

E, New Hire EPA Temporary (includes job end date), HN0022

Sign into Self Service Banner

Choose Employee

Choose Electronic Personnel Action Form (EPAF)

Choose New EPAF

The screenshot shows a web form titled "New EPAF Person Selection". At the top right, there are links for "RETURN TO EMPLOYEE MENU", "SITE MAP", "HELP", and "EXIT". Below the title, there are "Instructions:" and "TIPS" sections. The form fields include: "ID:" with a required field asterisk and a search icon, containing "B00010120"; "Query Date:" with a dropdown menu showing "08/16/2009"; and "Approval Category:" with a dropdown menu showing "Not Selected". A "Go" button is at the bottom left. At the bottom of the page, there are links for "EPAF Approver Summary" and "EPAF Originator Summary", a "Return to EPAF Menu" link, and a "powered by SUNGARD SCT HIGHER EDUCATION" logo.

Enter ECU ID and hit your **TAB** button or do a search (magnifying glass) and select a person.

Enter Query Date – This should be payroll dates (use either 1st or 16th of the month)

Choose Approval category - **New Hire EPA Temporary, HN0022**

Click the **GO** button.

The screenshot shows a web form titled "Assign EPA Temporary Job to Employee, JOBNW5". It features a table with columns: "Search Type", "Position", "Suffix", "Title", "Time Sheet", "Organization", "Start Date", "End Date", "Last Paid Date", "Status", and "Select". The "Search Type" dropdown is set to "New Job". Below the table, there is a warning message: "There are no active jobs based on the Query Date." At the bottom, there are buttons for "All Jobs", "Next Approval Type", and "Go".

Assign EPA Temporary Job to Employee, JOBNW5

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 data.

Assign EPA Temporary Job to Employee, JOBNEW5

Search Type	Position	Suffix Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job	921613	00	Professor	644501, HS Al Hlth Phys Assist Studies					

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

Click the **NEXT APPROVAL TYPE** button.

End the Job, JOBEND

Search Type	Position	Suffix Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job	921613	00	Professor	644501, HS Al Hlth Phys Assist Studies					

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

End the Job, JOBEND

Select the New Job for the future end date.

Click the **GO** button.

Update Bio Demo Information in Person Record

Item	Current Value	New Value
Name Prefix:	Mrs	<input type="text"/>
Name Suffix:		<input type="text"/>
Preferred First Name:		<input type="text"/>
SSN/SIN/TIN:	283728272	<input type="text"/>
Birth Date: MM/DD/YYYY	05/05/1977	<input type="text"/>
Sex:	Female	<input type="text" value="Not Available"/>
Citizenship:	Y, Citizen	<input type="text" value="Not Selected"/>
Ethnicity:	6, Race/Ethnicity Unknown	<input type="text" value="Not Selected"/>
Veteran File Number:		<input type="text"/>
Veteran Category:		<input type="text" value="Not Selected"/>
Active Duty Sep Date: MM/DD/YYYY		<input type="text"/>
Special Disabled Vet:		<input type="text" value="Not Selected"/>

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

Name Suffix: Enter the Suffix. (i.e., Jr, Sr)

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 the Current Value column.

Ethnicity: Select the ethnicity if it isn't populated under the 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 921613-00 Professor

Item	Current Value	New Value
Employee Status: (Not Overrideable)	Active	A
Employee Class Code:	E2, SAAO IB FT	<input type="text"/>
Home COAS:	E	E
Home Organization:	101101, CH Chancellor Admin	<input type="text"/>
Distribution Orgn:	101101, CH Chancellor Admin	<input type="text"/>
District Code:	124, Teaching Fellowships	Not Selected
Current Hire Date: MM/DD/YYYY	02/01/2007	08/17/2009

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

Employee Class Code: Enter the E Class for the EPA Temporary job. Non Faculty EPA Temporary, enter **E8**. Faculty Temporary, enter **ET**.

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.

Add EPA Temp Employment Period Information (4 or 9 or 12),
937338-L1 Research Instructor

Item	Current Value	New Value
T4A-NRDays in Canada:		4

T4A-NRDays in Canada: Temps paid in 18 installments should have a 9 in Days in Canada. Temps paid in 9 installments should have a 4 in Days in Canada. Temps paid in 24 installments should have a 12 in Days in Canada. This information will be used for PDF reporting.

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		08/16/2009
Contract Type:		Primary
Jobs Effective Date: MM/DD/YYYY		08/16/2009
Personnel Date: MM/DD/YYYY		08/17/2009
Employee Class Code:		<input type="text"/>
Title:		<input type="text"/>
Job Location:		Not Selected
Job Change Reason:		00061, New Hire Temporary
Annual Salary:		<input type="text"/>
FTE:		1.0
Hours per Day:		8
Hours per Pay:		86.67
Pays:		9
Factor:		9
Contract Number:		<input type="text"/>
Supervisor ID:		<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.

Employee Class Code: Enter the E Class for the EPA Temporary job. Non Faculty EPA Temporary, enter **E8**. Faculty Temporary, enter **ET**.

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.

Timesheet Orgn: Enter timesheet orgn.

Job Change Reason: Select **00061, New Hire Temporary**

Annual Salary: Enter the annual or semester rate.

FTE: Defaults in as 1.0. Change as needed to match correct FTE

Hours per day: Enter the hours normally worked in a day (FTE X 8hrs =Hours per Day).

Hours per pay: Enter the hours normally worked per pay period (FTE X 86.67= Hours per Pay).

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 TEMP the pays will be 9 for the semester and 18 for the academic year.**

Factor: The number of pays per calendar year. This is used in the semi monthly pay calculations. ****NOTE: Since this EPAF is for a TEMP the factor will be 9 for the semester and 18 for the academic year.**

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 08/16/2009

COA	Index	Fund	Account	Program	Activity	Location	Project	Cost	Percent
E		111170	102	60100	1700			.77	77.06
E		111170	280101	60100	1700			.23	22.94
Total:									100.00

Job Labor Distributions defaulted from the approved Position Labor Distributions for fiscal year 2007, position 900004.

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.

End the Job 921613-00 Professor

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY		12/31/2009
Personnel Date: MM/DD/YYYY		12/18/2009
Job Status: (Not Overrideable)		T
Job Change Reason:		00100, Temp Appt Terminated

Jobs Effective Date: This should be the last pay date (either the 15th or last day of the month)

Personnel Date: This will be the end date of their EPA contract.

Job Status: Defaults in as T for Terminate and is not overrideable.

Job Change Reason: Defaults in as **00100, Temp Appointment Terminated**.

Routing Queue

Approval Level	User Name	Required Action
89 - (HRIPS) HR IPS Approval		Approve
90 - (APPLY) HR IPS Apply to Database		Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		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.)