

Add an Additional EPA TEMP Appointment (not overload), AJ0027

Use this EPAF for SPA Exempt employee assigned an additional EPA temporary appointment for the semester

- 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

RELEASE: 7.3 MC:1.2 powered by SUNGARD SCT HIGHER EDUCATION

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 Additional EPA TEMP Appointment (not overload), AJ0027

Click the **GO** button.

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="button" value="Q"/>	New Job	<input type="text"/>	<input type="text"/>							<input type="button" value="Q"/>
	Primary	900024	00	Administrator	101101, CH Chancellor Admin	Jan 01, 2007			Active	<input type="button" value="Q"/>

Assign EPA Temporary Job to Employee, JOBNW5
Enter the New Job position number and the appropriate suffix.

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

Assign EPA Temporary Job to Employee, JOBNEW5

Search Type	Position	Suffix Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="radio"/> New Job	900021	00	Program Specialist	101101, CH Chancellor Admin				<input type="radio"/>
<input type="radio"/> Primary	900024	00	Administrator	101101, 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	900021	00	Program Specialist	101101, CH Chancellor Admin				<input type="radio"/>
<input type="radio"/> Primary	900024	00	Administrator	101101, 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 900021-00 Program Specialist

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

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

Contract Type: Defaults in as “S” for a secondary assignment.

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

Personnel Date: The Query Date you entered will default in here. You will need to override and change the date to the beginning date of the additional EPA temporary contract.

Employee Class Code: Enter the E Class for the EPA Temporary job. This applies to the temporary EPA job and not the permanent SPA job. Therefore, the E-Class should be **ET, FACULTY TEMPORARY.**

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 00230, Add a Secondary Appointment from the drop down box.

Annual Salary: Enter the salary for the EPA temp appointment.

FTE: Enter FTE. THIS IS A DECIMAL.

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 86.67hrs=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. (9 for semester)

Factor: The number of pays per calendar year. This is used in the semi monthly pay calculations. (9 for semester)

Contract Number: Enter the Contract number which is the PCS Hegis code.

Supervisor ID: Enter the ECU ID of the supervisor for this employee. Leave blank if unknown.

Current
Effective Date: 04/16/2007
COA Index Fund Organization Account Program Activity Location Project Cost Percent

New
Effective Date: MM/DD/YYYY 08/16/2009

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
E	111170	113	60100	1700			1.0		100.00
								Total:	100.00

Job Labor Distributions defaulted from the approved Position Labor Distributions for fiscal year 2007, position 900021.

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 for the EPA temporary appointment.

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.

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: Enter the future end date. This should be the last day they will be paid from this job. (either the 15th or the last day of the month)

Personnel Date: Enter the future end date. This will be the end date of the EPA temporary 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.