

FALL 2025 EPAF Contract Dates

Fayetteville State University 2025-2026 Faculty Contract Dates

Department Position Numbers:	Job Suffix & FTE:	Adjunct Faculty Pay Rate
NEW EPAF Job Selection	EPAF Position Suffix App	Teaching Load Rate of Pay

Query Dates		
16 weeks & 1 st 8 weeks	2 nd 8 weeks	D-TERM
09/01/2025	11/01/2025	12/01/2025

SECTION: CONTRACT EMPLOYEE STATUS PEAEMPL (complete PEAEMPL section for **FA –) = NBAJOBS PERSONNEL DATE* **ADJUNCT FACULTY ONLY**) DO NOT MAKE ANY UPDATES TO XC EMPLOYEES HIRE DATES**

16 weeks & 1 st 8 weeks	2 nd 8 weeks
Current Hire Date & First Work Date: 08/19/2025 (contract begin date)	Current Hire Date & First Work Date: 10/14/2025 (contract begin date)

***Note: Review page 3 for detailed instructions on completing this section. NBAJOBS PERSONNEL DATE is the same date as the Current Hire Date & the First Work Date entered in PEAEMPL.**

SECTION: CONTRACT EMPLOYEE NBAJOBS SET UP INFORMATION			
TITLE: CURRENT JOB TITLE			
PERSONNEL DATE: SEE CONTRACT DATES			
ANNUAL SALARY: SEE RATE OF PAY SHEET			
FACTOR AND PAYS			
Term: 16 Weeks (4 Factor & 4 Pays)	Term: 1 st 8 Weeks (2 Factor & 2 Pays)	Term: 2 nd 8 Weeks (2 Factor & 2 Pays)	Term: D-TERM (1 Factor & 1 Pays)
Pay Dates	Pay Dates	Pay Dates	Pay Date
September 30, 2025	September 30, 2025	November 29, 2025	December 31, 2025
October 31, 2025	October 31, 2025	December 31, 2025	
November 29, 2025			
December 20, 2025			

SECTION: CONTRACT EMPLOYEE JOB TERMINATION			
Term: 16 Weeks	Term: 1 st 8 Weeks	Term: 2 nd 8 Weeks	Term: D-TERM
Job Effective Date: 12/31/2025	Jobs Effective Date: 10/31/2025	Jobs Effective Date: 12/31/2025	Jobs Effective Date: 12/31/2025
Personnel Date: 12/12/2025 (contract end date – Missing Grades roster to Deans)	Personnel Date: 10/17/2025 (contract end date – Missing Grades roster to Deans)	Personnel Date: 12/12/2025 (contract end date – Missing Grades roster to Deans)	Personnel Date: 12/20/2025 (contract end date – Missing Grades roster to Deans)

Term	Submission Deadline	Census Date
Fall 16-wks & 1 st 8 wks	September 10, 2025	August 30, 2025
Fall 2 nd 8 wks	November 10, 2025	NOT LISTED
D-Term	December 05, 2025	December 05, 2025

SECTION: ROUTING QUEUE

Go to EPAF Originator Summary to use the Default Routing Que link to update. (Chair & Dean levels vary accordingly per department)

New Routing Queue

Approval Level	User Name	Required Action
1 - (CTHR15) Contract HR_10 Review	BELLIOTT - Elliott, Bridgett L.	Approve
6 - (AABUD2) Academic Affairs Budget_2	GSUTTLES - Suttles-Battle, Gailletta M.	Approve
11 - (CTHR46) Contract HR_20 Review	SSOLES - Soles, Sharon D.	Approve
16 - (CHAIR2) Chair_2	Not Selected	Approve
20 - (DEAN) Dean	Not Selected	Approve
35 - (AAPVST) Academic Affairs Provost	MLEACH6 - Leach, Monica T.	Approve
40 - (CTUBUD) University Budget	NGOMEZ - Gomez, Natalie	Approve
50 - (CTHR30) Contract HR 30 Before Email	BELLIOTT - Elliott, Bridgett L.	Approve
55 - (CTHR40) Contract HR 40 After Email	BELLIOTT - Elliott, Bridgett L.	Approve
92 - (EPAFHR) EPAF - HR Administration	SSOLES - Soles, Sharon D.	Apply

[Add Row](#)

For general information, continue to use the Adjunct/Overload EPAF Guide and the Suffix App to obtain the position suffix and FTE. Both the Guide and App are located on the HR website: (HR > Employment > EHRA Employment > EPAF).

How to Complete ePAF PEAEMPL Section

Please note the dates listed in this document are examples only, please refer to the ePAF contract date sheet for the most current dates.

Non-Permanent Employee (FA): Enter the contract start date in the Current Hire Date and First Work Date fields.

Contract Employee Status PEAEMPL Information		
Home Organization	Old Value	
51402, School of Nursing		51402, School of Nursing
Home COAS		
F		
Original Hire Date	Old Value	
	06/03/2024	
Current Hire Date	Old Value	
08/19/2024		06/03/2024
Employee Status		
Active		
Employee Class Code	Old Value	
	FA, Adjunct Faculty	
First Work Date	Old Value	
08/19/2024		06/03/2024

Permanent Employee (XC/XT or SS): DO NOT ENTER DATES IN THE CURRENT HIRE DATE AND FIRST WORK DATE FIELDS. If dates are entered in these fields, it will cause major issues with the employees' benefits.

Contract Employee Status PEAEMPL Information		
Home Organization	Old Value	
	54408, EEMRSE	
Home COAS	Old Value	
	F	
Original Hire Date	Old Value	
	08/13/2018	
Current Hire Date	Old Value	
	01/02/2019	
Employee Status		
Active		
Employee Class Code	Old Value	
	F1, Faculty 9/10 Month	
First Work Date	Old Value	
	01/02/2019	