

FALL 2023 ePAF 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 & 1st 8 weeks | 2nd 8 weeks | D-TERM |
| 09/01/2023 | 11/01/2023 | 12/01/2023 |

| PEAEMPL Section (complete PEAEMPL section for FA Faculty ONLY) = NBAJOBS PERSONNEL DATE* | | |
|--|--|--|
| 16 weeks & 1st 8 weeks | 2nd 8 weeks | D-TERM |
| Current Hire Date & First Work Date: 08/04/2023 (contract begin date) | Current Hire Date & First Work Date: 10/06/2023 (contract begin date) | Current Hire Date & First Work Date: 12/04/2023 (contract begin date) |

*Note: **NBAJOBS PERSONNEL DATE** is the same date as the **Current Hire Date & the First Work Date** entered in PEAEMPL

| INSTALLMENTS (Factor & Pays) | | | |
|--|--|--|--|
| Term: 16 Weeks (4 Factor & 4 Pays) | Term: 1st 8 Weeks (2 Factor & 2 Pays) | Term: 2nd 8 Weeks (2 Factor & 2 Pays) | Term: D-TERM (1 Factor & 1 Pays) |
| Pay Dates | Pay Dates | Pay Dates | Pay Date |
| September 30, 2023 | September 30, 2023 | November 30, 2023 | December 22, 2023 |
| October 31, 2023 | October 31, 2023 | December 22, 2023 | |
| November 30, 2023 | | | |
| December 22, 2023 | | | |

| PEAEMPL Section (New Value Column) | | |
|---|----------------------------|------------|
| <i>Contract Employee Status PEAEMPL Information</i> Non-Permanent (FA) | | |
| Enter Changes | Current Value | New Value |
| Home Organization: | S3623, Department of Grsel | |
| Home COAS: | F | F |
| Original Hire Date: | 01/05/2010 | |
| Current Hire Date: | 10/16/2023 | 09/19/2023 |
| Employee Status: | Terminated | Active |
| Employee Class Code: | FA, Adjunct Faculty | |
| First Work Date: | 10/16/2023 | 09/19/2023 |
| <i>Contract Employee Status PEAEMPL Information</i> Permanent-EE | | |
| Enter Changes | Current Value | New Value |
| Home Organization: | S0122, One Stop Shop | |
| Home COAS: | F | F |
| Original Hire Date: | 12/15/2010 | |
| Current Hire Date: | 08/05/2022 | |
| Employee Status: | Active | Active |
| Employee Class Code: | FA, EHRA Non Faculty | |
| First Work Date: | 08/05/2022 | |

| JOB TERMINATION Section | | | |
|--|--|--|--|
| Term: 16 Weeks | Term: 1st 8 Weeks | Term: 2nd 8 Weeks | Term: D-TERM |
| Job Effective Date: 12/31/2023 | Jobs Effective Date: 10/31/2023 | Jobs Effective Date: 12/31/2023 | Jobs Effective Date: 12/31/2023 |
| Personnel Date: 12/14/2023 (contract end date – Missing Grades roster to Deans) | Personnel Date: 10/16/2023 (contract end date – Missing Grades roster to Deans) | Personnel Date: 12/14/2023 (contract end date – Missing Grades roster to Deans) | Personnel Date: 12/20/2023 (contract end date – Missing Grades roster to Deans) |

| Term | Submission Deadline | Census Date |
|-------------------------------------|---------------------------|--------------------------|
| Fall 16-wks & 1 st 8 wks | September 10, 2023 | August 17, 2023 |
| Fall 2 nd 8 wks | November 10, 2023 | October 10, 2023 |
| D-Term | December 05, 2023 | December 05, 2023 |

ePAF Default Routing Queue Update

Default Routing Queue

[Go to ePAF Originator Summary to use the Default Routing Que link to update. \(Chair & Dean levels vary accordingly per department\)](#)

Approval Category:

Approval Queue

| Approval Level | User Name |
|---|--------------------------------------|
| 10 - (CHAIR) Chair | AVIRELLE Amanda D. Virelles |
| 20 - (DEAN) Dean | MCOX20 Marcus Shawn Cox |
| 25 - (CTHR10) Contract HR 10 Review | EFLOYD Essence J. Floyd |
| 30 - (AABUD) Academic Affair Budget | GSUTTLES Gailletta M. Suttles-Battle |
| 35 - (AAPVST) Academic Affairs Provost | MLEACH6 Monica T. Leach |
| 40 - (CTUBUD) University Budget | SWILLI43 Sandra G. Williams |
| 45 - (CTHR20) Contract HR 20 Review | SSOLES Sharon D. Soles |
| 50 - (CTHR30) Contract HR 30 Before Email | EFLOYD Essence J. Floyd |
| 55 - (CTHR40) Contract HR 40 After Email | EFLOYD Essence J. Floyd |
| 92 - (EPAFHR) ePAF - HR Administration | SSOLES Sharon D. Soles |

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).

Contact Cliff Bender via email if you experience any issues with the Suffix App.