

New Hire EPA Permanent Salary FT or PT or Fixed Term, HN0003

Use this EPAF for permanent fixed term new hires

- Sign into Self Service Banner
- Choose Employee
- Choose Electronic Personnel Action Form (EPAF)
- Choose New EPAF

Enter ECU ID and hit your **TAB** button or do a search (magnifying glass) and select a person. Enter Query Date- This should be the beginning of payroll dates (use either the 1st or 16th of the month)

Choose Approval category - **New Hire EPA Permanent Salary FT or PT or Fixed Term, HN0003**

Click the **GO** button.

Assign EPA Job to Employee, JOBNW2

Position: Enter the position number if known, or do a search.

Suffix: Enter the suffix. If you are rehiring an employee back into a position that they have been in the past, you will need to use a different suffix number to make the position/suffix combination unique for this job. (Hint: To check the previously employed position/suffix, click on the **ALL JOBS** button.)

VERY IMPORTANT! After entering the correct suffix, press your TAB BUTTON to populate the position.

Click the **GO** button.

Update Bio Demo Information in Person Record		
Item	Current Value	New Value
Name Prefix:		<input type="text"/>
Name Suffix:		<input type="text"/>
Preferred First Name:		<input type="text"/>
SSN/SIN/TIN:	220193311	<input type="text"/>
Birth Date: MM/DD/YYYY	11/05/1971	<input type="text"/>
Sex:	Female	Not Available <input type="button" value="v"/>
Citizenship:	Y, Citizen	Not Selected <input type="button" value="v"/>
Ethnicity:	6, Race/Ethnicity Unknown	Not Selected <input type="button" value="v"/>
Veteran File Number:		<input type="text"/>
Veteran Category:		Not Selected <input type="button" value="v"/>
Active Duty Sep Date: MM/DD/YYYY		<input type="text"/>
Special Disabled Vet:		Not Selected <input type="button" value="v"/>

Name Prefix: Enter the Prefix, if desired. (Mr, Mrs, etc)

Name Suffix: Enter the Suffix. (Jr, Sr, etc)

Preferred First Name: Enter a preferred first name, if desired.

SSN/SIN/TIN: Enter the Social Security number if it isn't populated under the Current Value column.

Birth Date: Enter the Birth Date if it isn't populated under the Current Value column.

Sex: Select the gender. **THIS FIELD HAS TO BE POPULATED.** Even if the gender is populated under the Current Value column it needs to be entered into the field for the EPAF to submit.

Citizenship: Select the citizenship if it isn't populated under Current Value column.

Ethnicity: Select the ethnicity if it isn't populated under Current Value column.

Veteran File Number: Enter the veteran identification number, if applicable.

Veteran Category: Enter Veteran Category, if applicable. (O)ther Protected Veteran Only, (V)ietnam Veteran only, (B)oth Vietnam and Other Eligible Veteran.

Active Duty Sep Date: Enter the date that the person was separated from active duty, if applicable.

Special Disabled Vet: Select this field if the individual is a special disabled veteran.

Make a Person an Employee 900004-00 Asst University Attorney		
Item	Current Value	New Value
Employee Status:	Active	Active
Employee Class Code:	S1, SPA FT Perm exempt	<input type="text"/>
Home COAS: (Not Overrideable)	E	E
Home Organization:	220110, AF Human Resources Admin	<input type="text"/>
Distribution Orgn:	220110, AF Human Resources Admin	<input type="text"/>
District Code:	105, Univ Planning and Research	Not Selected
Current Hire Date: MM/DD/YYYY	04/20/2007	08/17/2009

Employee Status: Defaults in A for Active. This is not overrideable.

Employee Class Code: Enter or Search for the E-Class. The E-Class used for full-time Permanent EPA Fixed Term Faculty (9-month) is **EA**.

Home COAS: Defaults in as E. There is only one Chart of Accounts at ECU. This value will always be E.

Home Organization: Search for the Home Organization number.

Distribution Orgn: Search for the Distribution Orgn. This number should be the same as the Home Organization. This is used for document distribution.

District Code: Select the District code from the drop down box. This is the mail delivery code or mail stop code.

Current Hire Date: Defaults from Query date and should be overridden to match the beginning date of the contract.

