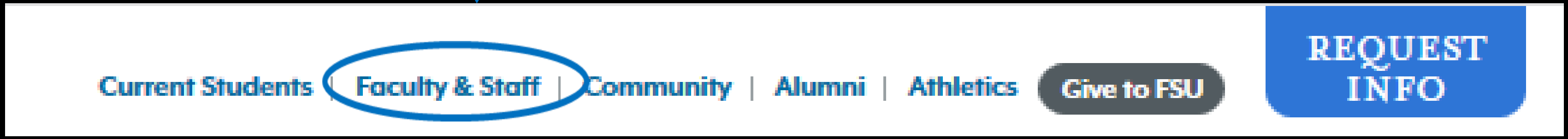
# ePAF GUIDE

FALL 2023

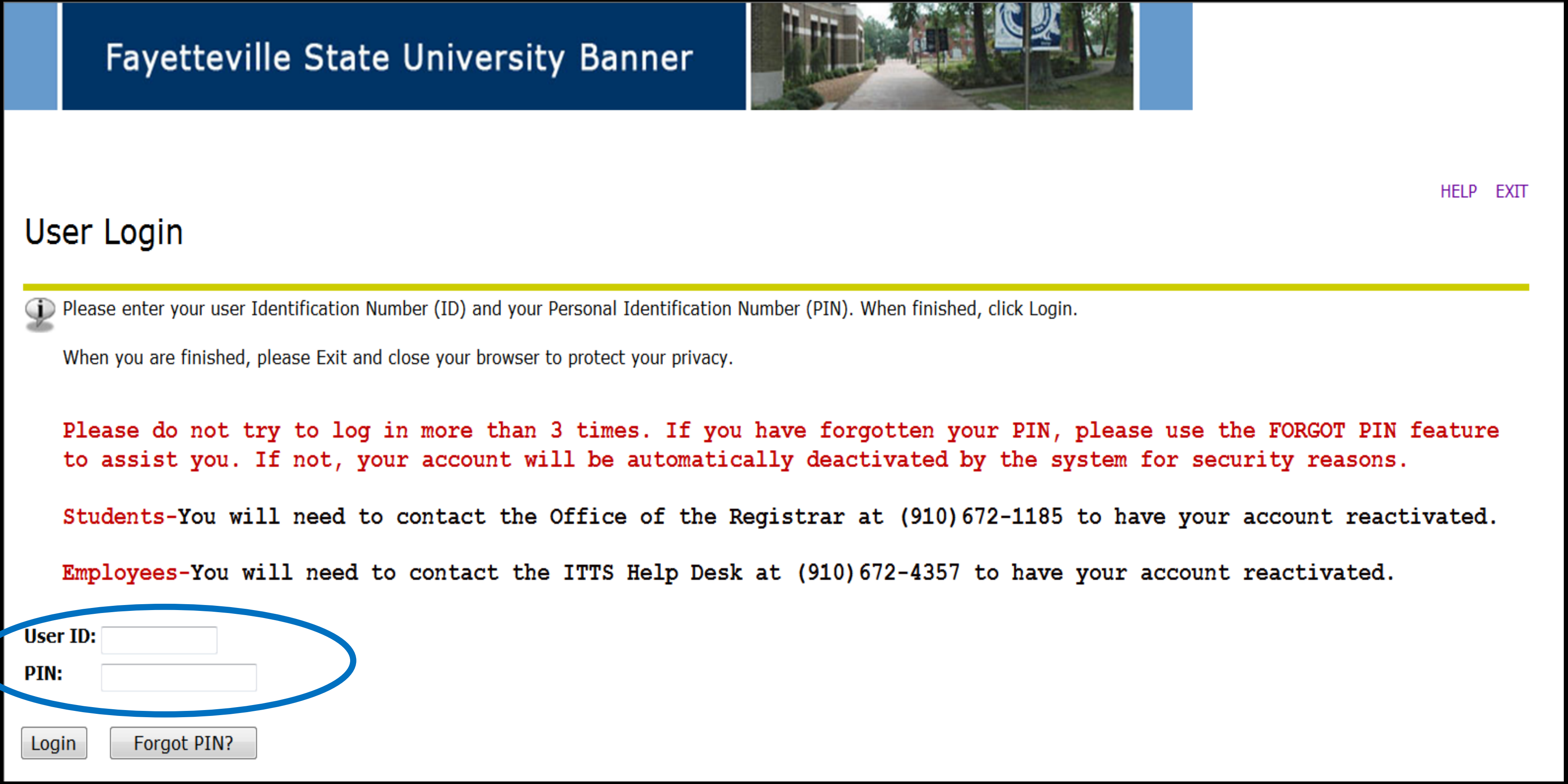
SPRING 2024

# GO TO THE LOG IN SITE

From FSU home page select.
[http://www.uncfsu.edu/](http://www.uncfsu.edu/)


Current Students
Faculty & Staff
Community
Alumni
Athletics
Give to FSU
REQUEST INFO

# ENTER LOG IN CREDENTIALS



User Login

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

Please do not try to log in more than 3 times. If you have forgotten your PIN, please use the FORGOT PIN feature to assist you. If not, your account will be automatically deactivated by the system for security reasons.

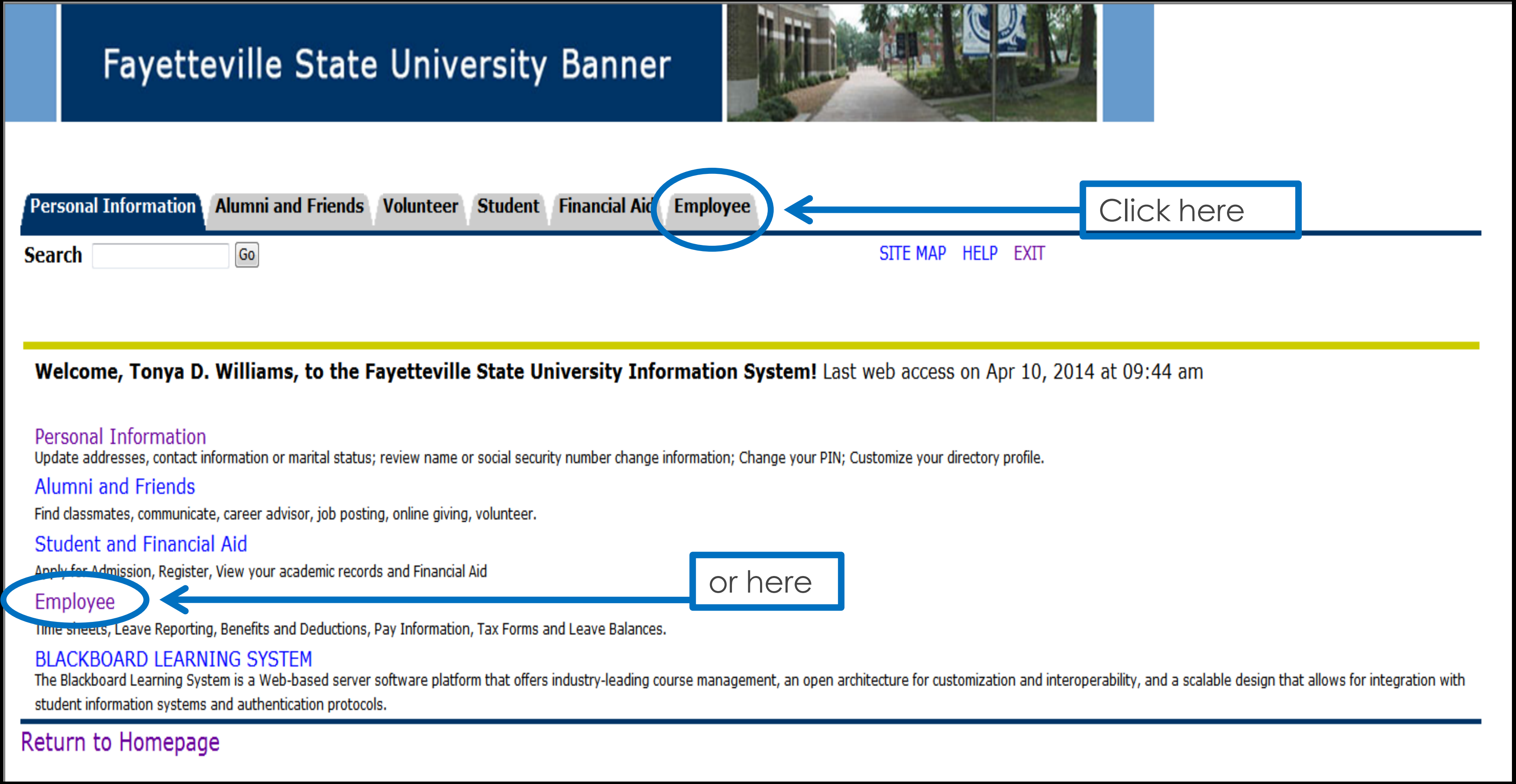
Students-You will need to contact the Office of the Registrar at (910)672-1185 to have your account reactivated.

Employees-You will need to contact the ITTS Help Desk at (910)672-4357 to have your account reactivated.

**User ID:**

**PIN:**

# EMPLOYEE TAB SELECTION



Fayetteville State University Banner

Click here

**Welcome, Tonya D. Williams, to the Fayetteville State University Information System!** Last web access on Apr 10, 2014 at 09:44 am

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Alumni and Friends

Find classmates, communicate, career advisor, job posting, online giving, volunteer.

Student and Financial Aid

Apply for Admission, Register, View your academic records and Financial Aid

Employee

Time sheets, Leave Reporting, Benefits and Deductions, Pay Information, Tax Forms and Leave Balances.

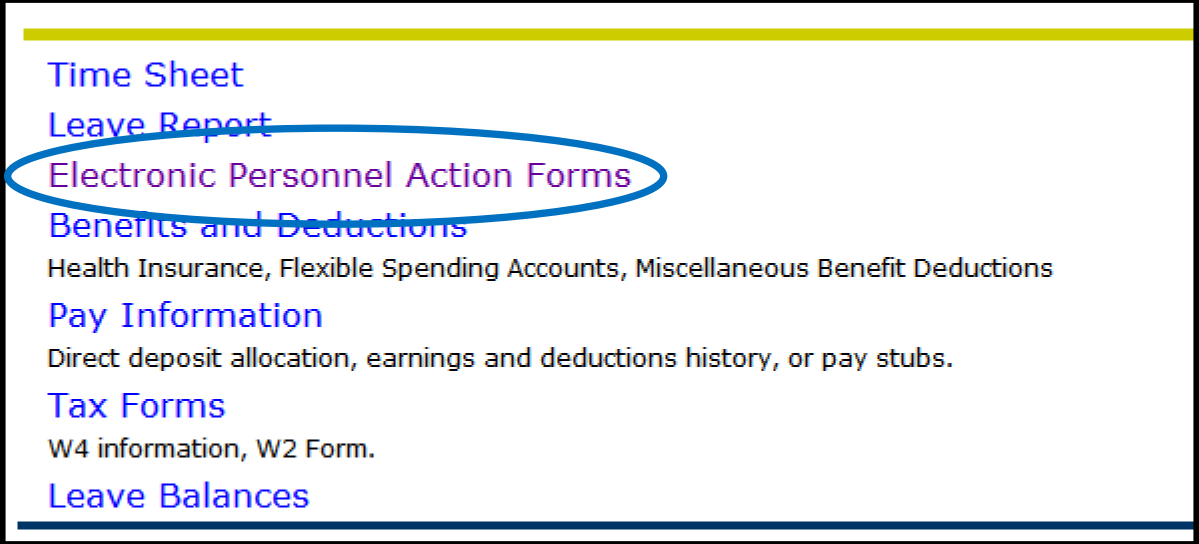
or here

BLACKBOARD LEARNING SYSTEM

The Blackboard Learning System is a Web-based server software platform that offers industry-leading course management, an open architecture for customization and interoperability, and a scalable design that allows for integration with student information systems and authentication protocols.

Return to Homepage

# SELECT ePAF



Time Sheet

Leave Report

Electronic Personnel Action Forms

Benefits and Deductions

Health Insurance, Flexible Spending Accounts, Miscellaneous Benefit Deductions

Pay Information

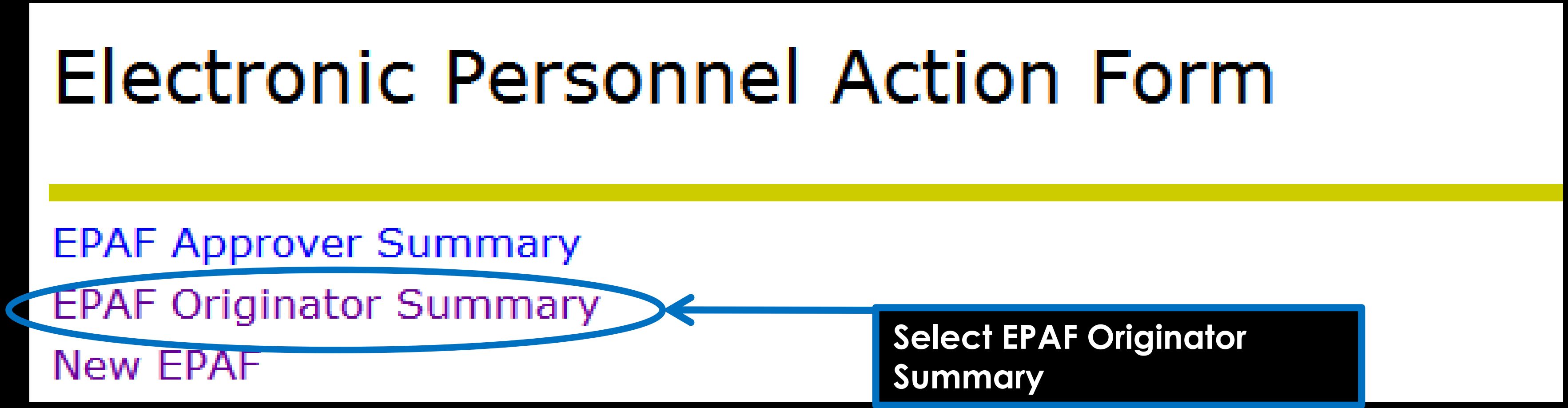
Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms

W4 information, W2 Form.

Leave Balances

# DEFAULT ROUTING QUEUE



Electronic Personnel Action Form

EPAF Approver Summary

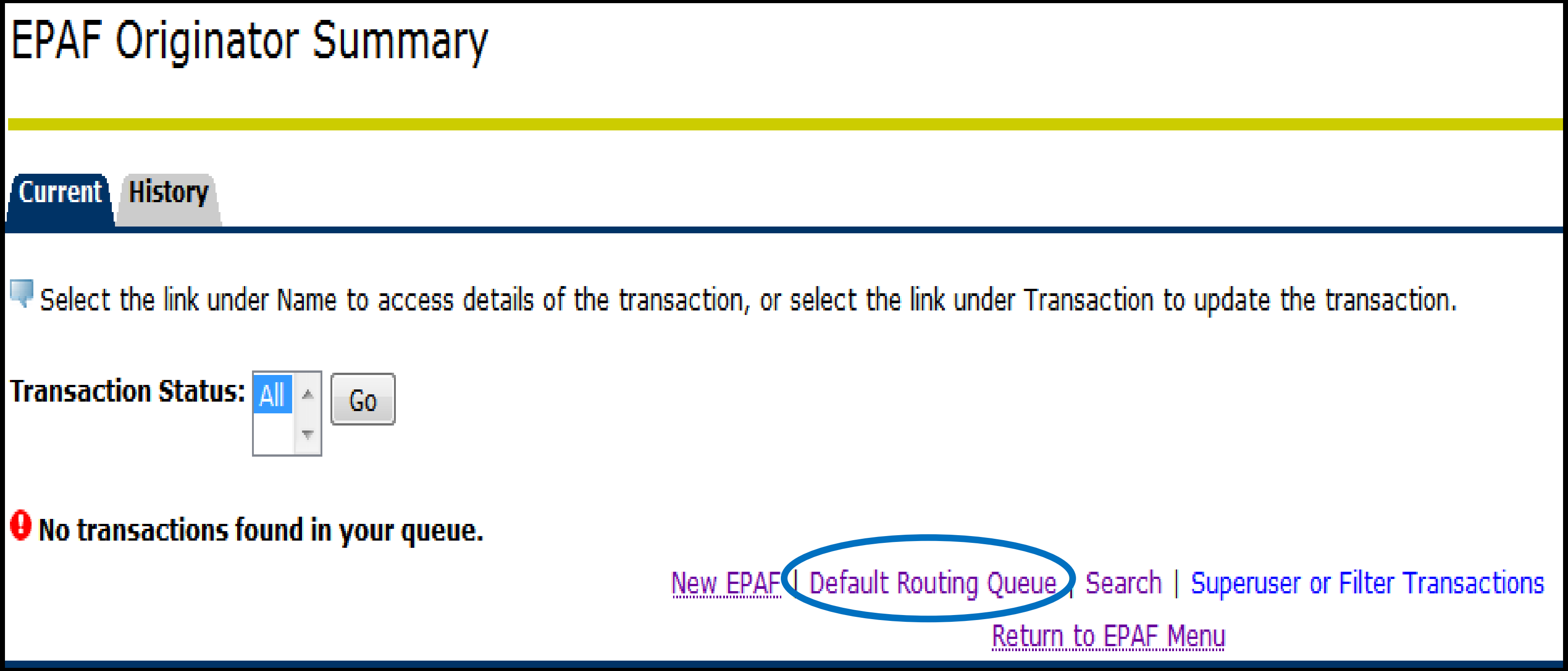
EPAF Originator Summary

New EPAF

**Select EPAF Originator Summary**

Before creating the ePAF, set up a default routing queue. If you do not set up a default routing queue you will need to add approvers to the routing queue each time an ePAF is created.

