Summer 1 EPAF

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

2.) If position is not listed, enter your department’s first summer 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 1 EPAF, it will be the total pay per earn code; enter 07/01/20XX 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.

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

7.) The dates in the End a Job Assignment section will all default and are not enterable.
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 – Heather Bright
- **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 – Geoff Mearns – only add President 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.

### Routing Queue

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>650 (PA/HR) Pre-approval HR</td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>700 (PAYFYI) Payroll FYI</td>
<td></td>
<td>FYI</td>
</tr>
<tr>
<td>800 (UHRS) Human Resources</td>
<td></td>
<td>Apply</td>
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</tbody>
</table>

[Save and Add New Rows]
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 DOSL is paying for a course, please indicate which course(s) DOSL will be paying for

Example:

Comments: Teaching one main campus course first summer session, SHLN 251/351-1 CRN #31346/31360, 8 total students, 3 credit hours. Main campus credit hours for PT contract faculty = $3,000 total pay.