# 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 click Go .

## 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.

ID: ✱ J00766846      Monica P. Arlum      👤 🔍

Query Date: MM/DD/YYYY✱ 01/16/2015
Approval Category: ✱      Adjunct Faculty Spring Semester (Re-Appointment), J00020      ▼

Go
⚠ There are no active jobs based on the Query Date.
All Jobs

## New EPAF Job Selection

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

ID:                Monica P. Arlum, J00766846
Query Date:        Jan 16, 2015
Approval Category: Faculty - Adjunct Spring, J00020

Add Salaried Job-Staff/FN, J00007

| Search | Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status | Select |
|--------|------|----------|--------|-------|-------------------------|------------|----------|----------------|--------|--------|
| 🔍 | New Job | 000505 | 00 | Adjunct Faculty | 200070, Adjunct Instruction | | | | | ⦿ |

⚠ There are no active jobs based on the Query Date.
All Jobs
Next Approval Type   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**.

Routing Queue

| Approval Level | | User Name | | Required Action |
|---|---|---|---|---|
| 60 - (VPAA) VICE PRES OF ACADEMIC AFFAIRS | 🔍 J00 | | James C. Renick | Approve |
| 70 - (BUDGET) Budget | 🔍 J00 | | Chavin Johnson | Approve |
| 80 - (HR) Human Resources Approver | 🔍 J00 | | Keunta D McPhearson | Approve |
| 85 - (HR2) Human Resources Applier | 🔍 J00 | | Linda Wilson | Apply |
| 30 - (DEAN) Dean_Director ▾ | 🔍 J00 | | Robin Michele Spann-Pack | Approve ▾ |
| 50 - (VP) Vice President ▾ | 🔍 J00 | | Michael Thomas | Approve ▾ |
| Not Selected ▾ | 🔍 | | | Not Selected ▾ |
| Not Selected ▾ | 🔍 | | | Not Selected ▾ |

Save and Add New Rows

Comment

College of Education
Course: EDAD 711, Education Assessment
Students Enrolled = 17

Approval Types | Account Distribution | Routing Queue | Comments | Transaction History

Save
Return to Top

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

## Electronic Personnel Action Form

✔ Your change was saved successfully.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID:  Monica P. Arlum, J00766846
Transaction:  21593 ←     Query Date: Jan 16, 2015
Transaction Status: Waiting
Approval Category: Adjunct Faculty Spring Semester (Re-Appointment), J00020

Save  Submit  Delete

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.**

## Electronic Personnel Action Form

✔ The transaction has been successfully submitted.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID:  Monica P. Arlum, J00766846
Transaction:  21593 ←     Query Date: Jan 16, 2015
Transaction Status: Pending
Approval Category: Adjunct Faculty Spring Semester (Re-Appointment), J00020