

Add an EPA Teaching Overload Temp Appointment (person over 1.0 FTE), AJ0028

Use this EPAF for non-teaching and faculty overloads

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

Search

RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

New EPAF Person Selection

Instructions:

1. Enter an ECU ID or select the link to search for an ID.
2. Enter the appropriate Query Date - this is the effective date of your action. It will default into certain date fields in your EPAF to make data entry easier but you may override.
3. Select the Approval Category - the action you are doing.
4. Select Go.

TIPS - Do not enter punctuation in names, addresses or phone numbers. No hypens, periods, dashes, parenthesis, etc.

* - Indicates a required field.

ID: *

Query Date: MM/DD/YYYY *

Approval Category: *

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)
[Return to EPAF Menu](#)

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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- Add an EPA Teaching Overload Temp Appointment (person over 1.0 FTE), AJ0028

Click the **GO** button.

Assign EPA Temporary Job to Employee, JOB5

Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text" value="New Job"/>	<input type="text"/>	<input type="text"/>								<input type="radio"/>
Primary	900024	00	Administrator		101, CH Chancellor Admin	Jan 01, 2007			Active	<input type="radio"/>

Assign EPA Temporary Job to Employee, JOB5

Enter the New Job position number and the appropriate suffix.

With EPA Overloads, use suffix L1, L2, etc.

VERY IMPORTANT: After entering the suffix hit your **TAB BUTTON** to populate the position.

Assign EPA Temporary Job to Employee, JOBNW5

Search Type	Position	Suffix Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="radio"/> New Job	910003	L1	Visiting Lecturer	320101, UA University Development Admin				<input checked="" type="radio"/>
<input type="radio"/> Primary	900024	00	Administrator	101, CH Chancellor Admin	Jan 01, 2007		Active	<input type="radio"/>

Click the **NEXT APPROVAL TYPE** button.

Note: Make sure you click the NEXT APPROVAL TYPE or you will NOT proceed to the following screen.

End the Job, JOBEND

Search Type	Position	Suffix Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="radio"/> New Job	910003	L1	Visiting Lecturer	320101, UA University Development Admin				<input checked="" type="radio"/>
<input type="radio"/> Primary	900024	00	Administrator	101, CH Chancellor Admin	Jan 01, 2007		Active	<input type="radio"/>

End the Job, JOBEND

Select the NEW JOB by using the select button to the right. This field allows you to enter the future end date in the EPAF.

Click the **GO** button.

Assign EPA Temporary Job to Employee 910003-L1 ' Assistant Professor

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		08/16/2009
Contract Type: (Not Overrideable)		<input type="radio"/>
Jobs Effective Date: MM/DD/YYYY		08/16/2009
Personnel Date: MM/DD/YYYY		08/24/2009
Employee Class Code:	<input type="text"/>	<input type="text"/>
Title:	<input type="text"/>	
Job Location:	Not Selected	<input type="button" value="v"/>
Job Change Reason:	Not Selected	<input type="button" value="v"/>
Annual Salary:	<input type="text"/>	
FTE:	<input type="text"/>	
Hours per Day:	<input type="text"/>	
Hours per Pay:	<input type="text"/>	
Pays:	9	<input type="text"/>
Factor:	9	<input type="text"/>
Contract Number:	<input type="text"/>	
Supervisor ID:	<input type="text"/>	

End the Job 910003-L1 Visiting Lecturer

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 Selected
Job Change Reason:		Not Selected

Jobs Effective Date: This date 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: Select **Terminated** from the drop down box.

Job Change Reason: Select **00100, Temp appointment terminated** from the drop down box.

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.

Routing Queue

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