

## Summer Faculty - 2<sup>nd</sup> Summer Session Compensation (JULY)

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, enter the effective start date for the position in the query date field. Next **click on the Approval category drop down menu and select** the Summer Faculty – 2<sup>nd</sup> Summer Session Compensation (JULY) EPAF, then 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: \*     
 Query Date: MM/DD/YYYY\*    
 Approval Category: \*    
   
 There are no active jobs based on the Query Date.

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)

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.**

### New EPAF Job Selection

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

ID: Marcus Arlum, J00766844   
 Query Date: Jul 01, 2014   
 Approval Category: Faculty - Summer 2, J00022

*Add Salaried Job-Staff/FN, J00007*

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	000190	00	ASST PROFESSOR	210010,	Accounting					

There are no active jobs based on the Query Date.

The radio button should auto select the secondary position, then click **Go** .

Position Number	Suffix	Title
000303	00	Summer School Instructor



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

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✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

**Name and ID:** Marcus Arlum, J00766844

**Transaction:** 21590

**Query Date:** Jul 01, 2014

**Transaction Status:** Waiting

**Approval Category:** Summer Faculty - 2nd Summer Session Compensation (July), J00022

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

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✓ The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

**Name and ID:** Marcus Arlum, J00766844

**Transaction:** 21590

**Query Date:** Jul 01, 2014

**Transaction Status:** Pending

**Approval Category:** Summer Faculty - 2nd Summer Session Compensation (July), J00022