EPAF Instructions
Supplemental Pay Academic – Non Grant

Last Updated: 7/15/14
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 **First Sunday of the pay period** in which the employee will begin to be paid for the supplement.

**EMPLOYEE HIRE - SUPPLEMENTAL**

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

**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 the supplement. **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 for the supplement. 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)

**Employee Class Code:** Enter **03** for Professional/12 month faculty full time OR **08** for 9 month faculty - Part Time.

**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. Factors must be greater than or equal to 1. (Use the Pay Factors Calendar on the [HR EPAF Instructions](#) page if needed.)

**Pays:** Same as number entered for factor.

**Annual Salary:** Enter the amount to be paid for the supplement. Do not enter $ before the amount.

**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)
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:** 1 (No exceptions and must be entered.)

**Special Rate:** Annual Salary divided by Factors (entered in the Job Information section). Format is 9999 (Required)

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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<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
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<tbody>
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<td>80 - 90 80</td>
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<td>Approve</td>
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<td>90 - 99 90</td>
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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.

**Supplemental Pay Academic – Non Grant Approval Levels**

20 – Department Head
30 – Dean
80 – Provost Office
90 – Human Resources
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.