Summer Full EPAF

1.) Enter ID#, Query Date of 06/01/20##, and select Summer Full EPAF from drop down menu. Then click Go.

2.) If position is not listed, enter your department’s full summer semester position number and suffix. Make sure radio button is selected. Then click Go.

3.) Eclass is a non-enterable field.

4.) In the Job Information section, you will need to look at the Job Begin Date. If there is a date in the Current Value field, leave the New Value field blank. If there is no date in the Current Value field, enter the PAF Effective date. Please note: the Current Value field may populate after you click on Save so if you get a job begin date error when you try to submit the EPAF, check these fields again.
5.) Enter 06/01/20XX in the Effective Date field; select the appropriate earn code; enter 1 in the Hours or Units Per Pay field; enter the special rate - for a Summer Full EPAF, it will be the total pay per earn code divided by 2; enter 08/01/20XX in the End Date field.

a.) You may enter more than one earn code per EPAF. For example, you can enter 365 – Summer Classroom Pay and 062, Negotiated Contract Class Pay on the same EPAF. You will list the total amount of pay per code in the corresponding Special Rate field.

![Add Additional Earnings to Existing Job](image1)

6.) The correct FOAP should default in. If you need to make changes, the fields in the Labor Distribution section are editable.

![Labor Distribution](image2)

7.) The dates in the End a Job Assignment section will all default and are not enterable.

![End a job assignment](image3)
8.) Please enter the appropriate approvals in the routing queue.

You will need to add your department and/or college level approvers per your department’s approval chain: Chair/Director, Dean, Budget Director, etc.

For remaining approvals:

- **650** – Pre-approval HR – Teresa Pryor
- **700** – Provost – Marilyn Buck
- **730** – Compliance – Kevin Kenyon – only add Compliance on EPAFs for professional employees – see Step 3 above for e-class of employee. An addendum will also need to be submitted.
- **770** – Payroll FYI – Shana Rogers
- **780** – President – Terry King – only add President if EPAF’s total pay is OVER $5,000.00 ($5000.01 or higher)
- **800** – Human Resources – Teresa Pryor

**Note:** If Division of Online and Distance Education is paying for all or part of the assignment, please include John Burton in the Routing Queue.

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**Routing Queue**

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>650 - (PAHR) Pre-approval HR</td>
<td>[Image]</td>
<td>Approve</td>
</tr>
<tr>
<td>770 - (PAFYI) Payroll FYI</td>
<td>[Image]</td>
<td>FYI</td>
</tr>
<tr>
<td>800 - (UHRS) Human Resources</td>
<td>[Image]</td>
<td>Apply</td>
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<td>Not Selected</td>
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</tbody>
</table>
9.) All EPAFs are required to have comments entered. For a summer EPAF, the comments MUST include the following information:

- Course Number
- Course Section
- Number of Credit Hours
- Number of Students Enrolled
- Pay per Course (calculations)
- Total Pay

If DODE is paying for a course, please indicate which course(s) DODE will be paying for

Example:

Comments: 06 Teaching 2 DODE courses via the internet full summer session. SPCE 619-807, CRN #54490, 20 students, 3 credit hours and SPCE 634-800, CRN #50413, 10 students, 3 credit hours. 3 total DODE credit hours for PT contract faculty with no AY base = $6,000 total pay. ($6,000 divided by 2 = $3,000 per pay period.)