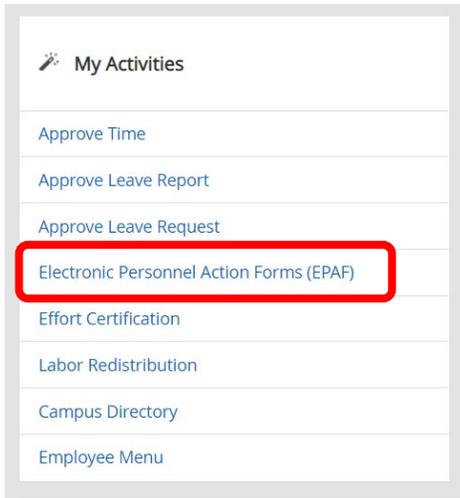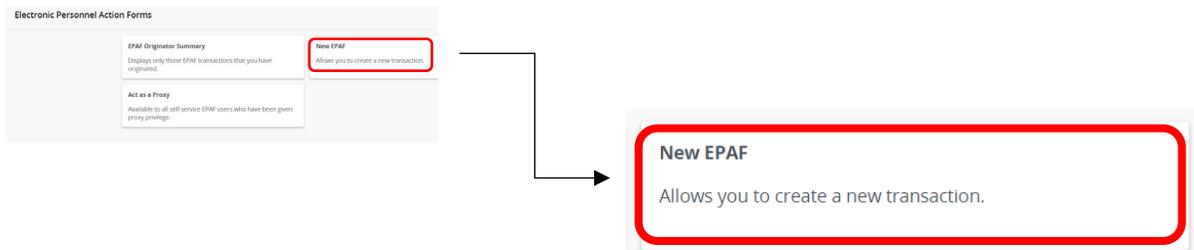# EPAF for Faculty Overload or Summer Appointment

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

2. Select **New EPAF**

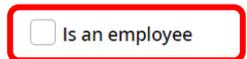3. **New EPAF Person Selection** > Search for an employee
   ➢ Enter the **First Name & Last Name** or **SSN/SIN/TIN**
      If you know the employees ID number skip down to the ID box with red asterisk – ID, and go to step 4.

   ➢ Check the box for "**Is an employee**" to limit the search to employees

   ➢ Click "**Search**"

4. Once you have selected the correct employee, their information will populate in the lower half. At the bottom of the screen, enter the '**Query Date**' and '**Approval Category**'. (You must go ahead and select an '**Approval Category**' in order to see '**All Jobs**'). (Refer to the EPAF Category Selection Tool)

DO NOT CLICK GODO NOT CLICK GO**DO NOT CLICK GO**DO NOT CLICK GO**

Query Date *

| 03/31/2023 | 📅 |

Approval Category *

| ▼ |

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).

5. Click on '**All Jobs**'

Approval Category *

| Overload Rehire 9 Month Employee or Summer w/FacPay, FCOVSF | ▼ |

Employee Job Assignments

Type	Position	Suffix	Title
Primary	F00612	00	Associate Professor-COB
All Jobs			

➢ You will then see a list of positions for the employee. It will include current and past positions, be sure you are using the employees _primary_ **position** number that is currently showing '**Active**'.

Approval Category *

| Overload Rehire 9 Month Employee or Summer w/FacPay, FCOV... ▼ |

| Go |

• Pay attention to the '**Suffix**' and '**Status**' columns, see notes below.

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	F00305	00	Assistant Professor	211310, Robertson Patricia Professor-COB	01/01/2007	05/15/2011	05/15/2011	Terminated
Overload	F00305	50	Assistant Professor	252401, Economics and Finance	07/01/2007	07/31/2010	07/31/2010	Terminated
Primary	F00612	00	Associate Professor-COB	211200, Hu Xiankui Department Chair	07/01/2011		01/31/2023	Active
Overload	F00612	01	Associate Professor-COB	211200, Hu Xiankui Department Chair	10/16/2015	12/31/2022	12/31/2022	Terminated
Overload	F00612	02	Associate Professor-COB	211200, Hu Xiankui Department Chair	09/01/2018	05/15/2022	05/15/2022	Terminated
Overload	F00612	50	Associate Professor-COB	211200, Hu Xiankui Department Chair	07/01/2011	07/31/2022	07/31/2022	Terminated
Overload	F00612	51	Associate Professor-COB	211310, Robertson Patricia Professor-COB	07/01/2019	08/15/2019	08/15/2019	Terminated
Active Jobs								

Suffix
00
50
00
01
02
50
51

Suffix Note: This particular faculty member shown above, has had overload assignments with established 01, 02, 50, and 51 suffixes.
None of which are showing as '**Active**' in the '**Status**' column; therefore, you will use the approval category '**Overload Rehire 9 Month Employee or Summer w/FacPay, FCOVSF**'

Status
Terminated
Terminated
Active
Terminated
Terminated
Terminated
Terminated

Status Note: Any job that has not ended will have the word '**ACTIVE**' beside it. If this employee had active **00**, **01**, and **02** suffixes, and you needed to establish a **03** suffix for the first time; you would need to use '**New overload for 9-month Faculty with Factor/Pay, FNOVFP**'

(See _EPAF Helpful Tips_ for more guidance)

6. Based upon the employees' position, suffix and status make sure you have selected the appropriate Approval Category from the drop-down. At this point it can still be changed if necessary. (Refer to the EPAF Category Selection Tool)

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.

