## **FALL 2023 ePAF Contract Dates**

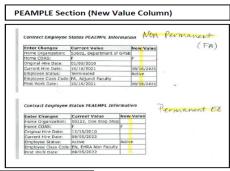
Department Position Numbers:	Job Suffix & FTE:	Adjunct Faculty Pay Rate
NEW ePAF Job Selection	<b>ePAF Position Suffix App</b>	<b>Teaching Load Rate of Pay</b>

Query Dates		
16 weeks & 1st 8 weeks	2 <sup>nd</sup> 8 weeks	D-TERM
09/01/2023	11/01/2023	12/01/2023

PEAEMPL Section (complete PEAMPL section for FA Faculty ONLY) = NBAJOBS PERSONNEL DATE*			
16 weeks & 1 <sup>st</sup> 8 weeks	2 <sup>nd</sup> 8 weeks	<u>D-TERM</u>	
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)	

<sup>\*</sup>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	Term: 1 <sup>st</sup> 8 Weeks	Term: 2 <sup>nd</sup> 8 Weeks	Term: D-TERM	
( <b>4</b> Factor & <b>4</b> Pays)	(2 Factor & 2 Pays)	(2 Factor & 2 Pays)	( <b>1</b> Factor & <b>1</b> 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				



JOB TERMINATION Section				
Term: 16 Weeks	Term: 1 <sup>st</sup> 8 Weeks	Term: 2 <sup>nd</sup> 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 <sup>st</sup> 8 wks	September 10, 2023	August 17,2023	
Fall 2 <sup>nd</sup> 8 wks	<b>November 10, 2023</b>	October 10,2023	
D-Term	<b>December 05, 2023</b>	December 05,2023	

## **<u>ePAF Default Routing Queue Update</u>**

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: Contract Job and Termination, CTJBTM

V Go

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