

Summer Faculty – 1st Summer Session Compensation (JUNE)

From the EPAF main menu, Click on the **"New EPAF"** link to access the EPAF Person Selection screen. **Key in the faculty J# in the ID# field provided then tab over** to the next field to populate the faculty name. Once you have identified the faculty, enter the effective start date for the position in the query date field. **Next click on the Approval category drop down menu and select the Summer Faculty – 1nd Summer Session Compensation (JUNE) EPAF**, then 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: * J00766844

Query Date: MM/DD/YYYY* 06/01/2014 ←

Approval Category: * Summer Faculty - 1st Summer Session Compensation (June), J00021 ▾

There are no active jobs based on the Query Date.

Once at the EPAF Job Selection screen, key in the departmental position number (provided by the Budget Office), then tab over to the suffix column and enter "00" for the position suffix.

New EPAF Job Selection

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

ID: Marcus Arlum, J00766844
 Query Date: Jun 01, 2014
 Approval Category: Faculty - Summer 1, J00021

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	000190	00	ASST PROFESSOR	210010, Accounting					<input type="radio"/>

There are no active jobs based on the Query Date.

The radio button should auto select the secondary position, and then click .

Position Number	Suffix	Title
000303	00	Summer School Instructor

At the EPAF screen for **Summer Faculty – 1st Summer Session Compensation (JUNE)**, complete the **“Add Salaried Job”** section and the **“Terminate Job”** sections of the form by entering the information needed for processing. (See table below)

Field Title	New Value
Job Begin Date	June 1, 2014
Job Effective Date	June 1, 2014
Personnel Date	June 1, 2014
Salary	Enter Salary Amount
Job Effective Date (Term Job)	End of Pay Period (06/30/2014)

Add Salaried Job-Staff/FN, 000303-00 Summer Faculty

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		06/01/2014
Jobs Effective Date: MM/DD/YYYY*(Not Enterable)		06/01/2014
Personnel Date: MM/DD/YYYY*(Not Enterable)		06/01/2014
Salary: *		1750.00
Step: *(Not Enterable)		0
Factor: *(Not Enterable)		2.0
Pays: *(Not Enterable)		2.0
Contract Type: *(Not Enterable)		0
Job Change Reason: (Not Enterable)		00011
Job Status: (Not Enterable)		A

Once the EPAF data entry is complete, **save your work and complete the Routing Queue Section** and hit **save**.

Terminate Job, 000303-00 Summer Faculty

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*(Not Enterable)		06/30/2014
Job Status: (Not Enterable)		T
Job Change Reason: (Not Enterable)		00013

Labor Distribution Changes, 000303-00 Summer Faculty

Current
Effective Date: 06/01/2014

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

New
Effective Date: MM/DD/YYYY 06/01/2014

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
Q j	Q	Q 100000	Q 200040	Q 610010	Q 10					100.00			
Q	Q	Q	Q	Q	Q								
Q	Q	Q	Q	Q	Q								
Q	Q	Q	Q	Q	Q								
Q	Q	Q	Q	Q	Q								
Total:										100.00			

Default from Index Save and Add New Rows



Routing Queue

Approval Level	User Name	Required Action
60 - (VPAA) VICE PRES OF ACADEMIC AFFAIRS	J000	James C. Renick
70 - (BUDGET) Budget	J000	Tina Collier
80 - (HR) Human Resources Approver	J000	Keunta D McPhearson
85 - (HR2) Human Resources Applier	J000	Linda Wilson
30 - (DEAN) Dean_Director	J000	Deborah H. Barnes
20 - (DEPT) Department_PrincipleInvestiqtr	J000	Etta Morgan
Not Selected		Not Selected
Not Selected		Not Selected

Comment

Summer Faculty in the College of Liberal Arts
Course: Into to Sociology 101

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[Return to Top](#)

Once you have received a **"Saved Successfully"** message at the top of the page. **"Review your work"** for accuracy. You can also add any **"Comments"** to the comment section that may assist future approvers in the approval process.

Electronic Personnel Action Form

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

Name and ID: Marcus Arlum, J00766844
Transaction: 21589 **Query Date:** Jun 01, 2014
Transaction Status: Waiting
Approval Category: Summer Faculty - 1st Summer Session Compensation (June), J00021

After review of the transaction and there are no errors to correct or comments to add, **click the submit button** to send the EPAF through the routing process 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: Marcus Arlum, J00766844
Transaction: 21589 **Query Date:** Jun 01, 2014
Transaction Status: Pending
Approval Category: Summer Faculty - 1st Summer Session Compensation (June), J00021