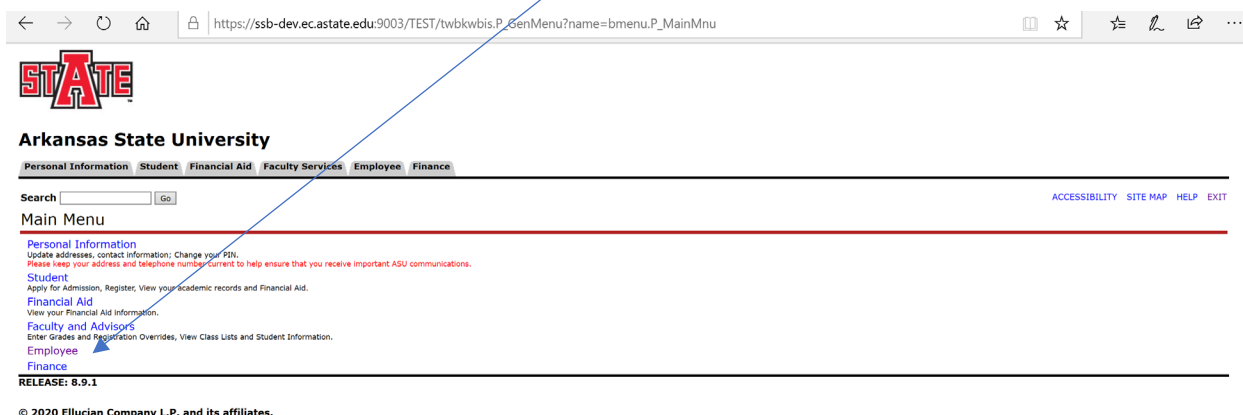
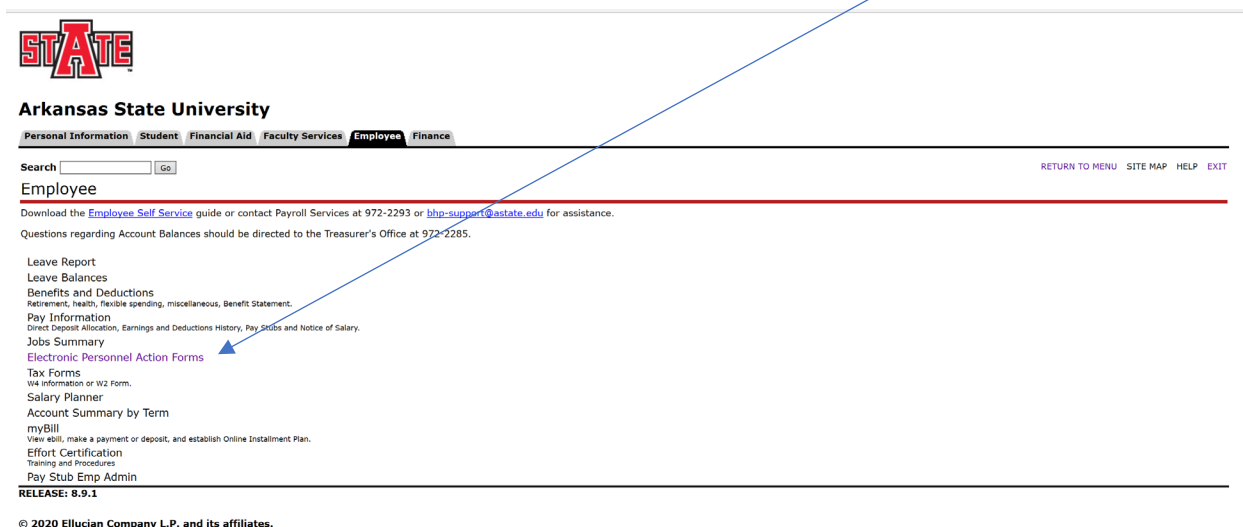


