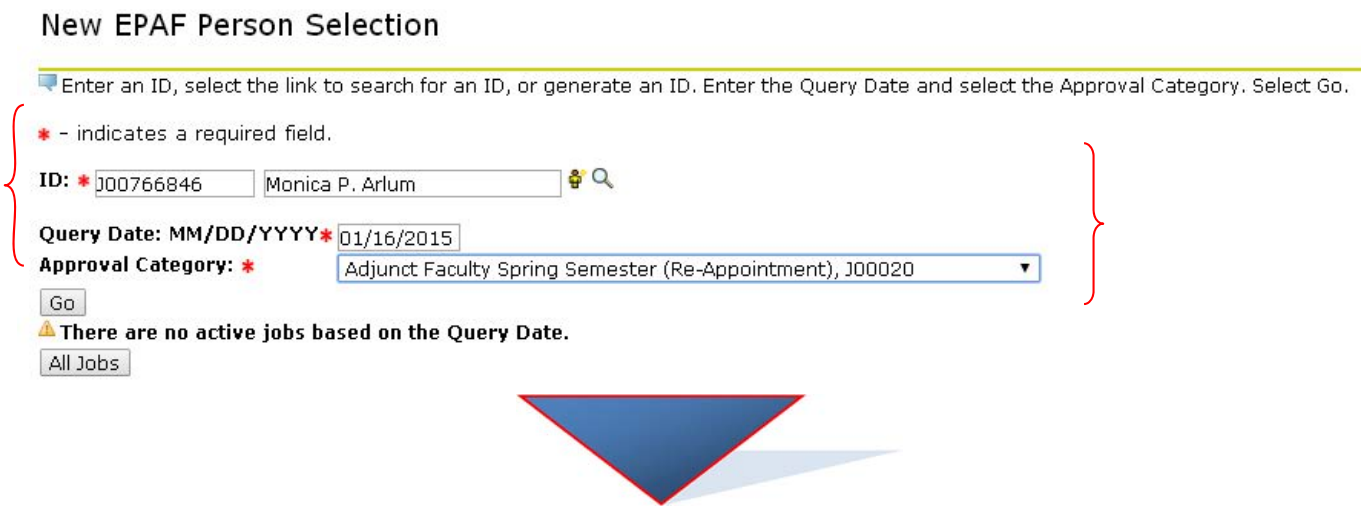
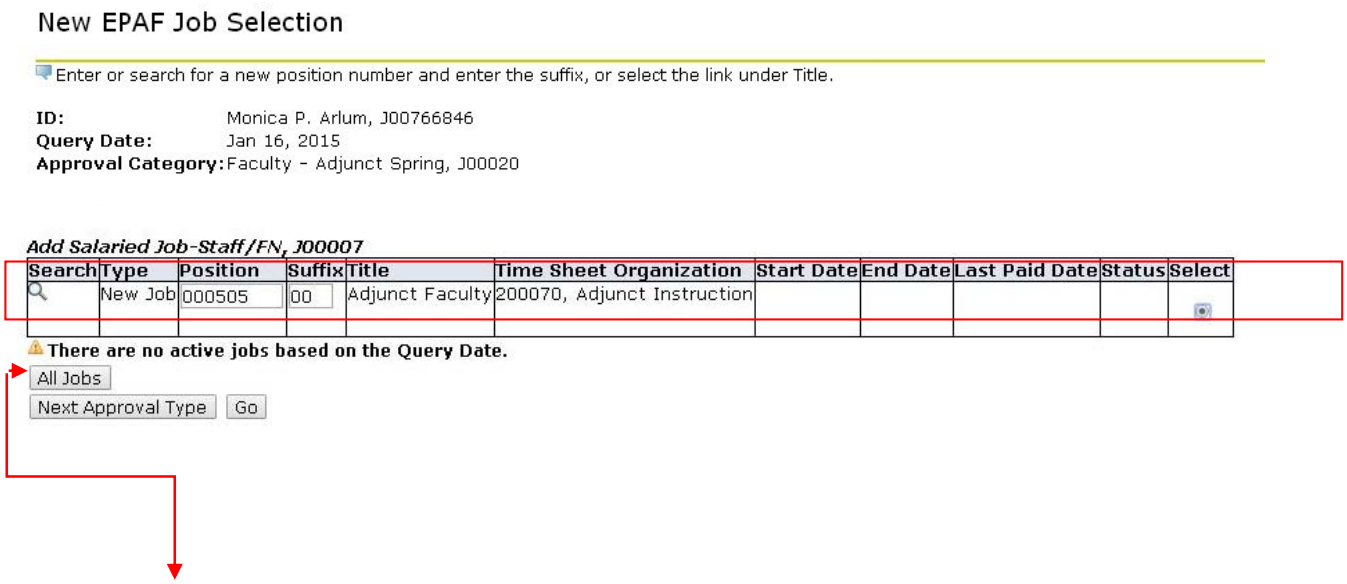
# Adjunct Faculty Spring Semester (Re-Appointment)

At the EPAF main menu, click the **New EPAF** link and key in the **J#** for the employee record you want to update. Once the employee is identified, select the **Adjunct Faculty Spring Semester (Re-Appointment)** EPAF from the Approval Category drop down menu and clicl Go .