# DEFAULT ROUTING QUEUE



## EPAF Originator Summary

Current
History

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

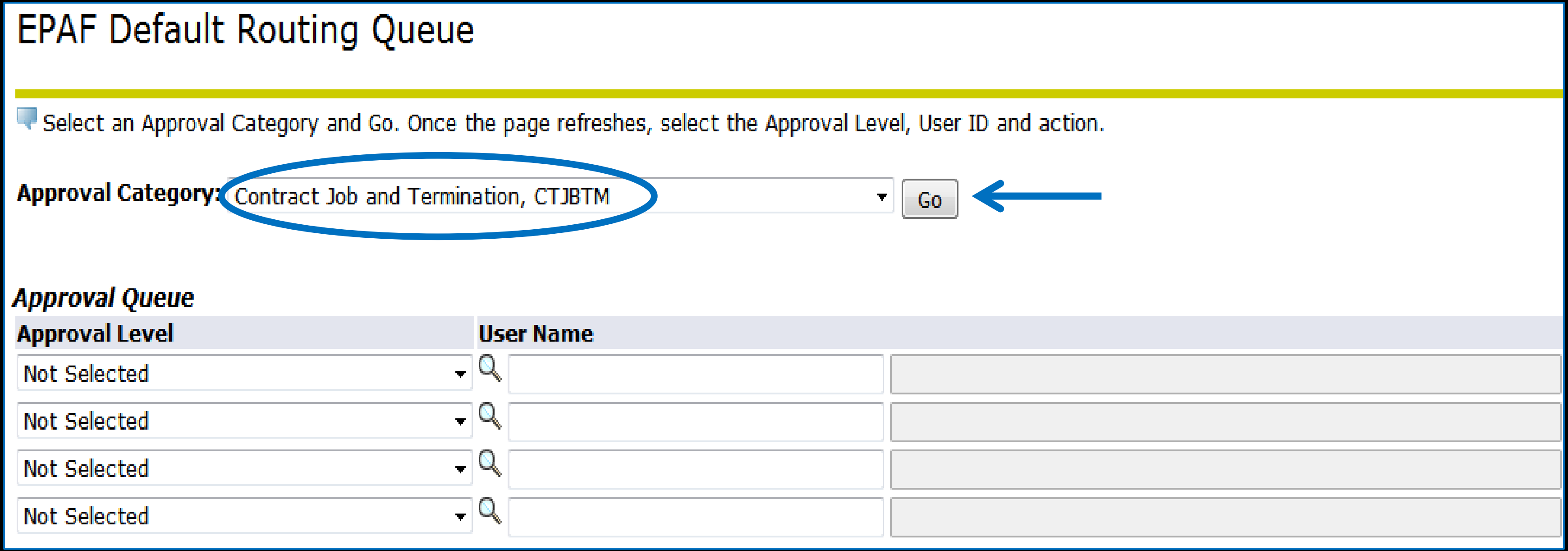
**Transaction Status:** All

Go

**No transactions found in your queue.**

New EPAF | Default Routing Queue | Search | Superuser or Filter Transactions
Return to EPAF Menu

# DEFAULT ROUTING QUEUE



EPAF Default Routing Queue

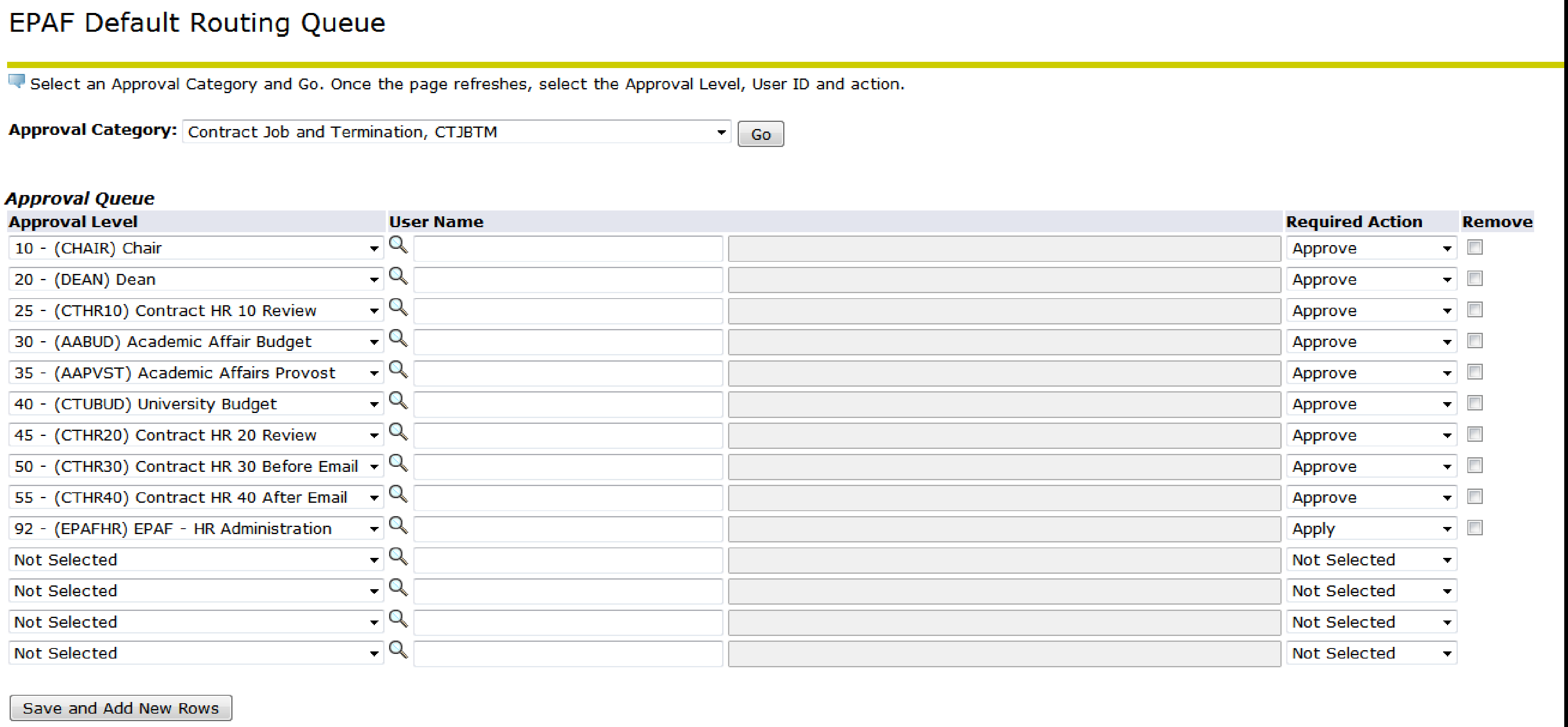
Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

**Approval Category:** Contract Job and Termination, CTJBTM

*Approval Queue*

| Approval Level | User Name | |
|---|---|---|
| Not Selected | | |
| Not Selected | | |
| Not Selected | | |
| Not Selected | | |

# DEFAULT ROUTING QUEUE



## EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

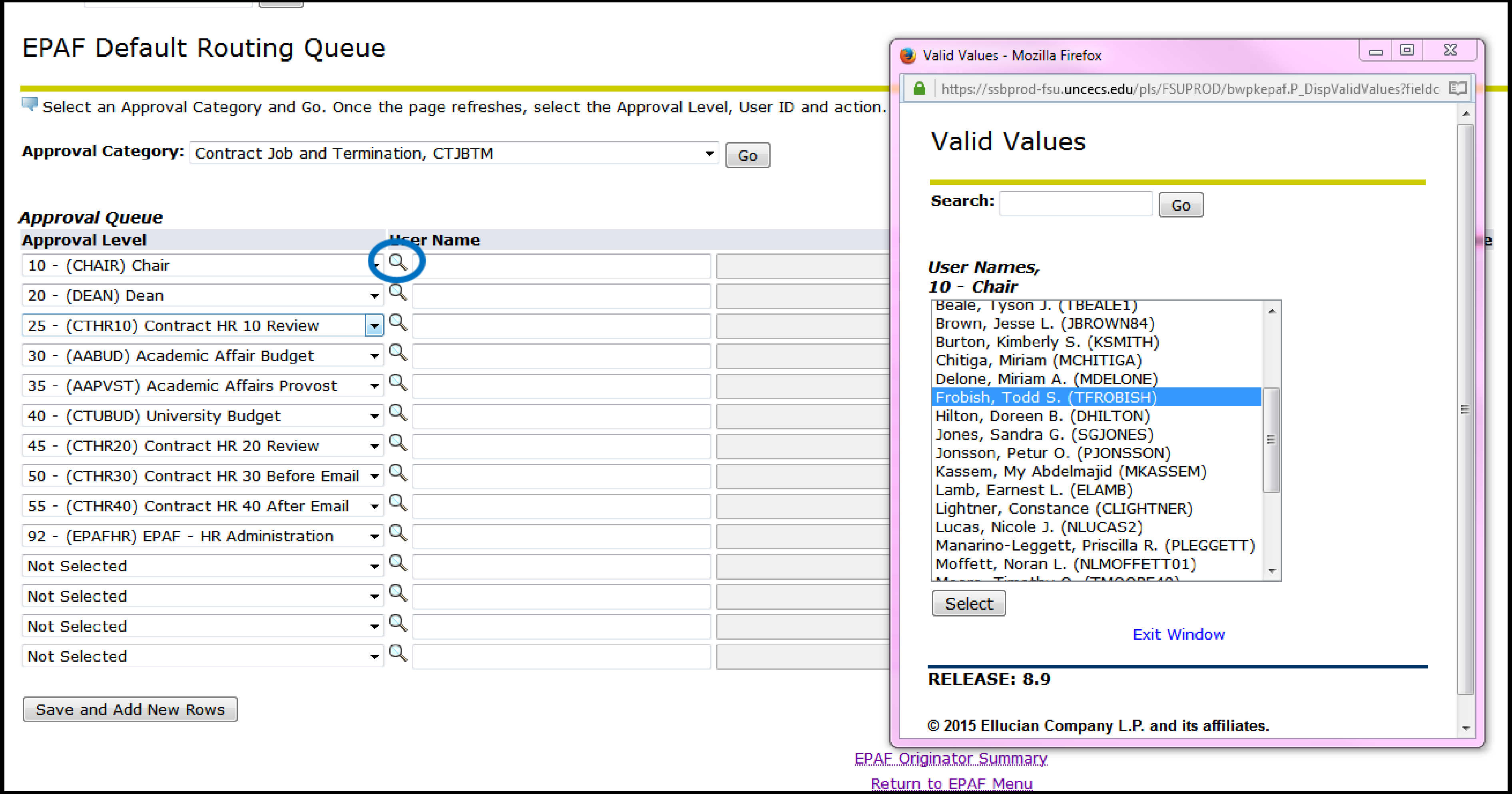
**Approval Category:** Contract Job and Termination, CTJBTM

***Approval Queue***

| Approval Level | User Name | | Required Action | Remove |
|---|---|---|---|---|
| 10 - (CHAIR) Chair | | | Approve | ☐ |
| 20 - (DEAN) Dean | | | Approve | ☐ |
| 25 - (CTHR10) Contract HR 10 Review | | | Approve | ☐ |
| 30 - (AABUD) Academic Affair Budget | | | Approve | ☐ |
| 35 - (AAPVST) Academic Affairs Provost | | | Approve | ☐ |
| 40 - (CTUBUD) University Budget | | | Approve | ☐ |
| 45 - (CTHR20) Contract HR 20 Review | | | Approve | ☐ |
| 50 - (CTHR30) Contract HR 30 Before Email | | | Approve | ☐ |
| 55 - (CTHR40) Contract HR 40 After Email | | | Approve | ☐ |
| 92 - (EPAFHR) EPAF - HR Administration | | | Apply | ☐ |
| Not Selected | | | Not Selected | |
| Not Selected | | | Not Selected | |
| Not Selected | | | Not Selected | |
| Not Selected | | | Not Selected | |

# DEFAULT ROUTING QUEUE

For each Approval Level (10, 20, 25, 30, 35, 40, 45, 50, 55, 92) click on the search symbol to select User Name from the table or enter User Name in User Name cell



EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

**Approval Category:** Contract Job and Termination, CTJBTM

*Approval Queue*

| Approval Level | User Name |
|---|---|
| 10 - (CHAIR) Chair | |
| 20 - (DEAN) Dean | |
| 25 - (CTHR10) Contract HR 10 Review | |
| 30 - (AABUD) Academic Affair Budget | |
| 35 - (AAPVST) Academic Affairs Provost | |
| 40 - (CTUBUD) University Budget | |
| 45 - (CTHR20) Contract HR 20 Review | |
| 50 - (CTHR30) Contract HR 30 Before Email | |
| 55 - (CTHR40) Contract HR 40 After Email | |
| 92 - (EPAFHR) EPAF - HR Administration | |
| Not Selected | |
| Not Selected | |
| Not Selected | |
| Not Selected | |

Go
Save and Add New Rows
EPAF Originator Summary
Return to EPAF Menu
Valid Values - Mozilla Firefox
https://ssbprod-fsu.uncecs.edu/pls/FSUPROD/bwpkepaf.P_DispValidValues?fieldc

Valid Values

**Search:**

*User Names,*
*10 - Chair*

- Beale, Tyson J. (TBEALE1)
- Brown, Jesse L. (JBROWN84)
- Burton, Kimberly S. (KSMITH)
- Chitiga, Miriam (MCHITIGA)
- Delone, Miriam A. (MDELONE)
- Frobish, Todd S. (TFROBISH)
- Hilton, Doreen B. (DHILTON)
- Jones, Sandra G. (SGJONES)
- Jonsson, Petur O. (PJONSSON)
- Kassem, My Abdelmajid (MKASSEM)
- Lamb, Earnest L. (ELAMB)
- Lightner, Constance (CLIGHTNER)
- Lucas, Nicole J. (NLUCAS2)
- Manarino-Leggett, Priscilla R. (PLEGGETT)
- Moffett, Noran L. (NLMOFFETT01)

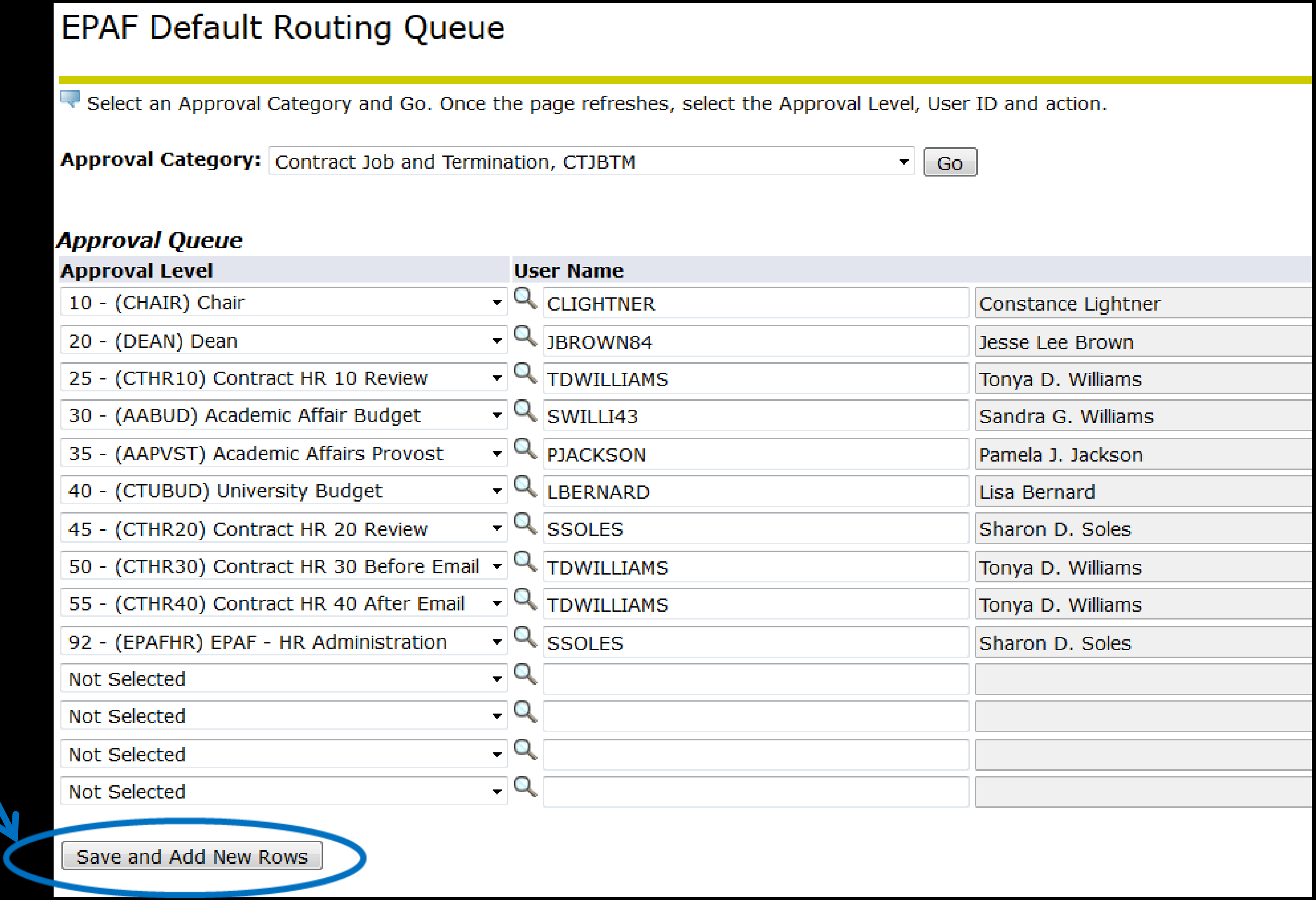
Go
Select
Exit Window

**RELEASE: 8.9**

© 2015 Ellucian Company L.P. and its affiliates.

