# 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 [66].

## New EPAF Person Selection

🔍 Enter an ID, select the link to	o search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.
<ul> <li>indicates a required field.</li> </ul>	
ID: * 100766844 Marcus	Arlum 🗳 🔍 🔸 🛶
Query Date: MM/DD/YYYY*	07/01/2014
Approval Category: \star	Summer Faculty - 2nd Summer Session Compensation (July), J00022 🔹 🔸
Go	
🔺 There are no active jobs ba	sed on the Query Date.
All Jobs	
	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

Next Approval Type 🛛 Go 🛛 🔶

🛡 Enter	or searc	n for a new (	oositior	number and enter	the suffix, or select the link	under Title.				
ID: Query I Approv		Jul 01,	, 2014	n, J00766844 mmer 2, J00022						
Add Sal Search		<i>b-Staff/FN</i> Position	, <i>30000</i> Suffix		Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
a <	New Job	000190	00	ASST PROFESSOR	210010, Accounting					
All Jobs	_	ictive jobs t	ased o	n the Query Date.						

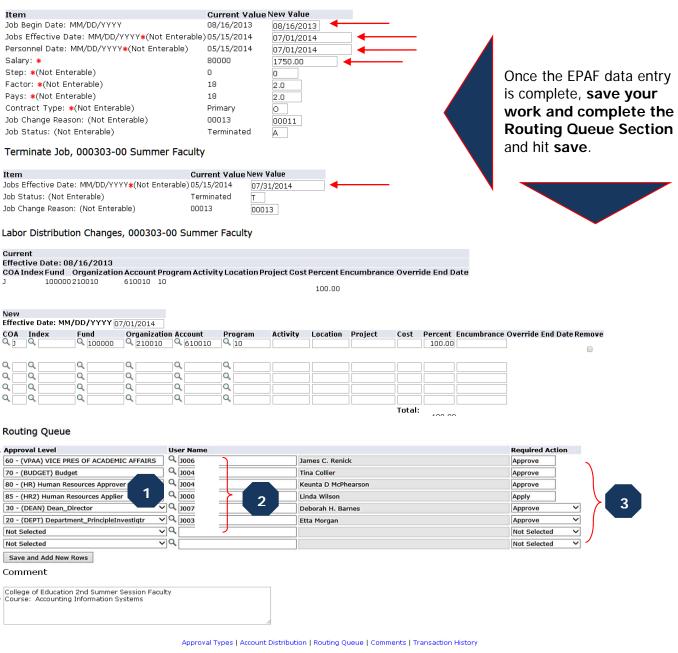
The radio button should auto select the secondary position, then click .

Position Number	Suffix	Title
000303	00	Summer School Instructor

At the EPAF screen for Summer Faculty – 2<sup>nd</sup> 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)

Field Title	New Value
Job Begin Date	July 1, 2014
Job Effective Date	July 1, 2014
Personnel Date	July 1, 2014
Salary	Enter Salary Amount
Job Effective Date (Term Job)	End of Pay Period (07/31/14)

### Add Salaried Job-Staff/FN, 000303-00 Summer Faculty



#### Save Return to Top

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.

Transaction:       21590       Query Date: Jul 01, 2014         ransaction Status:       Waiting         upproval Category:       Summer Faculty - 2nd Summer Session Compensation (July), J00022         Save       Submit         Delete       Submit	Transaction:       21590       Query Date: Jul 01, 2014         Transaction Status: Waiting       The transaction has been submitted for approval, you should see the "successfully submitted"         Save       Submit       Delete         Submit       Delete	Transaction:       21590       Query Date: Jul 01, 2014         Transaction Status: Waiting       The transaction has been submitted for approval, you should see the "successfully submitted" escage at the top of the EPAF screen indicating that the transaction is in route to the next level prover.         Electronic Personnel Action Form         The transaction has been successfully submitted.         Enter the information for the EPAF and either Save or Submit         Amme and ID:       Marcus Arlum, J00766844         Transaction Status: Pending		was saved successfully.) mation for the EPAF and either	Save or Submit
Electronic Personnel Action Form 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 Transaction Status: Pending	Electronic Personnel Action Form The transaction has been successfully submitted. Enter the information for the EPAF and either Save or Submit Mare and ID: Marcus Arlum, J00766844 Transaction: 21590 Query Date: Jul 01, 2014 Transaction Status: Pending	Electronic Personnel Action Form The transaction has been successfully submitted. Enter the information for the EPAF and either Save or Submit Mare and ID: Marcus Arlum, J00766844 Transaction: 21590 Query Date: Jul 01, 2014 Transaction Status: Pending	Approval Catego	21590 us: Waiting ry: Summer Faculty - 2nd Summ	
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	Transaction: 21590  Query Date: Jul 01, 2014 Transaction Status: Pending	Transaction: 21590  Query Date: Jul 01, 2014 Transaction Status: Pending	essage at the p prover.	top of the EPAF screen in	dicating that the transaction is in route to the next level
			nessage at the pprover. Electronic P	top of the EPAF screen in Personnel Action Forr	dicating that the transaction is in route to the next level

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