

EPAF for Faculty Overload or Summer Appointment

Once signed into Self-Service—select Employee

Arkansas State University

Personal Information Student Financial Aid Faculty Services **Employee** Finance

Search Go

ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

- Personal Information
Update addresses, contact information; Change your PIN.
Please keep your address and telephone number current to help ensure that you receive important ASU communications.
- Student
Apply for Admission, Register, View your academic records and Financial Aid.
- Financial Aid
View your Financial Aid information.
- Faculty and Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information.
- Employee**
- Finance

RELEASE: 8.9.1

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The below screen will come up—Click on Electronic Personnel Action Forms

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RETURN TO MENU SITE MAP HELP EXIT

Employee

Download the [Employee Self Service](#) guide or contact Payroll Services at 972-2293 or hhp-support@astate.edu for assistance.
Questions regarding Account Balances should be directed to the Treasurer's Office at 972-2285.

- Leave Report
- Leave Balances
- Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, Benefit Statement.
- Pay Information
Direct Deposit Allocation, Earnings and Deductions History, Pay Stubs and Notice of Salary.
- Jobs Summary
- Electronic Personnel Action Forms**
- Tax Forms
W4 Information or W2 Form.
- Salary Planner
- Account Summary by Term
- myBill
View eBill, make a payment or deposit, and establish Online Installment Plan.
- Effort Certification
- Training and Procedures
- Pay Stub Emp Admin

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Screen for EPAF processing—Select New EPAF

Arkansas State University

Personal Information Student Financial Aid Faculty Services **Employee** Finance

Search Go

RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

Electronic Personnel Action Form

- EPAF Approver Summary
- EPAF Originator Summary
- New EPAF**
- EPAF Proxy Records
- Act as a Proxy

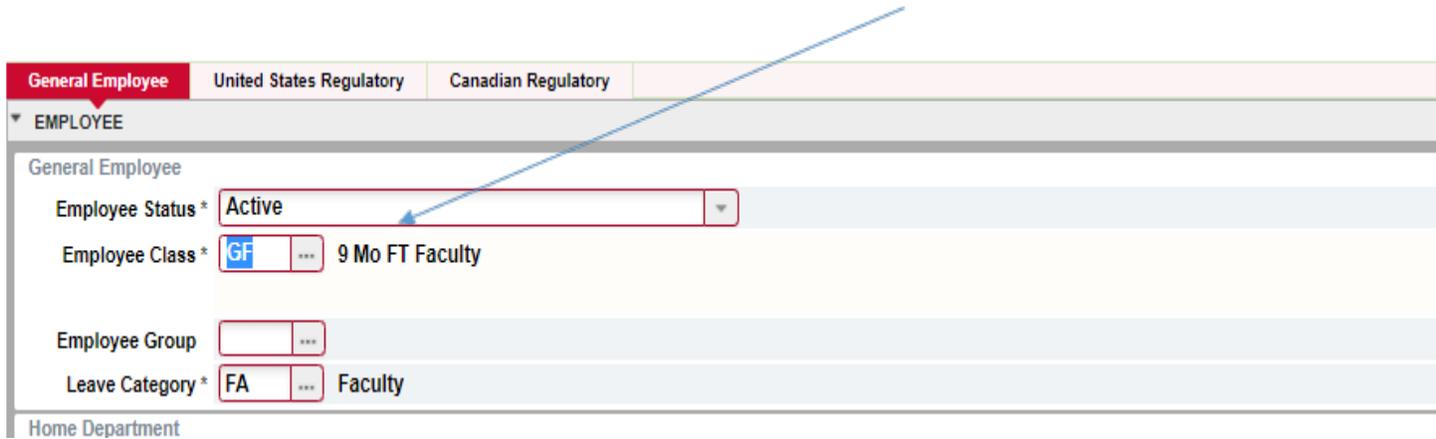
RELEASE: 8.12.1.5

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You will now first need to determine if a faculty member is 9 month faculty or a deferred (9 mo paid over 12 mo) faculty. You will need to do the following steps:

To determine if faculty is 9-month or Deferred (9 paid over 12) then:

- Go to PEAEMPL in Banner 9 for the employee and look at the employee class for them. If employee class is GF then this is a 9-month faculty being paid over 9 months, DF is a 9 month faculty being paid over 12 months.