# DEFAULT ROUTING QUEUE

Once all User Names are entered, select the Save and Add New Rows button



## EPAF Default Routing Queue

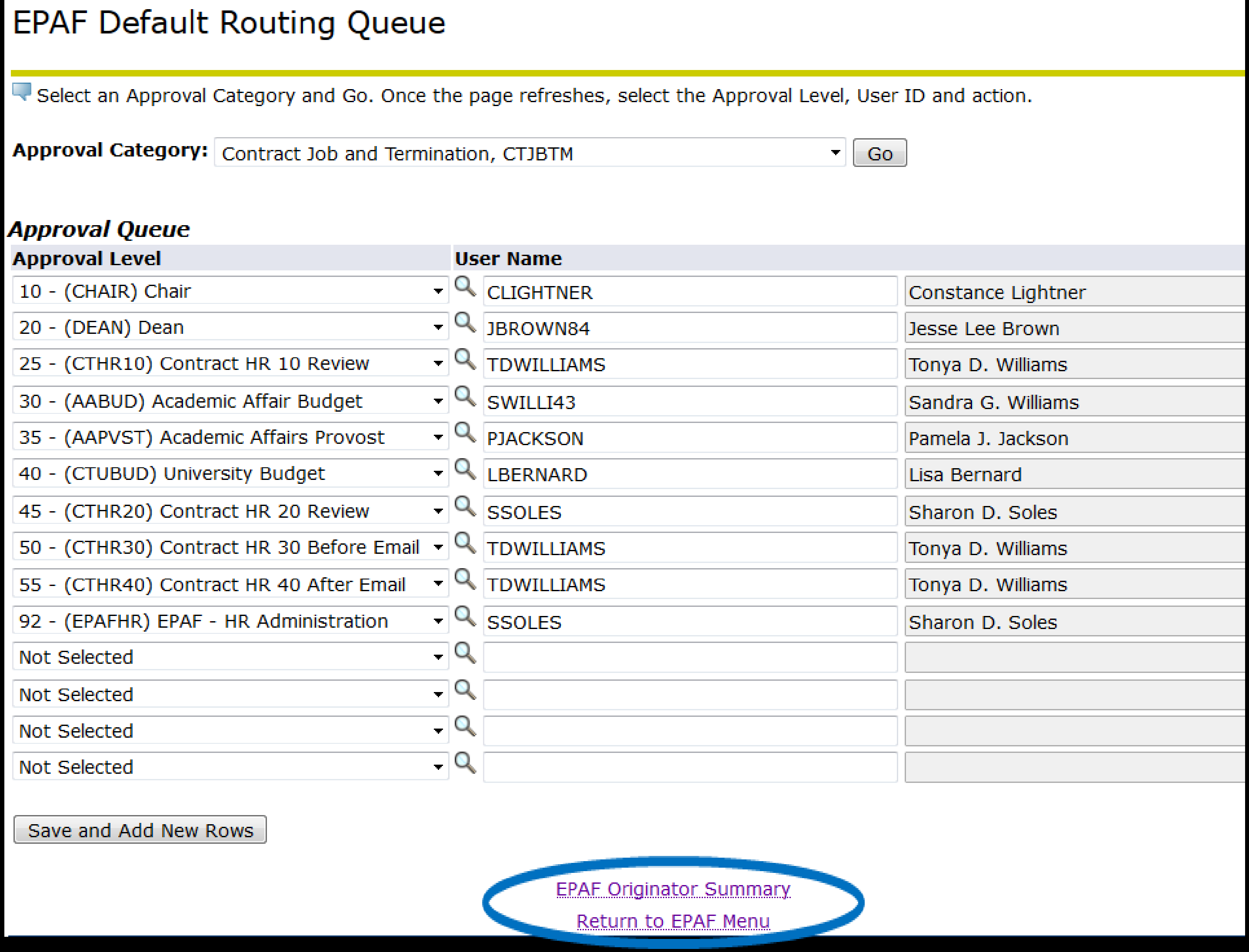
Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

**Approval Category:** Contract Job and Termination, CTJBTM

***Approval Queue***

| Approval Level | User Name | |
|---|---|---|
| 10 - (CHAIR) Chair | CLIGHTNER | Constance Lightner |
| 20 - (DEAN) Dean | JBROWN84 | Jesse Lee Brown |
| 25 - (CTHR10) Contract HR 10 Review | TDWILLIAMS | Tonya D. Williams |
| 30 - (AABUD) Academic Affair Budget | SWILLI43 | Sandra G. Williams |
| 35 - (AAPVST) Academic Affairs Provost | PJACKSON | Pamela J. Jackson |
| 40 - (CTUBUD) University Budget | LBERNARD | Lisa Bernard |
| 45 - (CTHR20) Contract HR 20 Review | SSOLES | Sharon D. Soles |
| 50 - (CTHR30) Contract HR 30 Before Email | TDWILLIAMS | Tonya D. Williams |
| 55 - (CTHR40) Contract HR 40 After Email | TDWILLIAMS | Tonya D. Williams |
| 92 - (EPAFHR) EPAF - HR Administration | SSOLES | Sharon D. Soles |
| Not Selected | | |
| Not Selected | | |
| Not Selected | | |
| Not Selected | | |

# DEFAULT ROUTING QUEUE



## EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

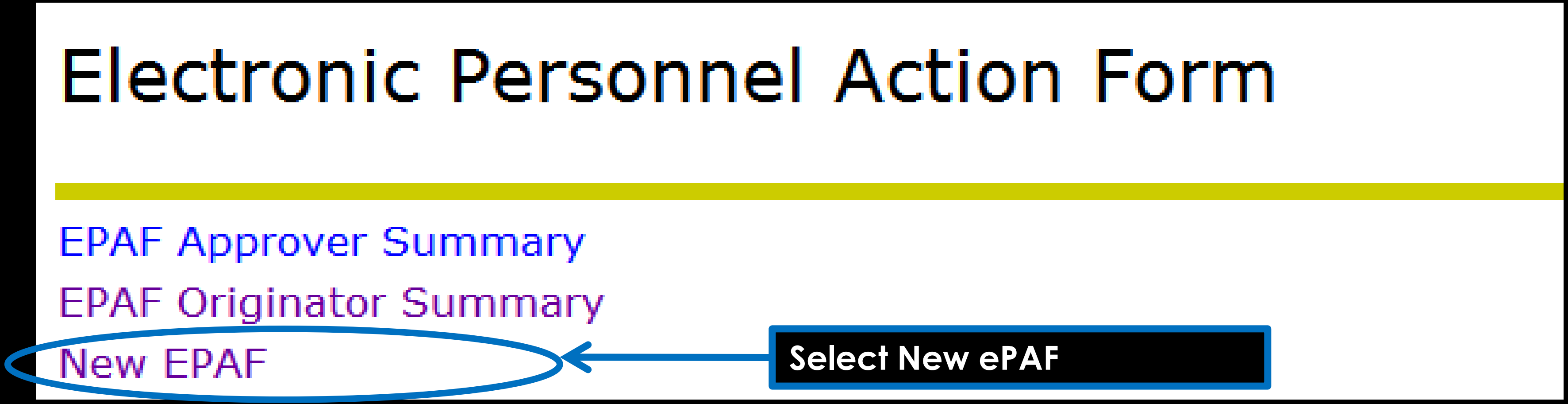
**Approval Category:** Contract Job and Termination, CTJBTM

***Approval Queue***

| Approval Level | User Name | |
|---|---|---|
| 10 - (CHAIR) Chair | CLIGHTNER | Constance Lightner |
| 20 - (DEAN) Dean | JBROWN84 | Jesse Lee Brown |
| 25 - (CTHR10) Contract HR 10 Review | TDWILLIAMS | Tonya D. Williams |
| 30 - (AABUD) Academic Affair Budget | SWILLI43 | Sandra G. Williams |
| 35 - (AAPVST) Academic Affairs Provost | PJACKSON | Pamela J. Jackson |
| 40 - (CTUBUD) University Budget | LBERNARD | Lisa Bernard |
| 45 - (CTHR20) Contract HR 20 Review | SSOLES | Sharon D. Soles |
| 50 - (CTHR30) Contract HR 30 Before Email | TDWILLIAMS | Tonya D. Williams |
| 55 - (CTHR40) Contract HR 40 After Email | TDWILLIAMS | Tonya D. Williams |
| 92 - (EPAFHR) EPAF - HR Administration | SSOLES | Sharon D. Soles |
| Not Selected | | |
| Not Selected | | |
| Not Selected | | |
| Not Selected | | |

**Once the default routing queue is created and saved, you will not need to repeat these actions again unless there is a change in the Approval Level or Approval Category.**

# CREATING A NEW ePAF



Electronic Personnel Action Form

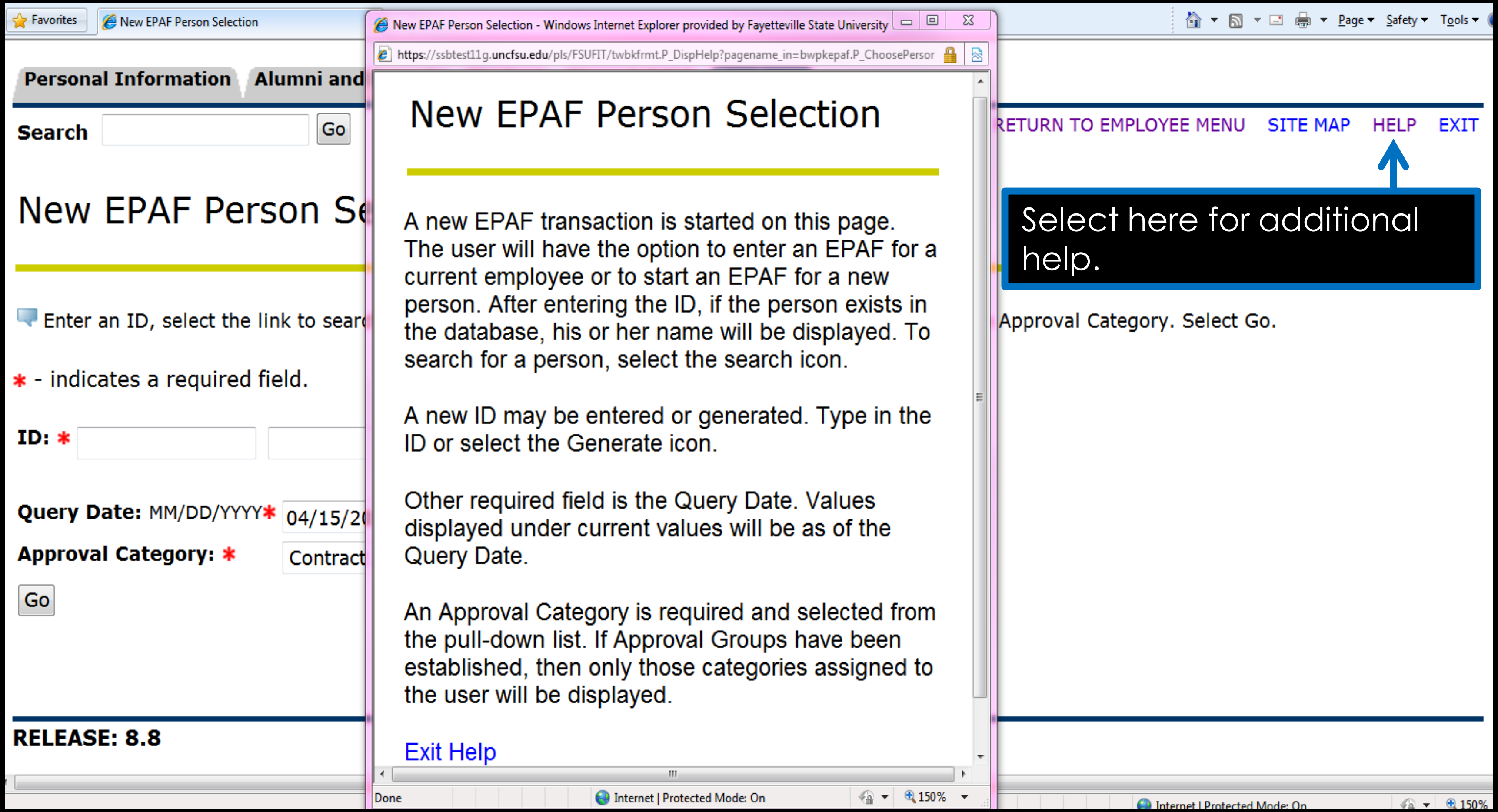
EPAF Approver Summary

EPAF Originator Summary

New EPAF

Select New ePAF

# ADDITIONAL ASSISTANCE


Favorites
New EPAF Person Selection
Page
Safety
Tools
Personal Information
Alumni and
Search
Go
RETURN TO EMPLOYEE MENU
SITE MAP
HELP
EXIT
New EPAF Person Selection - Windows Internet Explorer provided by Fayetteville State University
https://ssbtest11g.uncfsu.edu/pls/FSUFIT/twbkfrmt.P_DispHelp?pagename_in=bwpkepaf.P_ChoosePersor
Done
Internet | Protected Mode: On
150%

New EPAF Person Se

Enter an ID, select the link to searc … Approval Category. Select Go.

* - indicates a required field.

**ID:** *

**Query Date:** MM/DD/YYYY* 04/15/2

**Approval Category:** * Contract

Go

**RELEASE: 8.8**

## New EPAF Person Selection

A new EPAF transaction is started on this page. The user will have the option to enter an EPAF for a current employee or to start an EPAF for a new person. After entering the ID, if the person exists in the database, his or her name will be displayed. To search for a person, select the search icon.

A new ID may be entered or generated. Type in the ID or select the Generate icon.

Other required field is the Query Date. Values displayed under current values will be as of the Query Date.

An Approval Category is required and selected from the pull-down list. If Approval Groups have been established, then only those categories assigned to the user will be displayed.

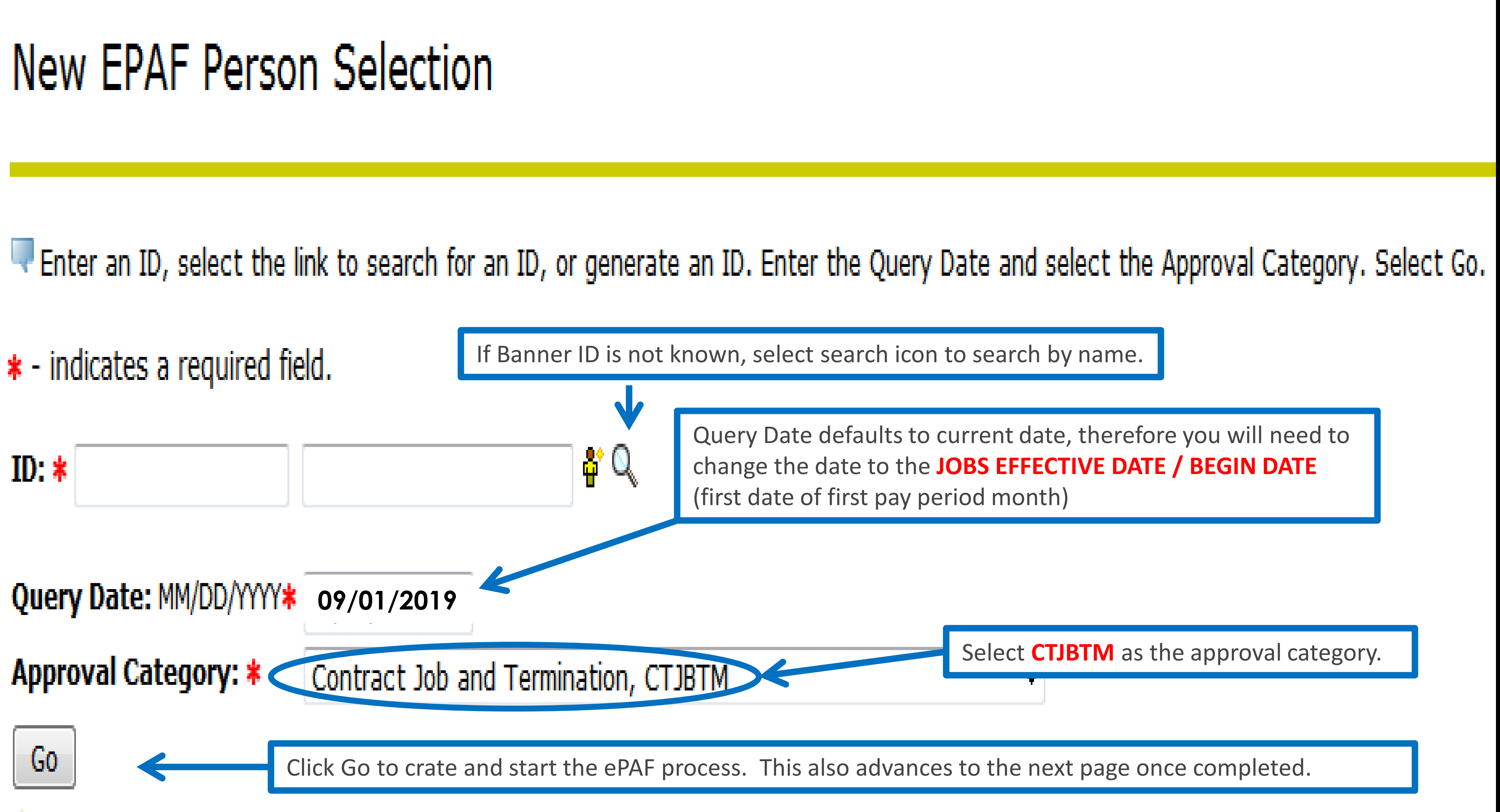
Exit Help

Select here for additional help.

# NEW ePAF PERSON SELECTION

- Query Date = First day of pay period month
  - Fall 2019
    - 16 weeks – 09/01/2019
    - Term I – 09/01/2019
    - Term II – 11/01/2019
  - Spring 2020
    - 16 weeks – 02/01/2020
    - Term I - 02/01/2020
    - Term II - 04/01/2020

# NEW ePAF PERSON SELECTION



## 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.

* - indicates a required field.

If Banner ID is not known, select search icon to search by name.