At the **EPAF Job Selection** screen…

Click the **All Jobs** button to populate the jobs formerly occupied by the employee. Select the position number that corresponds with the job the employee is being Re-appointed to and click Go.

At the **Add Salaried Job section**, review the employee information and EPAF title to ensure the correct person and EPAF will be impacted.

After a quick review of the employee and Approval Category selected, **key in the requested information in the "Add Salaried Job" section** of the EPAF (**dates, salary, factors, pays). Enter the end date (Job Effective Date) under the "Terminate Job" section** of the EPAF.

Add Salaried Job-Staff/FN, 000505-00 Adjunct Faculty

| Item | Current Value | New Value |
|---|---|---|
| Job Begin Date: MM/DD/YYYY | 09/01/2013 | 09/01/2013 |
| Jobs Effective Date: MM/DD/YYYY* | 12/15/2013 | 01/16/2015 |
| Personnel Date: MM/DD/YYYY* | 12/15/2013 | 01/16/2015 |
| Salary: * | 3000 | 2500.00 |
| Step: *(Not Enterable) | 0 | 0 |
| Factor: * | 7 | 9.0 |
| Pays: * | 7 | 9.0 |
| Contract Type: *(Not Enterable) | Primary | P |
| Job Change Reason: (Not Enterable) | 00013 | 00014 |
| Job Status: (Not Enterable) | Terminated | A |

**Add Salaried Job**

| Current Value | New Value |
|---|---|
| Job Begin Date | Match Current Value |
| Jobs Effective Date | 1st day of work |
| Personnel Date | 1st day of work |
| Salary | Salary Amount |
| Factor | Match Contract Period with # of Payments in the Payroll Calendar |
| Pays | Match Contract Period with # of Payments in the Payroll Calendar |

Labor Distribution Changes, 000505-00 Adjunct Faculty

**Current**
**Effective Date: 09/01/2013**

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance | Override | End Date |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| J | | 100000 | 200070 | 610010 | 10 | | | | | 100.00 | | | |

**New**
**Effective Date: MM/DD/YYYY** 01/16/2015

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance | Override | End Date | Remove |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| J | | 100000 | 200070 | 610010 | 10 | | | | | 100.00 | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | Total: | 100.00 | | | | |

Terminate Job, 000505-00 Adjunct Faculty

| Item | Current Value | New Value |
|---|---|---|
| Jobs Effective Date: MM/DD/YYYY* | 12/15/2013 | 05/15/2015 |
| Job Status: (Not Enterable) | Terminated | T |
| Job Change Reason: (Not Enterable) | 00013 | 00013 |

