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

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.

**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.
Click the **NEXT APPROVAL TYPE** button.

*End the Job, JOBEND*
Select the New Job for the future end date.

Click the **GO** button.

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**Update Bio Demo Information in Person Record**

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Prefix:</td>
<td>Mrs</td>
<td></td>
</tr>
<tr>
<td>Name Suffix:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preffered First Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSN/SIN/TIN:</td>
<td>203728272</td>
<td></td>
</tr>
<tr>
<td>Birth Date: MM/DD/YYYY</td>
<td>05/05/1977</td>
<td></td>
</tr>
<tr>
<td>Sex:</td>
<td>Female</td>
<td>Not Available</td>
</tr>
<tr>
<td>Citizenship:</td>
<td>Y, Citizen</td>
<td>Not Selected</td>
</tr>
<tr>
<td>Ethnicity:</td>
<td>6, Race/ethnicity Unknown</td>
<td>Not Selected</td>
</tr>
<tr>
<td>Veteran File Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veteran Category:</td>
<td></td>
<td>Not Selected</td>
</tr>
<tr>
<td>Active Duty Sep Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Disabled Vet:</td>
<td></td>
<td>Not Selected</td>
</tr>
</tbody>
</table>

**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.
**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.

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>T4A-NRDays in Canada:</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

**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.
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.
**FOAP Effective Date:** This date should match the query date (1\textsuperscript{st} or 16\textsuperscript{th} 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.

**Jobs Effective Date:** This should be the last pay date (either the 15\textsuperscript{th} 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.

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.)