



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	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	208521	00	Summer Instructor	241090, Environmental Science					<input checked="" type="radio"/>
	Primary	207280	00	Staff Dev & Training Admin	116000, Human Resources	Jul 01, 2010	Sep 30, 2014	May 15, 2014	Active	<input type="radio"/>

All Jobs

Next Approval Type 

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

Enter the information for the EPAF and either Save or Submit.

Name and ID: Rodney George Denne', J00017026

Transaction:

Query Date: Jun 01, 2014

Transaction Status:

Approval Category: Summer Faculty - Summer Compensation, J00023

Save

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

[New EPAF](#) | [EPAF Originator Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

* - indicates a required field.

Add Salaried Job-Staff/FN, 208521-00 Summer Instructor

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		06/01/2014
Jobs Effective Date: MM/DD/YYYY*		06/01/2014
Personnel Date: MM/DD/YYYY*		06/01/2014
Salary: *		3000.00
Step: *(Not Enterable)		0
Factor: *		6.0
Pays: *		6.0
Contract Type: *(Not Enterable)		O
Job Change Reason: (Not Enterable)		00011
Job Status: (Not Enterable)		A

Terminate Job, 208521-00 Summer Instructor

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		08/31/2014
Job Status: (Not Enterable)		T
Job Change Reason: (Not Enterable)		00013

New Value

06/01/2013

06/01/2013

3000

6.0

6.0

S

A

00011

0

HOOL INSTRU

New Value

08/31/2013

T

00013

(Enlarged View)

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

Labor Distribution Changes, 208521-00 Summer Instructor

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
J	632333	220333	240000	610010	20					100.00			
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	James C. Renick	Approve
70 - (BUDGET) Budget	Chavin Johnson	Approve
80 - (HR) Human Resources Approver	Keunta D McPhearson	Approve
85 - (HR2) Human Resources Applier	Linda Wilson	Apply
30 - (DEAN) Dean_Director	Robin Michele Spann-Pack	Approve
40 - (TITLE3) Title III Grants	Fredrick White	Approve
65 - (VPRES) Vice President of Research	Loretta A Moore	Approve
Not Selected		Not Selected

Save and Add New Rows

Comment

COMMENTS FOR THIS TRANSACTION GO HERE

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: Rodney George Denne', J00017026
Transaction: 7104 **Query Date:** Jun 01, 2013
Transaction Status: Waiting
Approval Category: Summer Faculty - Summer Compensation (August), J00023

Save Submit Delete

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