(*see EPAF Helpful Tips* for more guidance)

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

7. On the next screen, enter both '**Position**' and '**Suffix**' in the *New Job* line

➢ Letters in the position number must be capitalized (example: F00612 not f00612)
➢ The suffix will be the next sequential number available (see *EPAF Helpful Tips* for more guidance)

8. Click '**Go**' at the bottom of the screen

❖ **Continue on to Page 4**

9. The next screen will contain several fields with red asterisks * that must have an entry, see below. (Order may vary upon approval catergory selected)

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

Jobs Effective Date *

06/01/2023

Personnel Date

06/01/2023

Job Status

A

Employee Class Code

OF

Job Change Reason – This will auto populate in most cases. If it does not, use **OVRLD** for overloads *or* **BGSES**, (Beginning of Session) for anything else.

Job Change Reason *

BGSES, Beginning of Session

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

Factor *

2

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

Pays *

2

Annual Salary – The total amount the employee is getting paid (See *EPAF Helpful Tips* for more guidance)

Annual Salary *

8704.58

Timesheet COA

T

Timesheet Orgn – This is the employees supervisor timesheet org, *__not department org__*

Timesheet Orgn *

211200

Supervisor ID – The employees supervisors ID number

Supervisor ID *

❖ **Continue on to Page 5**

10. 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.

- 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

06/01/2023

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
J		130503	252101	610400	1110					13.4		🗑
J		110000	252103	610400	1110					12.86		🗑
J		110000	252401	610400	1110					73.74		🗑

⊕ Default from Index   ⊕ Add Row

(See *EPAF Helpful Tips* for more guidance)

11. If you are entering an EPAF for a '**New**' suffix to be established that previously did not existed, a 'Default Earnings' section will need to be completed under the '**New Value**' header. (*This section will only appear if you selected an* '***Approval Category***' *with the word* '***New***' *in it.*)

- Click '**Add Row**' to input the needed information.

New Value

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date	Remove
04/01/2023	OVR, Overload Earnings	43.33			1		🗑

⊕ Add Row

NOTE: *Only four things need to be populated in this step:*

- *The* '***New Effective Date***' *should be the start date and match the query date in step 5.*
- '***OVR, Overload Earnings***' *should be selected in the* '***Earnings***' *dropdown*
- '***Hours or Units Per Pay***' *should be 43.33*
- '***Shift***' *should be 1*

The 'Default Earnings' will only be applied to any 'New' suffix being established

12. 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

Jobs Effective Date *

06/30/2023

Job End Date

06/30/2023

Job Status

T

Job Change Reason

Not Selected

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.***

13. Enter the '**Routing Queue**' information > (See *Routing Queue section of Helpful Tips* for more guidance)

Make sure any additional individuals are added to the routing queue if needed, such as:

- o AOS FOAP is used - add AOS approver
- o Sponsored Programs Accounting (SPA) FOAP is used – add SPA approver

*Make sure you also select **Approve** under '**Required Action**' for any additional approvers you add.*

Routing Queue

Approval Level	User Name	Required Action
2 - (PAYRVW) Payroll Review for Accuracy	ANGIBSON - Gibson, Angela	Approve
5 - (DEPT) Dept Head/Dept Chair	XHU - Hu, Xiankui	Approve
15 - (DEAN) Dean/Admin Officer	JWASHAM - Washam, James O.	Approve
72 - (AARPRO) Academic Affairs Provost EPAF	KATHYHICKS - Hicks, Kathy M.	Approve
75 - (BUDGET) Budget Office	TWATSON - Watson, Tara D.	Approve
95 - (PAYROL) Payroll	ANGIBSON - Gibson, Angela	Approve
99 - (SUPER) SuperUser	ANGIBSON - Gibson, Angela	Apply

⊕ Add Row

14. Comments section > enter information based upon the job to be performed.

*For course overloads include **ALL** of the following:

- Course number, Course name, and section
- CRN#
- Student Enrollment
- Term
- Amount to be paid = Annual Salary
- Whether the employee is GF or DF

(*If an Additional Comp was needed & has been approved add "XC has been approved" to the comment section*)

**Example:

Comments

Overload for teaching FIN 3763-001 Financial Institutions and Markets – CRN 12345, during Summer I 2023 term – Enrollment 20. Salary to be paid $8,704.58 ($125,354 x 6.944% = $8,704.58) – GF employee. XC has been approved.

15. 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.
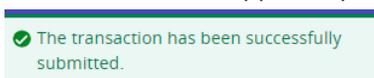
Account Codes for Employee Status Forms	
LABOR	**CODE**
Teaching Salaries Pool	*610000*
9 month faculty	610100
12 month faculty	610300
Summer salaries	610400
Teaching part-time	610500
Non-classified Pool	*611000*
Administrative non-classified	611100
Summer administrative non-classified	611500
Classified 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