EPAF for Faculty Overload or Summer Appointment

Once signed into Self-Service—select Employee

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Arkansas State l	Jniversity	
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Student Apply for Admission, Register, View your Einancial Aid	academic records and Financial Ald.	
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The below scre	een will come up—Click on Electronic Personnel Action Forms	
Arkansas State l	Jniversity	
Personal Information Student	Financial Aid Faculty Services Employee Finance	
Search Go		RETURN TO MENU SITE MAP HELP EXIT
Download the Employee Self Serv	ice quide or contact Payroll Services at 972-2293 or bhp-suppart@astate.edu for assistance.	
Questions regarding Account Bala	nces should be directed to the Treasurer's Office at 972-2285.	
Leave Report		
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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.

	General Employee	United States Regulatory	Canadian Regulatory		
•	* EMPLOYEE				
	General Employee				
l	Employee Status *	Active		*	
	Employee Class *	GF 9 Mo FT F	aculty		
	Employee Group				
	Leave Category *	FA Faculty			
	Home Department				

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			
Personal Information Student Financial Aid Faculty Services Employee Finance			
Search Go	RETURN TO EMPLOYEE MENU S	ITE MAP HE	ELP EXIT
New EPAF Person Selection			
⁴⁴ 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.			
indicates a required field.			
ID: * \$* Q			
Query Date: w/DD/YYY* 06/25/2020 Approval Category: Kot Selected			
Go			
EPAF Approver Summary EPAF Originator Summary			
Return to EPAF Menu			
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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.

New EPAF Person Selection × +						
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Overload F00311 50 Professor	217006, Asst Professor	Jun 01, 2007 Jul 31, 2021	Jul 31, 2021 Terminated	1		
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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

need to be used. Suffixes 50, 51, 52, etc. will be used from 5-15 to 6-30 or 7-1 to 8-16. Assignments cannot cross fiscal years without processing another EPAF for the new fiscal year. Assignments for the new year cannot be processed until the Budget office rolls and opens the new year.

Click Go

The screen below will appear and all that needs to be entered is the Position and Suffix. On position number alpha characters MUST be capitalized (example: F00311) and suffix is 01 or 50 (unless already used).

□ New EPAF Job Selection x +	– o ×
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Personal Information Student Imployee Finance	
Search 6	RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT
New EPAF Job Selection	Your current Institution is JBORO
FOR QUESTIONS: Please contact Human Resources at 973 454.	
Query Date: Aug 16, 2022	
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All Jobs	
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Return to EPAE Menu	
RELEASE: 8.18	
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Enter position and suffix.

Click Go

The EPAF has now been created as seen below: It is time to verify that the information is correct.

Click Save—this will cause the Current Value information to populate to the left for comparison.

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It should say "Your change was saved successfully" at the top. Enter fields with red asterisks.

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Enter the information for the EPAF and either Save or Submit	
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Approval Types Account Distribution Routing Queue Comments Transa	ction History
New EPAF EPAF Originator Summary Return to EPAF. Menu	
Jump to Bottom	
 Indicates a required field. 	
Salary employee in same position, F00311-01 Professor, Last Paid Date: Apr 30, 2021	
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Annual Salary Conversions: Determine the per pay period amount multiplied by 18 pay periods for 9 month faculty or 24 pay periods for 12 month faculty **OR 9 MO DEFFERRED FACULTY** to get an annualized salary.

Example 1 (fall/spring - 01 suffix) – Pay will be \$2,100 for an extra class assigned from 8-16 to 12-31 (9 pay periods) for a 12 month faculty OR 9 MO DEFFERRED FACULTY. \$2,100 divided by 9 pay periods is \$233.33 ppp X 24 so the annual salary should be \$5,600.

Example 2 (fall/spring – 01 suffix) – Pay is \$10,000 for an Interim administrative appointment from 8-16 to 5-15 (18 pay periods) for a 9 month faculty. \$10,000 is entered in the annual salary.

Example 3 (summer - 50 suffix) – 9 month faculty salary is \$62,583 (please verify all salary amounts in NBAJOBS before proceeding) and the faculty member is teaching 2 summer classes in June at 13.888%. The total salary to be paid is \$8,691.53 for the month of June. To annualize the salary to be paid, multiply the \$8,691.53 monthly salary (2 pay periods) X 9 months or \$78,223.77 (\$8,691.53 divided by 2 pay periods is \$4,345.77 ppp X18).

Example 4 (summer – 50 suffix) – 9 month faculty salary is \$72,661 and the faculty member is working on a research grant for the month of June on a research grant for $1/9^{th}$ their salary. Their annualized 9 month salary to be put in the EPAF is \$72,661. The dates entered will determine how much is paid on the grant.

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 P	Deemed ay Hours	Special Rate	Shift End Date		
Mar 16, 2022	OVR, Overl Earnings	oad 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.

Electronic Personnel Action Form × +			– <mark>–</mark> – ×
← → ♂ ⋒ ⊕ https://ssb-prod.ec.astate.e	du/PROD/bwpkepaf.P_UpdateEpafDetI **Th	nese	dates must be entered each time. The Job End Date and Job Effective
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Approval Level	User Name		Required Action Remove
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Transaction History Action Date Created: Aug 04, 2021 Kathy M Hicks Save Submit Delete Return to Top	Approval Types	Accoun	is being sent so they will not have to call and ask about the extra comp form. Failure to receive the extra comp form within 5 days to match with the EPAF will result in the EPAF being returned until the extra comp form is received for processing.

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.