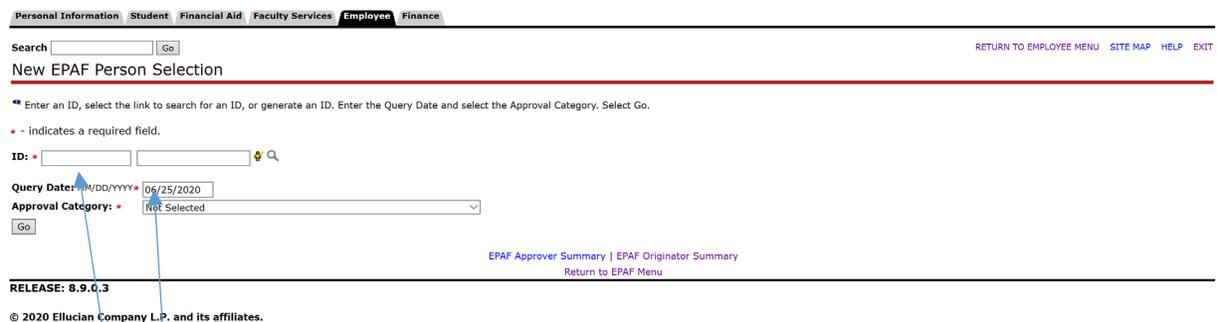
The screenshot shows the Banner 9 Employee Class screen. At the top, there are tabs for 'General Employee', 'United States Regulatory', and 'Canadian Regulatory'. Below this is a section titled 'EMPLOYEE' with a dropdown arrow. Underneath, there is a 'General Employee' section with the following fields: 'Employee Status *' set to 'Active', 'Employee Class *' set to 'GF' with '9 Mo FT Faculty' next to it, 'Employee Group' (empty), and 'Leave Category *' set to 'FA' with 'Faculty' next to it. At the bottom left, there is a 'Home Department' link. A blue arrow points from the top right towards the 'Employee Status' dropdown.

Once this is determined, return back to the EPAF.

Once the below screen appears you will be ready to begin entering the information to appoint the faculty overload or summer appointment for their new assignment.



Arkansas State University



The screenshot shows the EPAF Person Selection screen. At the top, there is a navigation bar with tabs for 'Personal Information', 'Student', 'Financial Aid', 'Faculty Services', 'Employee', and 'Finance'. Below this is a search bar with a 'Go' button and a link to 'RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT'. The main heading is 'New EPAF Person Selection'. Below this, there is a note: 'Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.' A red asterisk indicates a required field. The 'ID:' field is empty. The 'Query Date:' field is set to '06/25/2020'. The 'Approval Category:' dropdown is set to 'Not Selected'. There is a 'Go' button. At the bottom, there are links for 'EPAF Approver Summary | EPAF Originator Summary' and 'Return to EPAF Menu'. The footer includes 'RELEASE: 8.9.0.3' and '© 2020 Ellucian Company L.P. and its affiliates.' Two blue arrows point from the text below to the 'ID:' and 'Query Date:' fields.

Enter the following information:

- Employee ID – once entered with populate the name.
- **Query Date—today's date will default you will need to change this to the first date of the new appointment. Example Fall Appointment enter 8/16/2021 or Summer Appointment enter 6/1/2022 for summer I or 7/1/2022 for summer II.**

- Approval Category—this is a drop down menu so you will need to select the appropriate Approval Category. Choose Approval Category on PEAEMPL if employee class is GF then use 9 month faculty EPAF's. Employee class DF is a 9 month employee being paid over 12 months (DEFERRED) so they will need to use EPAF for 12-month employee.

Employee class DF (9 month deferred faculty) should use suffix 01, 02, 03, etc for all overloads as well as summer assignments.

Employee class GF (9 month faculty) should use 50 or 51 for summer assignments.

NOTE: When entering an approval category, it is very important to choose the appropriate form to avoid having to delete or re-enter the form. There are 3 options to use.

- Select “Overload Rehire Full Time Employee or Faculty Summer Overloa, FCOVSM” if the faculty member has had an overload or summer appointment in the past using 01, 02, 50, or 51.
- Select “New Overload for 9-month Faculty (never had this suffix), FCNWOV” if the faculty member has never had an 01, 02, 50 or 51 overload before to establish the new suffix the first time.
- For first time suffix overload for 12 month or 9 MONTH DEFERRED faculty, it would be “New Overload Appointment for 12 month FT Emp, OVNW12” to establish the suffix the first time.

