

EPAF Helpful Tips

QUERY DATE - is when the job needs to start.

- You will **always** use payroll dates
 - e.g.: Course is being taught Fall I term (Aug 23 – Oct 7) – Query date would be 08/16/20XX
 - e.g.: Course is being taught Spring II term (Mar 6 – Apr 25) – Query date would be 03/01/20XX

APPROVAL CATEGORY - (Refer to the [EPAF Category Selection Tool](#) for more guidance)

Things to consider when trying to choose the correct approval category:

- ❖ **FACULTY** - Full-Time 9-month, 10-month or 12-month contracted faculty member
- The employee is returning and has had the position-suffix combo that you are going to pay them on.
 - **FCOVSF** - Overload Rehire 9-month Employee or Summer with Factor/Pay
EXAMPLE: If the faculty member has had an overload or summer appointment in the past using 01, 02, 50, or 51
- The employee is returning but has **NOT** had the exact position-suffix combo that you are going to pay them on.
 - **FNOVFP** - New overload for 9-month faculty with Factor/Pay
EXAMPLE: If the faculty member has never had a 01, 02, 50, or 51 overload before and you need to establish the new suffix the first time.
- The employee is returning but has **NOT** had the exact position-suffix combo that you are going to pay them on.
 - **OVN10F** - New Overload Appointment for 10-month Full-Time Emp with Factor/Pay
- The employee is returning and has had the position-suffix combo that you are going to pay them on.
 - **OVR12F** - Overload Rehire 12-month Full-Time Emp with Factor/Pay
- The employee is returning but has **NOT** had the exact position-suffix combo that you are going to pay them on.
 - **OVN12F** - New Overload Appointment 12-month Full-Time Emp with Factor/Pay
EXAMPLE: To establish the suffix for an overload **the first time** for 12-month or 9-month DEFERRED faculty.
- Summer assignments must be split into 2 EPAFs, because it crosses over a fiscal year. Summer I & Summer II EPAFs will also be processed separately. (Summer I EPAF dates 5/16 to 6/30/20XX & Summer II EPAF dates 7/1 to 8/15/20XX)
 - When processing Summer II EPAFs (7/1/20XX starts a new fiscal year) you must use the preceding fiscal year salary, because new academic contracts do not start until 8/16/20XX for 9mo or 12mo DEFERRED faculty.
- ❖ **FACULTY Fall & Spring Overloads**
- Fall and Spring overloads are compensated at the adjunct salary pay listed below:
 - Adjunct Rates – *credential status can be found in the budget book*
 - i. \$2,000 Instructor level credentials
 - ii. \$2,100 Assistant Professor or Associate Professor level credentials
 - iii. \$2,200 Professor level credentials
 - iv. \$2,500 Emeriti Professor (retired)
 - v. \$1,500 AOS development
 - vi. \$3,500 AOS teaching (with PhD only – otherwise above rates)
 - vii. \$700 Per student AOS dissertation mentors

Educational & General (E&G) 110000 – Account Codes	A-State Online (AOS) 130161 – Account Codes
610100 – 9mo Faculty	617100 – AOS Development
610300 – 12mo Faculty	617200 – AOS Teaching
<i>Traditional courses – section numbers 001, 002, etc.</i>	<i>AOS courses – section numbers 10A, 20A, etc.</i>
610500 – Teaching Part-Time (Adjuncts)	617300 – AOS Administration

- Faculty overloads will need an additional comp form to precede and be approved **BEFORE** an EPAF is entered.
(Overloads require an extra comp form through DocuSign to be filled out in advance to determine whether there will be a line item max issue with the salary.)

❖ SUMMER OVERLOADS

- Summer overloads are paid at 6.944% (1 – 3 credit hr course) or 13.888% (2 – 3 credit hr courses), an additional comp form is only needed if salary is more than 13.888% for each summer term (Summer I - May 16-June 30) and (Summer II - July 1-August 15) or more than 6.944% for May or August interim. Full time in the summer is considered 13.888% of 9 mo. annual salary. 1 or 2 credit hr courses are prorated at 2.315% per 1 credit hr course and 4.629% for 2 credit hr course.
- Use account code **610400** for instruction and **611500** for administrative duties in summer unless on grant work.

