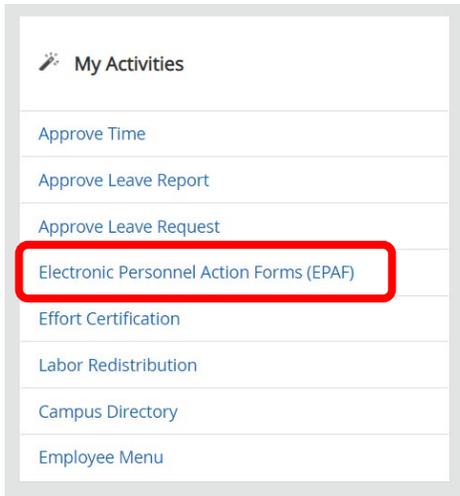
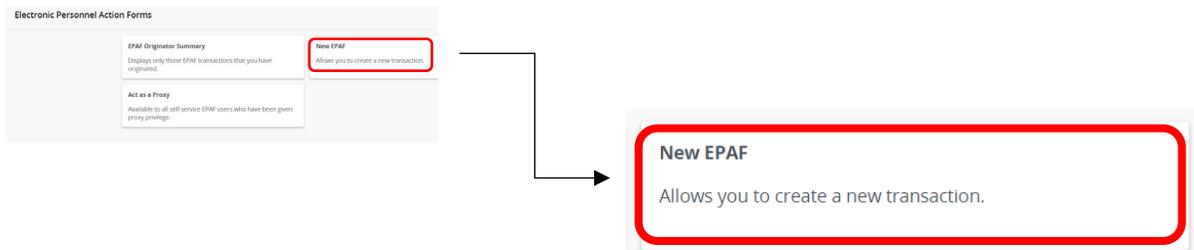


# EPAF – Rehire Adjuncts/Part-Time Faculty

1. Once signed into the Employee Dashboard > under My Activities, click on **Electronic Personnel Action Forms (EPAF)**



2. Select **New EPAF**



3. **New EPAF Person Selection** > Search for an employee

- Enter the **First Name & Last Name** or **SSN/SIN/TIN**

\*If you know the employees ID number skip down to the ID box with red asterisk – ID\*, and go to step 4.

A screenshot of the 'New EPAF Person Selection' search form. It includes a search tip: 'Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.' Below this are input fields for 'First Name', 'Last Name' (containing 'Smith'), 'ID', and 'SSN/SIN/TIN'. There is a checkbox labeled 'Is an employee' which is highlighted with a red box. A 'Search' button is located to the right of the input fields.

- Check the box for **“Is an employee”** to limit the search to employees

- Click **“Search”**



➤ Once you have clicked “Search” a box will display with the information from your search, see example below.

Person Search Result



ID	Last Name	First Name	Middle Name	Birth Date	Name Type
100	Smith			09/07	Legal Name LEGL
100	Smith			06/10	
100	Smith			01/05	Legal Name LEGL
100	Smith			03/13	Alumni ALUM
100	Smith			06/02	Legal Name LEGL
100	Smith			01/19	Legal Name LEGL
100	Smith			04/07	Needs Verification NVER
100	Smith			03/27	
100	Smith			01/29	Needs Verification NVER
100	Smith			02/08	
100	Smith			08/20	
101	Smith			05/29	Alumni ALUM
101	Smith			09/07	Transcript Name TRAN
101	Smith			02/22	

Results found: 274

Page 1 of 11 Per Page 25

4. To select an employee from the list, click on their ID number.

Once you have selected the correct employee, their information will populate in the lower half.

First Name:

Last Name:   Is an employee or

**Enter or Generate New ID**

\* Indicates a required field. 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.

ID \*

Generate new ID

Query Date \*

Approval Category \*

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Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization
Primary	E00020	00	Part-time Faculty	
Primary	E00171	00	Part-time Faculty	

➤ Under employee ID and Name, enter the ‘Query Date’ and ‘Approval Category’. (You must go ahead and select an ‘Approval Category’ in order to see ‘All Jobs’). See above. (Refer to the [EPAF Category Selection Tool](#))

**\*\*DO NOT CLICK GO\*\* DO NOT CLICK GO\*\* DO NOT CLICK GO\*\* DO NOT CLICK GO\*\***

Query Date \*

07/01/2023

**Query Date\*** – Will default to the current date. Change it to the first date of the new appointment, always use payroll dates. (See *EPAF Helpful Tips* for more guidance).

