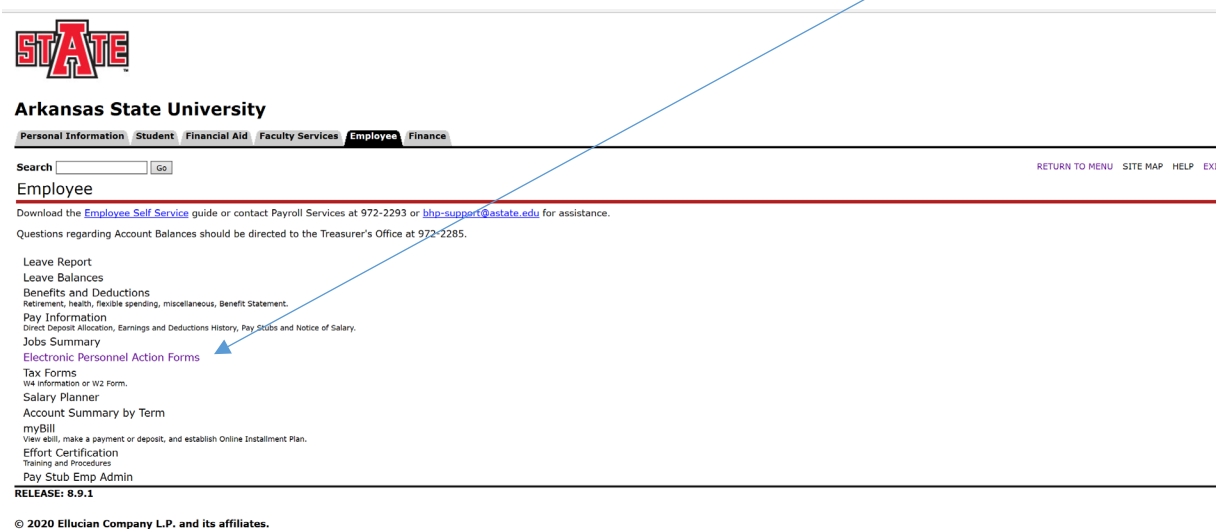


EPAF for Faculty Overload or Summer Appointment

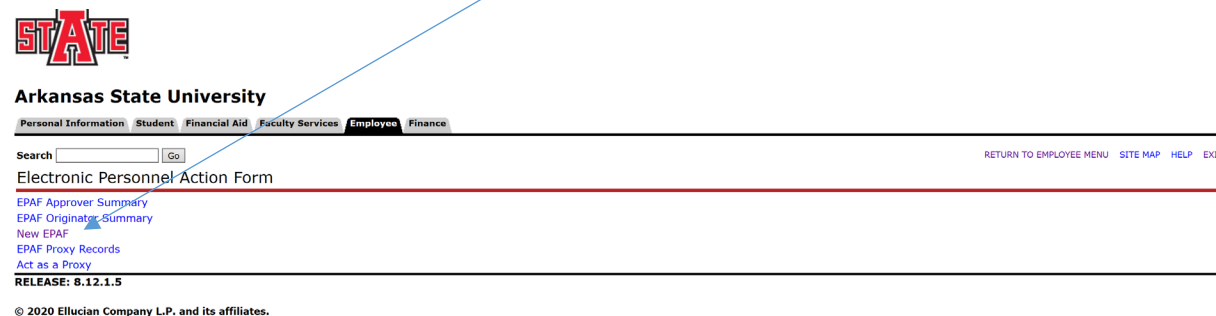
Once signed into Self-Service—select Employee



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



Screen for EPAF processing—Select New EPAF



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 PEAEMPL form. At the top, there are tabs for 'General Employee' (selected), 'United States Regulatory', and 'Canadian Regulatory'. Below the tabs is a section titled 'EMPLOYEE'. Under this section, there is a 'General Employee' sub-section. It contains four fields: 'Employee Status *' with a dropdown menu showing 'Active', 'Employee Class *' with a dropdown menu showing 'GF' and '9 Mo FT Faculty', 'Employee Group' with a dropdown menu, and 'Leave Category *' with a dropdown menu showing 'FA' and 'Faculty'. At the bottom left of the form is a 'Home Department' link.

