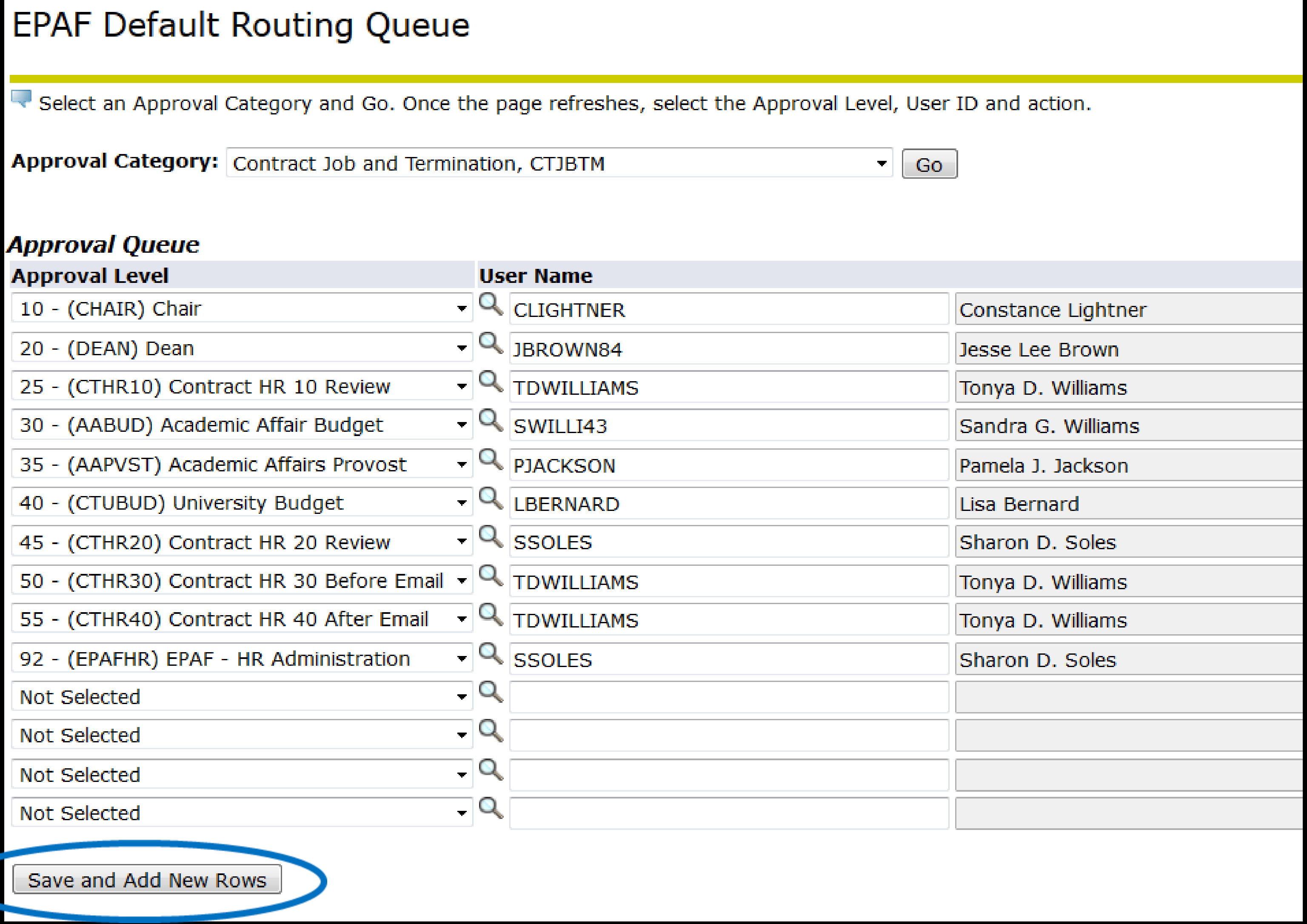
DEFAULT ROUTING QUEUE

Once all User Names are entered, select the Save and Add New Rows button



EPAF Default Routing Queue

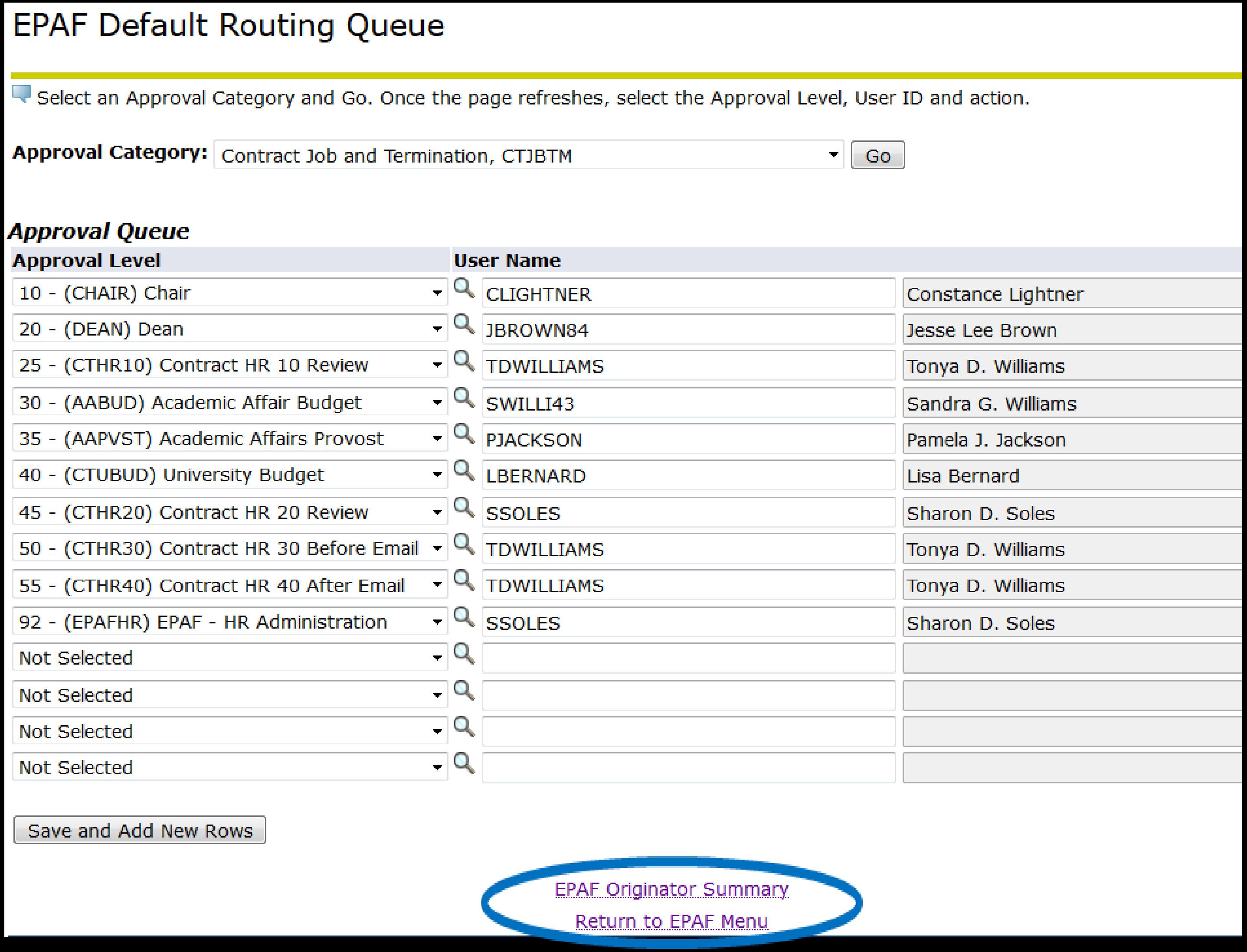
Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Contract Job and Termination, CTJBTM

Approval Queue

Approval Level	User Name	
10 - (CHAIR) Chair	CLIGHTNER	Constance Lightner
20 - (DEAN) Dean	JBROWN84	Jesse Lee Brown
25 - (CTHR10) Contract HR 10 Review	TDWILLIAMS	Tonya D. Williams
30 - (AABUD) Academic Affair Budget	SWILLI43	Sandra G. Williams
35 - (AAPVST) Academic Affairs Provost	PJACKSON	Pamela J. Jackson
40 - (CTUBUD) University Budget	LBERNARD	Lisa Bernard
45 - (CTHR20) Contract HR 20 Review	SSOLES	Sharon D. Soles
50 - (CTHR30) Contract HR 30 Before Email	TDWILLIAMS	Tonya D. Williams
55 - (CTHR40) Contract HR 40 After Email	TDWILLIAMS	Tonya D. Williams
92 - (EPAFHR) EPAF - HR Administration	SSOLES	Sharon D. Soles
Not Selected		
Not Selected		
Not Selected		
Not Selected		

DEFAULT ROUTING QUEUE



EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Contract Job and Termination, CTJBTM

Approval Queue

Approval Level	User Name	
10 - (CHAIR) Chair	CLIGHTNER	Constance Lightner
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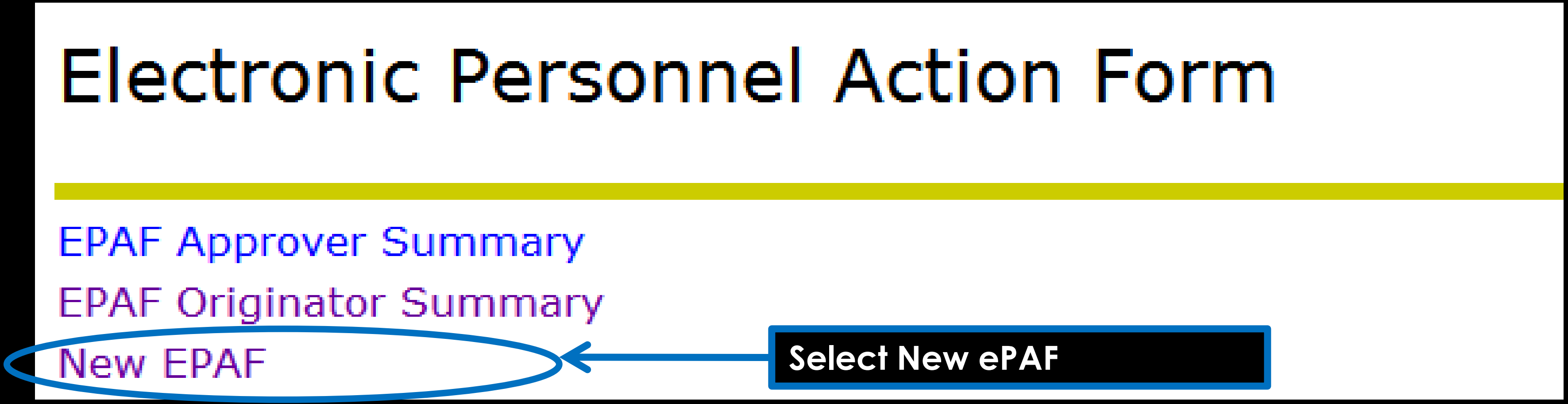
40 - (CTUBUD) University Budget	LBERNARD	Lisa Bernard
45 - (CTHR20) Contract HR 20 Review	SSOLES	Sharon D. Soles
50 - (CTHR30) Contract HR 30 Before Email	TDWILLIAMS	Tonya D. Williams
55 - (CTHR40) Contract HR 40 After Email	TDWILLIAMS	Tonya D. Williams
92 - (EPAFHR) EPAF - HR Administration	SSOLES	Sharon D. Soles
Not Selected		
Not Selected		
Not Selected		
Not Selected		

Once the default routing queue is created and saved, you will not need to repeat these actions again unless there is a change in the Approval Level or Approval Category.