EPAF Adjunct Approver Guide

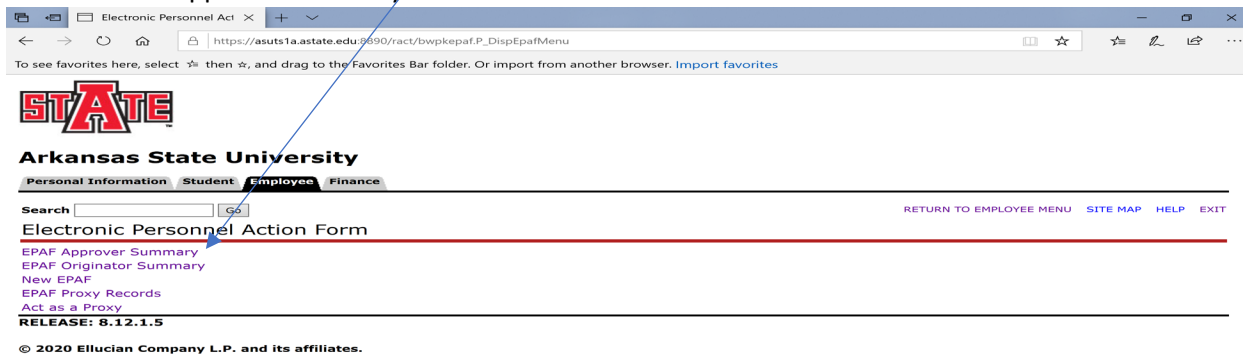
Once signed into Self-Service—select Employee



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



Click on EPAF Approver Summary



This is the list of names in your queue. Click on a name highlighted in blue.

Arkansas State University

Personal Information Student Employee Finance

Search [Go]

EPAP Approver Summary

Current In My Queue History

Select the link under Name to access details of the transaction.

Queue Status: Pending [Go]

Select All [Reset] [Save]

1 - 1 of 1
Jump to Bottom

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action Links
Fought, Brad R. Part-time Faculty, EA0650-00	10233637	44123	AOS Adjunct Rehire Same Position	Sep 23, 2020	Oct 15, 2020	Approve	[Comment]

1 - 1 of 1
Return to Top
Comments Exist

Select All [Reset] [Save]

RELEASE: B.18

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This below information will show on one screen:

Arkansas State University

Personal Information Student Employee Finance

Search [Go]

EPAP Preview

Name and ID: Brad R Fought, 10233637
Transaction: 44123
Job and Suffix: EA0650-00, Part-time Faculty
Transaction Status: Pending
Approval Category: AOS Adjunct Rehire Same Position, AAD35P
Query Date: Oct 15, 2020
Last Paid Date: Dec 15, 2019

Approve [Disapprove] [Return for Correction] [More Info] Add Comment

Approval Types | Account Distribution | Routing Queue | Comments | Transaction History

EPAP Approver Summary
Return to EPAP Menu

Jump to Bottom

- indicates a required field.

Employee Info Rehire Sam Pos

Enter Changes	Current Value	New Value
Employee Status:	Active	Active
Employee Class Code:	EF, 9 Mo PT Faculty Adjunct	EF, 9 Mo PT Faculty Adjunct
Home COAS:	J	J
Home Organization:	254201, Leadership and Special Education	254201, Leadership and Special Education
Distribution COA:	J	J
Distribution Orgn:	254201, Leadership and Special Education	254201, Leadership and Special Education
Current Hire Date:	06/01/2020	10/16/2020

Salary employee in same position, EA0650-00 Part-time Faculty, Last Paid Date: Dec 15, 2019

Enter Changes	Current Value	New Value
Job Effective Date:	12/15/2019	10/16/2020
Job Status:	Terminated	Active
Job Change Reason:	EDSES	RGSES
Annual Salary:	15750	15500
TimeSheet Orgn:	213050	213050
Time Entry Method:	Payroll Time Entry	Payroll Time Entry
Supervisor ID:	10361259	10361259

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.

Arkansas State University

Personal Information Student Employee Finance

Search [Go]

EPAP Preview

Name and ID: Brad R Fought, 10233637
Transaction: 44123
Job and Suffix: EA0650-00, Part-time Faculty
Transaction Status: Pending
Approval Category: AOS Adjunct Rehire Same Position, AAD35P
Query Date: Oct 15, 2020
Last Paid Date: Dec 15, 2019

Approve [Disapprove] [Return for Correction] [More Info] Add Comment

Approval Types | Account Distribution | Routing Queue | Comments | Transaction History

EPAP Approver Summary
Return to EPAP Menu

Jump to Bottom

- indicates a required field.

