Summer Faculty – Summer Compensation

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 – Summer Session Compensation EPAF, then click ...

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: Rodney George Denne', J00017026

Query Date: Jun 01, 2014

Approval Category: Faculty - Summer 3, J00023

Add Salaried Job-Staff/FN, J00007

Search	Туре	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job	208521	00	Summer Instructor	241090, Environmental Science					•
F	Primary	207280	00	Staff Dev & Training Admin	116000, Human Resources	Jul 01, 2010	Sep 30, 2014	May 15, 2014	Active	0

Next Approval Type Go

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

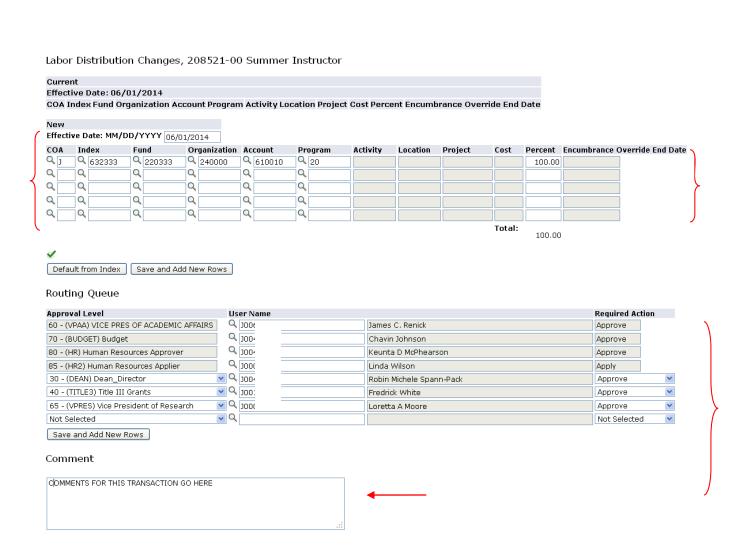
Position Number 🔸	Suffix	Title
→ 000303	00	Summer School Instructor

At the EPAF screen for Summer Faculty – 2nd Summer Session Compensation, 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, 2013
Job Effective Date	June 1, 2013
Personnel Date	July 1, 2014
Salary	Enter Salary Amount
Job Effective Date (Term Job)	End of Pay Period (08/31/13)

Electronic Personnel Action Form

Tenter the information for the EPAF and either Save or Submit. Name and ID: Rodney George Denne', J00017026 Query Date: Jun 01, 2014 Transaction: Transaction Status: Approval Category: Summer Faculty - Summer Compensation, J00023 Save Approval Types | Account Distribution | Routing Queue | Comments New Value 06/01/2013 New EPAF | EPAF Originator Summary 06/01/2013 3000 Return to EPAF Menu 6.0 Jump to Bottom 6.0 * - indicates a required field. Add Salaried Job-Staff/FN, 208521-00 Summer Instructor 00011 Current Value New Value Job Begin Date: MM/DD/YYYY 06/01/2014 HOOL INSTRUC Jobs Effective Date: MM/DD/YYYY* 06/01/2014 Personnel Date: MM/DD/YYYY* 06/01/2014 New Value Salary: * 3000.00 08/31/2013 Step: *(Not Enterable) 0 Factor: * 6.0 00013 Pays: * 6.0 Contract Type: *(Not Enterable) 0 (Enlarged View) Job Change Reason: (Not Enterable) 00011 Once the EPAF data Job Status: (Not Enterable) entry is complete, Terminate Job, 208521-00 Summer Instructor save your work and complete the Current Value New Value Jobs Effective Date: MM/DD/YYYY* 08/31/2014 Routing Queue and Job Status: (Not Enterable) Comment section. Job Change Reason: (Not Enterable) 00013



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



After reviewing 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.

Once the EPAF has been submitted for approval, you should see the "successfully submitted" message at the top of the EPAF screen indicating that the transaction is in route to the next level approver.

Electronic Personnel Action Form

✓ The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

Name and ID: Rodney George Denne', J00017026

Transaction: 7104 ← Query Date: Jun 01, 2013

Transaction Status: Pending

Approval Category: Summer Faculty - Summer Compensation (August), J00023

STUDENT EPAFs