CREATING A NEW ePAF

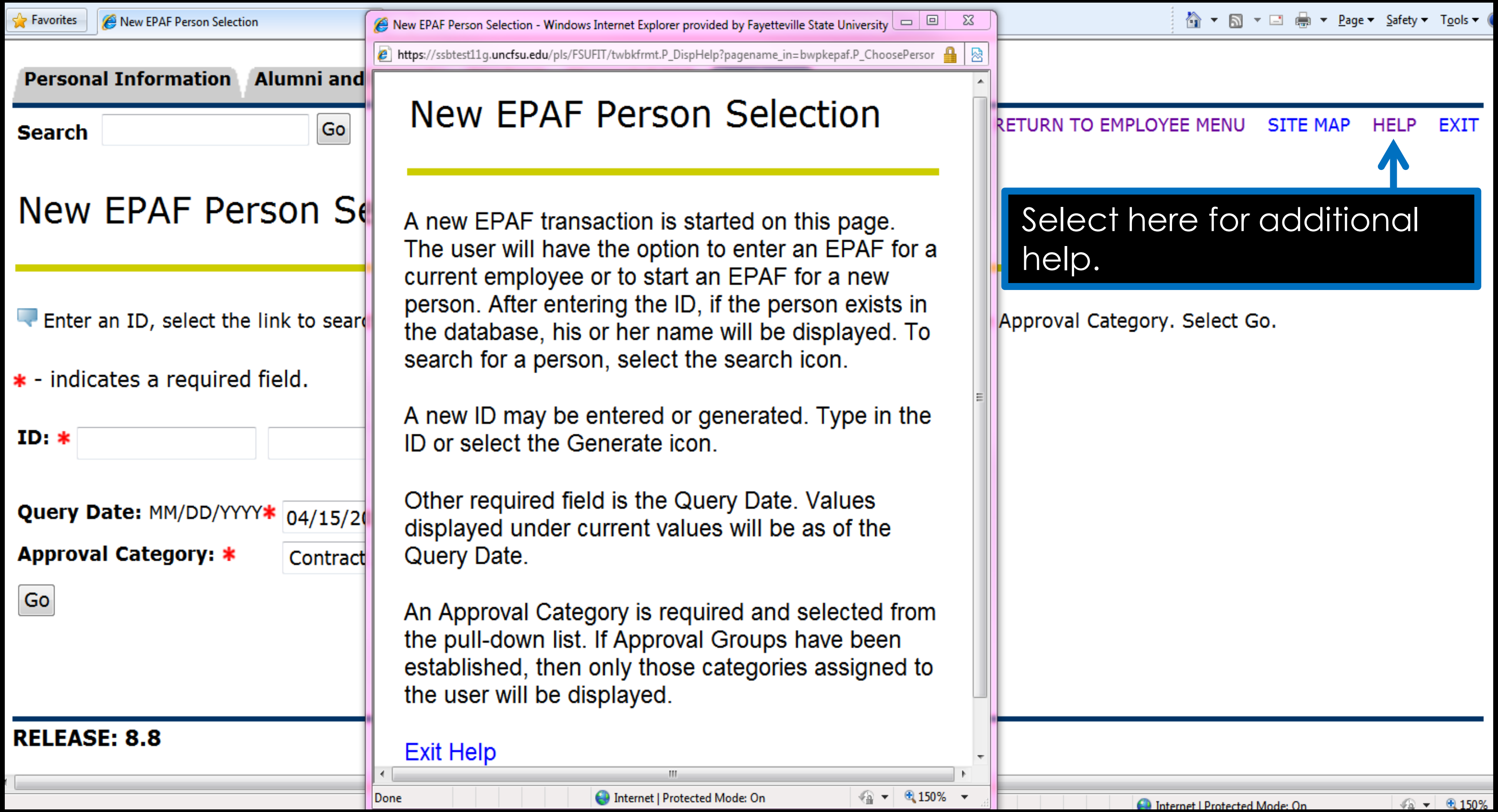


Electronic Personnel Action Form

EPAF Approver Summary
EPAF Originator Summary
New EPAF

Select New ePAF

ADDITIONAL ASSISTANCE


Favorites
New EPAF Person Selection
New EPAF Person Selection - Windows Internet Explorer provided by Fayetteville State University
https://ssbtest11g.uncfsu.edu/pls/FSUFIT/twbkfrmt.P_DispHelp?pagename_in=bwpkepaf.P_ChoosePersor
Page ▾ Safety ▾ Tools ▾
Personal Information
Alumni and
Search
Go
RETURN TO EMPLOYEE MENU
SITE MAP
HELP
EXIT
Done
Internet | Protected Mode: On
150%

New EPAF Person Selection

A new EPAF transaction is started on this page. The user will have the option to enter an EPAF for a current employee or to start an EPAF for a new person. After entering the ID, if the person exists in the database, his or her name will be displayed. To search for a person, select the search icon.

A new ID may be entered or generated. Type in the ID or select the Generate icon.

Other required field is the Query Date. Values displayed under current values will be as of the Query Date.

An Approval Category is required and selected from the pull-down list. If Approval Groups have been established, then only those categories assigned to the user will be displayed.

Exit Help

New EPAF Person Se

Enter an ID, select the link to searc … Approval Category. Select Go.

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY* 04/15/2

Approval Category: * Contract

Go

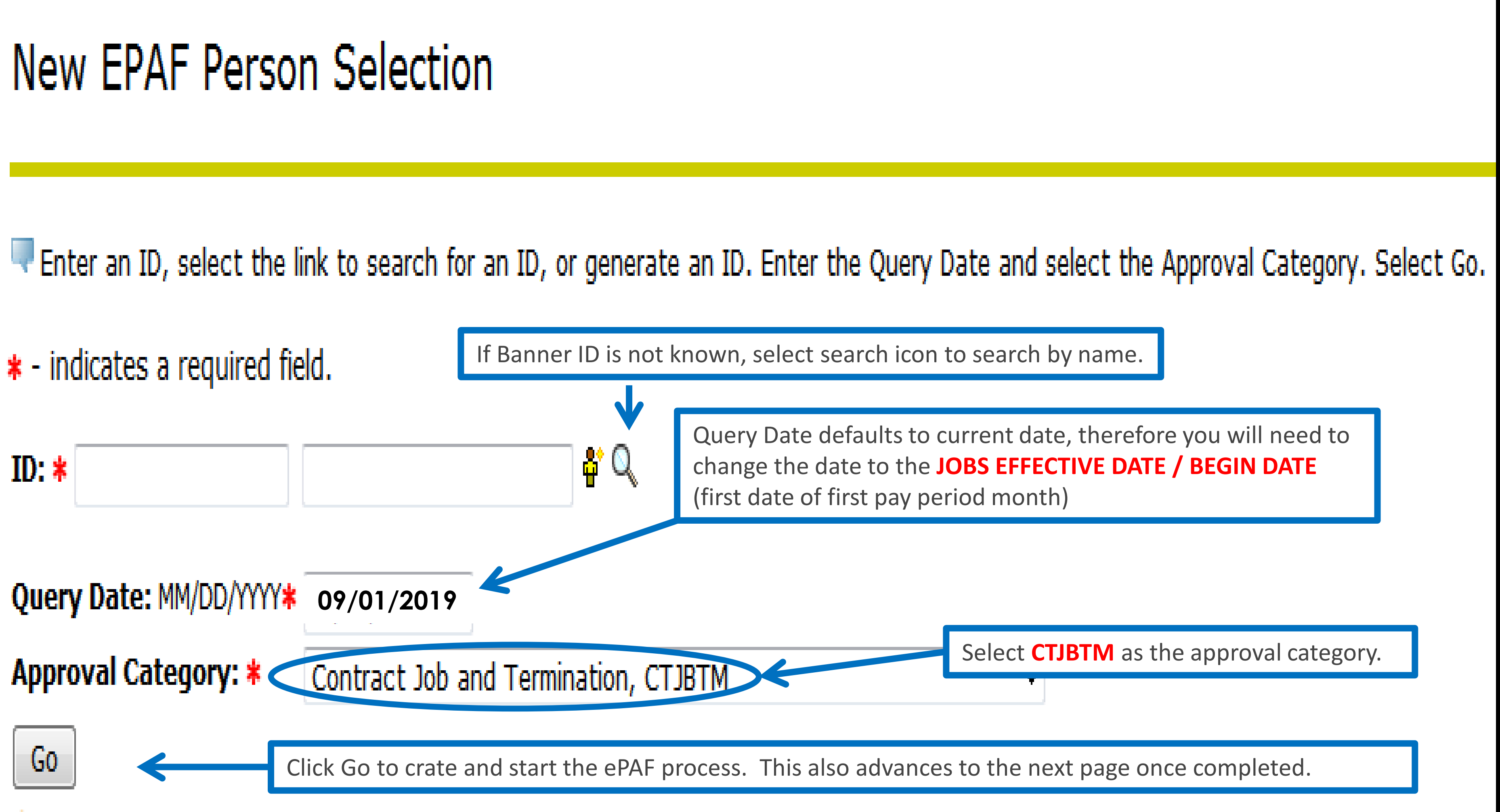
RELEASE: 8.8

Select here for additional help.

NEW ePAF PERSON SELECTION

- Query Date = First day of pay period month
  - Fall 2019
    - 16 weeks – 09/01/2019
    - Term I – 09/01/2019
    - Term II – 11/01/2019
  - Spring 2020
    - 16 weeks – 02/01/2020
    - Term I - 02/01/2020
    - Term II - 04/01/2020

NEW ePAF PERSON SELECTION



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.

If Banner ID is not known, select search icon to search by name.

ID: *

Query Date defaults to current date, therefore you will need to change the date to the **JOBS EFFECTIVE DATE / BEGIN DATE** (first date of first pay period month)

Query Date: MM/DD/YYYY* 09/01/2019

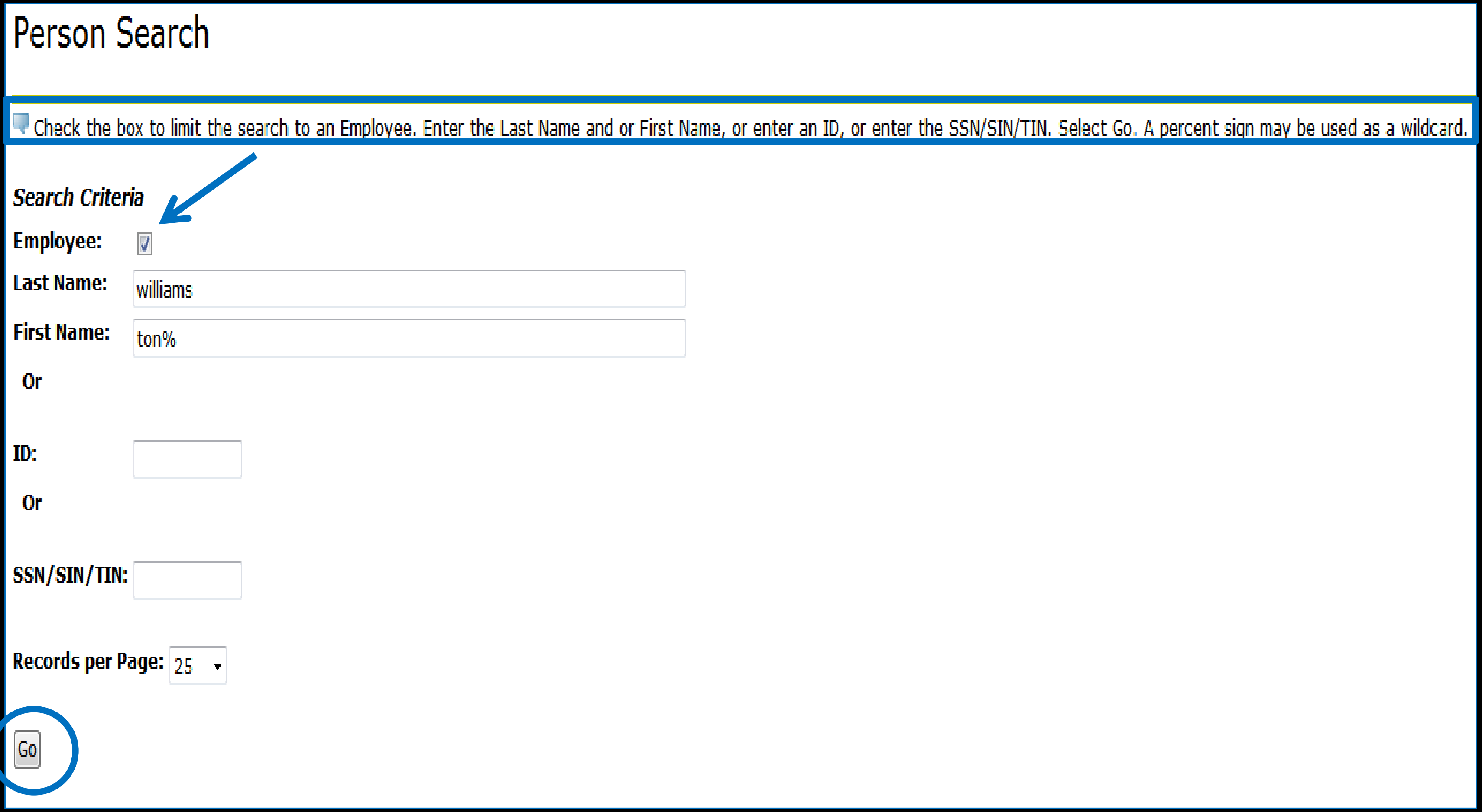
Approval Category: * Contract Job and Termination, CTJBTM

Select **CTJBTM** as the approval category.

Go

Click Go to crate and start the ePAF process. This also advances to the next page once completed.

PERSON SEARCH



Person Search

Check the box to limit the search to an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

Search Criteria

Employee: ☑

Last Name: williams

First Name: ton%

Or

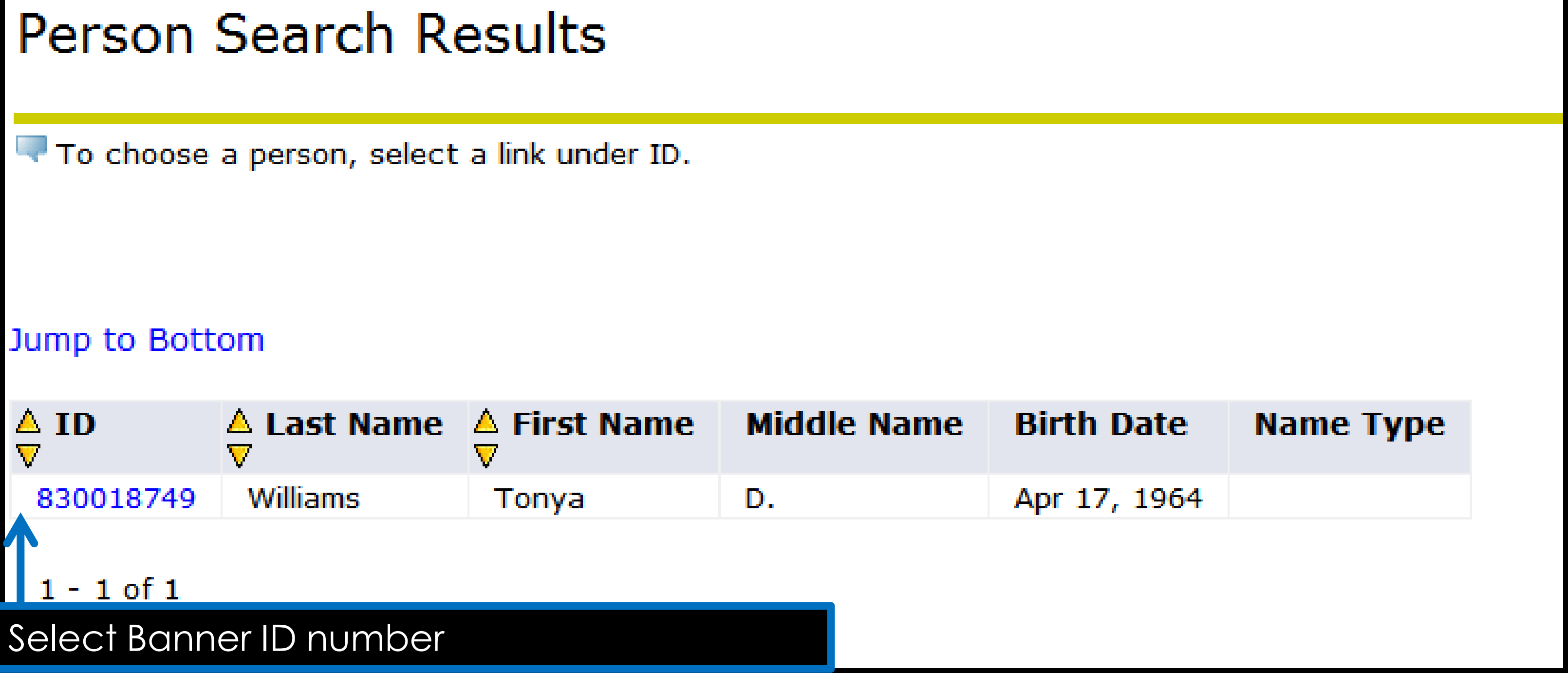
ID:

Or

SSN/SIN/TIN:

Records per Page: 25

PERSON SEARCH RESULTS



Person Search Results

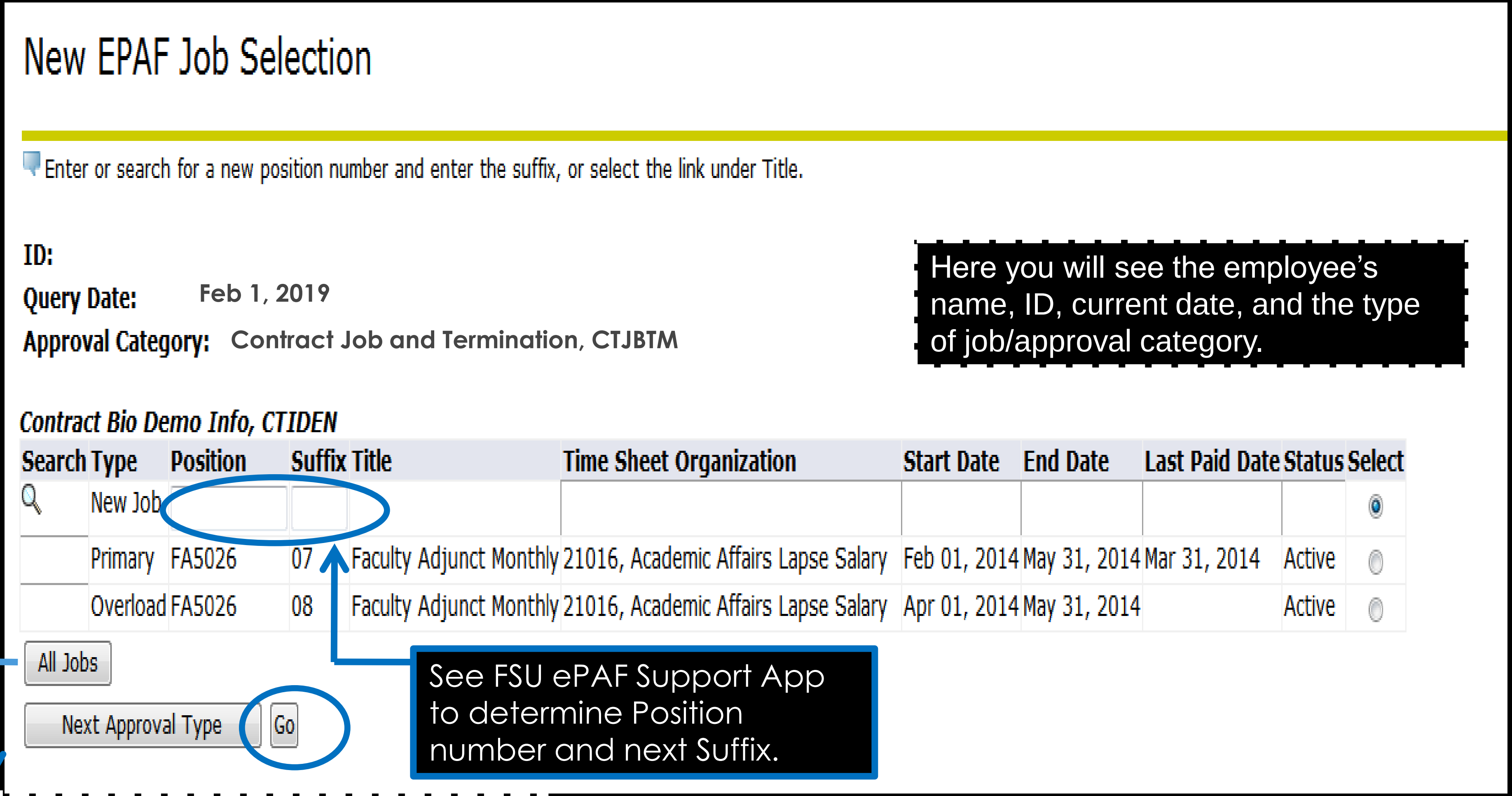
To choose a person, select a link under ID.

ID	Last Name	First Name	Middle Name	Birth Date	Name Type
830018749	Williams	Tonya	D.	Apr 17, 1964	

1 - 1 of 1

Select Banner ID number

NEW ePAF JOB SELECTION



New EPAF Job Selection

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

ID:

Query Date: Feb 1, 2019

Approval Category: Contract Job and Termination, CTJBTM

Contract Bio Demo Info, CTIDEN

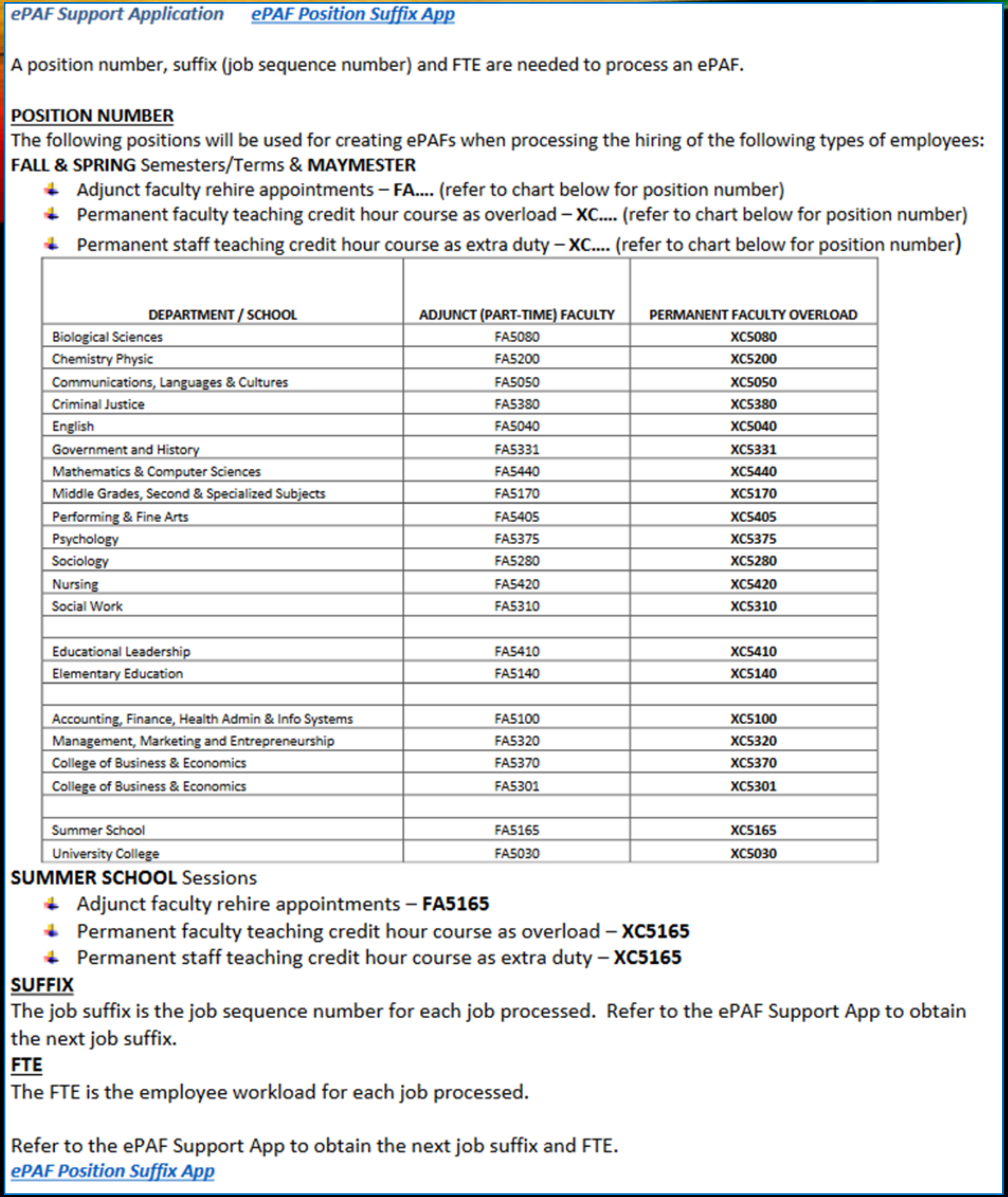
Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									●
	Primary	FA5026	07	Faculty Adjunct Monthly	21016, Academic Affairs Lapse Salary	Feb 01, 2014	May 31, 2014	Mar 31, 2014	Active	○
	Overload	FA5026	08	Faculty Adjunct Monthly	21016, Academic Affairs Lapse Salary	Apr 01, 2014	May 31, 2014		Active	○

Here you will see the employee's name, ID, current date, and the type of job/approval category.

See FSU ePAF Support App to determine Position number and next Suffix.

All jobs will show all previous positions.

NEW ePAF JOB SELECTION



ePAF Support Application *ePAF Position Suffix App*

A position number, suffix (job sequence number) and FTE are needed to process an ePAF.

POSITION NUMBER

The following positions will be used for creating ePAFs when processing the hiring of the following types of employees:

FALL & SPRING Semesters/Terms & **MAYMESTER**

- Adjunct faculty rehire appointments – **FA….** (refer to chart below for position number)
- Permanent faculty teaching credit hour course as overload – **XC….** (refer to chart below for position number)
- Permanent staff teaching credit hour course as extra duty – **XC….** (refer to chart below for position number)

DEPARTMENT / SCHOOL	ADJUNCT (PART-TIME) FACULTY	PERMANENT FACULTY OVERLOAD
Biological Sciences	FA5080	**XC5080**
Chemistry Physic	FA5200	**XC5200**
Communications, Languages & Cultures	FA5050	**XC5050**
Criminal Justice	FA5380	**XC5380**
English	FA5040	**XC5040**
Government and History	FA5331	**XC5331**
Mathematics & Computer Sciences	FA5440	**XC5440**
Middle Grades, Second & Specialized Subjects	FA5170	**XC5170**
Performing & Fine Arts	FA5405	**XC5405**
Psychology	FA5375	**XC5375**
Sociology	FA5280	**XC5280**
Nursing	FA5420	**XC5420**
Social Work	FA5310	**XC5310**
Educational Leadership	FA5410	**XC5410**
Elementary Education	FA5140	**XC5140**
Accounting, Finance, Health Admin & Info Systems	FA5100	**XC5100**
Management, Marketing and Entrepreneurship	FA5320	**XC5320**
College of Business & Economics	FA5370	**XC5370**
College of Business & Economics	FA5301	**XC5301**
Summer School	FA5165	**XC5165**
University College	FA5030	**XC5030**

SUMMER SCHOOL Sessions

- Adjunct faculty rehire appointments – **FA5165**
- Permanent faculty teaching credit hour course as overload – **XC5165**
- Permanent staff teaching credit hour course as extra duty – **XC5165**

SUFFIX

The job suffix is the job sequence number for each job processed. Refer to the ePAF Support App to obtain the next job suffix.

