EPAF Instructions
Adjunct Faculty New Hire

Last Updated: 07/19/16
DATA INTEGRITY

Data integrity is very important when entering EPAF information.

Please adhere to the following guidelines:

- All required fields in the EPAF must be populated.
- No symbols or punctuation may be used in the EPAF (e.g. & , . + # @)
  - With the exception of the dot after the name’s prefix (e.g. Mr., Ms., Dr., etc.)
- All fields are case sensitive. Do not use All Caps in any field.
  - An exception example is “PO Box” for Post Office Box.

Note: An EPAF may be returned for correction if data integrity guidelines are not met.
Query Date

Enter the **Sunday of the week** in which the employee starts working.

**IDENTIFICATION INFORMATION**

- **Last Name**: Enter the employee’s last name. (Required)
- **First Name**: Enter the employee’s first name. (Required)
- **Middle Name**: Enter the employee’s middle name.
- **Name Prefix**: Enter the employee’s name prefix e.g. Mr., Ms., Dr. (Required)
- **Name Suffix**: Enter the employee’s name suffix e.g. Jr., III. (Optional)
- **Birth Date**: Enter employee’s birth date. The date must be entered in the format MM/DD/YYYY e.g. 08/23/1985 (Required)
- **Citizenship**: Select employee’s country of citizenship. (Required)
- **Ethnicity**: Select employee’s ethnicity. (Required)
- **Gender**: Select the employee’s Gender – Male or Female. (Required)
- **SSN/SIN/TIN**: Enter employee’s social security number. (Required)
- **Address Line 1**: Enter the first line of the employee’s address. (Required)
- **Address Line 2**: Enter the second line of the employee’s address.
- **Address Line 3**: Enter the third line of the employee’s address.
- **City**: Enter the city of the employee’s address. (Required)
- **State**: Select the state of the employee’s address. (Required)
- **ZIP or Postal Code**: Enter the zip or postal code of the employee’s address. (Required)
- **Nation**: Enter the country of the employee’s address.
- **Address From Date**: Enter the date from which the employee’s address will be effective. This is usually the date of hire. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)
EMPLOYEE INFORMATION

Home Organization: Enter the employee’s home organization. (Required)

Distribution Orgn: Enter the check distribution organization. The distribution org is the organization number of the department where the employee can pick up his/her paycheck. (Required)

Current Hire Date: Enter the date of the Sunday of the week in which the employee starts working. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)

JOB INFORMATION

Job Location: Select the state or country in which the employee will be performing duties for this position. (Required)

Job Begin Date: Enter the Sunday of the week in which the employee starts working. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)

Jobs Effective Date: Enter the Sunday of the week in which the employee starts working. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)

Personnel Date: Enter the date the employee starts working. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)

Factor: Enter the number of bi-weekly periods between the first Jobs Effective Date and the Jobs Effective Date in the Job Termination section. 2 weeks equals 1 pay factor. 1 week equals 0.5 of a pay factor. (Required) (Use the Pay Factors Calendar on the HR EPAF Instructions page if needed.)

Pays: Same as number entered for factor. (Required)

Annual Salary: Enter the amount to be paid for the appointment. Do not enter $ before the amount. (Required)

Timesheet Orgn: Enter the employee’s time sheet org. Example: Suzie Q is the approver for John D’s time. Suzie Q approves time sheet org 10001A. Therefore, John D’s time sheet org will be 10001A. (Required)

Hours per Day: Hours per Pay divided by 10. Total must be greater than or equal to 1. (Required)

Hours Per Pay: Number of credit hours course/section being taught is worth times 2. Example: the course/section being taught is work 3 credit hours. Take 3 credit hours X2, enter 6 in this field. (Required)
**FTE**: (Full time equivalency): FTE = Hours per Pay / 80. (Required)

**JOB DEFAULT EARNINGS**

**Effective Date**: Same as *Jobs Effective Date* from the Job Information section. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009. (Required)

**Earnings**: Enter ADJ, Adjunct Pay. (Required)

**Hours or Units Per Pay**: Same as *Hours per Pay* entered in Job Information section. (Required)

**JOB TERMINATION**

**Jobs Effective Date**: Enter the Last Saturday of the pay period in which the employee stops working. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)

**Personnel Date**: Enter the date on which the employee actually stops working OR the last Saturday of the pay period in which the employee stops working. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)
ROUTING QUEUE

Routing Queue

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>65 - (65) Academic Affairs</td>
<td></td>
</tr>
<tr>
<td>85 - (85) Budget</td>
<td></td>
</tr>
<tr>
<td>90 - (90) HRIS</td>
<td></td>
</tr>
</tbody>
</table>

Enter the Banner ID of an approver for each approval level or click on the magnifying glass to search for and select an approver’s Banner ID.

Adjunct Faculty New Hire Approval Level Descriptions

65 – Academic Affairs
85 – Budget
90 – HRIS

COMMENT

Enter comments to be seen by approvers and Human Resources.

Click the Save button to save the EPAF. NOTE: An EPAF does not have to be submitted as soon as it is saved. You can exit the EPAF and return later to make changes or submit it.
Click the **Submit** button to submit the EPAF for approval.