Summer Faculty – Summer Compensation

From the EPAF main menu, Click on the "New EPAF" link to access the EPAF Person Selection screen. Key in the faculty J# in the ID# field provided then tab over to the next field to populate the faculty name. Once you have identified the faculty, click on the Approval category drop down menu and select the Summer Faculty – Summer Session Compensation EPAF, then click Go.

Once at the EPAF Job Selection screen, key in the departmental position number (provided by the Budget Office), then tab over to the suffix column and enter "00" for the position suffix. The radio button should auto select the secondary position, then click Go.

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Suffix</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>000303</td>
<td>00</td>
<td>Summer School Instructor</td>
</tr>
<tr>
<td>000304</td>
<td>00</td>
<td>Summer School Instructor</td>
</tr>
<tr>
<td>000307</td>
<td>00</td>
<td>Summer School Instructor</td>
</tr>
</tbody>
</table>

New EPAF Job Selection

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

ID: Rodney George Dermaa, J00017026
Query Date: Jun 01, 2014
Approval Category: Faculty – Summer 3, J00023

Add Salaried Job - Staff/Fac., J000007

<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>
</tr>
</thead>
<tbody>
<tr>
<td>New Job</td>
<td>208521</td>
<td>00</td>
<td>Summer Instructor</td>
<td>241090, Environmental Science</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Primary</td>
<td>207220</td>
<td>00</td>
<td>Staff Dev &amp; Training Admin</td>
<td>116000, Human Resources</td>
<td>Jul 01, 2014</td>
<td>Sep 30, 2014</td>
<td>May 15, 2014</td>
<td>Active</td>
</tr>
</tbody>
</table>
Note: If the Default Routing Queue for the EPAF does not auto populate, see page 18 for instructions on Setting up your Default Routing Queue for each EPAF.

Labor Distribution Changes, 208521-00 Summer Instructor

Current

Effective Date: 05/31/2014

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

<table>
<thead>
<tr>
<th>COA 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 End Date</th>
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</tbody>
</table>

Total: 100.00

Routing Queue

Approval Level | User Name | Required Action
--- | --- | ---
60 - (PAW) VICE PRES OF ACADEMIC AFFAIRS | James C. Rensick | Approve
70 - (BUDG) Budget | Chavin Johnson | Approve
80 - (HR) Human Resources Approver | Kevanta D. McPherson | Approve
85 - (HR) Human Resources Appr | Linda Wilson | Approve
30 - (DEAN) Dean, Director | Robin McIlhanie Spann-Ask | Approve
40 - (TITLES) Title III Grants | Freddie White | Approve
55 - (PRES) Vice President of Research | Loretta A. Moore | Approve
Not Selected

Comment:

COMMENTS FOR THIS TRANSACTION GO HERE

Once you have received a “Saved Successfully” message at the top of the page “Review your work” for accuracy. You can also add any “Comments” to the comment section that may assist future approvers in the approval process.

Electronic Personnel Action Form

Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit.

Name and ID: Rodney George Denne', J00017026
Transaction: 7104
Transaction Status: Waiting
Approval Category: Summer Faculty - Summer Compensation (August), J00023

Save | Submit | Delete
At the EPAF screen for Summer Faculty – 2nd Summer Session Compensation, complete the “Add Salaried Job” section and the “Terminate Job” sections of the form by entering the information needed for processing. (See table below)

<table>
<thead>
<tr>
<th>Field Title</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Begin Date</td>
<td>June 1, 2013</td>
</tr>
<tr>
<td>Job Effective Date</td>
<td>June 1, 2013</td>
</tr>
<tr>
<td>Salary</td>
<td>Enter Salary Amount</td>
</tr>
<tr>
<td>Job Effective Date (Term Job)</td>
<td>End of Pay Period (08/31/13)</td>
</tr>
</tbody>
</table>

Electronic Personnel Action Form

- Enter the information for the EPAF and either Save or Submit.

Name and ID: Rodney George Denne, 300017026
Transaction: [Transaction ID]
Query Date: Jun 01, 2014
Transaction Status: [Transaction Status]
Approval Category: Summer Faculty - Summer Compensation, 300023

Once the EPAF data entry is complete, save your work and complete the Routing Queue and Comment section.

Add Salaried Job - Staff/FN, 208521-00 Summer Instructor

Terminate Job, 208521-00 Summer Instructor
After reviewing the transaction and there are no errors to correct or comments to add, click the submit button to send the EPAF through the routing process for approval.

Once the EPAF has been submitted for approval, you should see the “successfully submitted” message at the top of the EPAF screen indicating that the transaction is in route to the next level approver.

Electronic Personnel Action Form

The transaction has been successfully submitted.

Name and ID: Rodney George Donna, 30017026
Transaction: 7104
Transaction Status: Pending
Approval Category: Summer Faculty - Summer Compensation (August), 30023