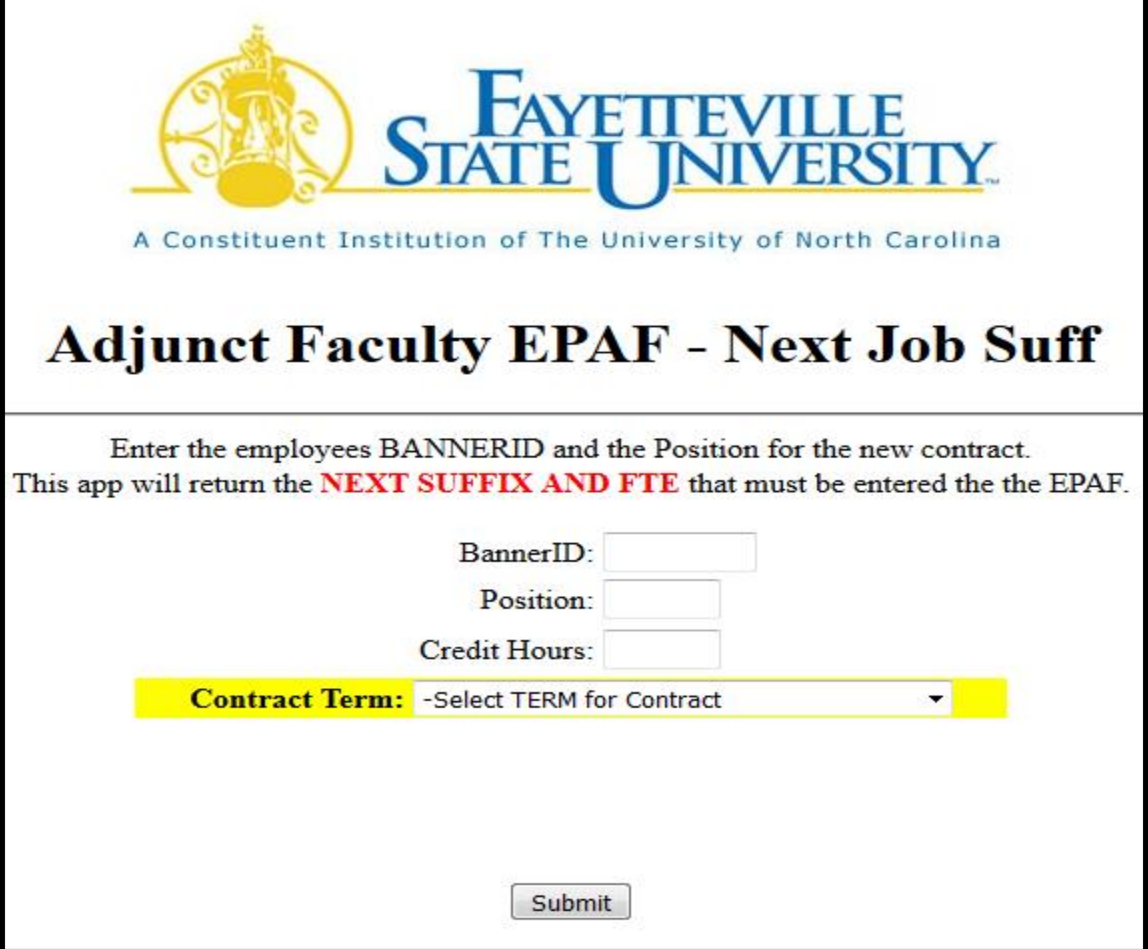
FTE

The FTE is the employee workload for each job processed.

Refer to the ePAF Support App to obtain the next job suffix and FTE.

ePAF Position Suffix App

ePAF SUPPORT APP



Fayetteville State University

A Constituent Institution of The University of North Carolina

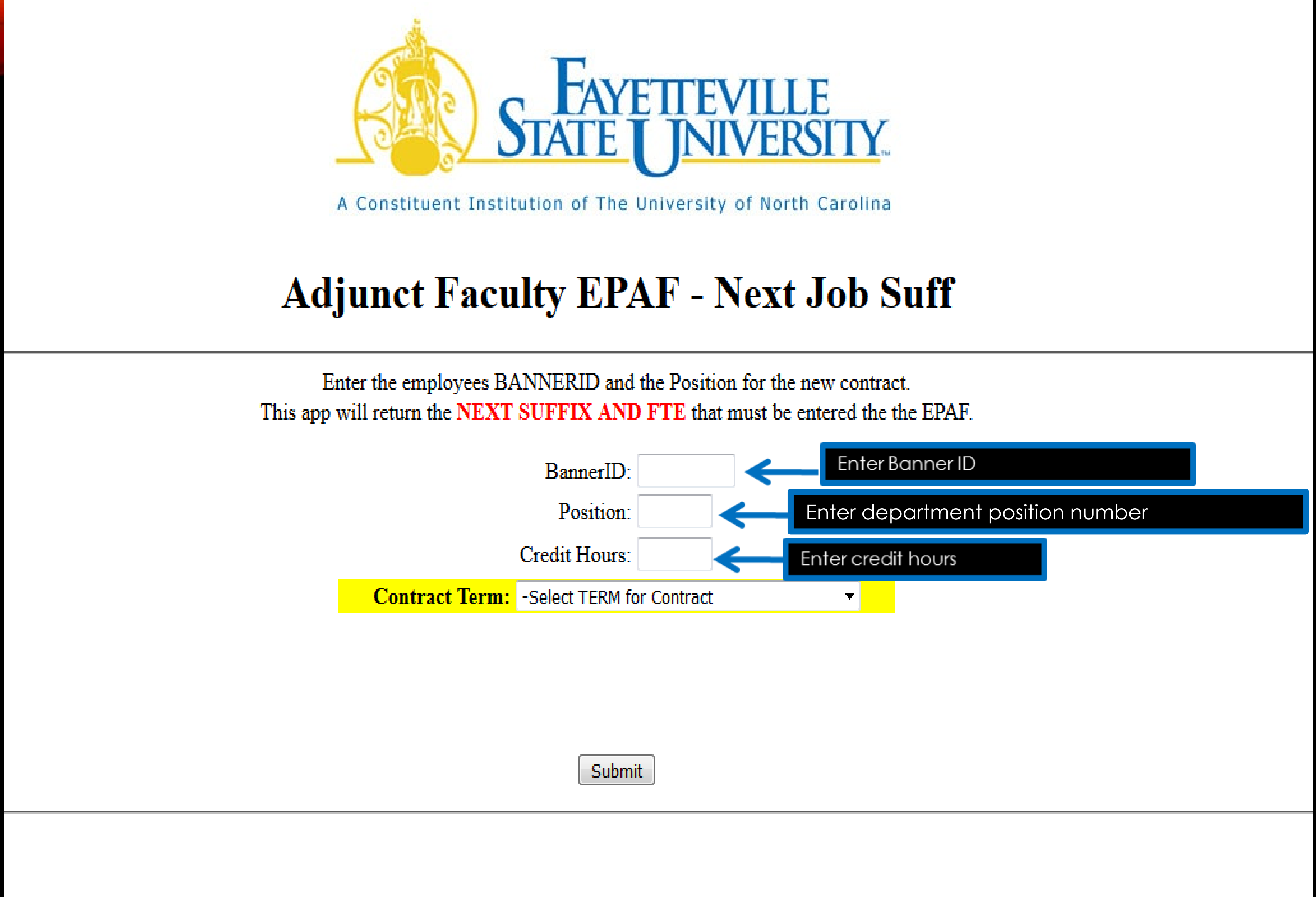
Adjunct Faculty EPAF - Next Job Suff

Enter the employees BANNERID and the Position for the new contract.
This app will return the **NEXT SUFFIX AND FTE** that must be entered the the EPAF.

BannerID:
Position:
Credit Hours:
Contract Term:
-Select TERM for Contract
Submit

SUFFIX APP

ePAF SUPPORT APP



A Constituent Institution of The University of North Carolina

Adjunct Faculty EPAF - Next Job Suff

Enter the employees BANNERID and the Position for the new contract.
This app will return the **NEXT SUFFIX AND FTE** that must be entered the the EPAF.

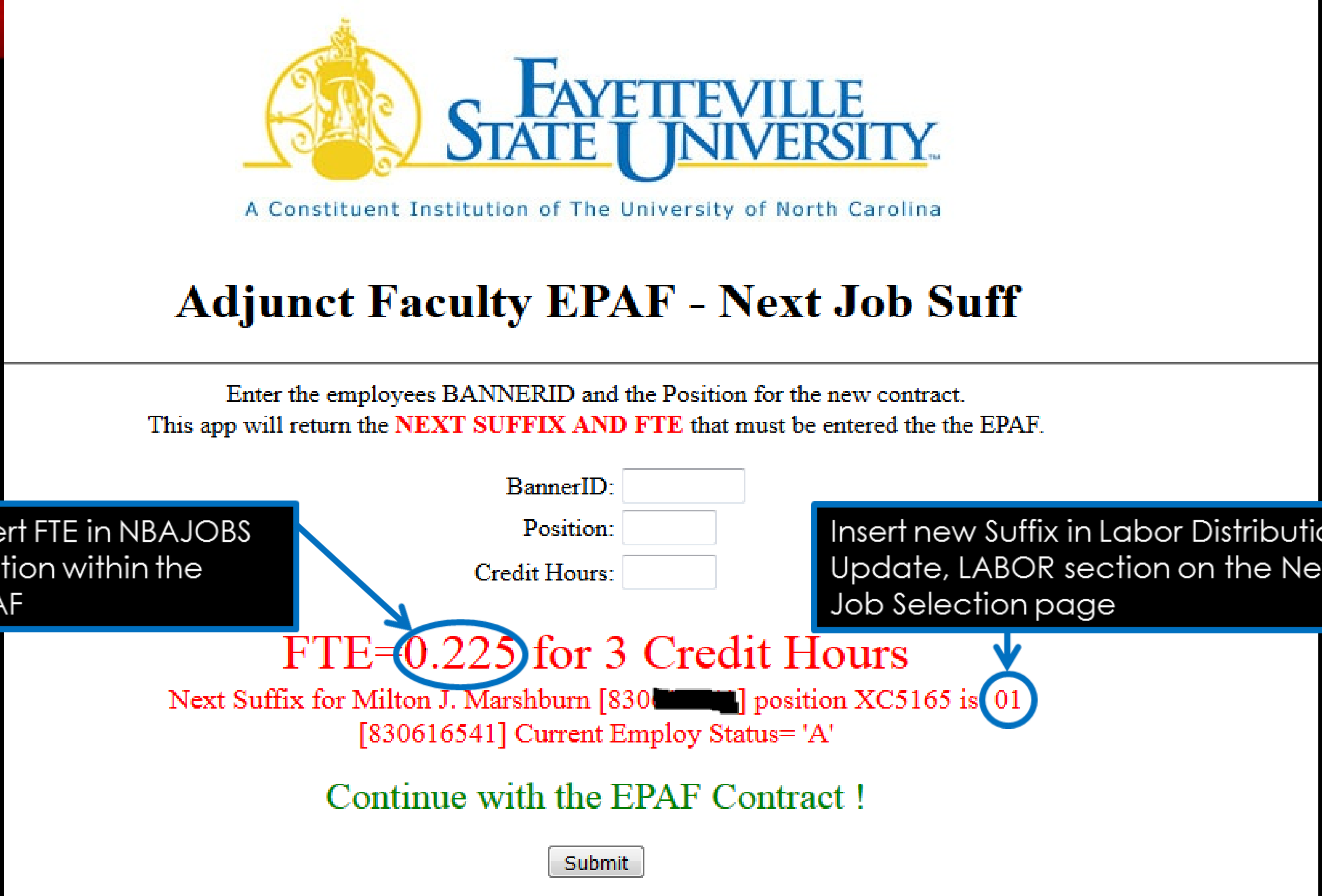
BannerID: Enter Banner ID

Position: Enter department position number

Credit Hours: Enter credit hours

Contract Term: -Select TERM for Contract

ePAF SUPPORT APP


FAYETTEVILLE STATE UNIVERSITY
A Constituent Institution of The University of North Carolina

Adjunct Faculty EPAF - Next Job Suff

Enter the employees BANNERID and the Position for the new contract.
This app will return the **NEXT SUFFIX AND FTE** that must be entered the the EPAF.

BannerID:
Position:
Credit Hours:

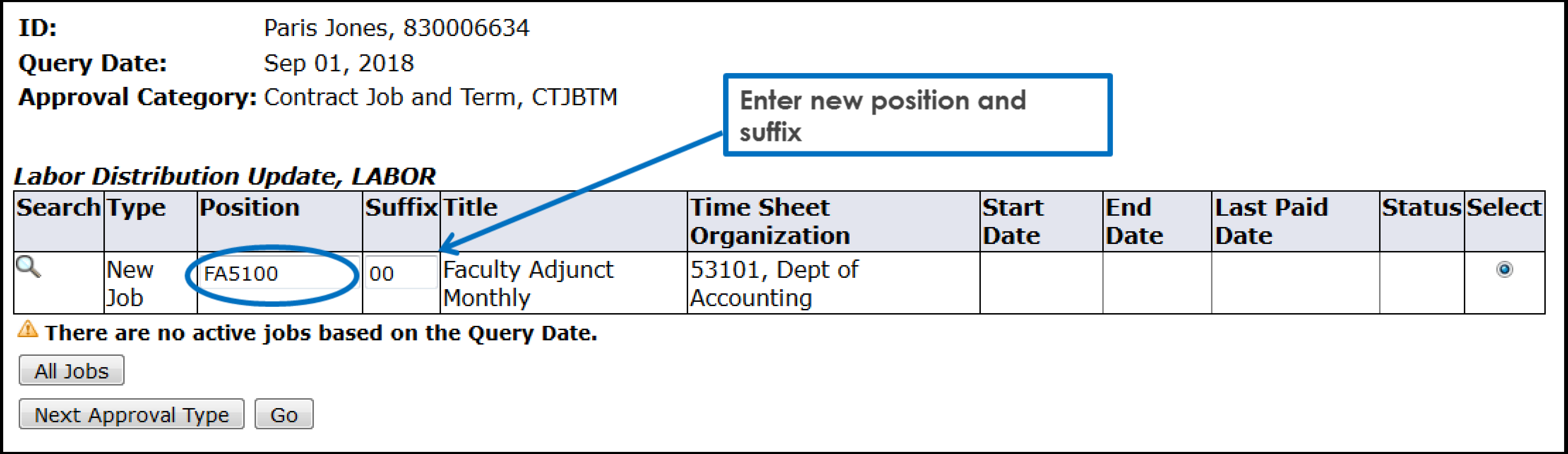
FTE=0.225 for 3 Credit Hours
Next Suffix for Milton J. Marshburn [830[redacted]] position XC5165 is 01
[830616541] Current Employ Status= 'A'

Continue with the EPAF Contract !

