

## 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.

\* - indicates a required field.

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

### 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 Salaried Job-Staff/FN, J00007

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	000505	00	Adjunct Faculty		200070, Adjunct Instruction					<input type="button" value="Go"/>

There are no active jobs based on the Query Date.

All Jobs

Next Approval Type Go

At the **EPAF Job Selection** screen...

Click the **All Jobs** button to populate the jobs formerly occupied by the employee. Select the position number that corresponds with the job the employee is being Re-appointed to and click **Go**.

After a quick review of the employee and Approval Category selected, **key in the requested information in the "Add Salaried Job" section of the EPAF (dates, salary, factors, pays).** Enter the end date (Job Effective Date) under the "Terminate 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	09/01/2013
Jobs Effective Date: MM/DD/YYYY*	12/15/2013	09/01/2014
Personnel Date: MM/DD/YYYY*	12/15/2013	09/01/2014
Salary: *	3000	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

**Add Salaried Job**

Current Value	New Value
Job Begin Date	Match Current Value
Jobs Effective Date	1 <sup>st</sup> day of work
Personnel Date	1 <sup>st</sup> day of work
Salary	Salary Amount
Factor	Match Payroll Calendar
Pays	Match Payroll Calendar

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

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

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
J		100000	200070	610010	10					100.00			

**New**  
Effective Date: MM/DD/YYYY 09/01/2014

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date	Remove
j		100000	200070	610010	10					100.00				<input type="checkbox"/>
														<input type="checkbox"/>
														<input type="checkbox"/>
														<input type="checkbox"/>
														<input type="checkbox"/>
<b>Total:</b>										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

**Terminate Job**

Current Value	New Value
Jobs Effective Date	Contract End Date

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).

Once the Labor Distribution is complete, **populate the routing queue.**

**Routing Queue**

Approval Level	User Name	Required Action
60 - (VPAA) VICE PRES OF ACADEMIC AFFAIRS	J00667437 James C. Renick	Approve
70 - (BUDGET) Budget	J00C Chavin Johnson	Approve
80 - (HR) Human Resources Approver	J00C Keunta D McPhearson	Approve
85 - (HR2) Human Resources Applier	J00C Linda Wilson	Apply
30 - (DEAN) Dean_Director	J00C Robin Michele Spann-Pack	Approve
50 - (VP) Vice President	J00C Michael Thomas	Approve
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

**Comment**

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


[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

Save  
Return to Top

Once you have **completed and/or verified the routing queue** set up, click  .

## 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, J00766846  
**Transaction:** 21592  **Query Date:** Sep 01, 2014  
**Transaction Status:** Waiting  
**Approval Category:** Adjunct Faculty Fall Semester (Re-Appointment), J00019


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.

**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, J00766846  
**Transaction:** 21592  **Query Date:** Sep 01, 2014  
**Transaction Status:** Pending  
**Approval Category:** Adjunct Faculty Fall Semester (Re-Appointment), J00019