## **EPAF to rehire Adjuncts/Part-time Faculty**

Once signed into Self-Service—select Employee

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Arkansas State University	
Personal Information Student Financial Aid Faculty Services Employee Finance	
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Employee	
Download the <u>Employee Self Service</u> guide or contact Payroll Services at 972-2293 or <u>bhp-suppart@astate.edu</u> for assistance. Questions regarding Account Balances should be directed to the Treasurer's Office at 972-2285.	
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Act as a Proxy				
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Once the below screen appears you will be ready to begin entering the information to appoint the adjunct/part-time faculty to their new assignment.

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Arkansas State University			
Personal Information Student Financial Aid Faculty Services Employee Finance			
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New EPAF Person Selection			
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EPAF Approver Summary   EPAF Originator Summary Return to EPAF Menu			
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Enter the following information:

- Employee ID •
- 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 8/16/2020
- Approval Category—this is a drop down menu so you will need to select the appropriate • Approval Category---NOTE: when entering Adjuncts/Part-time faculty it is very important to choose the appropriate form for what the employee will be in the same position or a new position and AOS as information will default based on your choice as well as the routings.



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Click Go

The screen below will appear all that needs to be entered is the Position and Suffix. On position number alpha characters MUST be capitalized (example: EA0000) and suffix is 00.

Click GO

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## Enter position and suffix like below

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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.

Enter fields with red asterisks. ctronic Personnel Act × 🖾 New tab + ~ 10 +0 D Ele - 0 × ← → 0 @ A https://ssb-prod.ec.astate.edu/PROD/bwpkepaf.P\_Ch To see favorites here, select  $\neq$  then  $\pm$ , and drag to the Favorites Bar folder. Or import from another brow Personal Information Student Employee Finance Search Go RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT Electronic Personnel Action Form Enter the information for the EPAF and either Save or Submit. Name and ID: Brad M Faught, 10233657 Transaction: Ouery Date: Oct 16, 2020 Transaction Status: Approval Category: AOS Adjunct Rehire Same Position, AADJSP Save al Types | Account Dis ution | Routing Queue | Cor ents | Transaction Histor New EPAF | EPAF Or Return to EPAF Menu Jump to Bottom - indicates a required field. Employee Info Rehire Sam Pos Item Employee Status: (Not Enterable) Close Code: (Not Enterable Current Value A EF Employee Class Code: (Not Enterable) EF, 9 Mo PT Faculty Adjunct Home Organization and Distribution Orgn is required Home COAS: (Not Enterable) 254201, Leadership and Special Education  ${}^{\rm Q}$ Home Organization: • - click the magnifying glass to look on up. Enter Distribution COA: (Not Enterable) Distribution Orgn: • 254201, Lead Current Hire Date: MM/DD/YYYY(Not Enterable) 06/01/2020 254201, Leadership and Special Educat current hire date as job effective date. 10/16/2020 Salary employee in same position, EA0650-00 Part-time Faculty, Last Paid Date: Dec 15, 2019 Current Value New Value Item Jobs Effective Date: MM/DD/YYYY+ Job Effective Date must be first date of assignment 10/16/2020 A BGSES Job Status: (Not Enterable) Job Change Reason: +(Not Enterable) Annual Salary: • 4000 Annual Salary must be enter based on the Conversion Chart at the Timesheet COA: Timesheet Orgn: • end of this manual to convert to an adjunct annual salary Payroll Time Entry Time Entry Method: 🖷 🕫 Electronic Personnel Act 🗙 🔚 New tab o x → Ů ⋒ A https://ssb-prod.ec.astate.edu/PROD/bwpkepaf.P\_UpdateEpafDeti □☆ ☆ ん ピ To see favorites here, select 🗯 then 🛪, and drag to the Favorites Bar folder. Or import from another browser. Import fa 10361259 Supervisor ID: \* COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date 1 130161254201 617200 1110 100.00 Date needs to be the same as Jobs Effective Date Above New Effective Date: MM/DD/YYYY 10/16/2020 
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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
Online Serv	Click on the magnifying glass or enter NADAMS in user name for Nikki Adams to display
Academic Aff	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 MEHOWARD in user name for Melinda Howard
Super	Click on the magnifying glass or enter DLONG in the user name for Dianna Long

INTL Add International Programs as needed for non-U.S. citizen adjuncts 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.

\*\*Online Services will not be needed or in the routing if it is a non-AOS adjunct.

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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. Once you have verified that all information is correct you are ready to submit. If you have errors you can correct—Save again

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## **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)

22,200 / 2 pp - 31	00 X 18 pp - 31	2,000 (10011020	,	EPAF Amount		EPAF	
				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 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 regu	lar adjunct r	ates 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