Insert FTE in NBAJOBS section within the ePAF

Insert new Suffix in Labor Distribution Update, LABOR section on the New ePAF Job Selection page

NEW ePAF JOB SELECTION



ID: Paris Jones, 830006634
Query Date: Sep 01, 2018
Approval Category: Contract Job and Term, CTJBTM

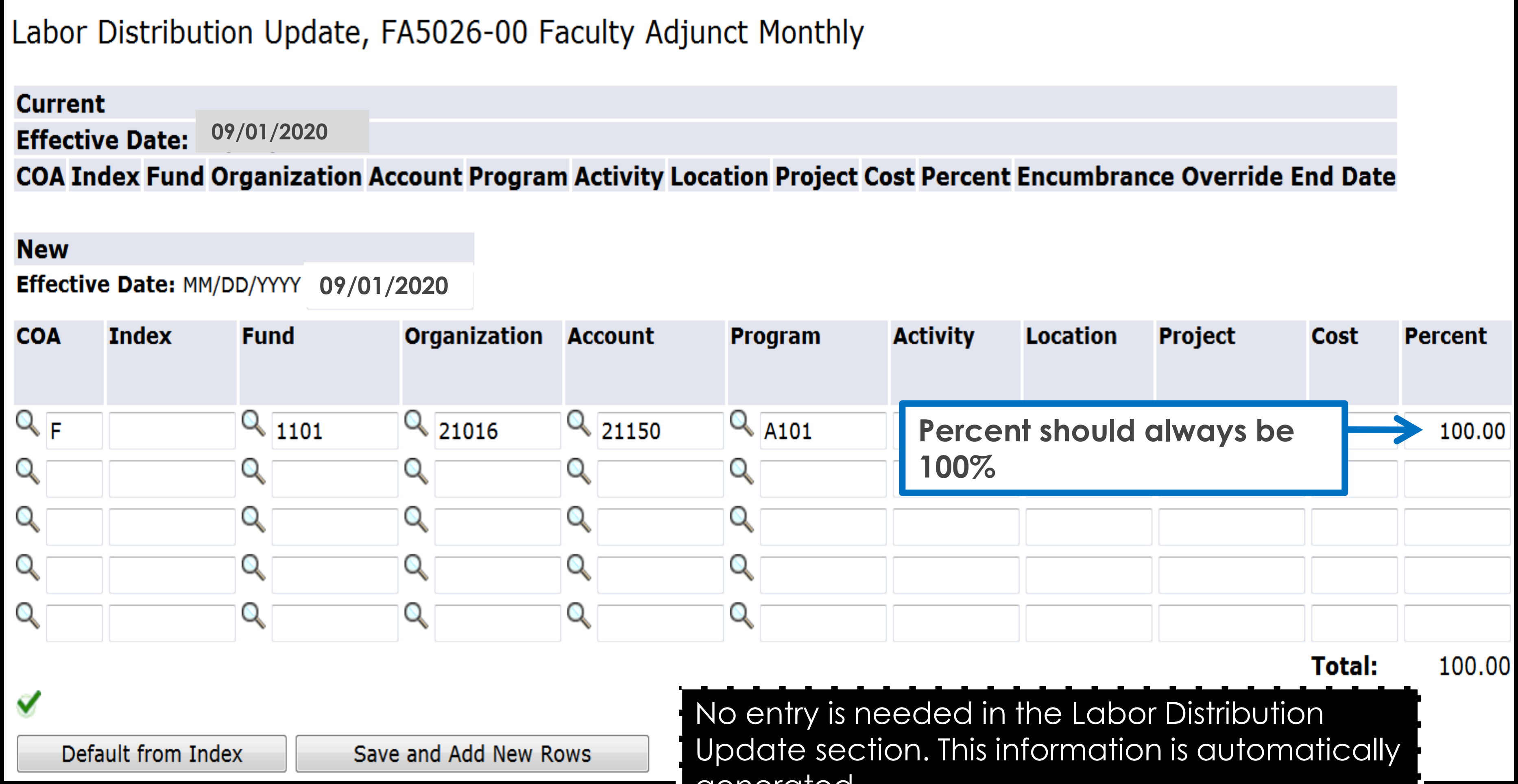
Enter new position and suffix

Labor Distribution Update, LABOR

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	FA5100	00	Faculty Adjunct Monthly	53101, Dept of Accounting					●

⚠ **There are no active jobs based on the Query Date.**

LABOR DISTRIBUTION UPDATE



Labor Distribution Update, FA5026-00 Faculty Adjunct Monthly

Current

Effective Date: 09/01/2020

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date

New

Effective Date: MM/DD/YYYY 09/01/2020

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
F		1101	21016	21150	A101					100.00

Total: 100.00

Percent should always be 100%

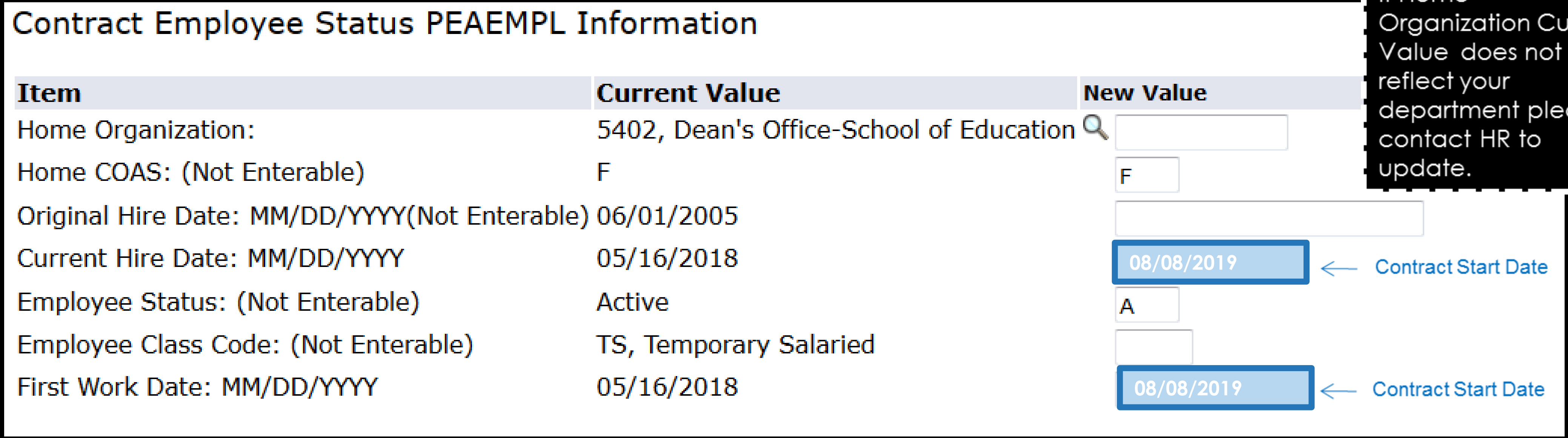
No entry is needed in the Labor Distribution Update section. This information is automatically generated.

CONTRACT EMPLOYEE STATUS
PEAEMPL INFORMATION

- **Current Hire Date & First Work Date**
  - ➢ Current Hire Date = First Work Date = First physical day of work = Contract start date
    - ❖ FALL 2019
      - ❖ 16 weeks – 08/08/2019
      - ❖ 8 weeks; Term I – 08/08/2019
      - ❖ 8 weeks; Term II – 10/12/2019
    - ❖ SPRING 2020
      - ❖ 16 weeks – 01/02/2020
      - ❖ 8 weeks; Term I - 01/02/2020
      - ❖ 8 weeks; Term II – 03/18/2020

IF PERMANENT FSU EMPLOYEE, NO ENTRIES ARE NEEDED IN THIS SECTION

CONTRACT EMPLOYEE STATUS PEAEMPL INFORMATION



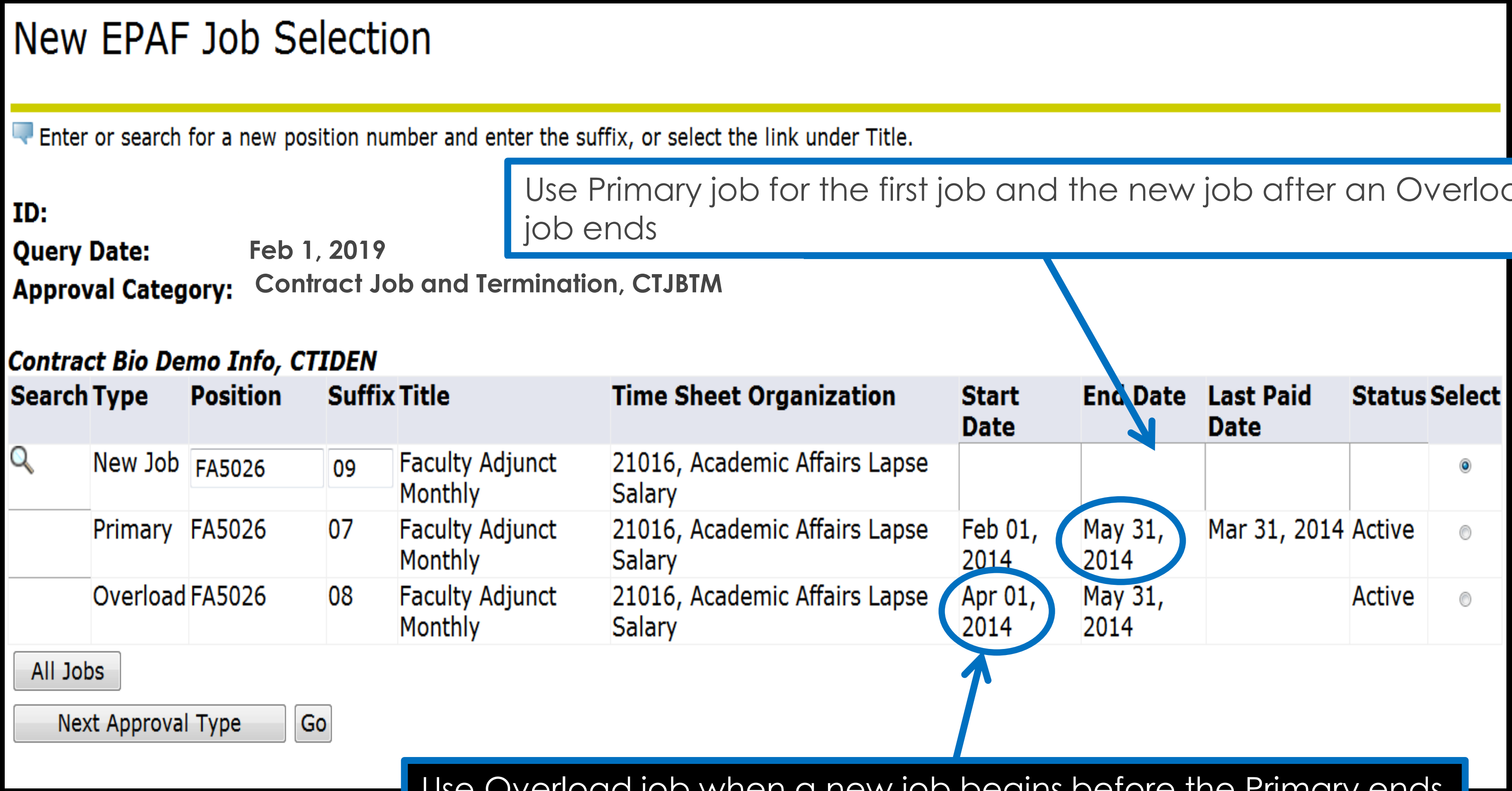
Contract Employee Status PEAEMPL Information

Item	Current Value	New Value	
Home Organization:	5402, Dean's Office-School of Education		
Home COAS: (Not Enterable)	F	F	
Original Hire Date: MM/DD/YYYY(Not Enterable)	06/01/2005		
Current Hire Date: MM/DD/YYYY	05/16/2018	08/08/2019	← Contract Start Date
Employee Status: (Not Enterable)	Active	A	
Employee Class Code: (Not Enterable)	TS, Temporary Salaried		
First Work Date: MM/DD/YYYY	05/16/2018	08/08/2019	← Contract Start Date

If Home Organization Current Value does not reflect your department please contact HR to update.

