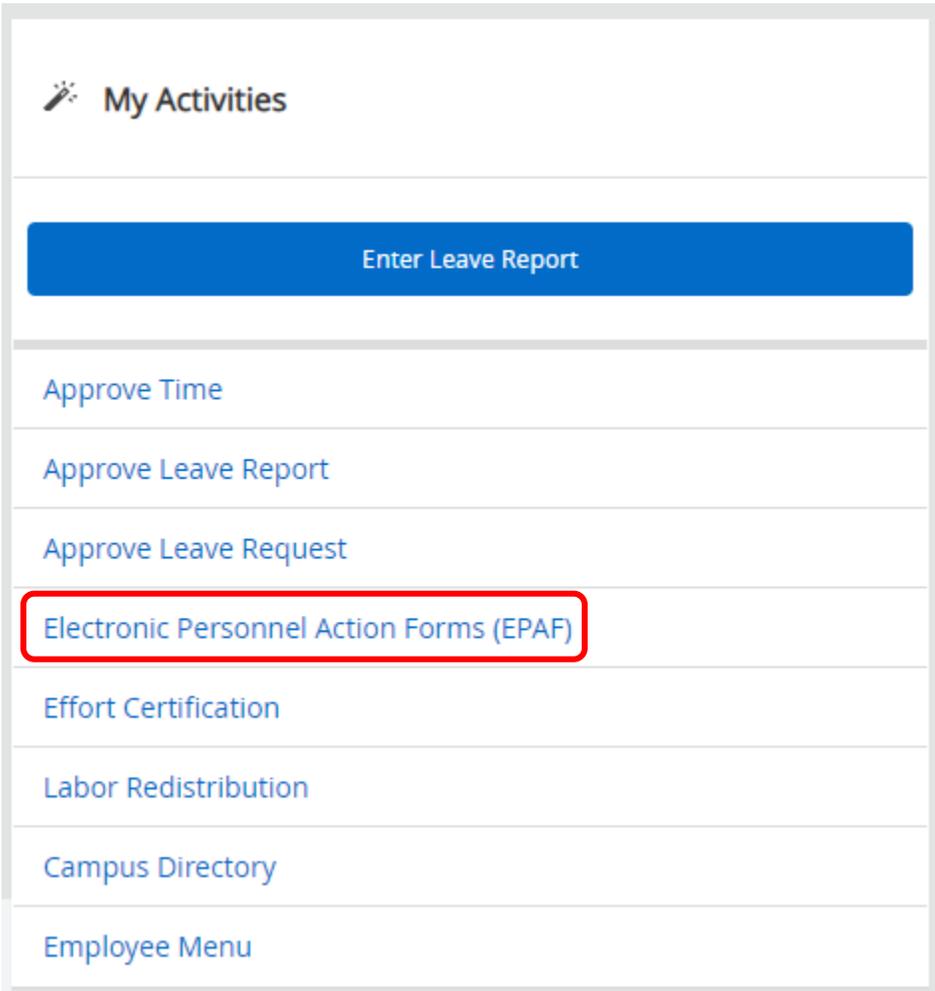


EPAF Approver Guide

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



My Activities

Enter Leave Report

Approve Time

Approve Leave Report

Approve Leave Request

Electronic Personnel Action Forms (EPAF)