ID: *

Query Date defaults to current date, therefore you will need to change the date to the **JOBS EFFECTIVE DATE / BEGIN DATE** (first date of first pay period month)

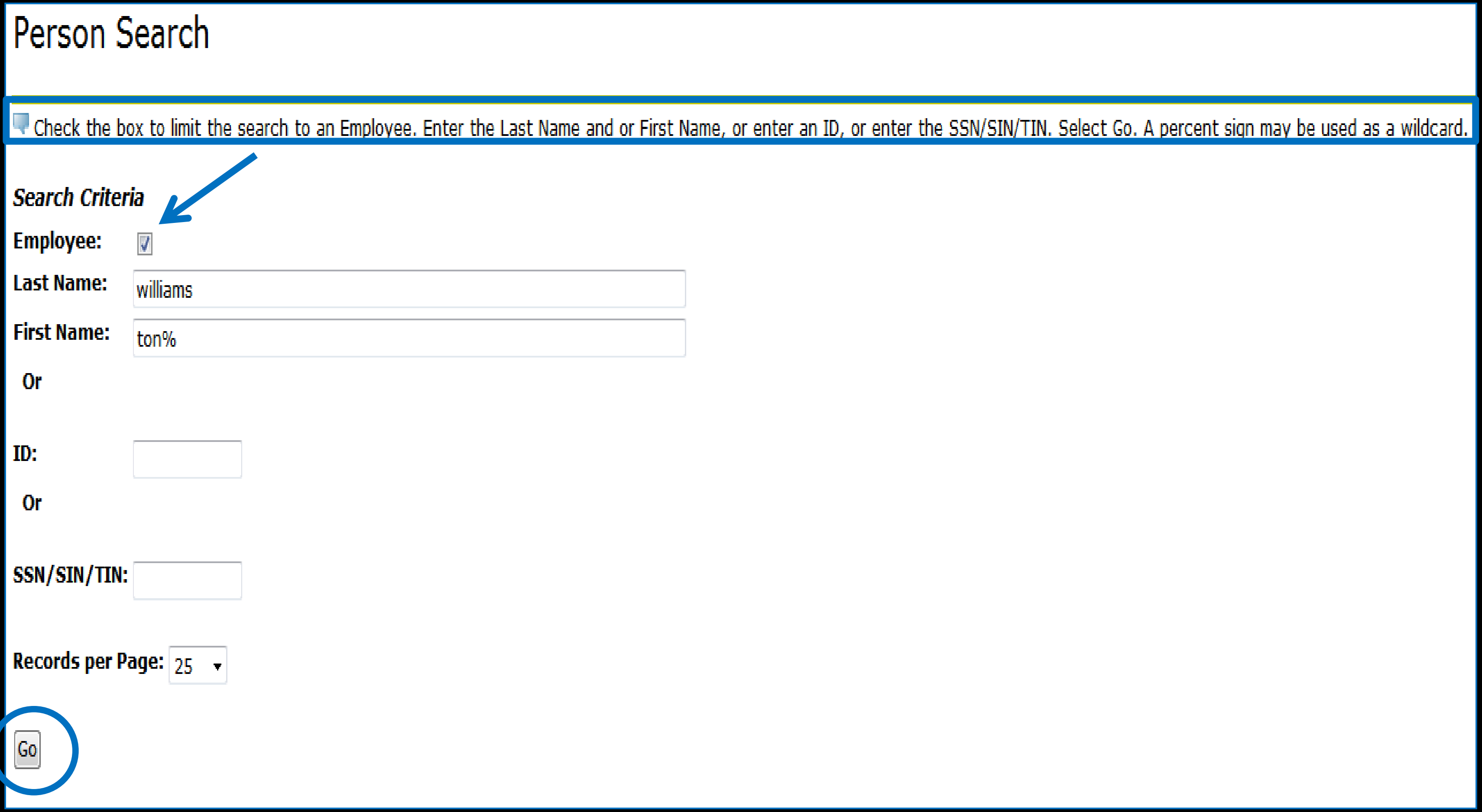
Query Date: MM/DD/YYYY* 09/01/2019

Approval Category: * Contract Job and Termination, CTJBTM

Select **CTJBTM** as the approval category.

Click Go to crate and start the ePAF process.  This also advances to the next page once completed.

# PERSON SEARCH



Person Search

Check the box to limit the search to an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

*Search Criteria*

**Employee:** ☑

**Last Name:** williams

**First Name:** ton%

**Or**

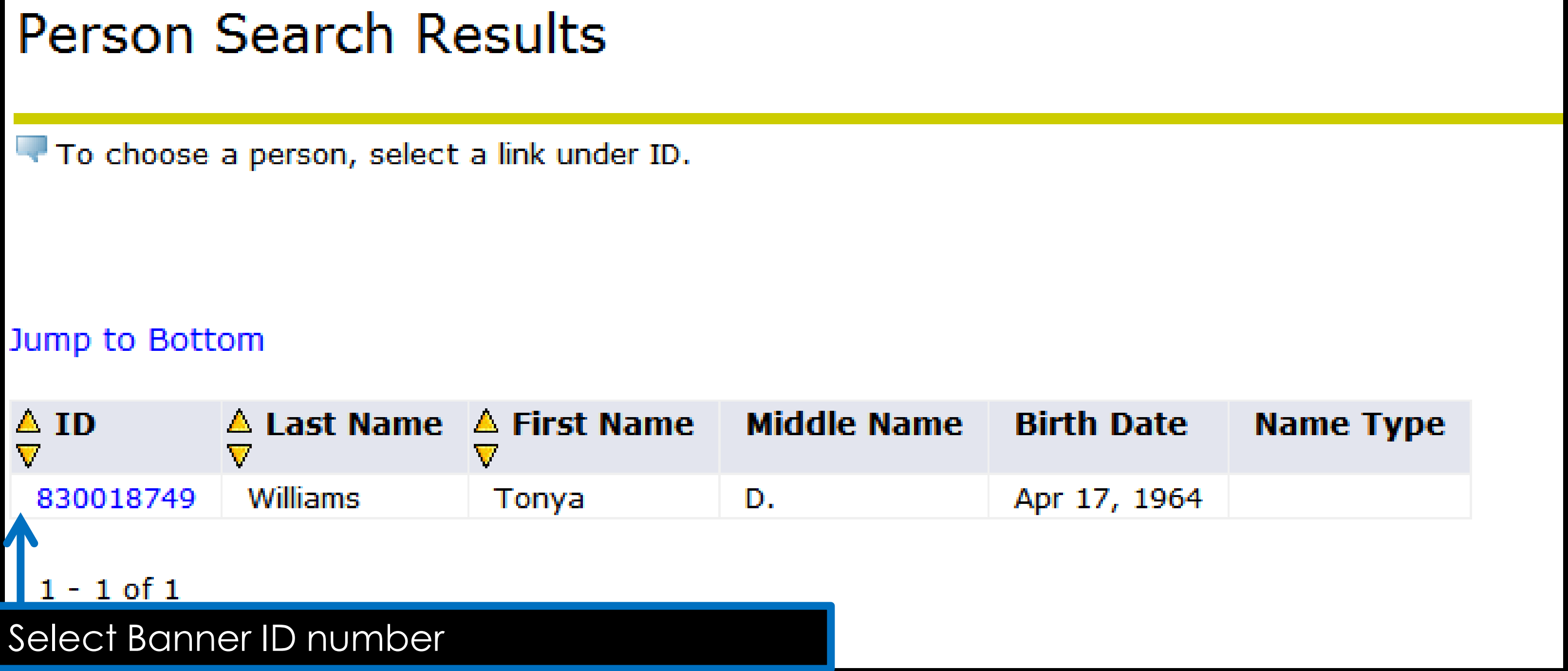
**ID:**

**Or**

**SSN/SIN/TIN:**

**Records per Page:** 25

# PERSON SEARCH RESULTS



## Person Search Results

To choose a person, select a link under ID.

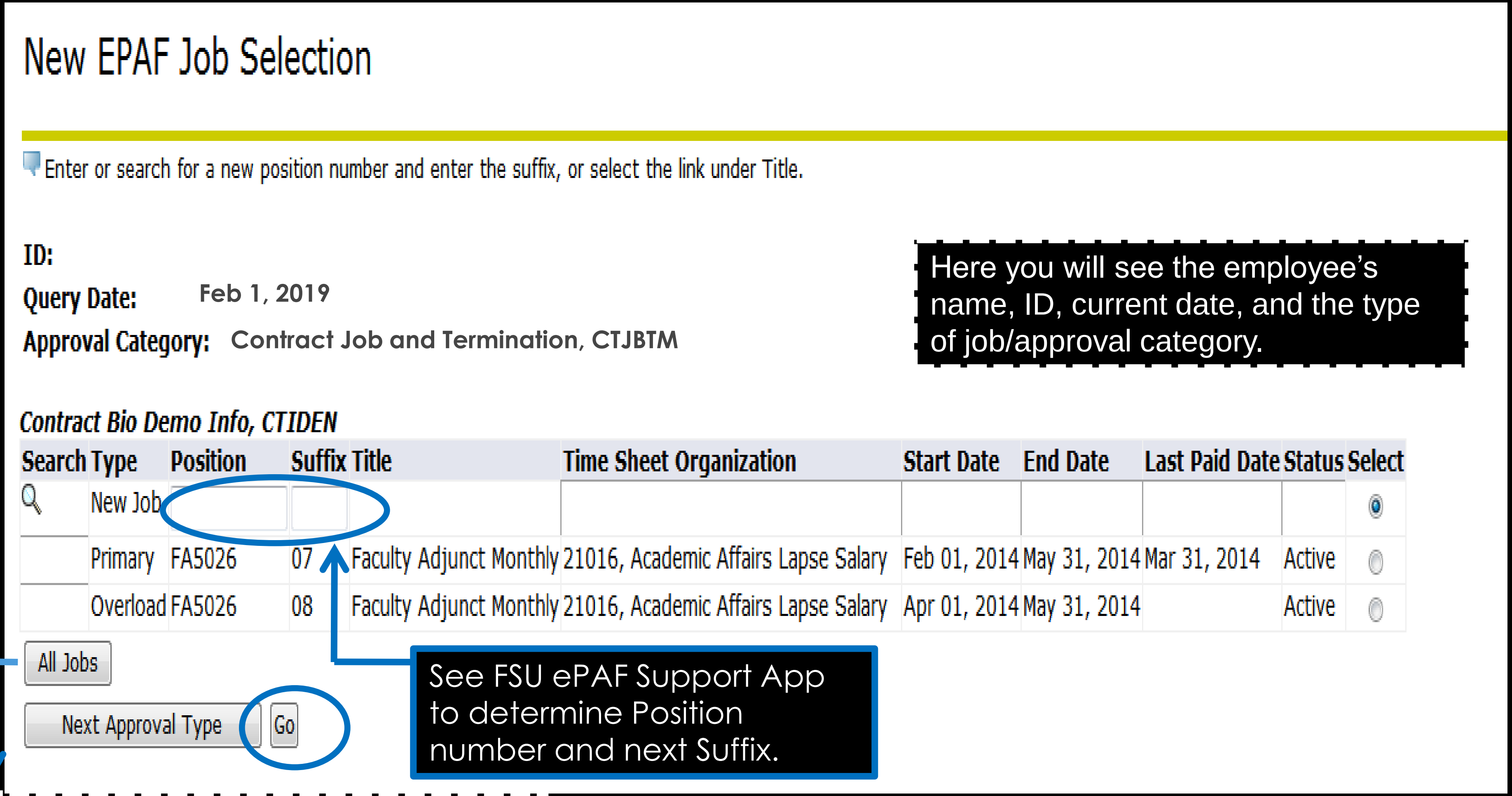
Jump to Bottom

| ID | Last Name | First Name | Middle Name | Birth Date | Name Type |
|---|---|---|---|---|---|
| 830018749 | Williams | Tonya | D. | Apr 17, 1964 | |

1 - 1 of 1

Select Banner ID number

# NEW ePAF JOB SELECTION



## New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

**ID:**
**Query Date:** Feb 1, 2019
**Approval Category:** Contract Job and Termination, CTJBTM

*Contract Bio Demo Info, CTIDEN*

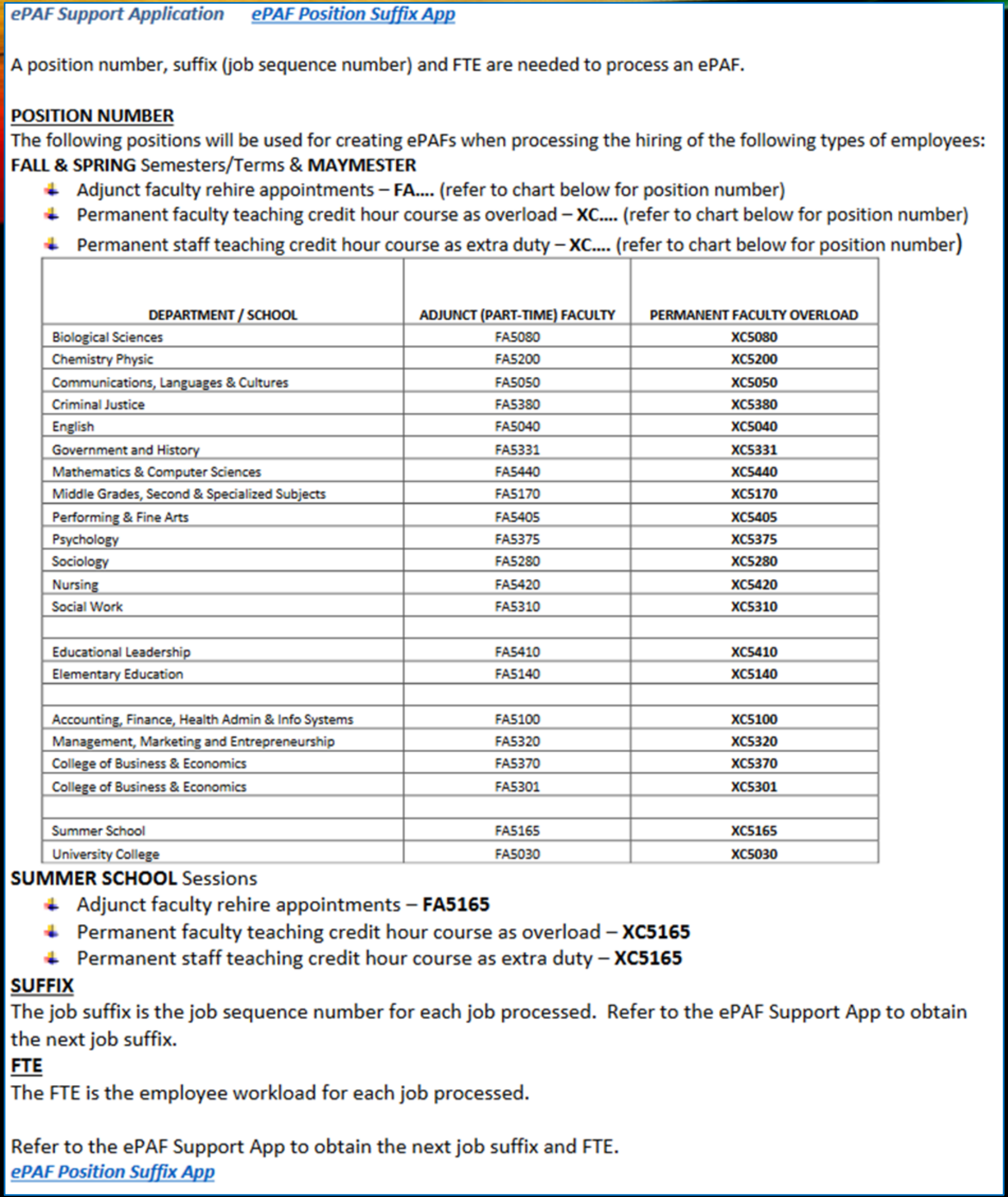
| Search | Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status | Select |
|---|---|---|---|---|---|---|---|---|---|---|
| | New Job | | | | | | | | | ● |
| | Primary | FA5026 | 07 | Faculty Adjunct Monthly | 21016, Academic Affairs Lapse Salary | Feb 01, 2014 | May 31, 2014 | Mar 31, 2014 | Active | ○ |
| | Overload | FA5026 | 08 | Faculty Adjunct Monthly | 21016, Academic Affairs Lapse Salary | Apr 01, 2014 | May 31, 2014 | | Active | ○ |

Here you will see the employee's name, ID, current date, and the type of job/approval category.

See FSU ePAF Support App to determine Position number and next Suffix.

All jobs will show all previous positions.

# NEW ePAF JOB SELECTION



*ePAF Support Application* *ePAF Position Suffix App*

A position number, suffix (job sequence number) and FTE are needed to process an ePAF.