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 links for 'Personal Information', 'Student', 'Financial Aid', 'Faculty Services', 'Employee' (selected), and 'Finance'. Below the navigation bar is a search bar with a 'Go' button. To the right of the search bar are links for 'RETURN TO EMPLOYEE MENU', 'SITE MAP', 'HELP', and 'EXIT'. Below the search bar is a section titled 'New EPAF Person Selection'. It contains a message: '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.' Below this message are four fields: 'ID: *' with a dropdown menu, 'Query Date: MM/DD/YYYY' with a date picker showing '06/25/2020', 'Approval Category: *' with a dropdown menu showing 'Not Selected', and a 'Go' button. At the bottom of the screen, there is a footer with the text 'RELEASE: 8.9.0.3' and '© 2020 Ellucian Company L.P. and its affiliates.'

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.

Arkansas State University
Personal Information Student Employee Finance

Search [] [GO]

New EPAF Person Selection

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.

ID: [] [GO]

Query Date: MM/DD/YYYY [08/16/2021]

Approval Category: Faculty Overload or Summer Appointment, FCOVSM [GO]

Employee Job Assignments

Type	Position	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	00311	00	Professor	217006	Jan 01, 2007	May 15, 2021	Active
Overload	00311	01	Professor	217006	Aug 16, 2019	Apr 30, 2021	Terminated
Overload	00311	02	Associate Professor	217529	Mar 16, 2017	Mar 15, 2019	Terminated
Overload	00311	50	Assoc. Dean of School	217006	Jun 01, 2007	Jul 31, 2021	Terminated
Overload	00311	51	Assoc. Dean of School	217006	Jun 01, 2009	Jun 30, 2021	Terminated
Overload	00311	52	Assoc. Dean of School	217529	Jun 16, 2019	Jun 15, 2019	Terminated
Active Jobs							

EPAF Approver Summary | EPAF Originator Summary
Return to EPAF Home

RELEASE: 6.18

© 2021 Elucian Company L.P. and its affiliates.

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

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.

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).

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

The screenshot shows the EPAF Approver Summary form. At the top, a message states: "Your change was saved successfully. Enter the information for the EPAF and either Save or Submit". A yellow box highlights the "Query Date: Oct 16, 2021" field with the text: "Query Date needs to be the same as Jobs Effective Date below". Below this, a yellow box highlights the "Job Effective Date" field (10/16/2021) with the text: "Job Effective Date must be first date of assignment and match Query Date". Another yellow box highlights the "Annual Salary" field (54000) with the text: "Annual Salary – see below for examples.". A green box highlights the "Timesheet Orgn" and "Supervisor ID" fields with the text: "Timesheet Orgn and Supervisor ID is required – do not use department finance org for a timesheet org.". A final green box highlights a checkbox labeled "FOAP can be updated if necessary— if line needs to be removed there will be a check box to check". The form includes sections for "Current" and "New" data, with a table for "COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date".

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 DEFERRED 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 DEFERRED 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 1/9th 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 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.

Electronic Personnel Action Form

Job End Date: MM/DD/YYYY 02/28/2021 10/15/2021

Job Effective Date: MM/DD/YYYY 02/28/2021 10/15/2021

Job Status: (Not Enterable) Terminated

Job Change Reason: (Not Enterable) OVREN

Supervisor ID: 50372690

Routing Queue

Approval Level

Approval Level	User Name	Required Action	Remove
65 - (VC/VP) Vice Chancellor/Vice President	KATHYHICKS	Required	Remove
75 - (BUDGET) Budget Office	TWATSON	Required	Remove
95 - (PAYROL) Payroll	HENOWARD	Required	Remove
99 - (SUPER) SuperUser	DLONG	Required	Remove
Not Selected			
Not Selected			
Not Selected			

Comment

Date: Aug 04, 2021 04:27:50 PM

Made by: Kathy M Hicks, KATHYHICKS

Comments: Salary 8875 x 4 pp is \$3,500.

Date: Aug 04, 2021 04:11:53 PM

Made by: Kathy M Hicks, KATHYHICKS

Comments: Overload - Teaching MDIA6043-10A CRN62225 - 1st POT - 10 enrolled Extra comp in process.

Transaction History

Action	Date	User Name
Created	Aug 04, 2021	Kathy M Hicks

Save Submit Delete

Return to Top

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.