❖ ADJUNCT FACULTY - is a part-time faculty member, teaching 3 courses or less

- The employee is returning but has NOT had the exact position-suffix combo that you are going to pay them on.
 - **AADJNF** - AOS Adjunct Rehire Different (New) Position with Fac/Pay
- The employee is returning and has had the position-suffix combo that you are going to pay them on.
 - **AADJSF** - AOS Adjunct Rehire Same Position with Factor Pay
- The employee is teaching an additional class or is working during the summer and they have NOT had the exact position-suffix combo that you are going to pay them on.
 - **ADJONF** - Adjunct New Additional or Summer Appt with Factor/Pay
- The employee is returning but has NOT had the exact position-suffix combo that you are going to pay them on.
 - **ADJNPF** - Adjunct Rehire New position with Factor and Pays
- The employee is returning and has had the position-suffix combo that you are going to pay them on.
 - **ADJSPF** - Adjunct Rehire Same Position w/factor/pay

❖ Adjunct Rates

- \$2,000 Instructor level credentials
- \$2,100 Assistant Professor or Associate Professor level credentials
- \$2,200 Professor level credentials
- \$2,500 Emeriti Professor (retired)
- \$1,500 AOS development
- \$3,500 AOS teaching (with PhD only – otherwise above rates)
- \$700 Per student AOS dissertation mentors

❖ DISSERTATION MENTORS - are used for A-State Online positions only. Dissertation Mentors are instructors for a student's dissertation courses, and serves on the dissertation committee for each student they're assigned.

- The employee is returning and has had the position-suffix combo that you are going to pay them on.
 - **DSMSMF** - Dissertation Mentor Rehire Same Position Fact Pay
- The employee is returning but has NOT had the exact position-suffix combo that you are going to pay them on.
 - **DSMNWF** - Dissertation Mentor Rehire New Position Fact Pay
- The active employee is doing additional work or is working during the summer and they have NOT had the exact position-suffix combo that you are going to pay them on.
 - **DSMADD** - Dissertation Mentor New Additional or Summer Appt

❖ HOURLY STUDENT - ** Unlike salaried employees, hourly employee EPAFs can utilize actual dates instead of specifically Payroll Dates**

- The employee is returning but has **NOT** had the exact position-suffix combo that you are going to pay them on. For example: a former federal work study that is moving to regular student worker.
 - **HRSTDF** - Hourly Student Position-rehire in different position number
- The employee is returning but has **NOT** had the exact position-suffix combo that you are going to pay them on. This one has an end date and must be used if they are working on a grant, or the employment needs to end for any reason (such as international status).
 - **HSTDFE** - Hourly Student Different Position W/End Date
- The employee is returning and has had the position-suffix combo that you are going to pay them on.
 - **HRSTSP** - Hourly Student Position - rehire in same position

- The employee is returning and has had the position-suffix combo that you are going to pay them on. This one has an end date and must be used if they are working on a grant or if the employment needs to end for any reason (such as international status).
 - **HSTSPE** - Hourly Student Same Position with End Date
- Approval has been given for the active student employee to work in a second office/unit/department. These are very limited as most students are restricted on being able to work multiple positions.

IT WOULD NOT BE USED FOR WORK STUDY STUDENTS.

- **HRSTOV** - Hourly Student Additional Appointment
- Approval has been given for the active student employee to work in a second office/unit/department AND they have had the position-suffix combo that you are going to pay them on at any time in the past. These are very limited as most students are restricted on being able to work multiple positions.

IT WOULD NOT BE USED FOR WORK STUDY STUDENTS.

- **HRSTAR** - Hourly Student Additional Rehire Same Position

❖ **HOURLY NON-STUDENT**

- The employee is returning and has had the position-suffix combo that you are going to pay them on.
 - **HRNSSP** - Hourly Non-Student - rehire in same position number
- The employee is returning and has had the position-suffix combo that you are going to pay them on. This one has an end date and must be used if they are working on grant or if the employment needs to end for any reason (such as international status).
 - **HNNSSP** - Hourly Non-Student Same position with End Date

- The employee is returning but has NOT had the exact position-suffix combo that you are going to pay them on.

Note: if the person was formerly employed as a student then they must be hired via TALEO and not EPAF.

- **HRNSDF** - Hourly Non-Student Position - rehire in different position
- The employee is returning but has NOT had the exact position-suffix combo that you are going to pay them on. This must be used if they are working on grant or the employment needs to end for any reason (such as international status). **Note: if the person was formerly employed as a student then they must be hired via TALEO and not EPAF.**
 - **HNSDFE** - Hourly Non-Student Diff Position W/End Date
- Approval has been given for the active non-student employee to work in a second office/unit/department. These are very limited as most are restricted on being able to work multiple positions.

