EPAF Adjunct Approver Guide

Once signed into Self-Service—select Employee

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This example below shows where this employee was previously a PT Faculty Adjunct (Current Value) and is currently being rehired as a PT Faculty Adjunct (New Value) in the Update Employee Information Rehire section. Verify the begin date and salary are correct and all other information.

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Verify the FOAP information is correct in the new FOAP section and verify the Termination Job End Date and Jobs Effective Date are correct (they should be the same).

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Verify all information is correct and click Approve. If you do not agree click Disapprove. If any information is incorrect click Return for Correction.

The status will be confirmed as below upon completion and your routing will show your approval.

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Additional Appointment option – On rare occasions, adjuncts are assigned different assignments with different terms and dates ranges such as full term or part of term. This can be done by selecting the Approval Category in the drop down of Adjunct Additional Appointment or Summer Appt for the 2nd or consecutive appointments. Then hit Go and put in EAXXXX with a suffix of 01 for the second appointment or 02 for a third appointment. An example for 3 job assignments as below:

- 1. Full term with date range of 08/16/2021 to 12/31/2021 would be the base load suffix of 00
- 2. 1st part of term with date range of 8/16/2021 to 10/15/2021 would be the suffix of 01
- 3. 2nd part of term with date range of 10/16/2021 to 12/15/2021 would be the suffix of 01 since the date for 2 above would be terminated as of 10/15/2021.

You cannot have overlapping dates using the same suffix numbers as the first job is still active and not terminated. Once the suffix date has been terminated that suffix can be used again.

Annual Salary Conversions for EPAFs for Adjuncts

Adjuncts are considered 9 month part-time faculty paid over 18 pay periods in Banner

Take the dollar amount to be pay divided by the # of pay periods X 18 to convert to an annual salary for EPAFS Examples:

\$2,000 / 9 pp = \$222.22 X 18 pp = \$4,000 (rounded)

\$3,500 / 4 pp = \$875 X 18 pp = \$15,750 (rounded) 500 / 5 . \$700 X 18 \$12,600 (rounded)

\$3,500 /	5 pp =	\$700 X	18 pp =	\$12,600	(rounded)	

	. .			divided over 18	# pay	Annual	
	Dates	Adjunct rate		pay periods	periods	Amount	Rounded amounts
Fall term	8-16 to 12-31	\$2,000	1 class	\$222.22	9	\$4,000	calculated at \$222.22 per pay period X 9
Spring torm	1 1 to E 1E		2 classes	\$111 AA	0	¢9.000	pp or \$2,000 per semester
spring term	1-1 10 5-15		Z Classes	Ş444.44	9	\$8,000	calculated at \$444.44 per pay period X 9
			3 classes	\$666.67	9	\$12,000	calculated at \$666.67 per pay period X 9
			5 6105565	<i>QCCC.C</i> /	5	<i><i>Q</i>12,000</i>	pp or \$6.000 per semester
							FF +
		\$2,100	1 class	\$233.33	9	\$4,200	calculated at \$233.33 per pay period X 9
							pp or \$2,100 per semester
			2 classes	\$466.67	9	\$8,400	calculated at \$266.67 per pay period X 9
							pp or \$4,200 per semester
			3 classes	\$700.00	9	\$12,600	calculated at \$700.00 per pay period X 9
							pp or \$6,300 per semester
		\$2,200	1 class	\$211 11	٩	\$4.400	calculated at \$244.44 per pay period X.9
		Ş2,200	I Class	Ş277.77	5	Ş , ,400	nn or \$2,200 per semester
			2 classes	\$488.89	9	\$8.800	calculated at \$488.89 per pay period X 9
				,			pp or \$4,400 per semester
			3 classes	\$733.33	9	\$13,200	calculated at \$733.33 per pay period X 9
							pp or \$6,600 per semester
		\$2,500	1 class	\$277.78	9	\$5,000	calculated at \$277.78 per pay period X 9
				4			pp or \$2,500 per semester
			2 classes	\$555.56	9	\$10,000	calculated at \$555.56 per pay period X 9
			2 classes	6022.22	٩	\$15,000	pp or \$5,000 per semester
			5 Classes	J055.55	5	\$15,000	pp or \$7.500 per semester
AOS Fall Term	8-16 to 12-31	same as regu	lar adiunct r	ates noted above			hh i -) h
AOS Spring Term	1-1 to 5-15	\$3,500	1 class	\$388.89	9	\$7,000	calculated at \$388.89 per pay period X 9
							pp or \$3,500 per semester
			2 classes	\$777.78	9	\$14,000	calculated at \$777.78 per pay period X 9
							pp or \$7,000 per semester
			3 classes	\$1,166.67	9	\$21,000	calculated at \$1,166.67 per pay period X 9
							pp or \$10,500 per semester
AOS Fall 1st part	8-16 to 10-15	\$3.500	1 class	\$875.00	4	\$15 750	calculated at \$875.00 per pay period X 4
term	0 10 10 10 10	<i>\$3,300</i>	1 61055	<i>Q</i> 075.00	-	<i>Ş</i> 13,730	pp or \$3,500
AOS Fall 2nd part	10-16 to 12-15		2 classes	\$1,750.00	4	\$31,500	calculated at \$1,750.00 per pay period X 4
term							pp or \$7,000
			3 classes	Check LIM	4	\$47,250	Check FY line item max for state
							compliance on allowed ppp amount
AOS Spring 1st	1-16 to 3-15	\$3,500	1 class	\$875.00	4	\$15,750	calculated at \$875.00 per pay period X 4
part term					4	pp or \$3,500
AUS Spring 2nd	3-16 to 5-15		2 classes	\$1,750.00	4	\$31,500	calculated at \$1,750.00 per pay period X 4
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