IF PERMANENT FSU EMPLOYEE, NO ENTRIES ARE NEEDED IN THIS SECTION

DETERMINE CONTRACT TYPE



New EPAF Job Selection

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

ID:
Query Date: Feb 1, 2019
Approval Category: Contract Job and Termination, CTJBTM

Contract Bio Demo Info, CTIDEN

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	FA5026	09	Faculty Adjunct Monthly	21016, Academic Affairs Lapse Salary					●
	Primary	FA5026	07	Faculty Adjunct Monthly	21016, Academic Affairs Lapse Salary	Feb 01, 2014	May 31, 2014	Mar 31, 2014	Active	○
	Overload	FA5026	08	Faculty Adjunct Monthly	21016, Academic Affairs Lapse Salary	Apr 01, 2014	May 31, 2014		Active	○

Use Primary job for the first job and the new job after an Overload job ends

Use Overload job when a new job begins before the Primary ends

CONTRACT EMPLOYEE **NBAJOBS** SET UP INFORMATION

- Begin Date = Job Effective Date (first day of pay period month)

  (defaults from query date)

    - FALL 2019
        - 16 weeks – 09/01/2019
        - 8 weeks; Term I - 09/01/2019
        - 8 weeks; Term II - 11/01/2019

    - Spring 2020
        - 16 weeks – 02/01/2020
        - 8 weeks; Term I – 02/01/2020
        - 8 weeks; Term II – 04/01/2020

CONTRACT EMPLOYEE **NBAJOBS** SET UP INFORMATION

- Personnel Date = Current Hire Date = First Work Date = Contract Start Date (first physical day of work)
  - ❖FALL 2019
    - ❖16 weeks – 08/08/2019
    - ❖8 weeks; Term I – 08/08/2019
    - ❖8 weeks; Term II – 10/12/2019
  - ❖SPRING 2020
    - ❖16 weeks – 01/02/2020
    - ❖8 weeks; Term I - 01/02/2020
    - ❖8 weeks; Term II – 03/18/2020

CONTRACT EMPLOYEE NBAJOBS FACTOR / PAYS

16 WEEKS – FALL 2019

Query date September 1, 2019….payable in 4 equal installments = 4 Factor / Pays

Query date October 1, 2019….payable in 3 equal installments = 3 Factor / Pays

Query date November 1, 2019….payable in 2 equal installments = 2 Factor / Pays

Query date December 1, 2019….payable in 1 equal installment = 1 Factor / Pay

CONTRACT EMPLOYEE NBAJOBS FACTOR / PAYS

16 WEEKS – SPRING 2020

- Query date February 1, 2020….payable in 4 equal installments = 4 Factor / Pays
- Query date March 1, 2020….payable in 3 equal installments = 3 Factor / Pays
- Query date April 1, 2020….payable in 2 equal installments = 2 Factor / Pays
- Query date May 1, 2020….payable in 1 equal installment = 1 Factor / Pay

CONTRACT EMPLOYEE NBAJOBS FACTOR / PAYS

FALL TERM I - 8 WEEKS

Query date September 1, 2019 ….payable in 2 equal installments = 2 Factor / Pays

Query date October 1, 2019 ….payable in 1 equal installments = 1 Factor / Pays

FALL TERM II - 8 WEEKS

Query date November 1, 2019 ….payable in 2 equal installments = 2 Factor / Pays

Query date December 1, 2019 ….payable in 1 equal installment = 1 Factor / Pay

CONTRACT EMPLOYEE NBAJOBS FACTOR / PAYS

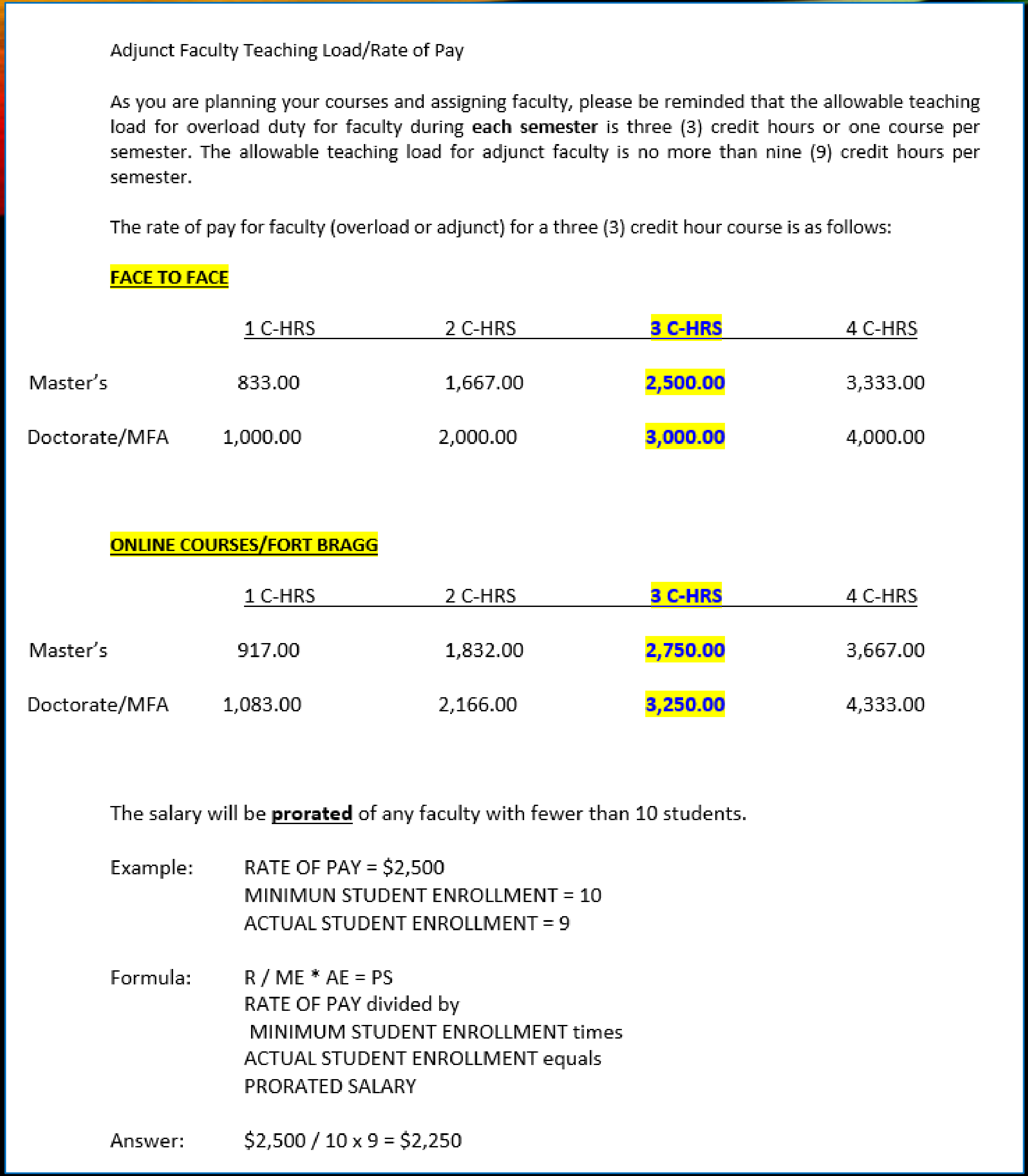
SPRING TERM I - 8 WEEKS

- Query date February 1, 2020….payable in 2 equal installments = 2 Factor / Pays
- Query date March 1, 2020….payable in 1 equal installments = 1 Factor / Pays

SPRING TERM II - 8 WEEKS

- Query date April 1, 2020….payable in 2 equal installments = 2 Factor / Pays
- Query date May 1, 2020….payable in 1 equal installment = 1 Factor / Pay

CONTRACT EMPLOYEE
NBAJOBS
SET UP INFORMATION



Adjunct Faculty Teaching Load/Rate of Pay

As you are planning your courses and assigning faculty, please be reminded that the allowable teaching load for overload duty for faculty during **each semester** is three (3) credit hours or one course per semester. The allowable teaching load for adjunct faculty is no more than nine (9) credit hours per semester.

The rate of pay for faculty (overload or adjunct) for a three (3) credit hour course is as follows:

FACE TO FACE

	1 C-HRS	2 C-HRS	**3 C-HRS**	4 C-HRS
Master’s	833.00	1,667.00	**2,500.00**	3,333.00
Doctorate/MFA	1,000.00	2,000.00	**3,000.00**	4,000.00

ONLINE COURSES/FORT BRAGG

	1 C-HRS	2 C-HRS	**3 C-HRS**	4 C-HRS
Master’s	917.00	1,832.00	**2,750.00**	3,667.00
Doctorate/MFA	1,083.00	2,166.00	**3,250.00**	4,333.00

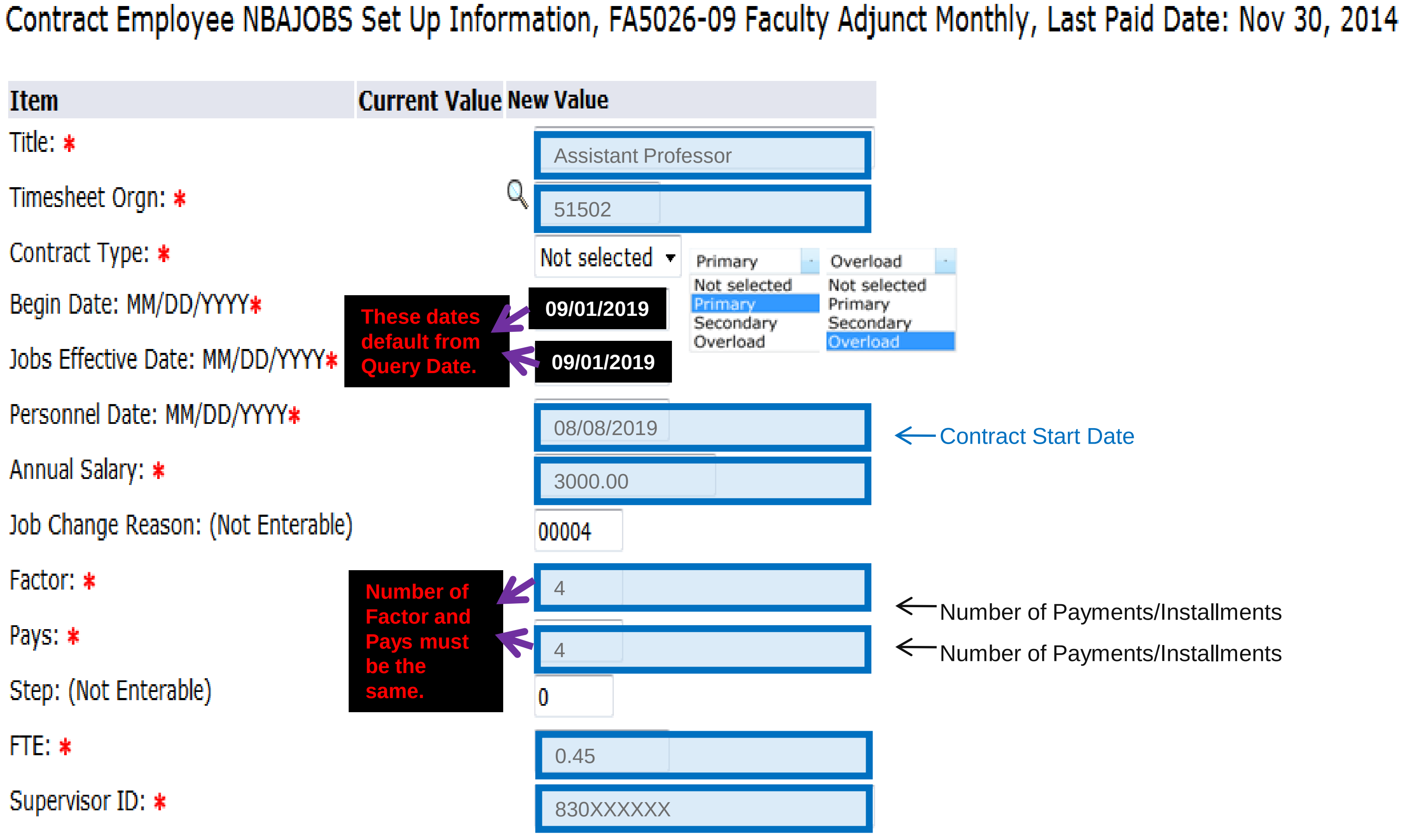
The salary will be **prorated** of any faculty with fewer than 10 students.

Example: RATE OF PAY = $2,500
MINIMUN STUDENT ENROLLMENT = 10
ACTUAL STUDENT ENROLLMENT = 9

Formula: R / ME * AE = PS
RATE OF PAY divided by
MINIMUM STUDENT ENROLLMENT times
ACTUAL STUDENT ENROLLMENT equals
PRORATED SALARY

Answer: $2,500 / 10 x 9 = $2,250

CONTRACT EMPLOYEE NBAJOBS SET UP INFORMATION



Contract Employee NBAJOBS Set Up Information, FA5026-09 Faculty Adjunct Monthly, Last Paid Date: Nov 30, 2014

Item	Current Value	New Value
Title: *		Assistant Professor
Timesheet Orgn: *		51502
Contract Type: *		Not selected
Begin Date: MM/DD/YYYY*		09/01/2019
Jobs Effective Date: MM/DD/YYYY*		09/01/2019
Personnel Date: MM/DD/YYYY*		08/08/2019
Annual Salary: *		3000.00
Job Change Reason: (Not Enterable)		00004
Factor: *		4
Pays: *		4
Step: (Not Enterable)		0
FTE: *		0.45
Supervisor ID: *		830XXXXXX

Primary
- Not selected
- Primary
- Secondary
- Overload

Overload
- Not selected
- Primary
- Secondary
- Overload

These dates default from Query Date.

← Contract Start Date

Number of Factor and Pays must be the same.

