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.
1.) 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.

Enter the FTE based on the credit hour load of only the current EPAF. (e.g. teaching 3 credit hours = .25 in FTE field)

2.) 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.
3.) The correct FOAP should default in. If you need to make changes, the fields in the Labor Distribution section are editable.

![Labor Distribution, 798788-00 Summer Semester Teaching]

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

![End a job assignment, 798788-00 Summer Semester Teaching]

5.) 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 – Heather Bright
- 700 – Provost – Marilyn Buck (note: update to new provost in 7/2018)
- *730 – Compliance – Kevin Kenyon (note: update to new HR AVP in 5/2018) – 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 – Geoff Mearns – only add if EPAF’s total pay is OVER $5,000.00 ($5000.01 or higher)
- 800 – Human Resources – Heather Bright

**Note:** If Division of Online and Strategic Learning is paying for all or part of the assignment, please include John Burton in the Routing Queue.
6.) 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 DOSL is paying for a course, please indicate which course(s) DOSL will be paying for

Example:
Teaching 2 DOSL courses via the internet full summer session, SPCE 619-807, CRN #34000, 20 students, 3 credit hours and SPCE 634-800, CRN #30413, 10 students, 3 credit hours. 3 total DOSL credit hours for PT contract faculty with no AY base = $6,000 total pay ($6,000 divided by 2 = $3,000 per pay period)