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

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, JOBNW5
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.
Click the **NEXT APPROVAL TYPE** button.

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

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**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.
**Job Begin Date:** This date should match the Query Date you entered (the 1st or the 16th).

**Contract Type:** Defaults in as “O” for OVERLOAD assignment.

**Jobs Effective Date:** This date should match the Query Date you entered (the 1st or the 16th).

**Personnel Date:** The Query Date you entered will default in here and must be overridden. This should be the beginning date of their EPA contract for the overload.

**Employee Class Code:** Enter the E Class for the EPA Temporary job. This applies to the temporary job, not the permanent 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 00231, Add Overload Appointment EPA from the drop down box.

**Annual Salary:** Enter the salary for this overload appointment.

**FTE:** Enter 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. (Usually 9 for the semester)

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

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**FOAP Effective Date:** The date should match the Query Date you entered (the 1st or the 16th).

**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 should MATCH the FTE in the Assign EPA Temporary section.

**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 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

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>T4A-NR Days in Canada</td>
<td>9</td>
<td>4</td>
</tr>
</tbody>
</table>

T4A-NR Days 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

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
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</thead>
<tbody>
<tr>
<td>89 - (HRPS) HR IPS Approval</td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>89 - (APPLY) HR IPS Apply to Database</td>
<td></td>
<td>Apply</td>
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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.