**POSITION NUMBER**

The following positions will be used for creating ePAFs when processing the hiring of the following types of employees:
**FALL & SPRING** Semesters/Terms & **MAYMESTER**

- Adjunct faculty rehire appointments – **FA....** (refer to chart below for position number)
- Permanent faculty teaching credit hour course as overload – **XC....** (refer to chart below for position number)
- Permanent staff teaching credit hour course as extra duty – **XC....** (refer to chart below for position number)

| DEPARTMENT / SCHOOL | ADJUNCT (PART-TIME) FACULTY | PERMANENT FACULTY OVERLOAD |
|---|---|---|
| Biological Sciences | FA5080 | **XC5080** |
| Chemistry Physic | FA5200 | **XC5200** |
| Communications, Languages & Cultures | FA5050 | **XC5050** |
| Criminal Justice | FA5380 | **XC5380** |
| English | FA5040 | **XC5040** |
| Government and History | FA5331 | **XC5331** |
| Mathematics & Computer Sciences | FA5440 | **XC5440** |
| Middle Grades, Second & Specialized Subjects | FA5170 | **XC5170** |
| Performing & Fine Arts | FA5405 | **XC5405** |
| Psychology | FA5375 | **XC5375** |
| Sociology | FA5280 | **XC5280** |
| Nursing | FA5420 | **XC5420** |
| Social Work | FA5310 | **XC5310** |
| | | |
| Educational Leadership | FA5410 | **XC5410** |
| Elementary Education | FA5140 | **XC5140** |
| | | |
| Accounting, Finance, Health Admin & Info Systems | FA5100 | **XC5100** |
| Management, Marketing and Entrepreneurship | FA5320 | **XC5320** |
| College of Business & Economics | FA5370 | **XC5370** |
| College of Business & Economics | FA5301 | **XC5301** |
| | | |
| Summer School | FA5165 | **XC5165** |
| University College | FA5030 | **XC5030** |

**SUMMER SCHOOL** Sessions

- Adjunct faculty rehire appointments – **FA5165**
- Permanent faculty teaching credit hour course as overload – **XC5165**
- Permanent staff teaching credit hour course as extra duty – **XC5165**

**SUFFIX**

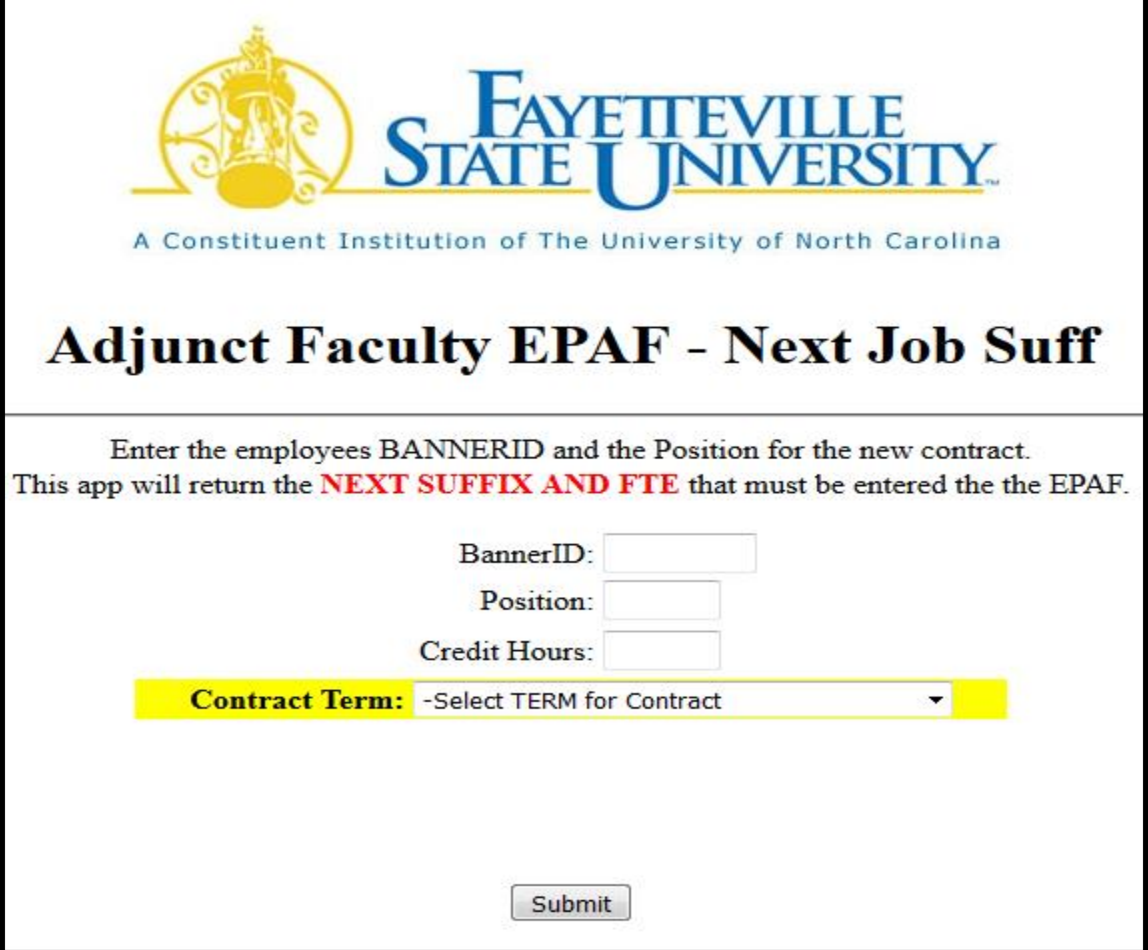
The job suffix is the job sequence number for each job processed. Refer to the ePAF Support App to obtain the next job suffix.

**FTE**

The FTE is the employee workload for each job processed.

Refer to the ePAF Support App to obtain the next job suffix and FTE.
*ePAF Position Suffix App*

# ePAF SUPPORT APP



A Constituent Institution of The University of North Carolina

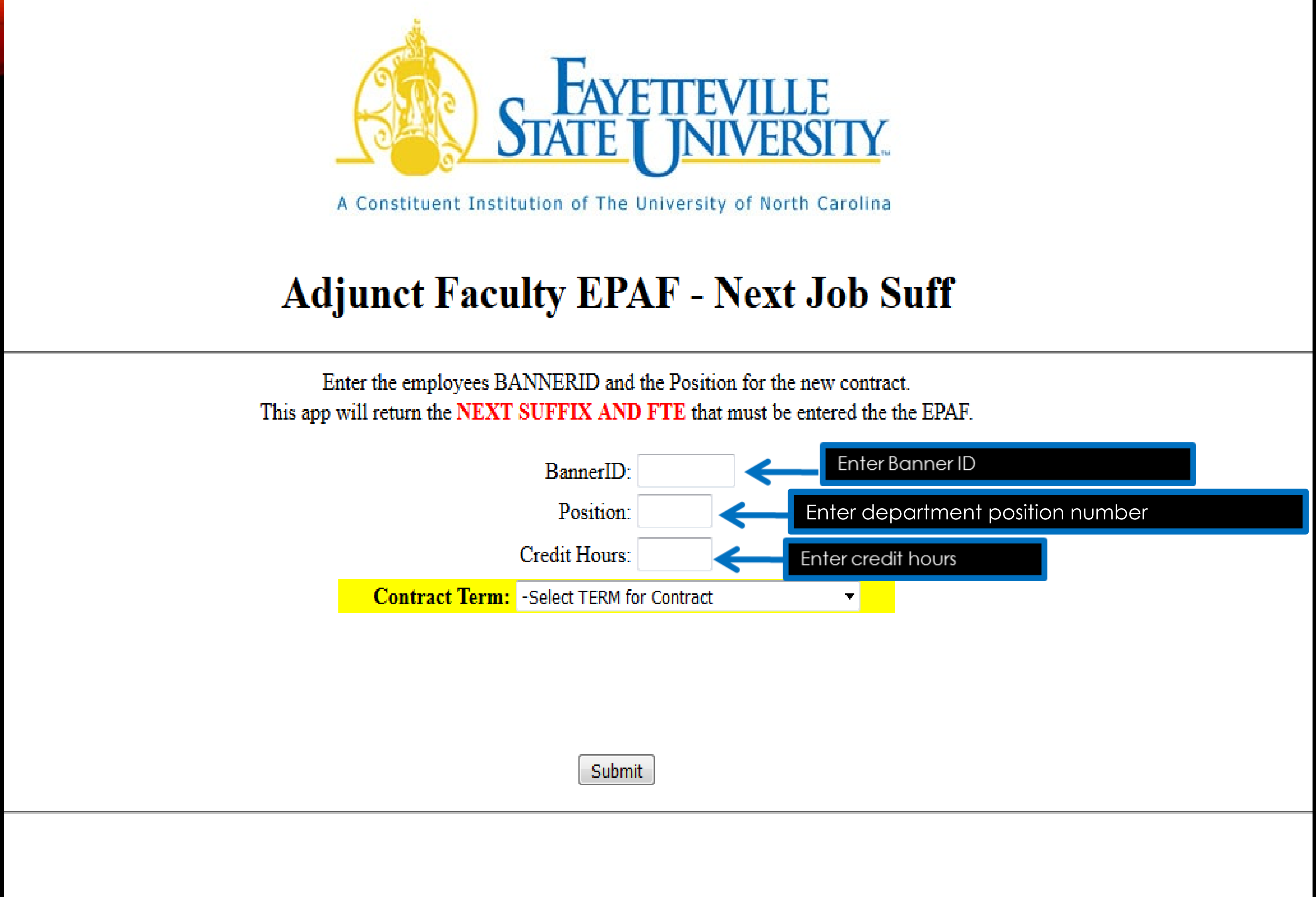
Adjunct Faculty EPAF - Next Job Suff

Enter the employees BANNERID and the Position for the new contract.
This app will return the **NEXT SUFFIX AND FTE** that must be entered the the EPAF.

BannerID:
Position:
Credit Hours:
Contract Term:
-Select TERM for Contract
Submit

SUFFIX APP

# ePAF SUPPORT APP



Fayetteville State University

A Constituent Institution of The University of North Carolina

## Adjunct Faculty EPAF - Next Job Suff

Enter the employees BANNERID and the Position for the new contract.
This app will return the **NEXT SUFFIX AND FTE** that must be entered the the EPAF.

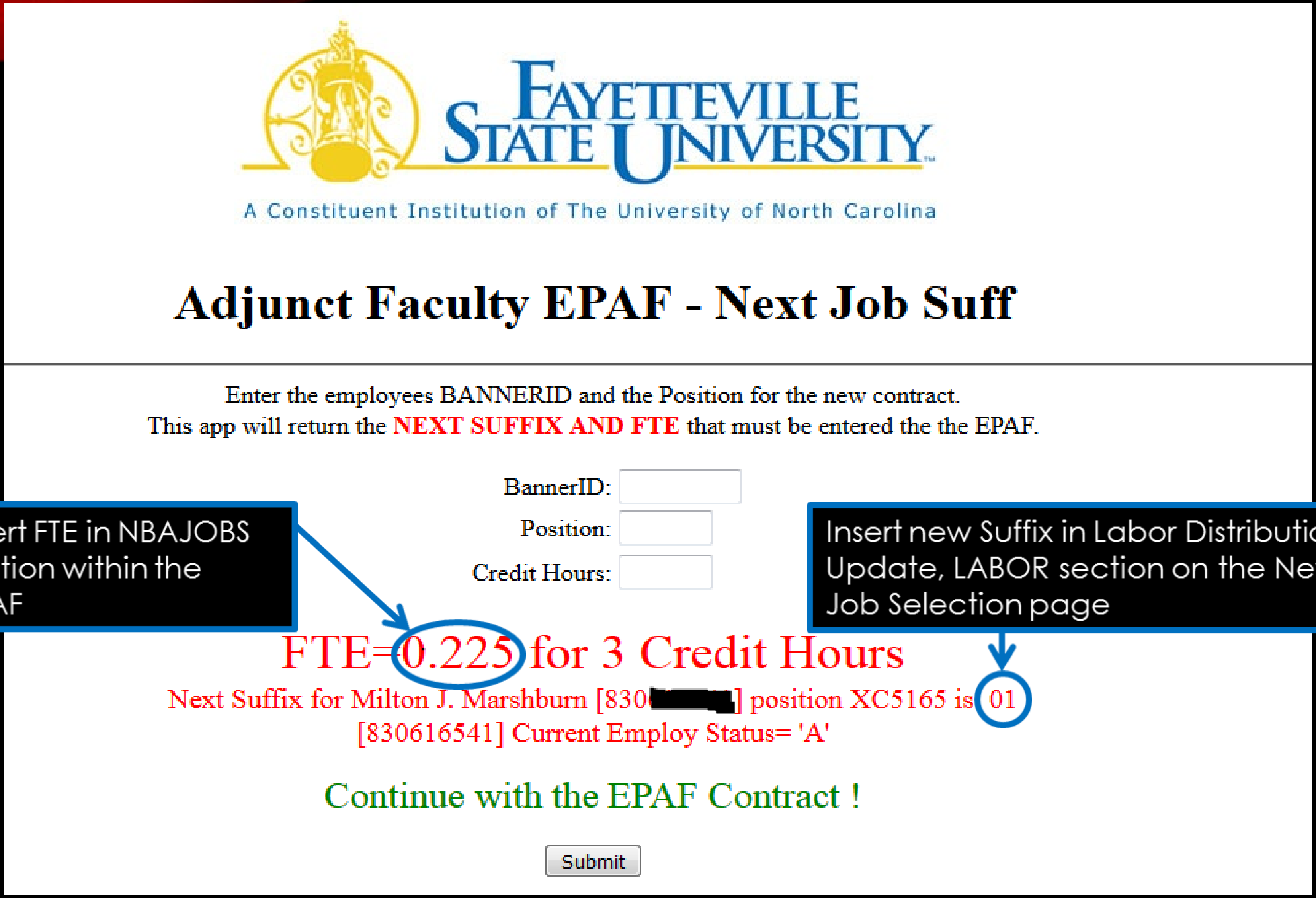
BannerID:
Position:
Credit Hours:
**Contract Term:** -Select TERM for Contract

Enter Banner ID

Enter department position number

Enter credit hours

# ePAF SUPPORT APP



FAYETTEVILLE STATE UNIVERSITY

A Constituent Institution of The University of North Carolina

## Adjunct Faculty EPAF - Next Job Suff

Enter the employees BANNERID and the Position for the new contract.
This app will return the **NEXT SUFFIX AND FTE** that must be entered the the EPAF.

BannerID:

Position:

Credit Hours:

FTE=0.225 for 3 Credit Hours

Next Suffix for Milton J. Marshburn [830[redacted]] position XC5165 is 01

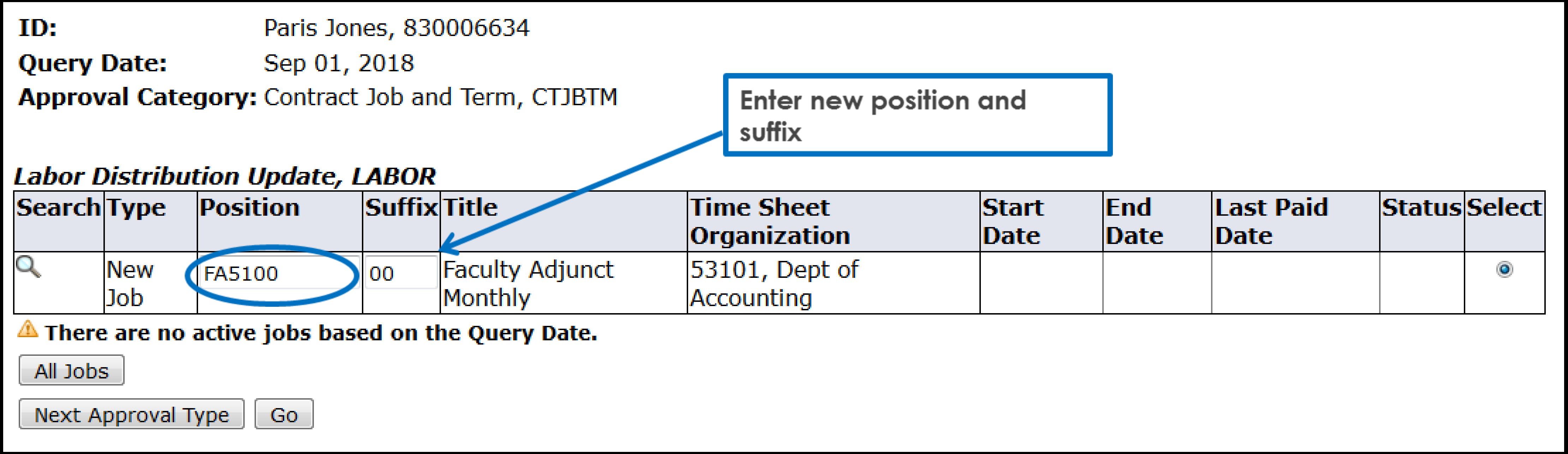
[830616541] Current Employ Status= 'A'

Continue with the EPAF Contract !

Insert FTE in NBAJOBS section within the ePAF

Insert new Suffix in Labor Distribution Update, LABOR section on the New ePAF Job Selection page

# NEW ePAF JOB SELECTION



**ID:** Paris Jones, 830006634
**Query Date:** Sep 01, 2018
**Approval Category:** Contract Job and Term, CTJBTM

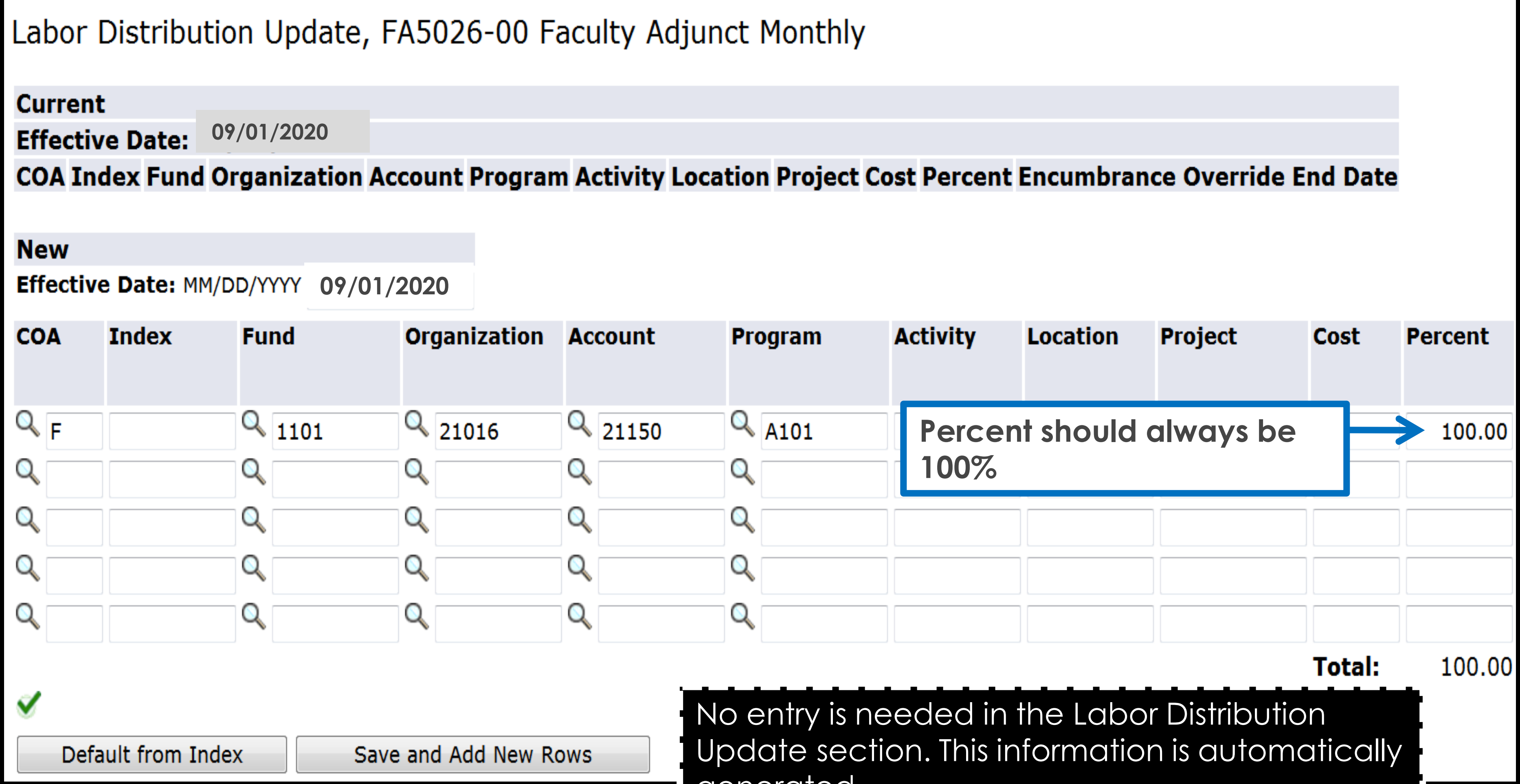
Enter new position and suffix

***Labor Distribution Update, LABOR***

| Search | Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status | Select |
|---|---|---|---|---|---|---|---|---|---|---|
| | New Job | FA5100 | 00 | Faculty Adjunct Monthly | 53101, Dept of Accounting | | | | | ● |

⚠ **There are no active jobs based on the Query Date.**

# LABOR DISTRIBUTION UPDATE



Labor Distribution Update, FA5026-00 Faculty Adjunct Monthly

**Current**

**Effective Date:** 09/01/2020

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance Override End Date |
|---|---|---|---|---|---|---|---|---|---|---|---|

**New**

**Effective Date:** MM/DD/YYYY 09/01/2020

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent |
|---|---|---|---|---|---|---|---|---|---|---|
| F | | 1101 | 21016 | 21150 | A101 | | | | | 100.00 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

**Total:** 100.00

✓

Percent should always be 100%

No entry is needed in the Labor Distribution Update section. This information is automatically generated.