When selecting “Overload Rehire Full Time Employee or Faculty Summer Overloa, FCOVSM” hit Active Jobs, you should see a similar screen below. This faculty member has had overload assignments 01, 02, 03, 50, and 51. Therefore, you will need to use the approval category Overload Rehire Full Time Employee or Faculty Summer Overload without the word New in it as these suffixes have already been established previously. Anything that is current will have the word ACTIVE beside it. If this employee had active 00, 01, and 02 suffix, you would need to use “New overload for 9-month Faculty” if you needed to established an 03 suffix only the first time.

The screenshot shows the 'New EPAF Person Selection' page on the Arkansas State University website. It includes a search bar, a query date of 08/16/2021, and an approval category of 'Faculty Overload or Summer Appointment, FCOVSM'. Below this is a table titled 'Employee Job Assignments' with columns for Type, Position/Suffix, Title, Time Sheet Organization, Start Date, End Date, Last Paid Date, and Status.

Type	Position/Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	00	Professor	217005	Jan 01, 2007		May 15, 2021	Active
Overload	01	Professor	217005	Aug 16, 2019	Apr 30, 2021	Apr 30, 2021	Terminated
Overload	02	Associate Professor	217520	Mar 15, 2017	Mar 15, 2019	Mar 15, 2019	Terminated
Overload	03	Professor	217005	Jun 01, 2007	Jul 31, 2021	Jul 31, 2021	Terminated
Overload	51	Professor	217005	Jun 01, 2009	Jun 30, 2021	Jun 30, 2021	Terminated
Overload	50	Associate Professor	217520	Jun 16, 2018	Jun 15, 2019	Jun 15, 2019	Terminated
(Active Jobs)							

Make sure previous overloads have passed the last paid date before using the 01 or 50 as a suffix for another overload again. If it has not passed, 02 would need to be used (01, 02, 03, etc. will be used from 8-16 to 5-15 for 9 month faculty or 7-1 to 6-30 for 12 month faculty). For summer appointments, 50 would need to be used and if the first job has not expired, 51 would

Enter timesheet org, supervisor ID and FOAP to be charged. If a FOAP defaults, please make sure it is accurate.

On an EPAF for a “New” suffix to be established the first time only, you may get a Default Earnings code section pop up. If this happens, you need to enter the below.

Default Earnings, F00421-01 Instructor						
Current						
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
New						
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
Mar 16, 2022	OVR, Overload Earnings	43.33			1	

Only 4 things need to be populated as below:

1. New effective date should be the start date and match the query date and job begin date.
2. Earnings code drop down selected should be OVR, Overload Earnings.
3. Hours or Units Per Pay should be 43.33
4. Shift should be 1

The default earnings code will only apply to any “New” suffix being established.

Proceed to enter the Terminated Job Records information.

The level of approvers in the routing section should include the following:

Dept	Click on the magnifying glass and select the appropriate Chair
Dean	Click on the magnifying glass and select the appropriate Dean
INTL	Add International Programs as needed for international faculty/staff and part-time non-student by clicking the 'save and add new row' button to add the approver level. Click on the magnifying glass and select MSUMMERS in the user name for Michelle Summers.
SPA	Add Sponsored Programs as needed for grant funded research by clicking the 'save and add new row' button to add the approver level. Click on the magnifying glass and select the name of the appropriate SPA representative for the grant.
Online Serv**	Add Online Services as needed for AOS classes, degree centers, or ADTEC. Click on the magnifying glass or enter NADAMS in user name for Nikki Adams for AOS
VC/VP	Click on the magnifying glass or enter KATHYHICKS in user name for Kathy Hicks
Budget	Click on the magnifying glass or enter TWATSON in user name for Tara Watson
Payroll	Click on the magnifying glass or enter AGIBSON in user name for Angela Gibson
Super	Click on the magnifying glass or enter ALOYD in the user name for Amy Loyd

**Online Services will not be needed or in the routing if it is a non-AOS faculty overload or summer appointment.

Once you have verified and entered the information Click Save.

The EPAF will come back up and show you the current value and the new value and say "Your change was saved successfully". Once you have verified that all information is correct you are ready to hit submit. If you have errors you can correct—Save again before submitting. If you need to delete this is the point that you can do so otherwise submit the EPAF to start through the approval process.