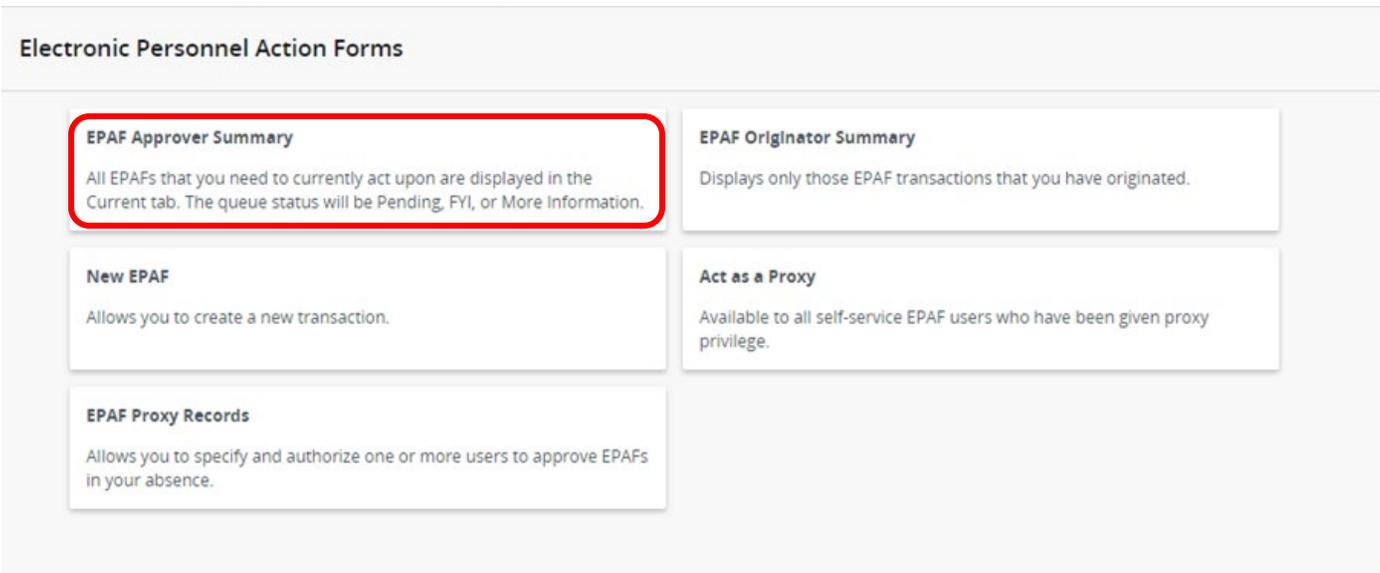
Effort Certification

Labor Redistribution

Campus Directory

Employee Menu

- Click **EPAF Approver Summary**



Electronic Personnel Action Forms

EPAF Approver Summary
All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.

EPAF Originator Summary
Displays only those EPAF transactions that you have originated.

New EPAF
Allows you to create a new transaction.

Act as a Proxy
Available to all self-service EPAF users who have been given proxy privilege.

EPAF Proxy Records
Allows you to specify and authorize one or more users to approve EPAFs in your absence.

- A list of names will appear that are in your queue for approval.

Click on a name highlighted in blue.

Select the link under Name to access details of the transaction

Transactions Queue Status: All

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links
Professor, F00330-02		75957	Overload Rehire 9 Month Employee or Summer w/FacPay	02/06/2023	02/06/2023	Approve	<input type="checkbox"/>	
Part-time Faculty, E00709-00		75534	Adjunct Rehire Same Position w/factor/pay	02/06/2023	01/01/2023	Approve	<input type="checkbox"/>	
Assistant Professor--12 Mo, F00065-01		75692	New Overload Appointment 12 Mo Full-Time Emp W/Fac/Pay	01/24/2023	01/16/2023	Approve	<input type="checkbox"/>	

Name

Professor, F00330-02

Part-time Faculty, E00709-00

Assistant Professor--12 Mo, F00065-01

- EPAF information will be shown for the name you selected

EPAF Preview

Details

Name and ID: [Redacted] | Department: 28564 | Transaction Name: [Redacted] | Approval Category: Adjunct Rehire Same Position w/factor/pay, ADJSPF

Salary position with factor and pay, E00709-00, Part-time Faculty, Last Paid Date: 12/16/2022

Jobs Effective Date	01/01/2023
Personnel Date	
Job Status	Active
Employee Class Code	
Job Change Reason	BGSES
Factor	9
Pays	9
Annual Salary	2000

Approval Category
Adjunct Rehire Same Position w/factor/pay, ADJSPF

This example is for an employee that was previously a PT Faculty Adjunct and is being rehired as a PT Faculty Adjunct.