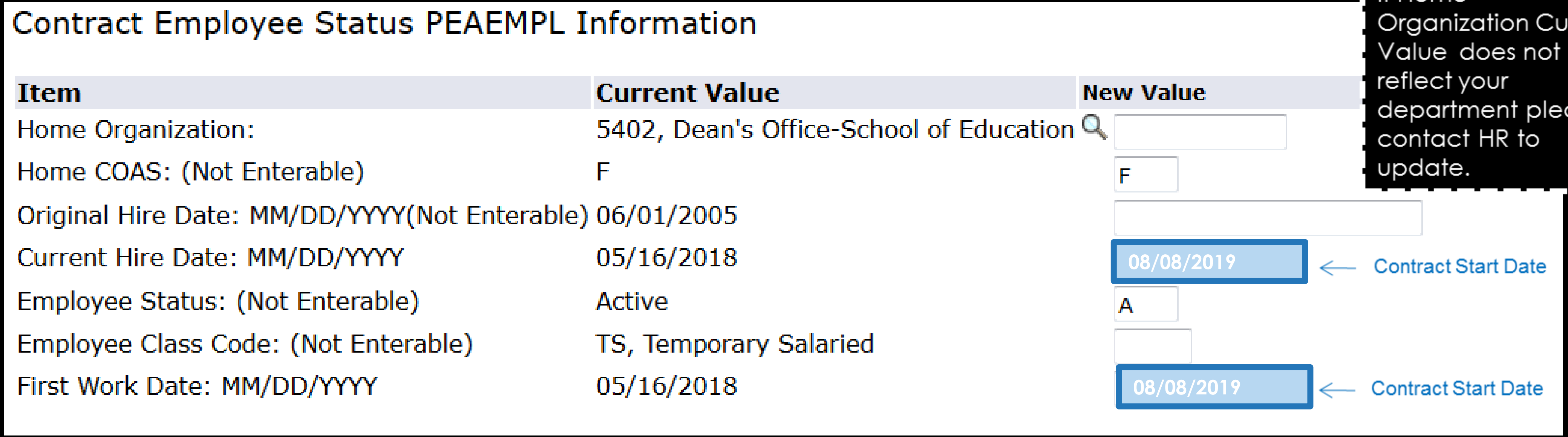
# CONTRACT EMPLOYEE STATUS
# **PEAEMPL** INFORMATION

- **Current Hire Date & First Work Date**
  - Current Hire Date = First Work Date = First physical day of work = Contract start date
    - FALL 2019
      - 16 weeks – 08/08/2019
      - 8 weeks; Term I – 08/08/2019
      - 8 weeks; Term II – 10/12/2019
    - SPRING 2020
      - 16 weeks – 01/02/2020
      - 8 weeks; Term I - 01/02/2020
      - 8 weeks; Term II – 03/18/2020

**IF PERMANENT FSU EMPLOYEE, NO ENTRIES ARE NEEDED IN THIS SECTION**

# CONTRACT EMPLOYEE STATUS PEAEMPL INFORMATION

If Home Organization Current Value does not reflect your department please contact HR to update.



## Contract Employee Status PEAEMPL Information

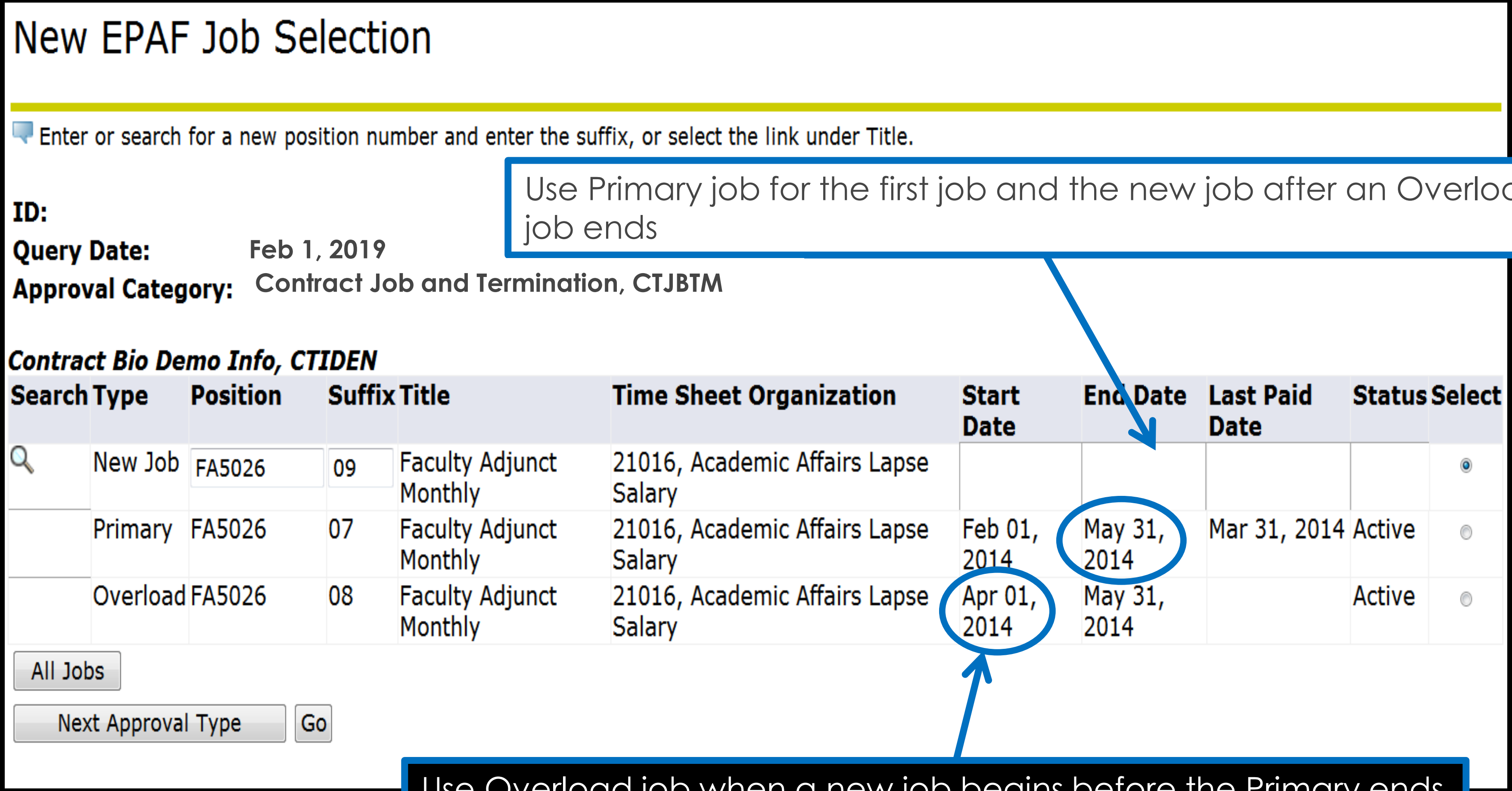
| Item | Current Value | New Value |
|---|---|---|
| Home Organization: | 5402, Dean's Office-School of Education | |
| Home COAS: (Not Enterable) | F | F |
| Original Hire Date: MM/DD/YYYY(Not Enterable) | 06/01/2005 | |
| Current Hire Date: MM/DD/YYYY | 05/16/2018 | 08/08/2019 |
| Employee Status: (Not Enterable) | Active | A |
| Employee Class Code: (Not Enterable) | TS, Temporary Salaried | |
| First Work Date: MM/DD/YYYY | 05/16/2018 | 08/08/2019 |

← Contract Start Date

← Contract Start Date

IF PERMANENT FSU EMPLOYEE, NO ENTRIES ARE NEEDED IN THIS SECTION

# DETERMINE CONTRACT TYPE



## New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

**ID:**
**Query Date:** Feb 1, 2019
**Approval Category:** Contract Job and Termination, CTJBTM

***Contract Bio Demo Info, CTIDEN***

| Search | Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status | Select |
|---|---|---|---|---|---|---|---|---|---|---|
| 🔍 | New Job | FA5026 | 09 | Faculty Adjunct Monthly | 21016, Academic Affairs Lapse Salary | | | | | ● |
| | Primary | FA5026 | 07 | Faculty Adjunct Monthly | 21016, Academic Affairs Lapse Salary | Feb 01, 2014 | May 31, 2014 | Mar 31, 2014 | Active | ○ |
| | Overload | FA5026 | 08 | Faculty Adjunct Monthly | 21016, Academic Affairs Lapse Salary | Apr 01, 2014 | May 31, 2014 | | Active | ○ |

Use Primary job for the first job and the new job after an Overload job ends

Use Overload job when a new job begins before the Primary ends

# CONTRACT EMPLOYEE **NBAJOBS** SET UP INFORMATION

- Begin Date = Job Effective Date (first day of pay period month)

  (defaults from query date)

  - ❖ FALL 2019
    - ❖ 16 weeks – 09/01/2019
    - ❖ 8 weeks; Term I - 09/01/2019
    - ❖ 8 weeks; Term II - 11/01/2019

  - ❖ Spring 2020
    - ❖ 16 weeks – 02/01/2020
    - ❖ 8 weeks; Term I – 02/01/2020
    - ❖ 8 weeks; Term II – 04/01/2020

# CONTRACT EMPLOYEE **NBAJOBS** SET UP INFORMATION

- Personnel Date = Current Hire Date = First Work Date = Contract Start Date (first physical day of work)
  - FALL 2019
    - 16 weeks – 08/08/2019
    - 8 weeks; Term I – 08/08/2019
    - 8 weeks; Term II – 10/12/2019
  - SPRING 2020
    - 16 weeks – 01/02/2020
    - 8 weeks; Term I - 01/02/2020
    - 8 weeks; Term II – 03/18/2020

# CONTRACT EMPLOYEE NBAJOBS FACTOR / PAYS

**16 WEEKS – FALL 2019**

Query date September 1, 2019….payable in 4 equal installments = 4 Factor / Pays

Query date October 1, 2019….payable in 3 equal installments = 3 Factor / Pays

Query date November 1, 2019….payable in 2 equal installments = 2 Factor / Pays

Query date December 1, 2019….payable in 1 equal installment = 1 Factor / Pay

# CONTRACT EMPLOYEE NBAJOBS FACTOR / PAYS

**16 WEEKS – SPRING 2020**

- Query date February 1, 2020….payable in 4 equal installments = 4 Factor / Pays
- Query date March 1, 2020….payable in 3 equal installments = 3 Factor / Pays
- Query date April 1, 2020….payable in 2 equal installments = 2 Factor / Pays
- Query date May 1, 2020….payable in 1 equal installment = 1 Factor / Pay

# CONTRACT EMPLOYEE NBAJOBS FACTOR / PAYS

**FALL TERM I - 8 WEEKS**

Query date September 1, 2019 ….payable in 2 equal installments = 2 Factor / Pays

Query date October 1, 2019 ….payable in 1 equal installments = 1 Factor / Pays

**FALL TERM II - 8 WEEKS**

Query date November 1, 2019 ….payable in 2 equal installments = 2 Factor / Pays

Query date December 1, 2019 ….payable in 1 equal installment = 1 Factor / Pay

# CONTRACT EMPLOYEE NBAJOBS FACTOR / PAYS

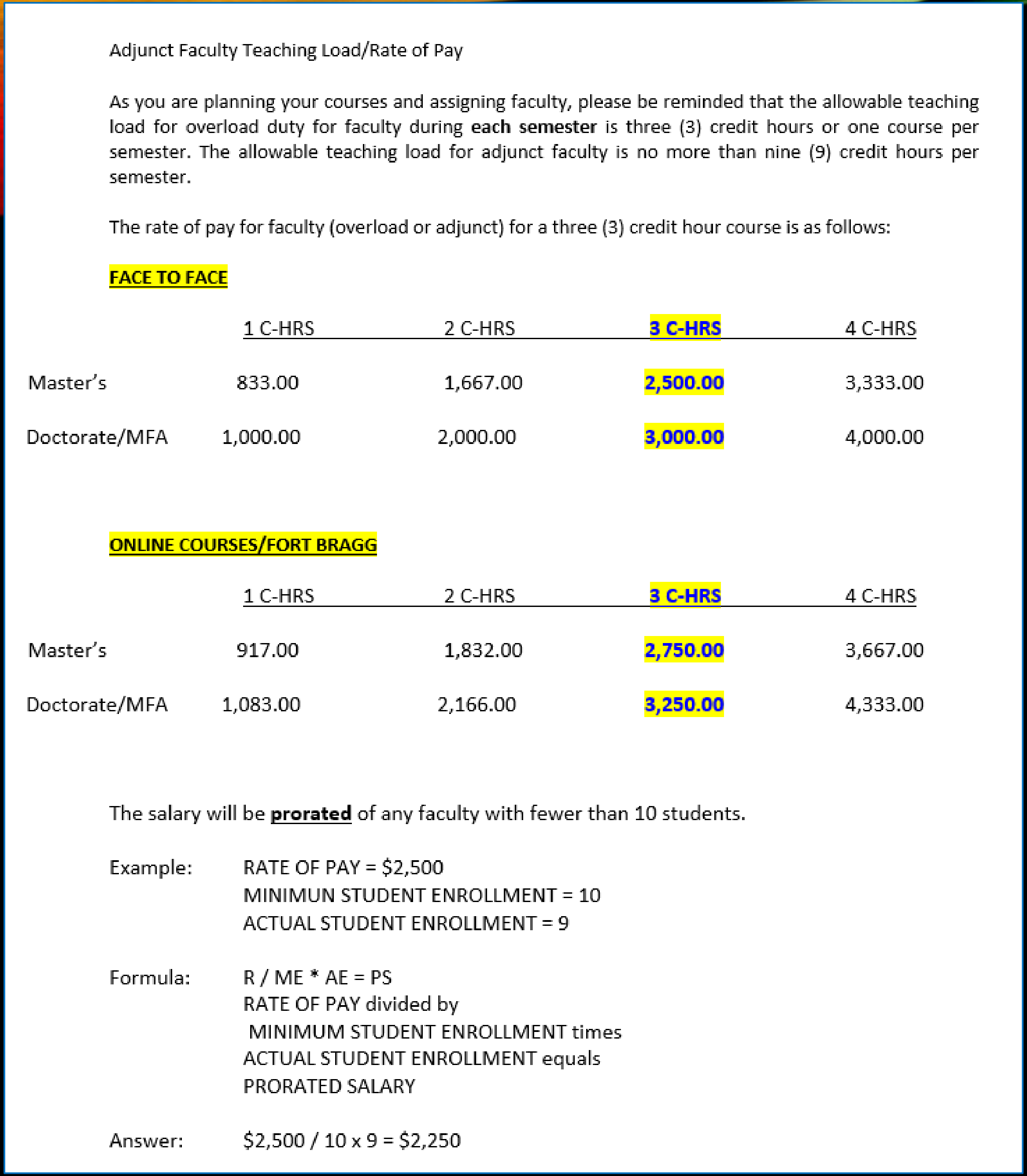
**SPRING TERM I - 8 WEEKS**

- Query date February 1, 2020….payable in 2 equal installments = 2 Factor / Pays
- Query date March 1, 2020….payable in 1 equal installments = 1 Factor / Pays

**SPRING TERM II - 8 WEEKS**

- Query date April 1, 2020….payable in 2 equal installments = 2 Factor / Pays
- Query date May 1, 2020….payable in 1 equal installment = 1 Factor / Pay

# CONTRACT EMPLOYEE
# NBAJOBS
# SET UP INFORMATION



Adjunct Faculty Teaching Load/Rate of Pay

As you are planning your courses and assigning faculty, please be reminded that the allowable teaching load for overload duty for faculty during **each semester** is three (3) credit hours or one course per semester. The allowable teaching load for adjunct faculty is no more than nine (9) credit hours per semester.

