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

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
Enter the New Job position number and the appropriate suffix.

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.

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 (1**st** or 16**th** of the month).

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

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

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**FOAP Effective Date:** This date should match the query date (1**st** or 16**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 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.

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**End the Job 900021-00 Program Specialist**

<table>
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<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs Effective Date:</td>
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</tr>
<tr>
<td>Personnel Date:</td>
<td></td>
<td>12/18/2009</td>
</tr>
<tr>
<td>Job Status:</td>
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<tr>
<td>Job Change Reason:</td>
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</tbody>
</table>

**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.

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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>
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<tbody>
<tr>
<td>T4A-NRDays in Canada:</td>
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</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.
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.