Jobs Effective Date
01/01/2023

*Verify Jobs Effective Date > Date when job performance begins > Dates used on EPAFs are payroll dates

Job Status
Active

Employee Class Code

*Verify Factor & Pays > How many pay periods the employee is getting paid > Factor and Pays will be the same number > Use Jobs Effective Date & Jobs End Date to determine number of pay periods

Factor
9

Annual Salary
2000

*Verify Annual Salary > Total amount employee is getting paid during the payroll dates on the EPAF

- **Terminated Employee Job Records** > when the job will end on the EPAF
 - Under the header **Terminated Employee Job Records** when it says *'Jobs Effective Date'* it is referring to when the job will end
 - Jobs Effective Date & Job End Date will be the same > Use payroll dates

Terminated Employee Job Records, E00709-00, Part-time Faculty, Last Paid Date: 12/15/2022

Jobs Effective Date	Old Value
02/28/2023	12/15/2022
Job End Date	Old Value
02/28/2023	12/15/2022
Job Status	
Terminated	
Job Change Reason	Old Value
	EDSES

- Verify **New Effective Date** FOAP (Fund-Organization-Account-Program) is correct > this is where the job is being funded from
 - *Fund 130161 is AOS > make sure Nikki Adams is in the Routing Queue when using this fund number
 - *Fund numbers beginning with 2xxxxx or 15xxxx > make sure Sponsored Programs Accounting is in the Routing Queue

Current

Effective Date: 10/16/2022

Percent	COA	Index	Fund	Organization	Account	Program
50	J		130161	260151	617200	1110
50	J		110000	260151	610500	1110

New

Effective Date: 01/01/2023

Percent	COA	Index	Fund	Organization	Account	Program
100	J		110000	260151	610500	1110

- **Routing Queue** > a list of all the approvers that are assigned to the EPAF
 - Verify that the selected approvers are appropriate for each approval level**

Approval Level
Payroll Review for Accuracy, 2
Dept Head/Dept Chair, 5
Dean/Admin Officer, 15
Vice Chancellor/Vice President, 65
Academic Affairs Provost EPAF, 72
Budget Office, 75
Payroll, 95
SuperUser, 99

← Example: Standard Routing Queue

****Note: Approval Levels auto populate based on the approval category selected**

****See EPAF Guide for list of designated approvers**

*If fund number 130161 is used > make sure Nikki Adams is added to the Routing Queue

*If fund numbers beginning with 2XXXXX or 15XXXX > make sure Sponsored Programs Accounting is added to the Routing Queue

*If the student/non-student is an international employee > make sure International Programs has been added to the Routing Queue.

*If the appropriate approvers have not been added based on the information above, *'Return for Correction'* and comment which approver(s) need to be added.

- **Comment section** > gives a description of what job duties will be performed for the EPAF

- Instruction EPAFs > Include CRN, course number, section number, course name, number of students enrolled, and total salary to be paid for each course.

****Note: Overload assignments for Faculty/Full Time Employees must have an additional comp form (xc) and it **must be approved BEFORE** an EPAF is submitted.**

Comments

Teaching CRN 10741 – ES 3633-002 Nutrition for Health, Sport and Exercise – enrollment 20, to be taught Spring 2023 term. Amount to be paid \$2,100 – xc has been approved. **

- Verify all information is correct, click 'Approve'
 - If you do not agree, click 'Disapprove'
 - If any information is incorrect, click 'Add Comment' noting the information that needs correction, then click 'Return for Correction'

Add Comment

Approve

Disapprove

Return for Correction

More Info

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

Expense Pool Accounts

Fringes	620000
Supplies	710000
Travel	720000
Capital	730000
Scholarships	750000