The rate of pay for faculty (overload or adjunct) for a three (3) credit hour course is as follows:

**FACE TO FACE**

| | 1 C-HRS | 2 C-HRS | **3 C-HRS** | 4 C-HRS |
|---|---|---|---|---|
| Master's | 833.00 | 1,667.00 | **2,500.00** | 3,333.00 |
| Doctorate/MFA | 1,000.00 | 2,000.00 | **3,000.00** | 4,000.00 |

**ONLINE COURSES/FORT BRAGG**

| | 1 C-HRS | 2 C-HRS | **3 C-HRS** | 4 C-HRS |
|---|---|---|---|---|
| Master's | 917.00 | 1,832.00 | **2,750.00** | 3,667.00 |
| Doctorate/MFA | 1,083.00 | 2,166.00 | **3,250.00** | 4,333.00 |

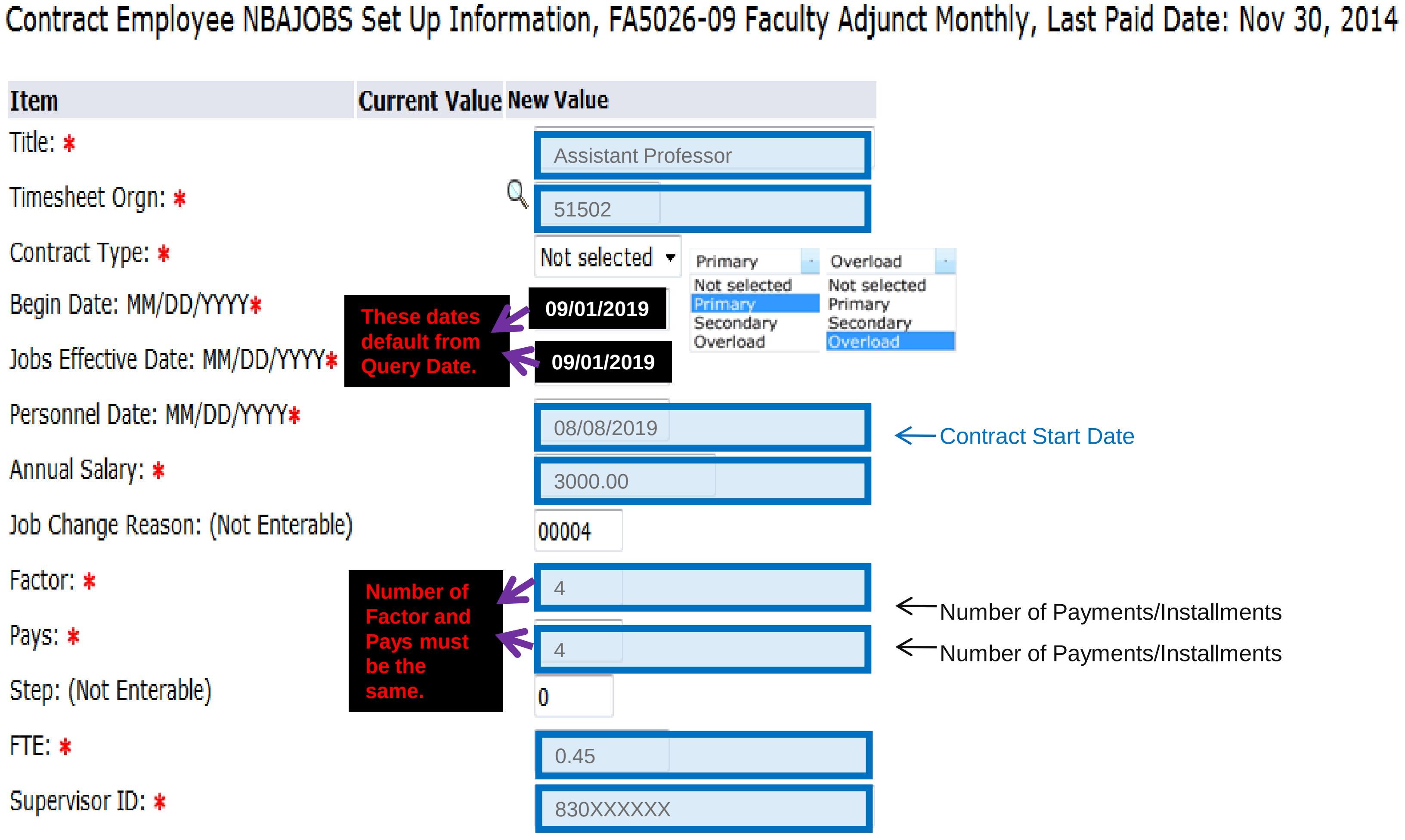
The salary will be **prorated** of any faculty with fewer than 10 students.

Example: RATE OF PAY = $2,500
MINIMUN STUDENT ENROLLMENT = 10
ACTUAL STUDENT ENROLLMENT = 9

Formula: R / ME * AE = PS
RATE OF PAY divided by
MINIMUM STUDENT ENROLLMENT times
ACTUAL STUDENT ENROLLMENT equals
PRORATED SALARY

Answer: $2,500 / 10 x 9 = $2,250

# CONTRACT EMPLOYEE NBAJOBS SET UP INFORMATION



Contract Employee NBAJOBS Set Up Information, FA5026-09 Faculty Adjunct Monthly, Last Paid Date: Nov 30, 2014

| Item | Current Value | New Value |
|---|---|---|
| Title: * | | Assistant Professor |
| Timesheet Orgn: * | | 51502 |
| Contract Type: * | | Not selected ▾ <br> Primary: Not selected / **Primary** / Secondary / Overload <br> Overload: Not selected / Primary / Secondary / **Overload** |
| Begin Date: MM/DD/YYYY* | | 09/01/2019 |
| Jobs Effective Date: MM/DD/YYYY* | | 09/01/2019 |
| Personnel Date: MM/DD/YYYY* | | 08/08/2019 |
| Annual Salary: * | | 3000.00 |
| Job Change Reason: (Not Enterable) | | 00004 |
| Factor: * | | 4 |
| Pays: * | | 4 |
| Step: (Not Enterable) | | 0 |
| FTE: * | | 0.45 |
| Supervisor ID: * | | 830XXXXXX |

These dates default from Query Date.

← Contract Start Date

Number of Factor and Pays must be the same.

← Number of Payments/Installments

← Number of Payments/Installments

# CONTRACT EMPLOYEE **JOB TERMINATION**

- Jobs Effective Date (last day of pay period month)
  - FALL 2019
    - 16 weeks - 12/31/2019
    - 8 weeks; Term I – 10/31/2019
    - 8 weeks; Term II – 12/31/2019

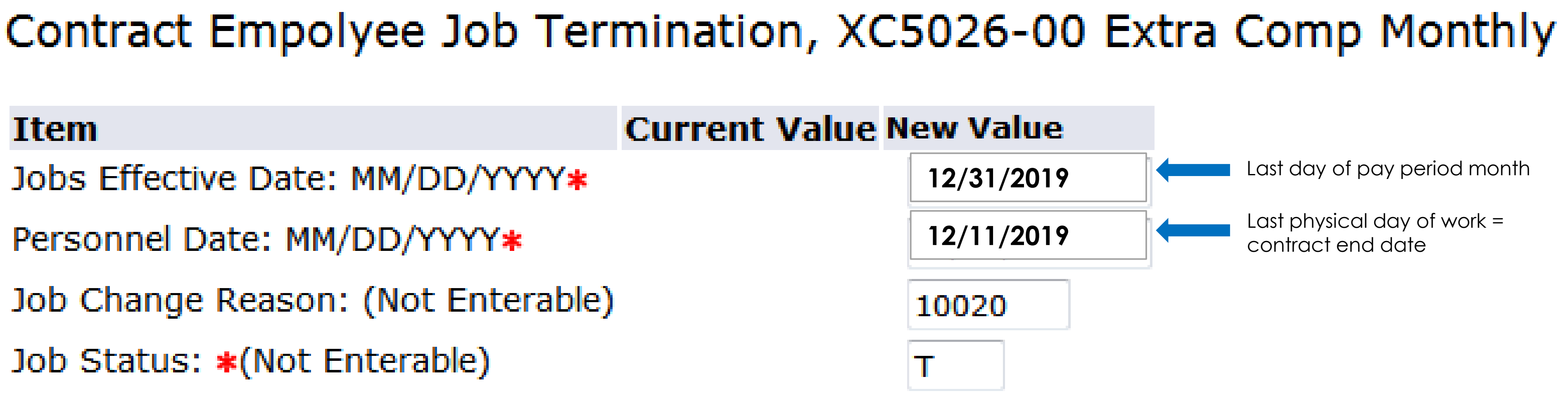
- Enter Personnel Date (last physical day of work = contract end date)
  - FALL 2019
    - 16 weeks - 12/11/2019
    - 8 weeks; Term I – 10/10/2019
    - 8 weeks; Term II – 12/11/2019

# CONTRACT EMPLOYEE **JOB TERMINATION**

- Jobs Effective Date (last day of pay period month)
  - SPRING 2020
    - 16 weeks - 05/31/2020
    - 8 weeks; Term I – 03/31/2020
    - 8 weeks; Term II – 05/31/2020

- Enter Personnel Date (last physical day of work = contract end date)
  - SPRING 2020
    - 16 weeks - 05/15/2020
    - 8 weeks; Term I – 03/10/2020
    - 8 weeks; Term II – 05/12/2020

# CONTRACT EMPLOYEE **JOB TERMINATION**



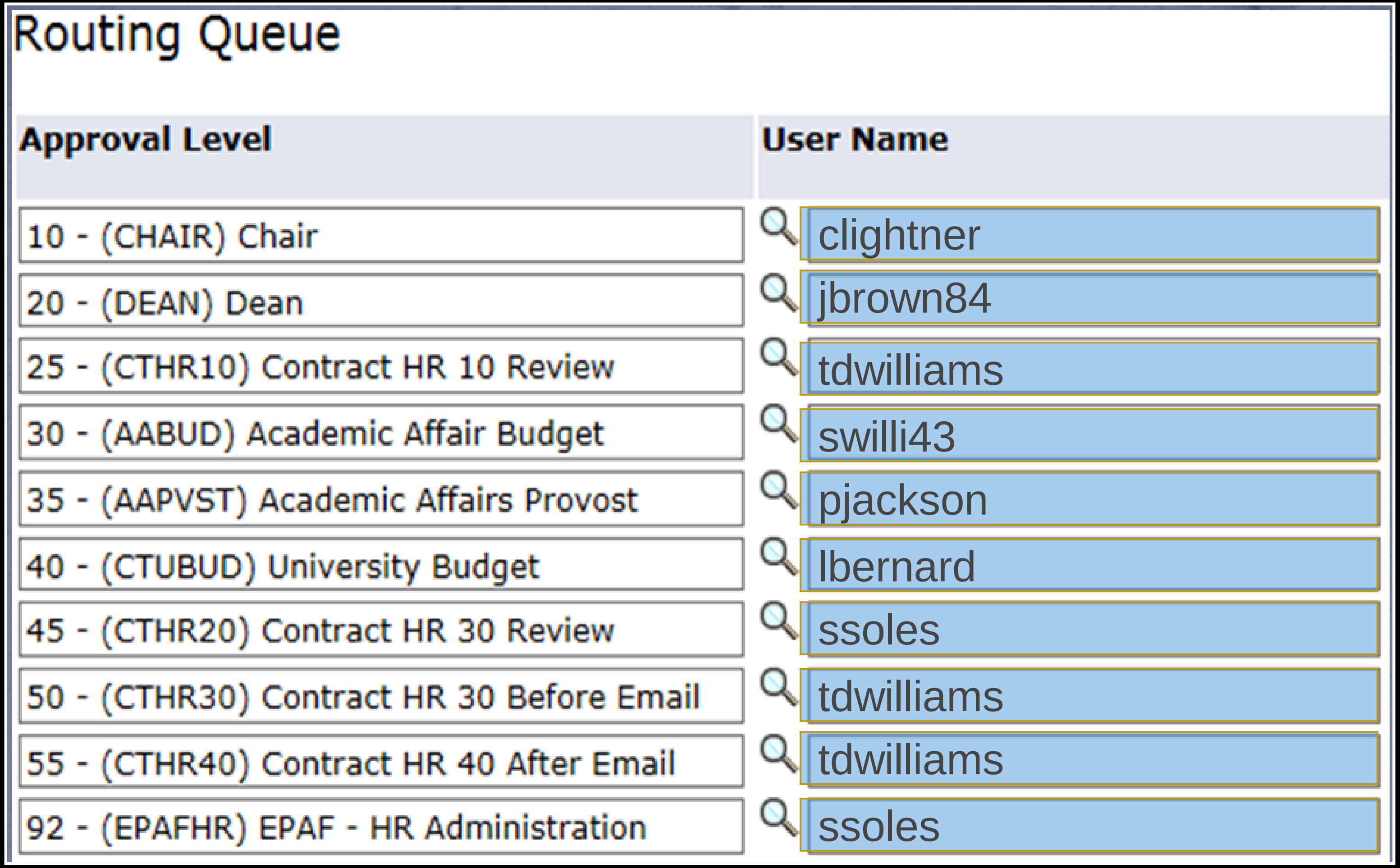
Contract Empolyee Job Termination, XC5026-00 Extra Comp Monthly

| Item | Current Value | New Value |
|---|---|---|
| Jobs Effective Date: MM/DD/YYYY* | | 12/31/2019 |
| Personnel Date: MM/DD/YYYY* | | 12/11/2019 |
| Job Change Reason: (Not Enterable) | | 10020 |
| Job Status: *(Not Enterable) | | T |

Last day of pay period month

Last physical day of work = contract end date

# ROUTING QUEUE



Routing Queue

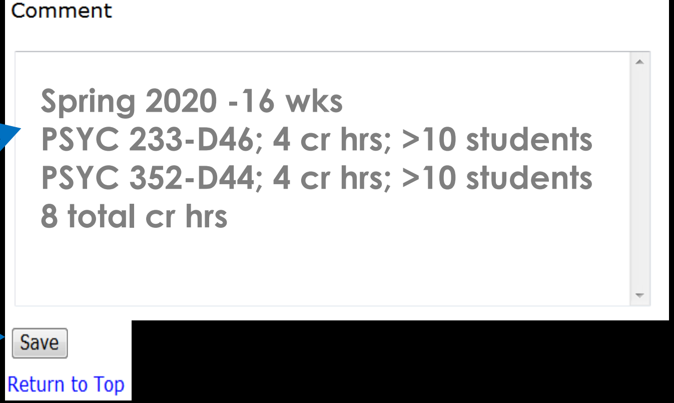
| Approval Level | User Name |
|---|---|
| 10 - (CHAIR) Chair | clightner |
| 20 - (DEAN) Dean | jbrown84 |
| 25 - (CTHR10) Contract HR 10 Review | tdwilliams |
| 30 - (AABUD) Academic Affair Budget | swilli43 |
| 35 - (AAPVST) Academic Affairs Provost | pjackson |
| 40 - (CTUBUD) University Budget | lbernard |
| 45 - (CTHR20) Contract HR 30 Review | ssoles |
| 50 - (CTHR30) Contract HR 30 Before Email | tdwilliams |
| 55 - (CTHR40) Contract HR 40 After Email | tdwilliams |
| 92 - (EPAFHR) EPAF - HR Administration | ssoles |

# COMMENTS SECTION

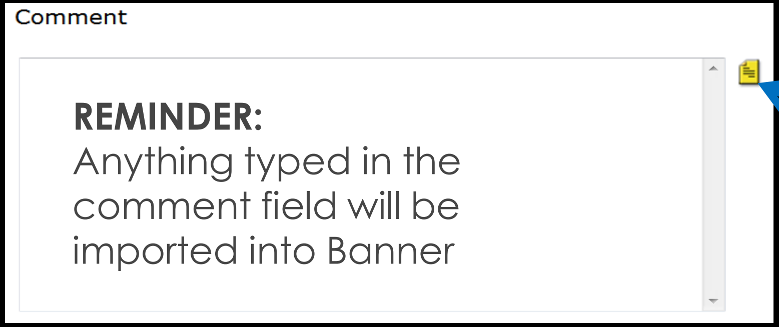
In the comment box, please note what class(es) are being taught for the semester or term

Course #, Section #, credit hour and Semester or Term to be taught

Click Save



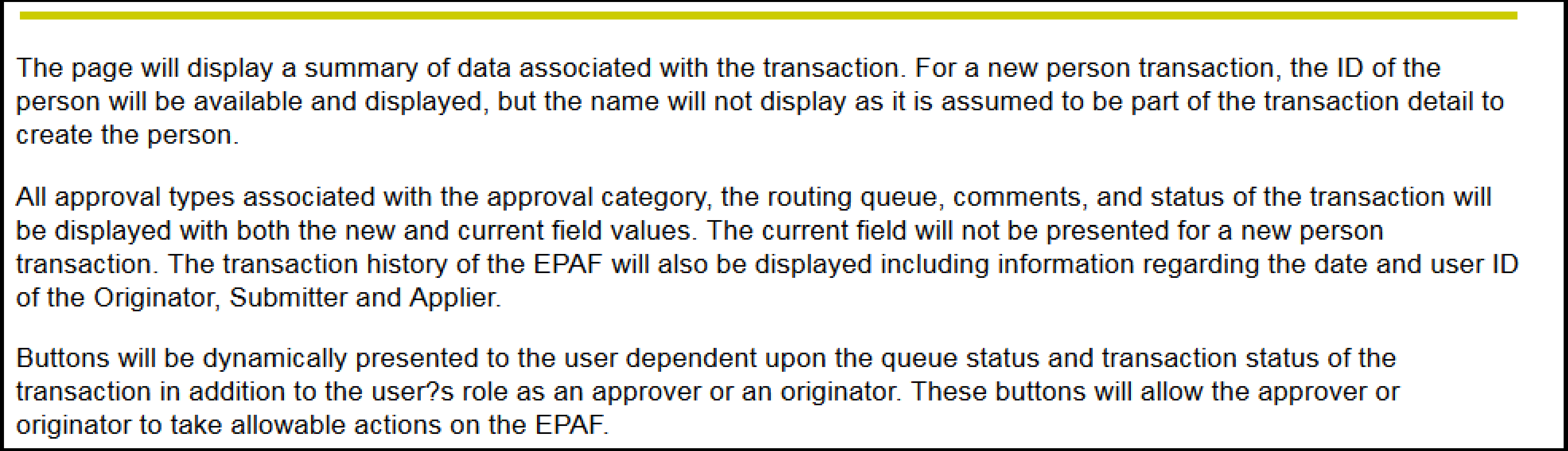
Spring 2020 -16 wks
PSYC 233-D46; 4 cr hrs; >10 students
PSYC 352-D44; 4 cr hrs; >10 students
8 total cr hrs



**REMINDER:**
Anything typed in the comment field will be imported into Banner

Once you click on save, your comments will not show in this box. To view the comments, click on the yellow paper icon. The comments will then be viewable on the page towards the bottom of the ePAF in the Comments section.