****IT WOULD NOT BE USED FOR STUDENTS OF ANY KIND****

- **HRNSOV** - Hourly Non-Student Employee Additional Appointment

❖ **WORK STUDY** - anyone that receives federal financial aid as a work study student.

(ALL federal work study students use position number WS0600)

- The employee is returning and has had the position-suffix combo that you are going to pay them on. This will only be used for anyone that is federal financial aid work study and has worked in position WS0600.
 - **WSSTSP** - Work Study Student Same Position Number
- The employee has worked as an hourly student in the previous term and is being rehired as a work study student employee.
 - **WSSTDP** - Work Study Different Position

❖ **GRADUATE ASSISTANTS** - (GA) is a graduate student position that is allocated across campus by the Graduate School. These are either 9-month or 12-month positions, and each will have a yearly stipend which varies based on the contracted time-frame. If the position is paid from the Graduate School, these positions will be paid using the Grad Assistant FOAP provided by the Graduate School upon allocation of the line. Some areas, such as Athletics and other service areas, pay for their GA positions from their own FOAPs.

9-Month GA - 8/16/20XX - 5/15/20XX

- The employee is returning and has had the position-suffix combo that you are going to pay them on.
 - **GA9SP** - Grad Assist 9 month - rehire same position

- The employee is returning but has NOT had the exact position-suffix combo that you are going to pay them on.
 - **GA9DF** - Grad Assist 9 month - rehire different position

12-Month GA – 7/1/20XX – 6/30/20XX

- The employee is returning and has had the position-suffix combo that you are going to pay them on.
 - **GA12SP** - Grad Assist 12-month - rehire same position
- The employee is returning but has NOT had the exact position-suffix combo that you are going to pay them on.
 - **GA12DF** - Grad Assist 12-month - rehire in different position
- The employee is returning and has had the position-suffix combo that you are going to pay them on.
 - **GA12SN** - Grad Assistant rehire 12-month same position **Non-Academic**
- The active employee is doing additional work or is working during the summer and they have **NOT** had the exact position-suffix combo that you are going to pay them on.
 - **GAADDN** - GA New Additional Appointment never had this suffix

POSITION - A position number is assigned to every A-State employee and can be found in Banner 9 – NBAJOBS

- You will want to use the employees Primary position number; the same position number will be used for every job assignment. Only the suffix will change.
- Letters in the position number must be capitalized (e.g. F00612 not f00612)
 - Position numbers will contain 1 capital letter and the rest are numbers

SUFFIX – number used for additional assignments

- An employee's primary job is listed as **00**. A suffix of 01, 02, 03, etc. is used for overloads during Fall/Spring terms. Suffix 50, 51, or 52 is **only** used for 9 mo. GF employees during summer terms.
**Faculty members that are 12 mo. or 9 mo. DEFERRED (DF) employees you will continue to use a suffix of 01, 02, 03, etc. during summer terms for overload/additional assignments.*
- To determine whether an employee has a GF or DF status, this information can be found in Banner 9 – NBAJOBS

STATUS - The status section on an EPAF is a key factor in determining which '**Suffix**' to use. (Click on All Jobs to see all position and suffix numbers for the employee)

- You want to look for any job assignments that show a status of '**Active**', these are job assignments that have not ended.
- Employees should have a *primary job* with a **00** '**Suffix**' and **Active** '**Status**'
 - e.g.: If a 9-mo. faculty member has a **00** & **01** suffix with the status of '**Active**' for both in the same position, and an additional Fall/Spring assignment is needed to be applied, you would need to assign a **02** suffix with the approval category of '**Overload Rehire 9 Month Employee or Summer w/FacPay, FCOVSF**'
 *If the faculty member has not previously had an active **02** suffix in the '**Employee Job Assignments**' section on an EPAF, you will need to use the approval category of '**New overload for 9-month Faculty with Factor/Pay, FNOVFP**' to establish a **02** suffix.
 - e.g.: If a 9-mo. GF faculty member has a **00** & **01** suffix with the status of '**Active**' for both, and a Summer assignment is need to be applied, you would need to assign a **50** suffix. *If the faculty member has not previously had an active **50** suffix in the '**Employee Job Assignments**' section on an EPAF, you will need to use the approval category of '**New overload for 9-month Faculty with Factor/Pay, FNOVFP**' to establish a **50** suffix.
 - e.g.: If a 9-mo. DF faculty member only has an active **00** suffix, and needs a Summer assignment applied, you would need to assign a **01** suffix. *Remember 9-mo DF faculty is paid over 12 mo and will use approval categories '**Overload Rehire 12 Mo Full-Time Emp W/Fac/Pay, OVR12F**' or '**New Overload Appointment 12 Mo Full-Time Emp W/Fac/Pay, OVN12F**' (If a new suffix needs to be established)

PAYS/FACTOR - Pays and Factor are how many pay periods the employee is getting paid.

