Adjunct Faculty Fall Semester (Re-Appointment)

At the EPAF main menu, click the New EPAF link and key in the J# for the employee record you want to update. Once the employee is identified, select the Adjunct Faculty Fall Semester Re-Appointment EPAF from the Approval Category drop down menu and click Go.

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.

  ID: J00766846 Monica P. Arlum

  Query Date: MM/DD/YYYY* 09/01/2014

  Approval Category: * Adjunct Faculty Fall Semester (Re-Appointment), J00019

  Go

  There are no active jobs based on the Query Date.

  All Jobs

At the EPAF Job Selection screen, key the position # for the Adjunct Faculty Fall Semester Job in the New Job block, Tab over to the Suffix block and use "00". Ensure that the Radio Button for the Adjunct Faculty Job is filled, and then click Go.

New EPAF Job Selection

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

  ID: Monica P. Arlum, J00766846

  Query Date: Sep 01, 2014

  Approval Category: Faculty - Adjunct Fall, J00019

  Add Salared Job - Staff/FN, J00007

<table>
<thead>
<tr>
<th>Search Type</th>
<th>Position</th>
<th>Suffix</th>
<th>Title</th>
<th>Time Sheet Organization</th>
<th>Start Date</th>
<th>End Date</th>
<th>Last Paid Date</th>
<th>Status</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td>New Job</td>
<td>00</td>
<td>Adjunct Faculty</td>
<td>200376, Adjunct Instruction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

  There are no active jobs based on the Query Date.

  All Jobs

  Next Approval Type Go
Once the Labor Distribution is complete, **populate the routing queue.**

**Note:** If you initially setup your Default Routing Queue for the Secondary Job Appointment EPAF, all approval levels, user names, and required actions will automatically populate the routing queue upon your initial selection of the EPAF from the EPAF main menu. (To Setup a Default Routing Queue See Page 18)

Routing Queue

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>61 - (VPA) Vice Pres of Academic Affairs</td>
<td>James C. Renick</td>
<td>Approve</td>
</tr>
<tr>
<td>70 - (BUDGET) Budget</td>
<td>Kevin Johnson</td>
<td>Approve</td>
</tr>
<tr>
<td>80 - (HR) Human Resources Approver</td>
<td>Keunta D. McPherson</td>
<td>Approve</td>
</tr>
<tr>
<td>85 - (HR2) Human Resources Applier</td>
<td>Linda Wilson</td>
<td>Approve</td>
</tr>
<tr>
<td>30 - (DEAN) Dean Director</td>
<td>Robin Michele Spann-Park</td>
<td>Approve</td>
</tr>
<tr>
<td>50 - (VP) Vice President</td>
<td>Michael Thomas</td>
<td>Approve</td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
<td>Not Selected</td>
</tr>
</tbody>
</table>

Comment:

College of Education:
Course: EDM 711
Education Assessment
Students Enrolled = 17

Once you have **completed and/or verified the routing queue** setup, click [Save](#).

Electronic Personnel Action Form

- Your change was saved successfully.
- Enter the information for the EPAF and either Save or Submit.

Name and ID: Monica P. Arlum, J00766946
Transaction: 21592
Transaction Status: Waiting
Approval Category: Adjunct Faculty Fall Semester (Re-Appointment), J00010

Once saved and no errors appear, you should see the **"saved successfully"** message at the top of the EPAF screen along with the new transaction number.

Remember to add any information in the **comment section** that approvers may need to know before approving the EPAF.
At the **Add Salaried Job section**, review the employee information and EPAF title to ensure the correct person and EPAF will be impacted.

After a quick review of the employee and Approval Category selected, **key in the dates, salary, factors, pays, and end date (Terminate job)** for the “Add Salaried Job” section of the EPAF.

---

### Add Salaried Job - Staff/FN, 000505-00 Adjunct Faculty

**Item** | **Current Value** | **New Value**
---|---|---
Job Begin Date | MM/DD/YYYY | 09/01/2013
Jobs Effective Date | MM/DD/YYYY | 09/01/2013
Personnel Date | MM/DD/YYYY | 09/01/2013
Salary: # | 0000 | 2500.00
Step: #(Not Enterable) | 0 | 0
Factor: * | 7 | 10.0
Pays: * | 7 | 10.0
Contract Type: #(Not Enterable) | Primary | p
Job Change Reason: #(Not Enterable) | 00013 | 00014
Job Status: #(Not Enterable) | Terminated | A

---

### Labor Distribution Changes, 000505-00 Adjunct Faculty

**Effective Date**: 09/01/2013

<table>
<thead>
<tr>
<th>COA</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project</th>
<th>Cost</th>
<th>Percent</th>
<th>Encumbrance</th>
<th>Override</th>
<th>End Date</th>
<th>Remove</th>
</tr>
</thead>
</table>
| J | 100600 | 200070 | 610010 | 10 | 10000 | 100.00

**Effective Date**: 09/01/2014

<table>
<thead>
<tr>
<th>COA</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project</th>
<th>Cost</th>
<th>Percent</th>
<th>Encumbrance</th>
<th>Override</th>
<th>End Date</th>
<th>Remove</th>
</tr>
</thead>
</table>

**Total**: 100.00

---

### Terminate Job - 000505-00 Adjunct Faculty

**Item** | **Current Value** | **New Value**
---|---|---
Jobs Effective Date: MM/DD/YYYY | 12/15/2013 | 12/15/2014
Job Status: #(Not Enterable) | Terminated | T
Job Change Reason: #(Not Enterable) | 00013 | 00013

---

Next, **review the labor distribution** for any necessary changes. If a change is necessary, put a check in the space provided for removing the current labor distribution stream. In the blocks provided below the current labor distribution stream, key in the New Labor Distribution (COA, Index, Fund, Org #, Account #, Program #, and the Percent allocation).
Remember to review your transaction before submitting for approval.

Electronic Personnel Action Form

✔ The transaction has been successfully submitted.
Enter the information for the EPAF and either Save or Submit

Name and ID: Monica P. Arlum, J007666846
Transaction: 21592                      Query Date: Sep 01, 2014
Transaction Status: Pending
Approval Category: Adjunct Faculty Fall Semester (Re-Appointment), J00019