← Number of Payments/Installments

← Number of Payments/Installments

CONTRACT EMPLOYEE **JOB TERMINATION**

- Jobs Effective Date (last day of pay period month)
  - ➢ FALL 2019
    - ❖ 16 weeks - 12/31/2019
    - ❖ 8 weeks; Term I – 10/31/2019
    - ❖ 8 weeks; Term II – 12/31/2019

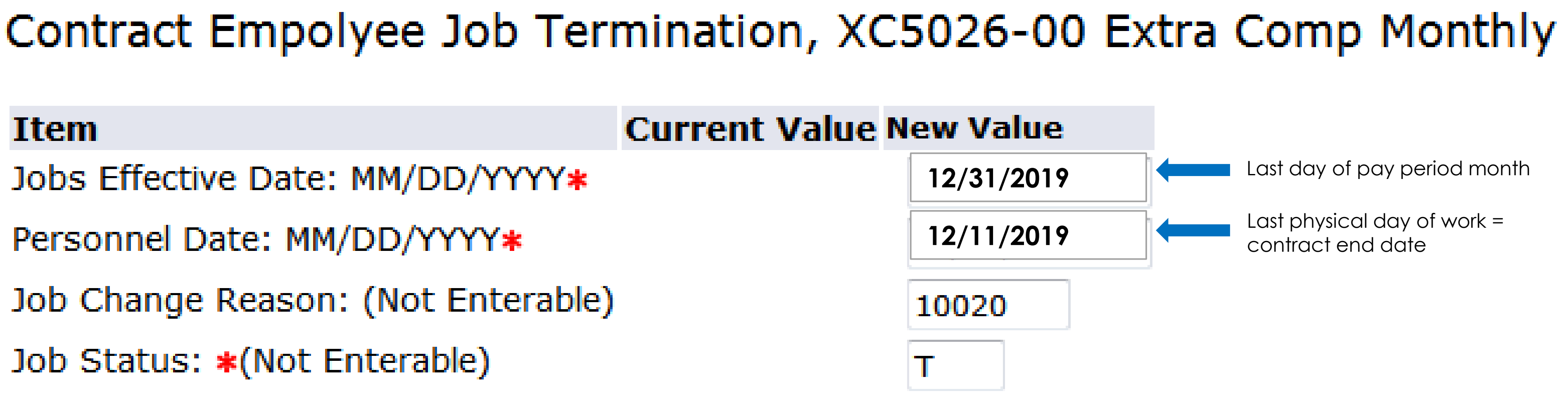
- Enter Personnel Date (last physical day of work = contract end date)
  - ➢ FALL 2019
    - ❖ 16 weeks - 12/11/2019
    - ❖ 8 weeks; Term I – 10/10/2019
    - ❖ 8 weeks; Term II – 12/11/2019

CONTRACT EMPLOYEE **JOB TERMINATION**

- Jobs Effective Date (last day of pay period month)
  - SPRING 2020
    - 16 weeks - 05/31/2020
    - 8 weeks; Term I – 03/31/2020
    - 8 weeks; Term II – 05/31/2020

- Enter Personnel Date (last physical day of work = contract end date)
  - SPRING 2020
    - 16 weeks - 05/15/2020
    - 8 weeks; Term I – 03/10/2020
    - 8 weeks; Term II – 05/12/2020

CONTRACT EMPLOYEE
JOB TERMINATION



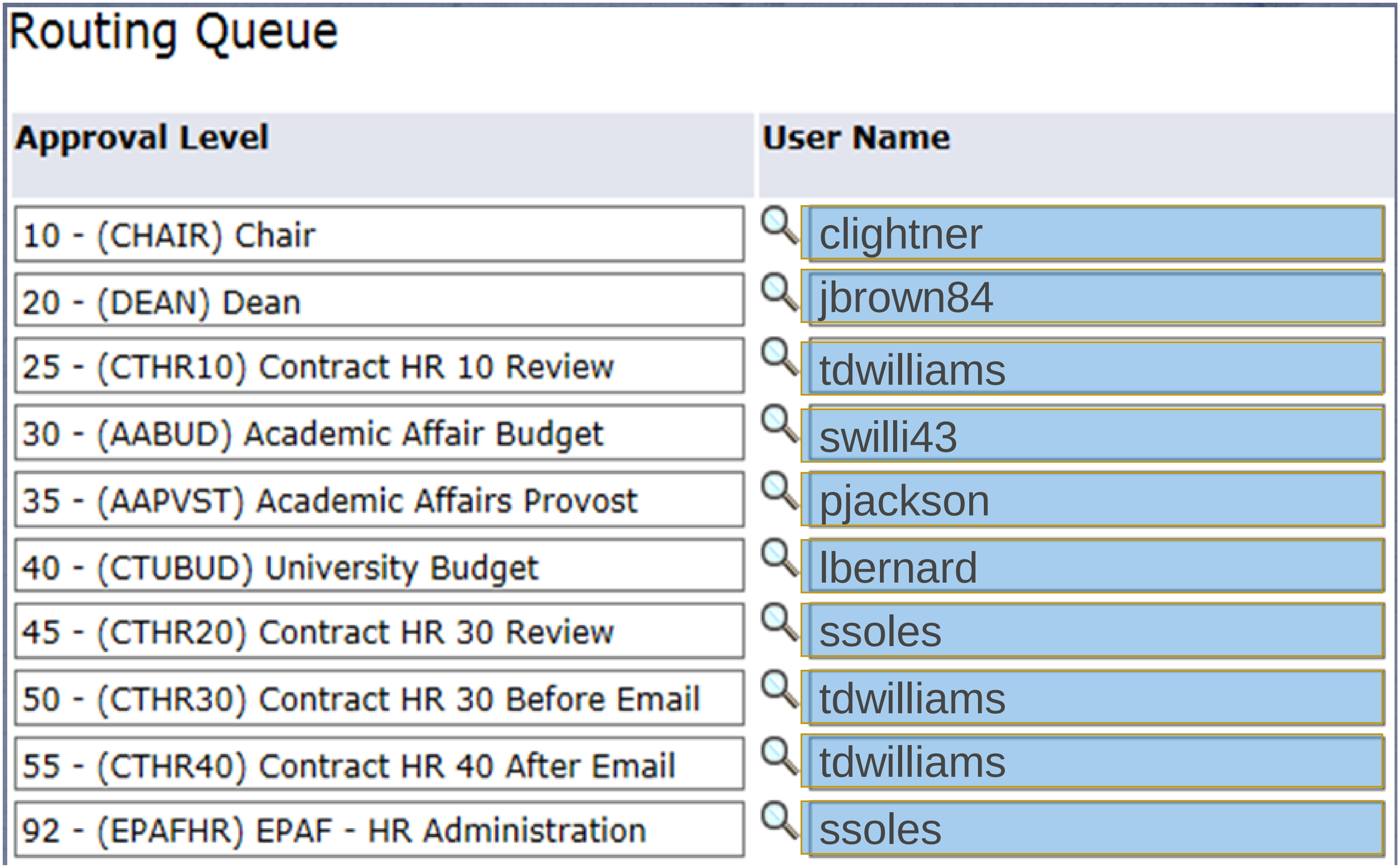
Contract Empolyee Job Termination, XC5026-00 Extra Comp Monthly

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		12/31/2019
Personnel Date: MM/DD/YYYY*		12/11/2019
Job Change Reason: (Not Enterable)		10020
Job Status: *(Not Enterable)		T

Last day of pay period month

Last physical day of work = contract end date

ROUTING QUEUE



Routing Queue

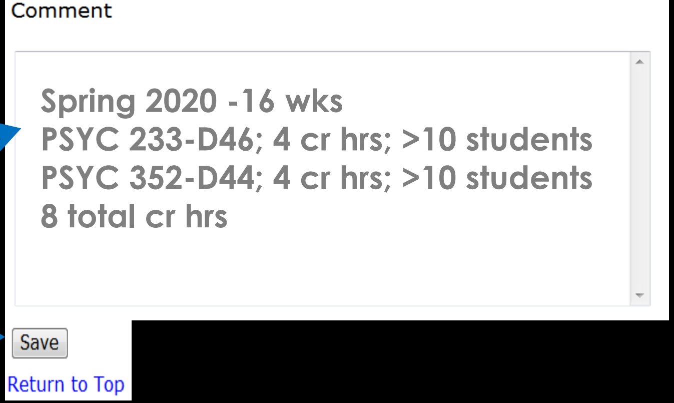
Approval Level	User Name
10 - (CHAIR) Chair	clightner
20 - (DEAN) Dean	jbrown84
25 - (CTHR10) Contract HR 10 Review	tdwilliams
30 - (AABUD) Academic Affair Budget	swilli43
35 - (AAPVST) Academic Affairs Provost	pjackson
40 - (CTUBUD) University Budget	lbernard
45 - (CTHR20) Contract HR 30 Review	ssoles
50 - (CTHR30) Contract HR 30 Before Email	tdwilliams
55 - (CTHR40) Contract HR 40 After Email	tdwilliams
92 - (EPAFHR) EPAF - HR Administration	ssoles

COMMENTS SECTION

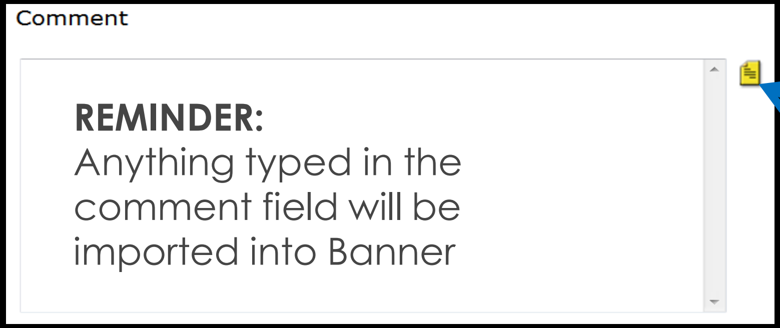
In the comment box, please note what class(es) are being taught for the semester or term

Course #, Section #, credit hour and Semester or Term to be taught

Click Save



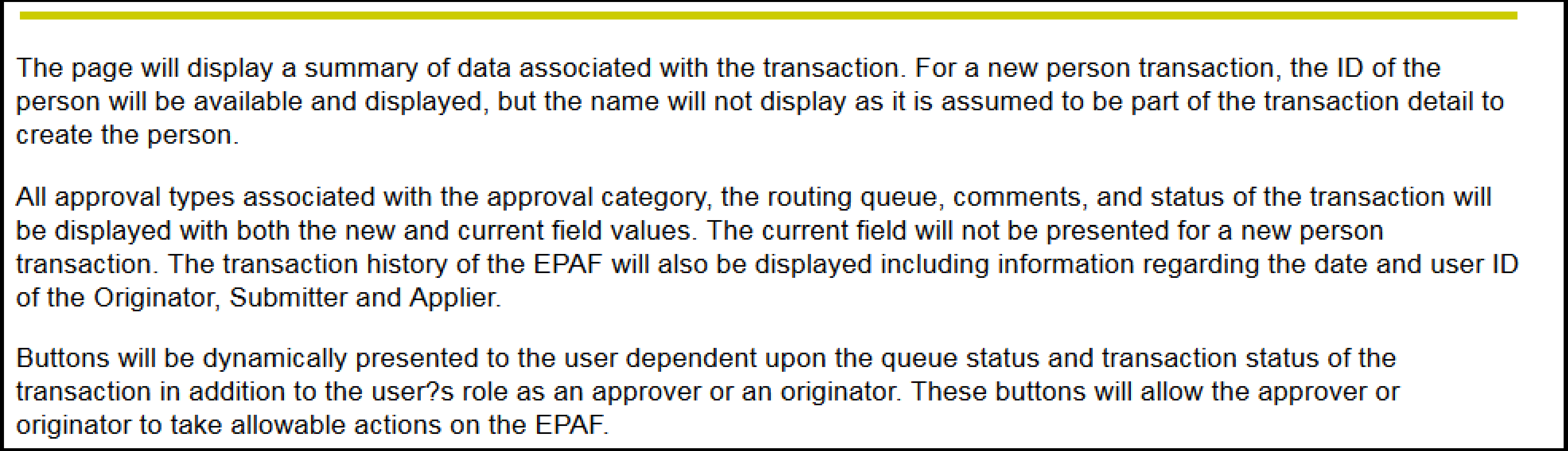
Spring 2020 -16 wks
PSYC 233-D46; 4 cr hrs; >10 students
PSYC 352-D44; 4 cr hrs; >10 students
8 total cr hrs



REMINDER:
Anything typed in the comment field will be imported into Banner

Once you click on save, your comments will not show in this box. To view the comments, click on the yellow paper icon. The comments will then be viewable on the page towards the bottom of the ePAF in the Comments section.

ePAF PREVIEW

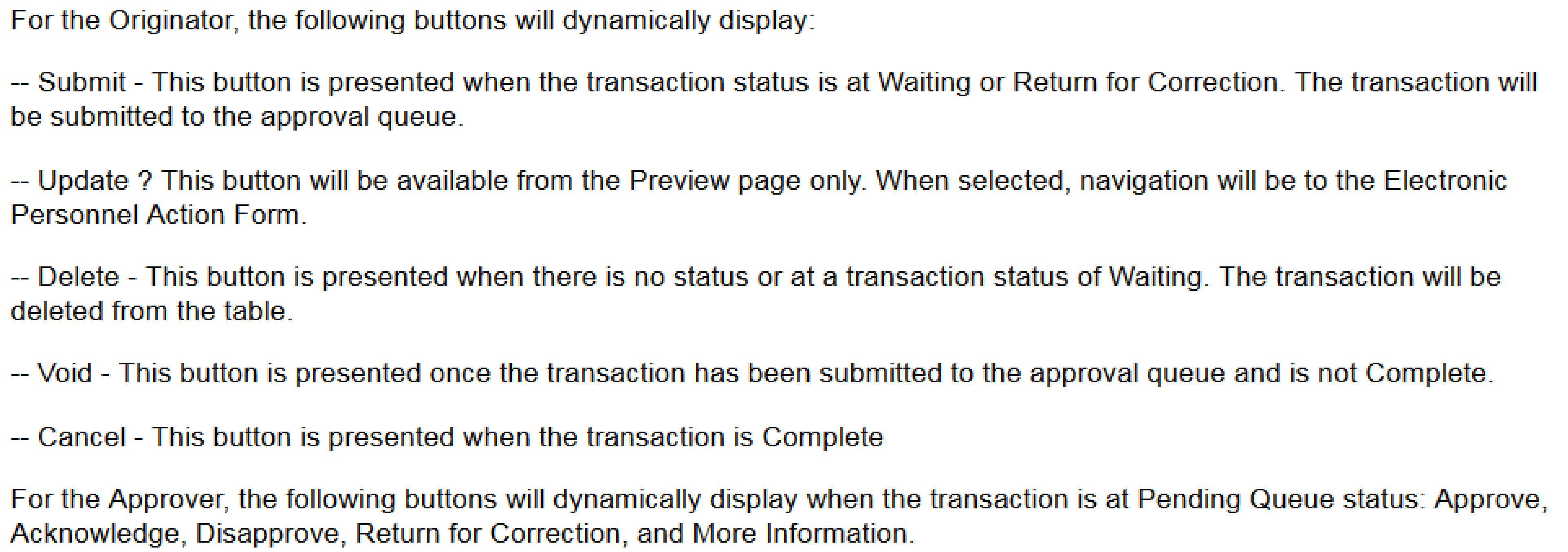


The page will display a summary of data associated with the transaction. For a new person transaction, the ID of the person will be available and displayed, but the name will not display as it is assumed to be part of the transaction detail to create the person.