Assign EPA Job to Employee 900004-00 Asst University Attorney		
Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		09/01/2009
Contract Type:		Primary
Jobs Effective Date: MM/DD/YYYY		09/01/2009
Personnel Date: MM/DD/YYYY		08/17/2009
Employee Class Code:	<input type="text"/>	<input type="text"/>
Title:	<input type="text"/>	<input type="text"/>
Job Location:		Not Selected
Job Change Reason:		00001, New Hire Initial Employment
Annual Salary:	<input type="text"/>	<input type="text"/>
FTE:	<input type="text"/>	<input type="text"/>
Pays:	24	<input type="text"/>
Factor:	24	<input type="text"/>
Contract Number:	<input type="text"/>	<input type="text"/>
Supervisor ID:	<input type="text"/>	<input type="text"/>

Job Begin Date: This date should match the query date (1st or 16th of the month).

Contract Type: Defaults in as Primary.

Jobs Effective Date: This date should match the query date (1st or 16th of the month).

Personnel Date: This date should match the current hire date, which is the contract begin date.

Employee Class Code: Select the E-Class. The EPA E-Class for full-time Permanent Fixed Term Faculty (9-month) is **EA**.

Title: Enter the employee's working title or position title. (This field has to be completed or the EPAF will not submit.)

Job Location: Select the employee's job location from the drop down box.

Job Change Reason: Select **00001, New Hire Initial Employment** from the drop down box.

Annual Salary: Enter the annual salary.

FTE: Enter the FTE. THIS IS A DECIMAL.

Pays: The number of pays per calendar year. This is always the same as the factor. This is used in the semi monthly pay calculations. **NOTE:** Since this EPAF is for a permanent fixed term faculty member, the pays will be 24.

Factor: The number of pays per calendar year. This is used in the semi monthly pay calculations. **NOTE:** Since this EPAF is for a permanent fixed term faculty member, the factors will be 24.

Contract Number: Enter the Contract number which is the PCS Hegis code. This is a required field.

Supervisor ID: Enter the ECU ID of the supervisor for this employee. This is optional.

New
Effective Date: MM/DD/YYYY 09/01/2009

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
E		111170	105	60100	1700			1.0		76.30
E		314012	610001	60100	1420			0.0		23.70
									Total:	100.00

Defaulting values for Labor Distribution from the Job records.

Save and Add New Rows

FOAP Effective Date: This date should match the query date (1st or 16th of the month).

Index, Fund, Organization, Account, and Program: The FOAPAL information will default in from the position. If, for some reason, the funding should be different than the position funding, you may change it here.

Project: The Project Code represents the FTE by FOAP. This number **MUST** match the FTE assigned.

Percent: The total percent of all labor distributions must equal 100%. If the job is split funded and you used a dollar amount to calculate the correct percent for each labor distribution or FOAPAL line, please indicate the dollar amounts used in your calculation in the **Comments section** at the bottom of this EPAF (below the routing section). This will enable all Approvers to see the dollar figure you used in your calculation.

Routing Queue			
Approval Level	User Name		Required Action
89 - (HRIPS) HR IPS Approval	<input type="text"/>	<input type="text"/>	Approve
90 - (APPLY) HR IPS Apply to Database	<input type="text"/>	<input type="text"/>	Apply
Not Selected	<input type="text"/>	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	<input type="text"/>	Not Selected

Save and Add New Rows

Verify Approval Levels and add additional levels, if necessary. Verify or enter the appropriate User Name for each Approval Level. You are responsible for entering all necessary approval levels for this action.

Click the **SAVE** button at the bottom of the form.

If no errors occur, hit the **SUBMIT** button.

If you receive an error, correct the error, **SAVE** the form and **SUBMIT** again.

(Hint- Errors will NOT submit, warnings will allow you to submit.)

IMPORTANT NOTE: Please make sure the title assigned to the position matches the title of the employee. If not, the EPAF will be returned and a NBAPOSN Change Form must be completed to correct the title on the position. The form should be submitted to Pattie Woolard in Class and Comp. Once the form has been applied to the system, you can re-submit the EPAF. Please look the position up in ECU BIC to confirm that the title has been changed before resubmitting the EPAF.