Approval Category \*

5. Click on 'All Jobs'

Approval Category \*

Adjunct Rehire Same Position w/factor/pay, ADJSFP

Employee Job Assignments

Type	Position	Suffix	Title
Primary	F00612	00	Associate Professor-COB

All Jobs

- Note: When entering an Adjunct/Part-Time Faculty EPAF, it is very important to choose the appropriate 'Approval Category'; whether the employee will be in the same position, new position or an AOS same or new position as the information will default based on the approval category selected. Choosing the wrong approval category will result in incorrect payments for the employee. (Refer to the [EPAF Category Selection Tool](#))

Query Date \*

07/01/2023

Approval Category \*

Adjunct Rehire Same Position w/factor/pay, ADJSFP

Go

Once you have entered the correct 'Query Date' and correct 'Approval Category', **CLICK GO!**

**NOTE:** When entering an approval category, it is very important to choose the appropriate category to avoid having to delete or re-enter the EPAF.

6. On the next screen, enter both 'Position' and 'Suffix' in the *New Job* line. (See EPAF Helpful Tips for more guidance).

Select	Type	Position	Suffix	Title
<input checked="" type="checkbox"/>	New Job	E00607	00	Part-time Faculty

- Letters in the position number must be capitalized (example: E00607 not e00607)

7. Click 'Go' at the bottom of the screen

### An EPAF has now been created!

'Approval Category' and 'Query Date' **CANNOT** be changed at this point. You will have to delete the EPAF and start over if either one is incorrect.

8. The next screen will contain several fields with red asterisks \* that must have an entry, see below. (Order may vary upon approval category selected) (See *EPAF Helpful Tips for more guidance*)

Employee Info Rehire Sam Pos

Employee Status  
A

Employee Class Code  
EF

Home COAS  
J

Home Organization \*

Distribution COA  
J

Distribution Orgn \*

Current Hire Date  
08/16/2023

Home Organization & Distribution Orgn is required – click the magnifying glass to look these up.

Salary same position with factor and pay, EA0589-00 Part-time Faculty

Jobs Effective Date \*  
08/16/2023

Personnel Date

Job Status  
A

Employee Class Code  
EF

Job Change Reason \*  
BGSES

Factor \*

Pays \*

Annual Salary \*

Timesheet COA  
T

Timesheet Orgn \*

Supervisor ID \*

Job Effective Date – This will auto populate from the 'Query Date' that was entered on the previous screen and cannot be changed

Job Change Reason – BGSES (Beginning of Session)

Factor – How many pay periods the employee is getting paid (Should always match Pays)

Pays – How many pay periods the employee is getting paid (Should always match Factor)

Annual Salary – The total amount the employee is getting paid

Timesheet Orgn – This is the employees supervisor timesheet org, **not department org**

Supervisor ID – The employees supervisors ID number

9. New Job Funding > **COA** (Chart of Account) - (**J** for Jonesboro campus, **H** for Henderson campus)> Enter the **FOAP** – (**F**und, **O**rganization, **A**ccount, **P**rogram) to be charged, **Percent** – has to equal 100% (if it is coming from one FOAP its 100%, if it is coming from multiple FOAPs they must equal 100% combined). Only use up to 2 decimal places when splitting the percentage between FOAPs. (Example: 49.**85**)

- You can click on **'Default from Index'** to feed in a default FOAP
- If only one line shows up to enter FOAP information, click **'Add Row'** to add additional FOAP lines
  - Be sure to delete any lines not being used

**NOTE:** If a FOAP defaults, please make sure that it is accurate.

Effective Date null ← **Effective Date null** – Needs to be the same as *'Job Effective Date/Query Date'*

08/16/2023

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
I		130161	258201	617200	1110					100		

+ Default from Index    + Add Row

10. Enter the **'Terminated Employee Job Records'** information

Enter **'Job Effective Date'**, **'Job End Date'**, **'Job Change Reason'** & **'Supervisor ID'**.