All approval types associated with the approval category, the routing queue, comments, and status of the transaction will be displayed with both the new and current field values. The current field will not be presented for a new person transaction. The transaction history of the EPAF will also be displayed including information regarding the date and user ID of the Originator, Submitter and Applier.

Buttons will be dynamically presented to the user dependent upon the queue status and transaction status of the transaction in addition to the user?s role as an approver or an originator. These buttons will allow the approver or originator to take allowable actions on the EPAF.

ePAF PREVIEW



For the Originator, the following buttons will dynamically display:

-- Submit - This button is presented when the transaction status is at Waiting or Return for Correction. The transaction will be submitted to the approval queue.

-- Update ? This button will be available from the Preview page only. When selected, navigation will be to the Electronic Personnel Action Form.

-- Delete - This button is presented when there is no status or at a transaction status of Waiting. The transaction will be deleted from the table.

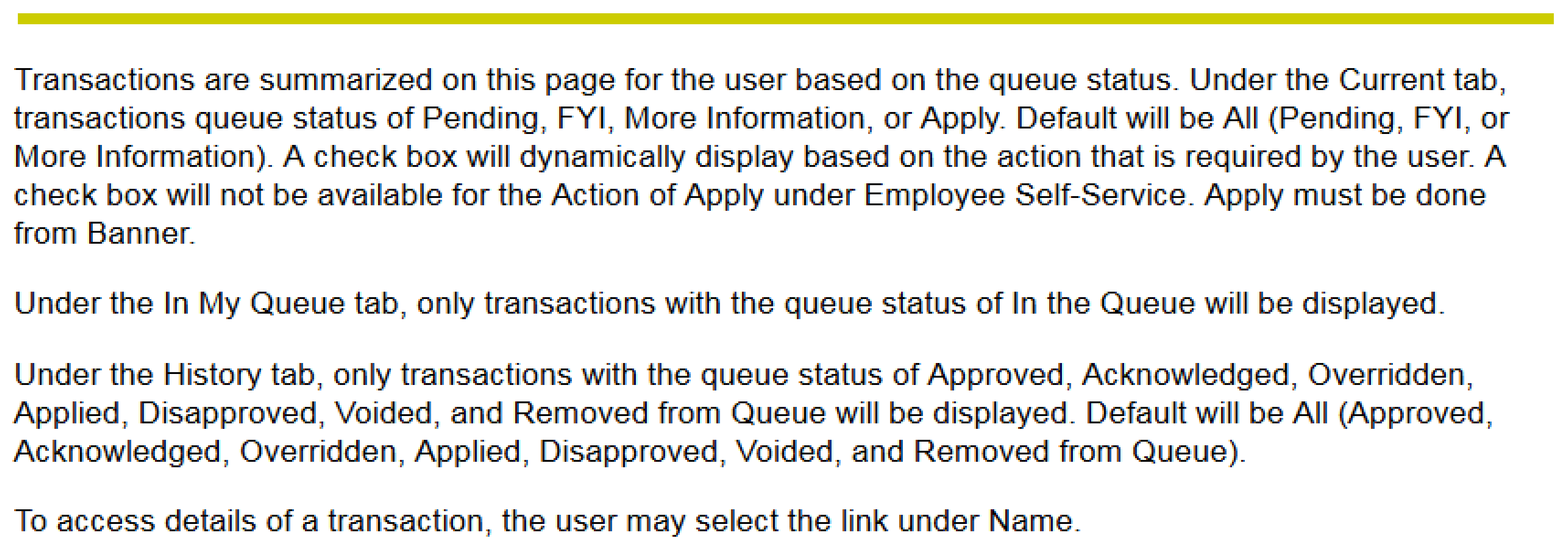
-- Void - This button is presented once the transaction has been submitted to the approval queue and is not Complete.

-- Cancel - This button is presented when the transaction is Complete

For the Approver, the following buttons will dynamically display when the transaction is at Pending Queue status: Approve, Acknowledge, Disapprove, Return for Correction, and More Information.

Note:
The system does not notify users of these transactions.

ePAF APPROVER SUMMARY



Transactions are summarized on this page for the user based on the queue status. Under the Current tab, transactions queue status of Pending, FYI, More Information, or Apply. Default will be All (Pending, FYI, or More Information). A check box will dynamically display based on the action that is required by the user. A check box will not be available for the Action of Apply under Employee Self-Service. Apply must be done from Banner.

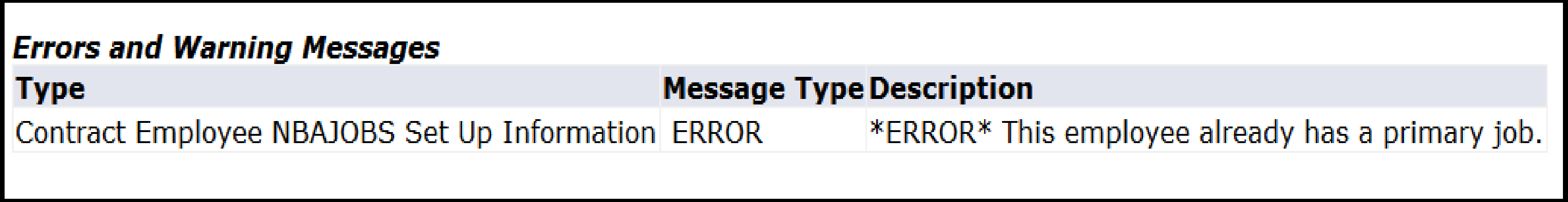
Under the In My Queue tab, only transactions with the queue status of In the Queue will be displayed.

Under the History tab, only transactions with the queue status of Approved, Acknowledged, Overridden, Applied, Disapproved, Voided, and Removed from Queue will be displayed. Default will be All (Approved, Acknowledged, Overridden, Applied, Disapproved, Voided, and Removed from Queue).

To access details of a transaction, the user may select the link under Name.

ERRORS AND WARNINGS

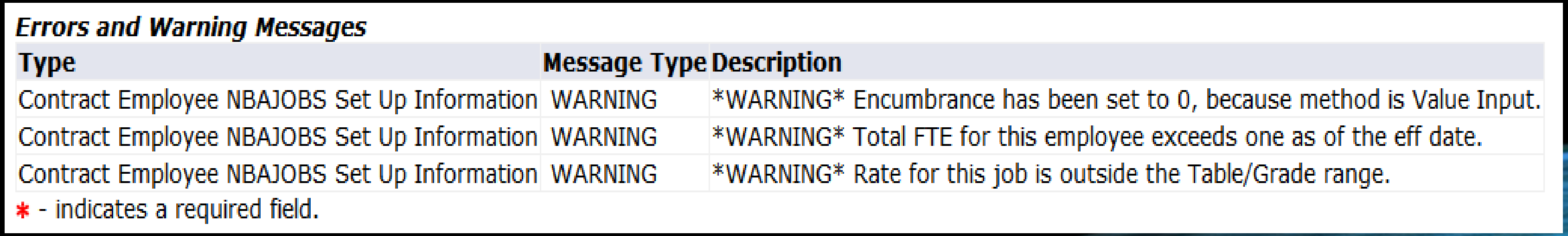
You will not be able to proceed with an ERROR message



Errors and Warning Messages

Type	Message Type	Description
Contract Employee NBAJOBS Set Up Information	ERROR	*ERROR* This employee already has a primary job.

You may ignore all WARNING messages

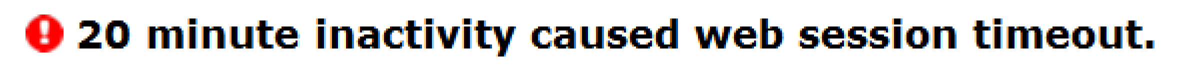


Errors and Warning Messages

Type	Message Type	Description
Contract Employee NBAJOBS Set Up Information	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.
Contract Employee NBAJOBS Set Up Information	WARNING	*WARNING* Total FTE for this employee exceeds one as of the eff date.
Contract Employee NBAJOBS Set Up Information	WARNING	*WARNING* Rate for this job is outside the Table/Grade range.

* - indicates a required field.

TIME OUT!



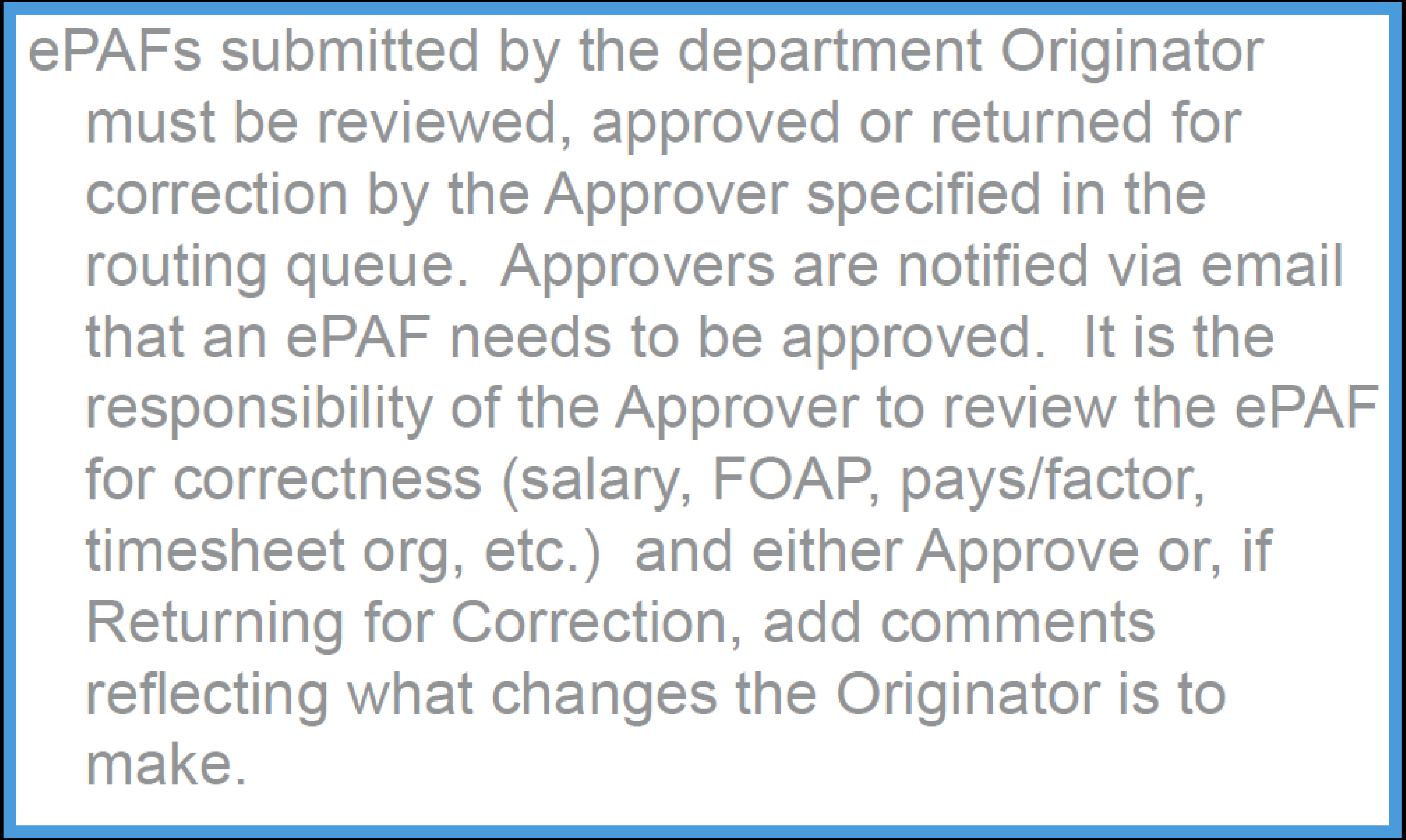
20 minute inactivity caused web session timeout.

CREATING AN ePAF

SUMMARY OF STEPS

1. **Select New EPAF**
2. **Enter the Banner ID**
3. **Enter Query Date – First Day of Pay Period (also – Effective Date)**
4. **Select the Approval Category Dropdown = "Contract Job and Termination - CTJBTM"**
5. **Enter the Position and Suffix Number (Retrieve from ePAF Support App)**
6. **PEAEMPL Section (Complete for Adjunct Faculty ONLY)**
   - ➢ Enter Current Hire Date (First physical day of work – Contract start date)
   - ➢ Enter First Work Date (First physical day of work – Contract start date)
7. **NBAJOBS Section**
   - ➢ Enter Title
   - ➢ Enter Timesheet Orgn
   - ➢ Select Contract Type (from dropdown)
   - ➢ Enter Personnel Date (First physical day of work – Contract start date)
   - ➢ Enter Annual Salary
   - ➢ Enter Factor (number of payments/installments)
   - ➢ Enter Pays (number of payments/installments)
   - ➢ Enter FTE (Retrieve FTE from ePAF Support App)
   - ➢ Enter Supervisor Banner ID number
8. **Contract Employee Job Termination Section**
   - ➢ Enter Jobs Effective Date (Last Day of Pay Period)
   - ➢ Enter Personnel Date (Last physical day of work – Contract end date)
9. **Ensure Routing Queue is correct**
10. **COMMENTS Section**
    - ➢ Enter Course Number/Section
    - ➢ Enter Term/Semester
    - ➢ Enter Credit Hours (Individual hours & total hours)
11. **Save**

ePAF APPROVER RESPONSIBILITY



ePAFs submitted by the department Originator must be reviewed, approved or returned for correction by the Approver specified in the routing queue. Approvers are notified via email that an ePAF needs to be approved. It is the responsibility of the Approver to review the ePAF for correctness (salary, FOAP, pays/factor, timesheet org, etc.) and either Approve or, if Returning for Correction, add comments reflecting what changes the Originator is to make.

QUESTIONS

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