- Pay attention to the **Job Effective Date** and **Terminated Job Effective Date** and make sure they match the total number of pay periods the employee is getting paid for the job.
 - e.g.: The employees **Job Effective Date** is 01/01/20XX and **Terminated Job Effective Date** is 03/15/20XX the **pays/factor** would be 5.

ANNUAL SALARY - The annual salary on a pay/factor EPAF is the total amount the employee is getting paid for the job assignment being applied.

- e.g.: If an Assistant Professor 9-mo. is teaching an overload 3hr traditional course during Fall/Spring term the annual salary amount would be \$2,100.
- e.g.: If an Assistant Professor 9-mo. w/PhD is teaching an overload 3hr AOS course during Fall/Spring term the annual salary amount would be \$3,500.
- e.g.: If an Assistant Professor 9-mo. is teaching an overload 3hr traditional course during Summer term the annual salary amount would be 6.944% of their salary listed in NBAJOBS.
 - NBAJOBS salary - \$62,791 X 6.944% = \$4,360.21 - annual salary used on EPAF
- e.g.: If an Assistant Professor 9-mo. is teaching 2 overload traditional courses for a total of 6hrs during Summer I term the annual salary amount would be 13.888% of their salary listed in NBAJOBS.
 - NBAJOBS salary - \$62,791 X 13.888% = \$8,720.41 - annual salary used on EPAF
- e.g.: If a faculty member is teaching an overload 3hr AOS course during Summer term the annual salary amount would be 6.944% of their salary listed in NBAJOBS or \$3,500 whichever is higher.

FOAP – **Fund-Organization-Account-Program** is where the job assignment is being funded from.

- Traditional courses (course codes that end with 001, 002, etc.) are funded from Educational & General (E&G - 110000) funds (refer back to Approval Category on this document for these account codes)
- AOS courses (course codes that end with 10A, 20A, etc.) are funded from A-State Online (AOS - 130161) funds (refer back to Approval Category on this document for these account codes)

Routing Queue

**** APPROVERS Subject to change****

2 – (PAYRVW) Payroll Review for Accuracy	ANGIBSON – Gibson, Angela TRUSSELL – Russell, Teddi R. - Henderson
5 – (DEPT) Dept Head/Dept Chair	<i>*Employees Dept Head/Dept Chair</i>
6 – (DEPT2) 2 nd Dept Chair Approval	<i>*Employees 2nd Dept Chair Approval</i>
15 – (DEAN) Dean/Admin Officer	<i>*Employees Dean/Admin Officer</i>
17 – (DEAN2) 2 nd Dean Approval	<i>*Employees 2nd Dean Approval</i>
25 – (INTL) Intl Programs	TARROBINSON – Robinson, Taron D. – International Students MSUMMERS – Summers, Terri M. – International Non-Students
30 – (ABIRS) ABI Research	TMARSICO – Marsico, Travis D.
31 – (ABIORT) ABI/ORTT Research	TMARSICO – Marsico, Travis D.
35 – (SPA) Sponsored Programs Accounting	**Contact Sponsored Programs Accounting for Approver**
45 – (GRAD) Graduate School	QKWEH – Kweh, Queyonoh
55 – (CAREER) Career Services/Fin Aid	KESMITH – Smith, Kerry L.
60 – (ONLINE) Online Services AOS	VWILLIAMS – Williams, Vanessa P. – Course Delivery TBREWER – Brewer, Taylor J. – Course Development
65 – (VC/VP) Vice Chancellor/Vice President	KATHYHICKS – Hicks, Kathy M.
72 – (AARPRO) Academic Affairs Provost EPAF	KATHYHICKS – Hicks, Kathy M.
75 – (BUDGET) Budget Office	TWATSON – Watson, Tara D. JROMINE – Romine, Jeramie R. - Athletics
85 – (HR) Human Resources	KWATSON – Watson, Katrina L.
88 – (HRFYI) HR ASU FYI Notification	OCLARK – Clark, Olivia C. - *Only Henderson
95 – (PAYROL) Payroll	ANGIBSON – Gibson, Angela - Jonesboro TRUSSELL – Russell, Teddi R. - Henderson
99 – (SUPER) SuperUser	ANGIBSON – Gibson, Angela - Jonesboro TRUSSELL – Russell, Teddi R. - Henderson