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

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.

**JOB INFORMATION**

**Job Begin Date:** For employees **having the position number for the first time**, enter the first Sunday of the pay period in which the employee will begin to be paid. **For employees who previously had the position number**, leave blank. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009

**Jobs Effective Date:** Enter the **First Sunday of the pay period** in which the employee will begin to be paid. 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 **total** 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 Pay:** Number of credit hours course/section being taught is worth times 2 times 2.25. Example: the course/section being taught is work 3 credit hours. Take 3 credit hours X2 X2.25, enter 13.5 in this field. (Required)

**Hours per Day:** Hours per Pay divided by 10. Total must be greater than or equal to 1. (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 SUP, Supplemental Pay. (No exceptions and must be entered.)

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

Special Rate: Annual Salary divided by Factors (from the Job Information section) divided by Hours Per Pay (from the Job Information section). This will equal the hourly rate. (Required)

NOTE: The hourly rate of the adjunct role should be greater than or equal 1.5 times the employee’s regular hourly rate. If the adjunct rate is less than 1.5 times the employee’s regular hourly rate, please contact the Office of Human Resources PRIOR to the EPAF being submitted and before the employee starts work.

JOB TERMINATION

Jobs Effective Date: Enter the Last Saturday of the pay period in which the employee will be paid. 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**

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<th>Required Action</th>
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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 Rehire Instructions Approval Level Descriptions**

- 20 – Department Head or Supervisor
- 80 – Provost Office
- 90 – Human Resources

**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.