SPRING 2024 ePAF Contract Dates

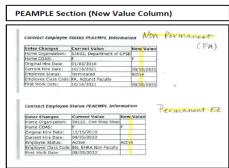
Department Position Numbers:	Job Suffix & FTE:	Adjunct Faculty Pay Rate	
NEW ePAF Job Selection	ePAF Position Suffix App	Teaching Load Rate of Pay	

Query Dates				
16 weeks & 1 st 8 weeks 2 nd 8 weeks MAYMESTER				
02/01/2024	04/01/2024	06/01/2024		

PEAEMPL Section (complete PEAMPL section for FA Faculty ONLY) = NBAJOBS PERSONNEL DATE*			
16 weeks & 1 st 8 weeks	2 nd 8 weeks	<u>D-TERM</u>	
Current Hire Date & First Work Date: 01/16/2024 (contract begin date)	Current Hire Date & First Work Date: 03/18/2024 (contract begin date)	Current Hire Date & First Work Date: 05/12/2024 (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	Term: 1 st 8 Weeks	Term: 2 nd 8 Weeks	MAYMESTER	
(4 Factor & 4 Pays)	(2 Factor & 2 Pays)	(2 Factor & 2 Pays)	(1 Factor & 1 Pays)	
Pay Dates	Pay Dates	Pay Dates	Pay Date	
February 29, 2024	February 29, 2024	April 30, 2024	June 30, 2024	
March 31, 2024	March 31, 2024	May 31, 2024		
April 30, 2024				
May 31, 2024				



JOB TERMINATION Section				
Term: 16 Weeks	Term: 1 st 8 Weeks	Term: 2 nd 8 Weeks	<u>MAYMESTER</u>	
Job Effective Date:	Jobs Effective Date:	Jobs Effective Date:	Jobs Effective Date:	
05/31/2024	03/31/2024	05/31/2024	06/31/2024	
Personnel Date:	Personnel Date:	Personnel Date:	Personnel Date:	
05/18/2024 (contract end	03/17/2024 (contract end	05/18/2024 (contract end	06/01/2024 (contract end	
date – Missing Grades	date – Missing Grades	date – Missing Grades	date – Missing Grades	
roster to Deans)	roster to Deans)	roster to Deans)	roster to Deans)	

Term	Submission Deadline	Census Date	
Fall 16-wks & 1 st 8 wks	February 10, 2024	<mark>January 15,2024</mark>	
Fall 2 nd 8 wks	April 10, 2024	March 22,2024	
MAYMESTER	June 10, 2024	May 15,2024	

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: Contract Job and Termination, CTJBTM Go

Approval Queue

Approvar Queue			
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 V	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.