**This MUST be done each time!**

Terminated Employee Job Records, EA0589-00 Part-time Faculty

Jobs Effective Date \*

Job End Date

Job Status  
T

Job Change Reason  
EDSES

Supervisor ID \*

**NOTE:** The dates in the termination section are the last day of the appointment. This is crucial, as their appointment will end on this date. Under the **'Terminated Employee Job Records'** header **'Jobs Effective Date'** means the Jobs effective "termination" date in this section. In most cases the **'Jobs Effective Date'** and **'Job End Date'** will be the same date. **'Job Change Reason'** if it does not auto populate, select **EDSES** (End of Session).

11. Enter the **'Routing Queue'** information – (See EPAF Helpful Tips for more guidance)

- Make sure any additional individuals are added to the routing queue if needed.
- Make sure you also select **Approve** under **'Required Action'** for any additional approvers you add.

Routing Queue

Approval Level	User Name	Required Action
5 - (DEPT) Dept Head/Dept Chair	Not Selected	Approve
15 - (DEAN) Dean/Admin Officer	Not Selected	Approve
60 - (ONLINE) Online Services AOS	Not Selected	Approve
72 - (AARPRO) Academic Affairs Provost EPAF	Not Selected	Approve
75 - (BUDGET) Budget Office	Not Selected	Approve
95 - (PAYROL) Payroll	Not Selected	Approve
99 - (SUPER) SuperUser	Not Selected	Apply

+ Add Row

12. Comments section > enter information based upon the job to be performed. *See example below.*

Comments

Teaching FIN 3763-10A – Financial Institutions and Markets – CRN 12345, during Spring 20XX term – Enrollment 20. Total salary to be paid \$3,500.

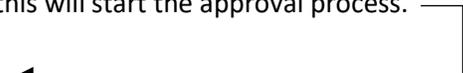
\* Include **ALL** of the following so your EPAF is not returned:

- Course number, Course name, and section
- CRN#
- Student Enrollment
- Term
- Amount to be paid = Annual Salary

13. Verify all information has been entered correctly and click '**SAVE**' at the bottom of the page.

The EPAF will prompt in the top right-hand corner '*Your change was saved successfully*'. 

✔ Your change was saved successfully.

Once you have verified that all the information is correct, click '**Submit**', this will start the approval process. 

Delete Save Submit

\*If you have any errors at this point, make the correction(s) and click '**Save**' again before submitting.

\*If you need to delete the EPAF click '**Delete**'; otherwise submit the EPAF to start the approval process.

\*If there are NO errors the EPAF will prompt in the top right-hand corner '*The transaction has been successfully submitted*' and will start the approval process. 

✔ The transaction has been successfully submitted.

<b>Account Codes for Employee Status Forms</b>	
<b>LABOR</b>	<b>CODE</b>
Teaching Salaries Pool	<b>610000</b>
9 month faculty	<b>610100</b>
12 month faculty	<b>610300</b>
Summer salaries	<b>610400</b>
Teaching part-time	<b>610500</b>
Non-classified Pool	<b>611000</b>
Administrative non-classified	<b>611100</b>
Summer administrative non-classified	<b>611500</b>
Classified Pool	<b>612000</b>
12 month classified	<b>612400</b>
University Research Release Pool	<b>613000</b>
University Supp Research Academic Year	<b>613100</b>
University Supp Research Summer	<b>613200</b>
Sponsored Pool	<b>614000</b>
Research - sponsored	<b>614100</b>
Teaching-sponsored	<b>614200</b>
Other-sponsored	<b>614300</b>
Part-time Pool	<b>615000</b>
Staff	<b>615100</b>
Undergrad/Grad student	<b>615200</b>
Grad Assistants Admin	<b>615400</b>
Grad Assistants Teaching	<b>615410</b>
Grad Assistants Research	<b>615420</b>
Online Teaching Pool	<b>617000</b>
Faculty Course Development	<b>617100</b>
Faculty Course Delivery	<b>617200</b>
Faculty Admin	<b>617300</b>

### Expense Pool Accounts

Fringes	620000
Supplies	710000
Travel	720000
Capital	730000
Scholarships	750000