Employee Info Rehire Sam Pos

Enter Changes	Current Value	New Value
Employee Status:	Active	Active
Employee Class Code:	EF, 9 Mo PT Faculty Adjunct	EF, 9 Mo PT Faculty Adjunct
Home COAS:	J	J
Home Organization:	254201, Leadership and Special Education	254201, Leadership and Special Education
Distribution COA:	J	J
Distribution Orgn:	254201, Leadership and Special Education	254201, Leadership and Special Education
Current Hire Date:	06/01/2020	10/16/2020

Salary employee in same position, EA0650-00 Part-time Faculty, Last Paid Date: Dec 15, 2019

Enter Changes	Current Value	New Value
Job Effective Date:	12/15/2019	10/16/2020
Job Status:	Terminated	Active
Job Change Reason:	EDSES	RGSES
Annual Salary:	15750	15500
TimeSheet Orgn:	213050	213050
Time Entry Method:	Payroll Time Entry	Payroll Time Entry
Supervisor ID:	10361259	10361259

Current

Effective Date: 10/16/2019

COA Index Fund	Organization	Account	Program	Activity	Location	Project	Cost Percent	Encumbrance	Override	End Date
J	130161	254201					617200	1110	100.00	

New

Effective Date: 10/16/2020

COA Index Fund	Organization	Account	Program	Activity	Location	Project	Cost Percent	Encumbrance	Override	End Date
J	130161	254201					617200	1110	100.00	

Terminated Employee Job Records, EA0650-00 Part-time Faculty, Last Paid Date: Dec 15, 2019

Enter Changes	Current Value	New Value
Job End Date:	12/15/2019	12/15/2020
Job Effective Date:	12/15/2019	12/15/2020
Job Status:	Terminated	Terminated
Job Change Reason:	EDSES	EDSES

Annual Salary must be entered based on the conversion chart at the end of this manual to convert to an adjunct annual salary. Please review and verify calculations for accuracy and return for correction if not accurate.

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).

Current
Effective Date: 10/16/2019
COA Index Fund: 130161 254201 617200 1110 100.00

New
Effective Date: 10/16/2020
COA Index Fund: 130161 254201 617200 1110 100.00

Terminated Employee Job Records, EA0650-00 Part-time Faculty, Last Paid Date: Dec 15, 2019

Enter Changes	Current Value	New Value
Job End Date:	12/15/2019	12/15/2020
Jobs Effective Date:	12/15/2019	12/15/2020
Job Status:	Terminated	Terminated
Job Change Reason:	EDSES	EDSES
Supervisor ID:	10361259	10361259

Routing Queue

Approval Level	Name	Required Action	Queue Status	Action Date
Dept Head/Dept Chair, 5	Joan Gail Heasley, THEASLEY	FYI	FYI	Sep 23, 2020 05:19:31 PM
Dean/Admin Office, 15	Mary J Bradley, MBRADLEY	FYI	FYI	Sep 23, 2020 05:19:31 PM
Online Services ADS, 60	Christopher K Salehi, CSALEHI	FYI	FYI	Sep 23, 2020 05:19:31 PM
Academic Affairs Provost EAPF, 72	Kathy M Hicks, KATHYHICKS	Approve	Pending	Sep 23, 2020 05:19:31 PM
Budget Office, 75	Tara Dawn Watson, TWATSON	Approve	In the Queue	
Payroll, 95	Kimberly A Smith, KISMITH	Approve	In the Queue	
SuperUser, 99	Diana L Long, DLONG	Apply	In the Queue	

Comments
Date: Sep 23, 2020 04:59:58 PM
Made by: Kathy M Hicks, KATHYHICKS
Comments: CRN 63459 ELAD 7053 10A 2 sections Enrollment: 178 Total salary to be \$7,000.

Transaction History

Action	Date	User Name
Created:	Sep 23, 2020	Kathy M Hicks
Submitted:	Sep 23, 2020	Kathy M Hicks

Approval Types | Account Distribution | Routing Queue | Comments | Transaction History

Approve | Disapprove | Return for Correction | More Info | Add Comment

Please make sure Online Services is in the approval routing for AOS adjuncts teaching classes.

Please make sure the CRN, Course #, Section # for each class is in the comments section as well as the total salary to be paid for the classes. If it is not, please return for correction to the initiator to correct.

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 .