# ePAF PREVIEW

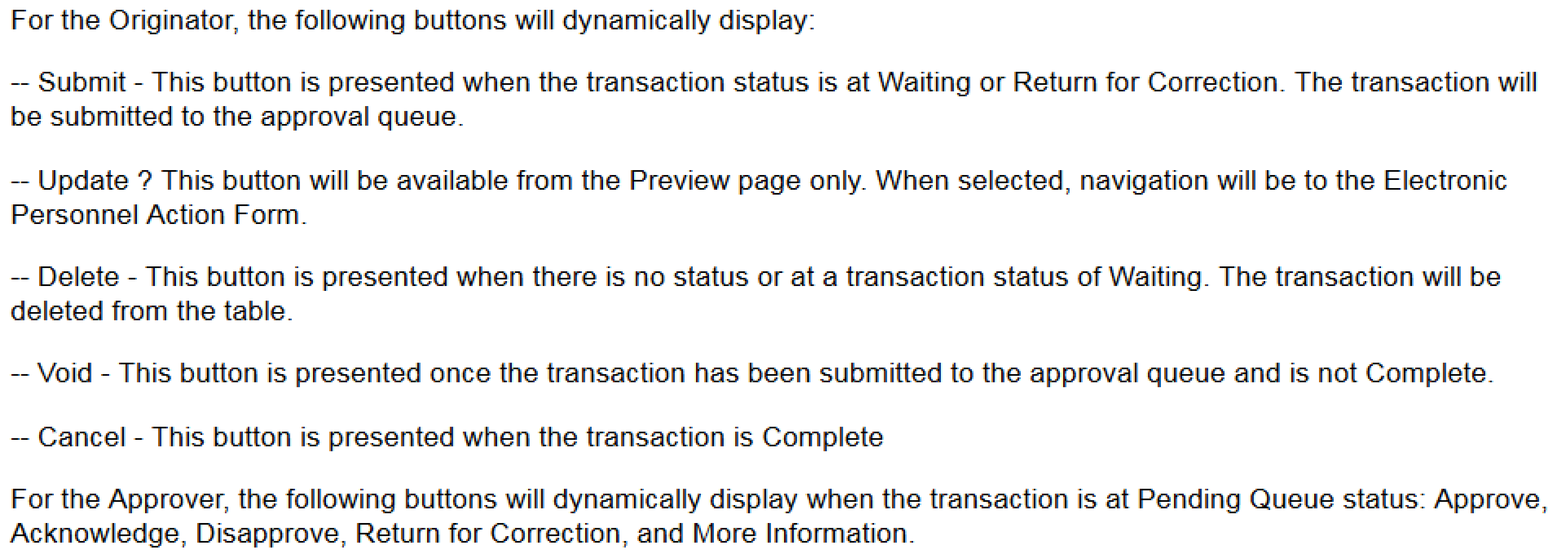


The page will display a summary of data associated with the transaction. For a new person transaction, the ID of the person will be available and displayed, but the name will not display as it is assumed to be part of the transaction detail to create the person.

All approval types associated with the approval category, the routing queue, comments, and status of the transaction will be displayed with both the new and current field values. The current field will not be presented for a new person transaction. The transaction history of the EPAF will also be displayed including information regarding the date and user ID of the Originator, Submitter and Applier.

Buttons will be dynamically presented to the user dependent upon the queue status and transaction status of the transaction in addition to the user?s role as an approver or an originator. These buttons will allow the approver or originator to take allowable actions on the EPAF.

# ePAF PREVIEW



For the Originator, the following buttons will dynamically display:

-- Submit - This button is presented when the transaction status is at Waiting or Return for Correction. The transaction will be submitted to the approval queue.

-- Update ? This button will be available from the Preview page only. When selected, navigation will be to the Electronic Personnel Action Form.

-- Delete - This button is presented when there is no status or at a transaction status of Waiting. The transaction will be deleted from the table.

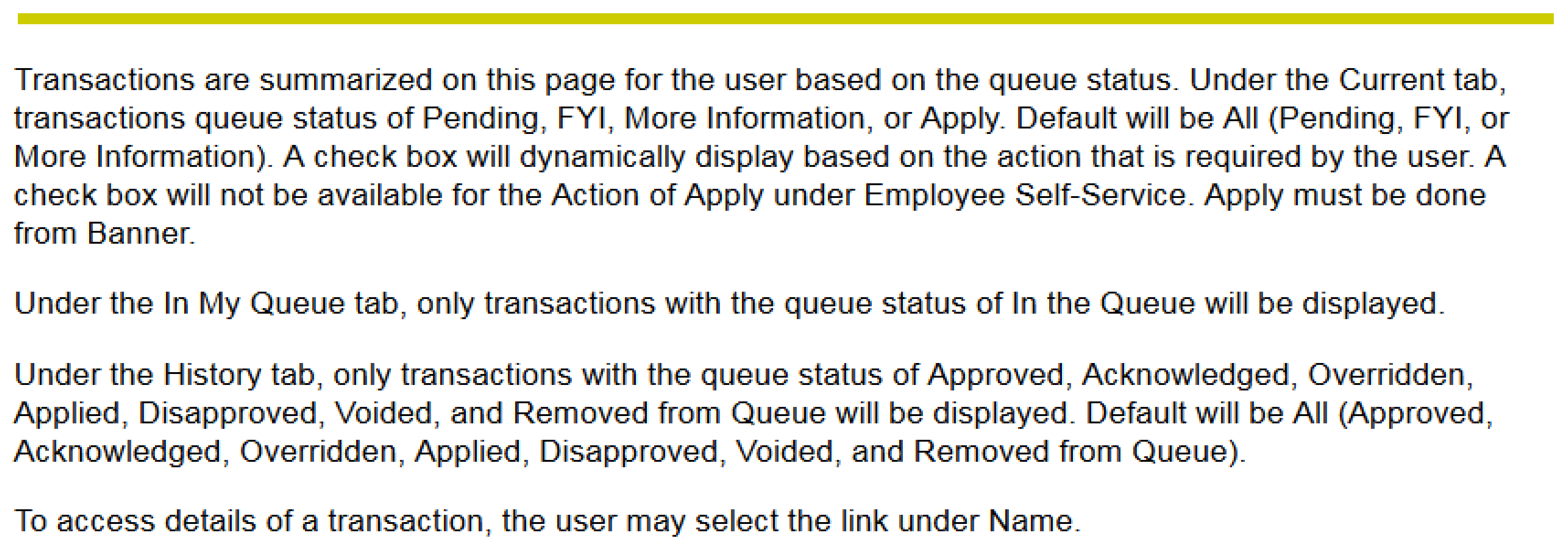
-- Void - This button is presented once the transaction has been submitted to the approval queue and is not Complete.

-- Cancel - This button is presented when the transaction is Complete

For the Approver, the following buttons will dynamically display when the transaction is at Pending Queue status: Approve, Acknowledge, Disapprove, Return for Correction, and More Information.

Note:
The system does not notify users of these transactions.

# ePAF APPROVER SUMMARY



Transactions are summarized on this page for the user based on the queue status. Under the Current tab, transactions queue status of Pending, FYI, More Information, or Apply. Default will be All (Pending, FYI, or More Information). A check box will dynamically display based on the action that is required by the user. A check box will not be available for the Action of Apply under Employee Self-Service. Apply must be done from Banner.

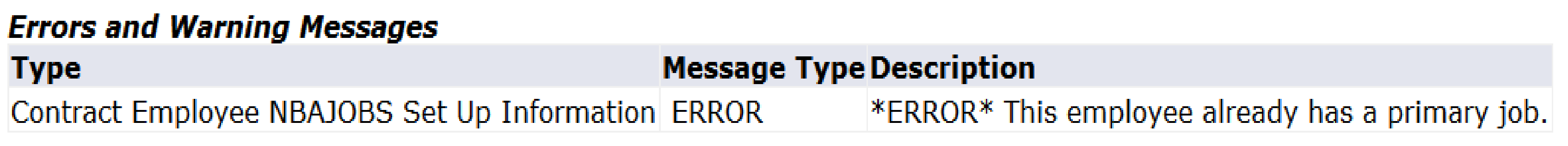
Under the In My Queue tab, only transactions with the queue status of In the Queue will be displayed.

Under the History tab, only transactions with the queue status of Approved, Acknowledged, Overridden, Applied, Disapproved, Voided, and Removed from Queue will be displayed. Default will be All (Approved, Acknowledged, Overridden, Applied, Disapproved, Voided, and Removed from Queue).

To access details of a transaction, the user may select the link under Name.

# ERRORS AND WARNINGS

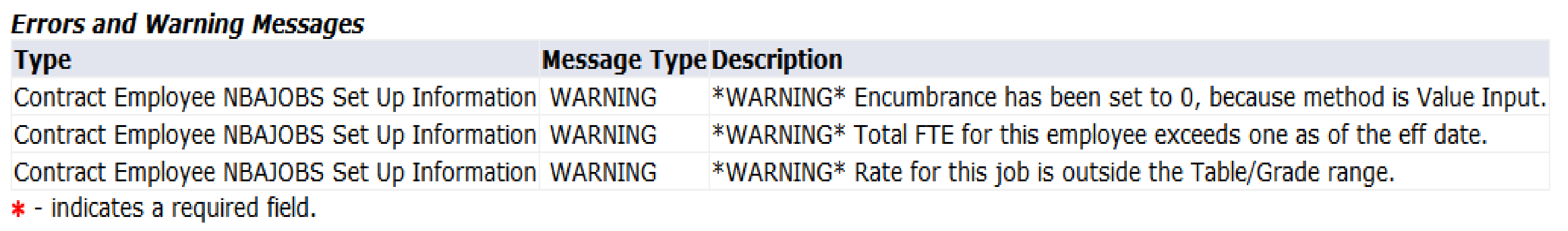
You will not be able to proceed with an ERROR message



*Errors and Warning Messages*

| Type | Message Type | Description |
|---|---|---|
| Contract Employee NBAJOBS Set Up Information | ERROR | *ERROR* This employee already has a primary job. |

You may ignore all WARNING messages

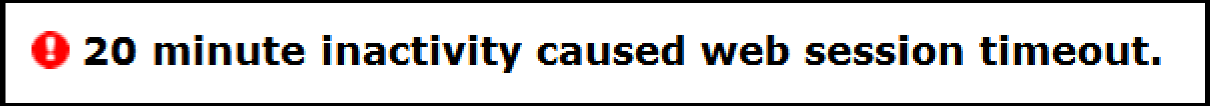


*Errors and Warning Messages*

| Type | Message Type | Description |
|---|---|---|
| Contract Employee NBAJOBS Set Up Information | WARNING | *WARNING* Encumbrance has been set to 0, because method is Value Input. |
| Contract Employee NBAJOBS Set Up Information | WARNING | *WARNING* Total FTE for this employee exceeds one as of the eff date. |
| Contract Employee NBAJOBS Set Up Information | WARNING | *WARNING* Rate for this job is outside the Table/Grade range. |

* - indicates a required field.

# TIME OUT!



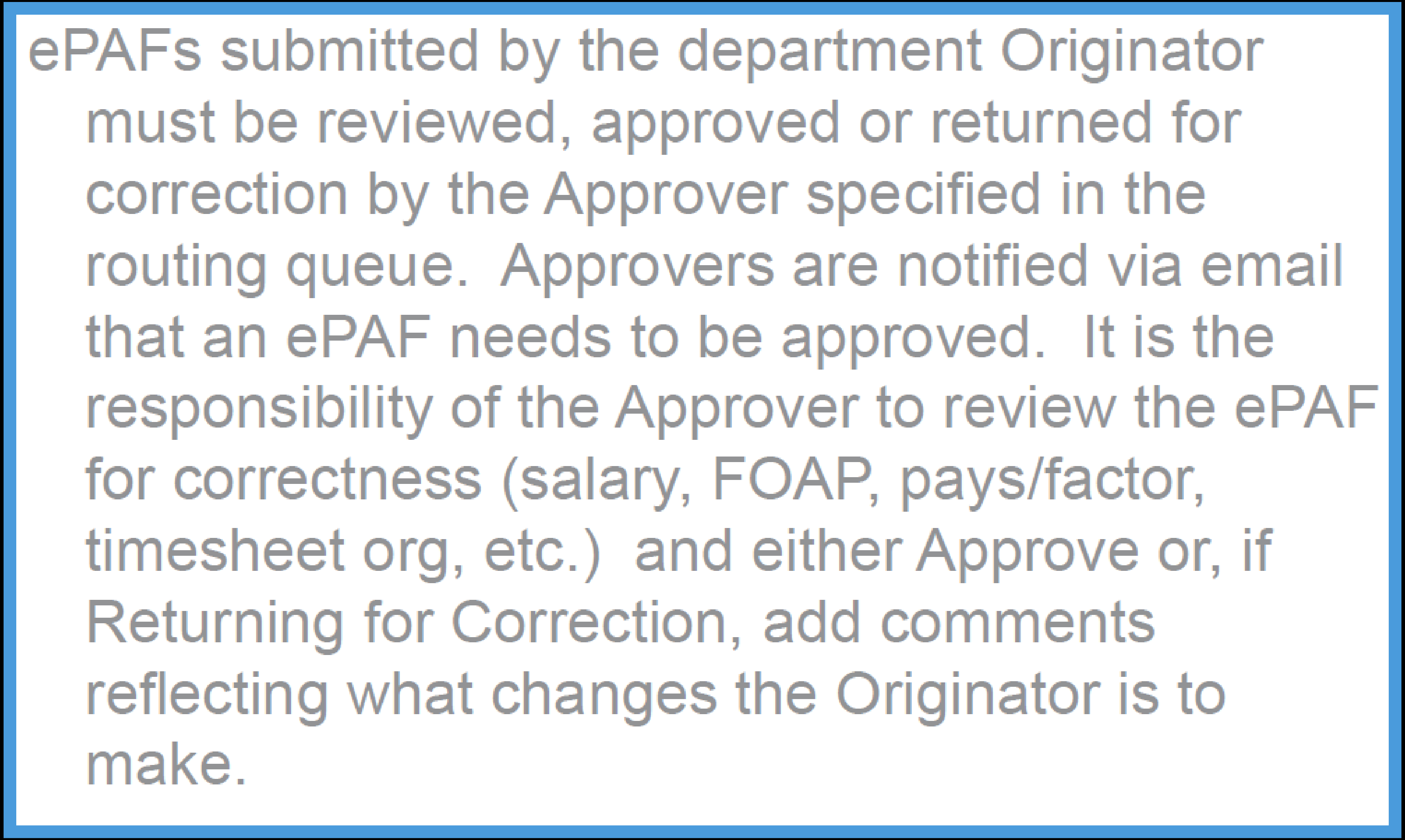
20 minute inactivity caused web session timeout.

# CREATING AN ePAF

## SUMMARY OF STEPS

1. **Select New EPAF**
2. **Enter the Banner ID**
3. **Enter Query Date – First Day of Pay Period (also – Effective Date)**
4. **Select the Approval Category Dropdown = "Contract Job and Termination - CTJBTM"**
5. **Enter the Position and Suffix Number (Retrieve from ePAF Support App)**
6. **PEAEMPL Section (Complete for Adjunct Faculty ONLY)**
   - ➢ Enter Current Hire Date (First physical day of work – Contract start date)
   - ➢ Enter First Work Date (First physical day of work – Contract start date)
7. **NBAJOBS Section**
   - ➢ Enter Title
   - ➢ Enter Timesheet Orgn
   - ➢ Select Contract Type (from dropdown)
   - ➢ Enter Personnel Date (First physical day of work – Contract start date)
   - ➢ Enter Annual Salary
   - ➢ Enter Factor (number of payments/installments)
   - ➢ Enter Pays (number of payments/installments)
   - ➢ Enter FTE (Retrieve FTE from ePAF Support App)
   - ➢ Enter Supervisor Banner ID number
8. **Contract Employee Job Termination Section**
   - ➢ Enter Jobs Effective Date (Last Day of Pay Period)
   - ➢ Enter Personnel Date (Last physical day of work – Contract end date)
9. **Ensure Routing Queue is correct**
10. **COMMENTS Section**
    - ➢ Enter Course Number/Section
    - ➢ Enter Term/Semester
    - ➢ Enter Credit Hours (Individual hours & total hours)
11. **Save**

# ePAF APPROVER RESPONSIBILITY



ePAFs submitted by the department Originator must be reviewed, approved or returned for correction by the Approver specified in the routing queue. Approvers are notified via email that an ePAF needs to be approved. It is the responsibility of the Approver to review the ePAF for correctness (salary, FOAP, pays/factor, timesheet org, etc.) and either Approve or, if Returning for Correction, add comments reflecting what changes the Originator is to make.

# QUESTIONS

Tonya D. Williams
tdwilliams@uncfsu.edu
(910) 672-1835

Sharon Soles
ssoles@uncfsu.edu
(910) 672-2246