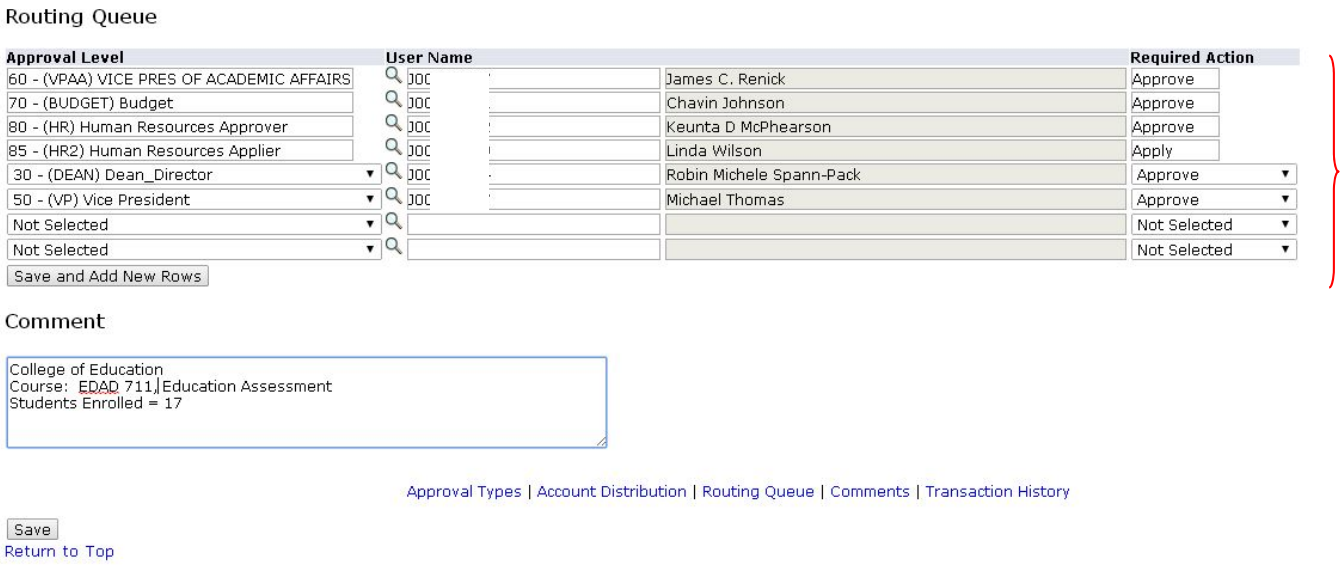
**Terminate Job**

| Current Value | New Value |
|---|---|
| Jobs Effective Date | **Job End Date** |

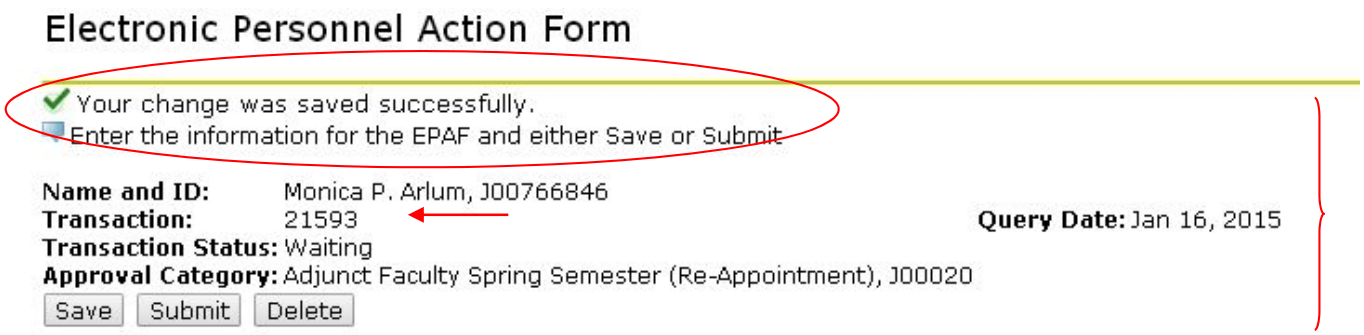
Next, **review the labor distribution** for any necessary changes. If a change is necessary, put a check in the space provided for removing the current labor distribution stream. In the blocks provided below the current labor distribution stream, key in the New Labor Distribution (COA, Index, Fund, Org #, Account#, Program #, and the Percent allocation).

**Add the Job End Date (contract end date) in the New Value column of the "Terminate Job" section of the EPAF**.

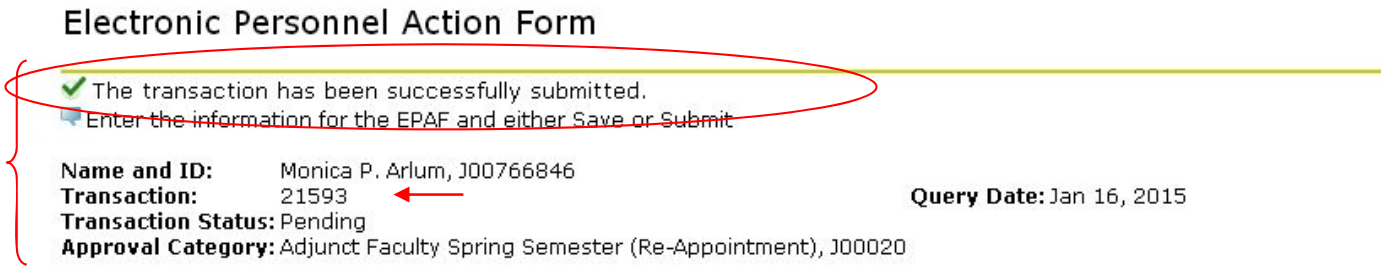
Once the Labor Distribution is complete, **populate the routing queue**.




Once you have **completed and/or verified the routing queue** set up, click Save .




Once saved and no errors appear, you should see the "**saved successfully**" message at the top of the EPAF screen along with the new transaction number.

Remember to add any information in the **comment section** that approvers may need to know before approving the EPAF.

**Remember to review your transaction before submitting for approval.**