Arkansas State University
Personal Information | Student | Employee | Finance

EAPF Preview
Transaction successfully completed.
Name and ID: Brad M Faught, 10233657
Job and Suffix: EA0650-00, Part-time Faculty
Transaction: 41123
Queue Date: Oct 15, 2020
Transaction Status: Pending
Last Paid Date: Dec 15, 2019
Approval Category: ADS Adjunct Rehire Same Position, AAD35P

Employee Info Rehire Sam Pos

Enter Changes	Current Value	New Value
Employee Status:	Active	Active
Employee Class Code:	P, 9 Mo PT Faculty Adjunct	P, 9 Mo PT Faculty Adjunct
Home COAS:	J	J
Home Organization:	254201, Leadership and Special Education	254201, Leadership and Special Education
Distribution COA:	J	J
Distribution Orgn:	254201, Leadership and Special Education	254201, Leadership and Special Education
Current Hire Date:	06/01/2020	10/16/2020

Salary employee in same position, EA0650-00 Part-time Faculty, Last Paid Date: Dec 15, 2019

Enter Changes	Current Value	New Value
Jobs Effective Date:	12/15/2019	10/16/2020
Job Status:	Terminated	Active
Job Change Reason:	EDSES	EDSES

Routing Queue

Approval Level	Name	Required Action	Queue Status	Action Date
Dept Head/Dept Chair, 5	Joan Gail Heasley, THEASLEY	FYI	FYI	Sep 23, 2020 05:19:31 PM
Dean/Admin Office, 15	Mary J Bradley, MBRADLEY	FYI	FYI	Sep 23, 2020 05:19:31 PM
Online Services ADS, 60	Christopher K Salehi, CSALEHI	FYI	FYI	Sep 23, 2020 05:19:31 PM
Academic Affairs Provost EAPF, 72	Kathy M Hicks, KATHYHICKS	Approve	Approved	Sep 23, 2020 05:19:31 PM
Budget Office, 75	Tara Dawn Watson, TWATSON	Approve	Pending	Sep 24, 2020 09:31:08 AM
Payroll, 95	Kimberly A Smith, KISMITH	Approve	In the Queue	
SuperUser, 99	Diana L Long, DLONG	Apply	In the Queue	

Comments
Date: Sep 23, 2020 04:59:58 PM
Made by: Kathy M Hicks, KATHYHICKS
Comments: CRN 63459 ELAD 7053 10A 2 sections Enrollment: 178 Total salary to be \$7,000.

Transaction History

Action	Date	User Name
Created:	Sep 23, 2020	Kathy M Hicks
Submitted:	Sep 23, 2020	Kathy M Hicks

Approval Types | Account Distribution | Routing Queue | Comments | Transaction History

Add Comment | Return to Top

EAPF Approver Summary
Return to EAPF Menu

RELEASE! 0.10
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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)

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

	Dates	Adjunct rate		EPAF Amount divided over 18 pay periods	# pay periods	EPAF Annual 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 pp or \$2,000 per semester
Spring term	1-1 to 5-15		2 classes	\$444.44	9	\$8,000	calculated at \$444.44 per pay period X 9 pp or \$4,000 per semester
			3 classes	\$666.67	9	\$12,000	calculated at \$666.67 per pay period X 9 pp or \$6,000 per semester
		\$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	\$244.44	9	\$4,400	calculated at \$244.44 per pay period X 9 pp 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 pp or \$2,500 per semester
			2 classes	\$555.56	9	\$10,000	calculated at \$555.56 per pay period X 9 pp or \$5,000 per semester
			3 classes	\$833.33	9	\$15,000	calculated at \$833.33 per pay period X 9 pp or \$7,500 per semester
		AOS Fall Term	8-16 to 12-31	same as regular	adjunct rates noted above		
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 term	8-16 to 10-15	\$3,500	1 class	\$875.00	4	\$15,750	calculated at \$875.00 per pay period X 4 pp or \$3,500
AOS Fall 2nd part term	10-16 to 12-15		2 classes	\$1,750.00	4	\$31,500	calculated at \$1,750.00 per pay period X 4 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 part term	1-16 to 3-15	\$3,500	1 class	\$875.00	4	\$15,750	calculated at \$875.00 per pay period X 4 pp or \$3,500
AOS Spring 2nd part term	3-16 to 5-15		2 classes	\$1,750.00	4	\$31,500	calculated at \$1,750.00 per pay period X 4 pp or \$7,000
			3 classes	Check LIM	4	\$47,250	Check FY line item max for state compliance on allowed ppp amount