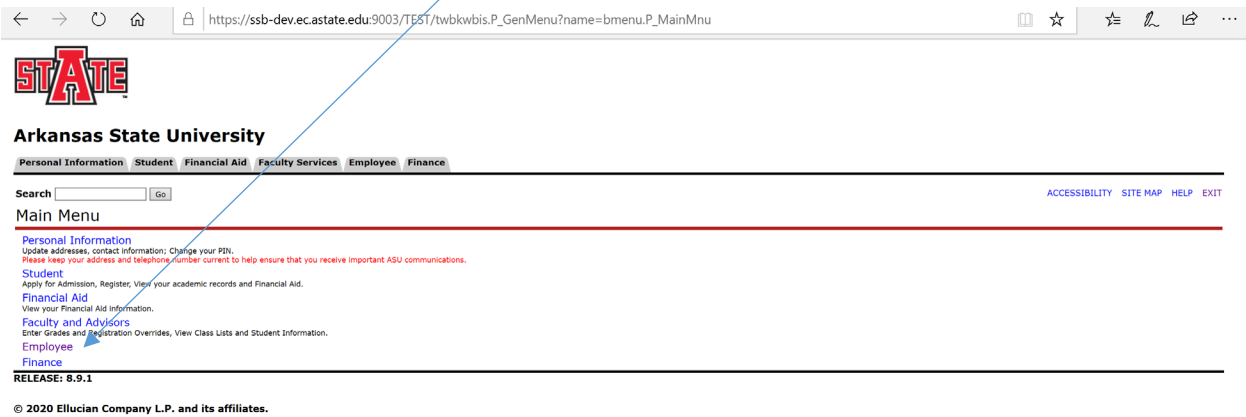
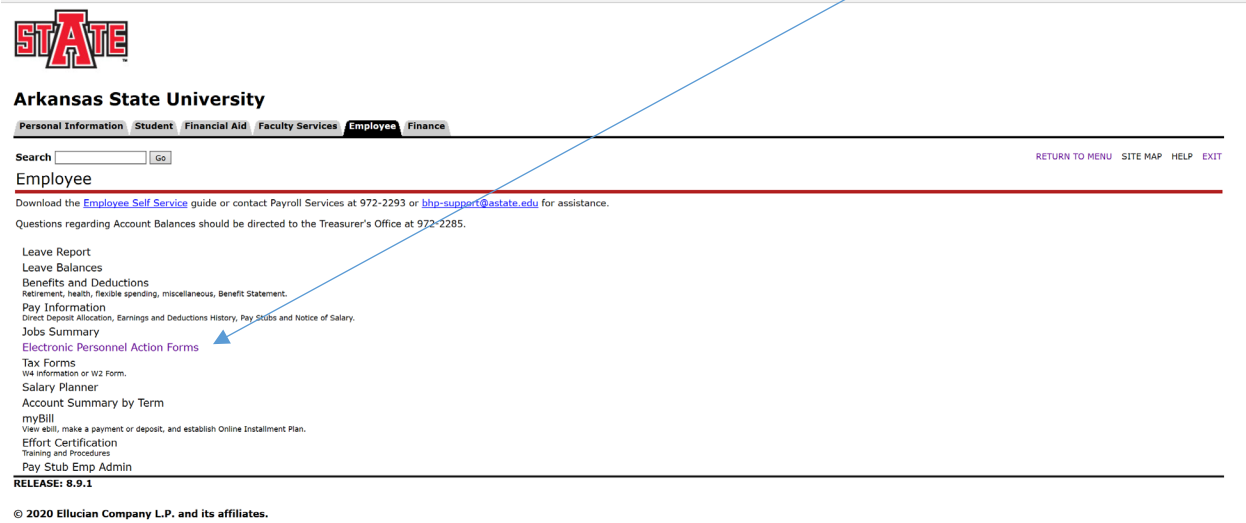


EPAF to rehire Adjuncts/Part-time Faculty

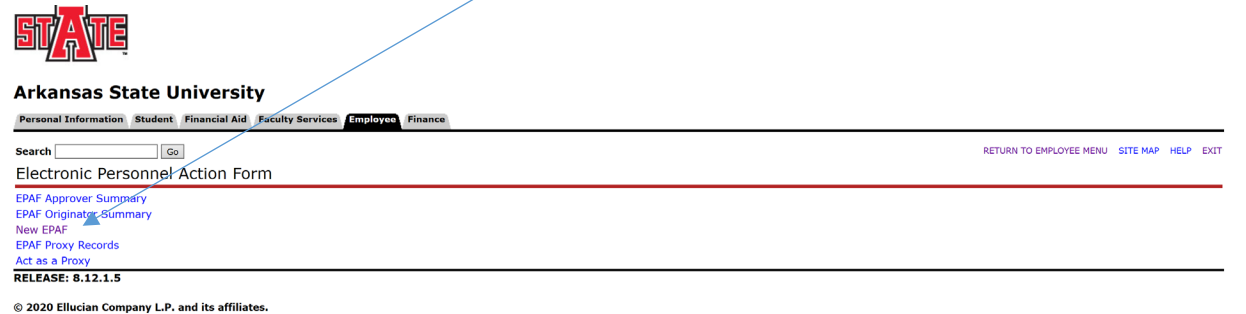
Once signed into Self-Service—select Employee



The below screen will come up—Click on Electronic Personnel Action Forms



Screen for EPAF processing—Select New EPAF



Once the below screen appears you will be ready to begin entering the information to appoint the adjunct/part-time faculty to their new assignment.



Arkansas State University

Personal Information Student Financial Aid Faculty Services **Employee** Finance

Search Go RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

New EPAF Person Selection

* Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.
- indicates a required field.

ID: *

Query Date: MM/DD/YYYY *

Approval Category: *

EPAF Approver Summary | EPAF Originator Summary
Return to EPAF Menu

RELEASE: 8.9.0.3

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Enter the following information:

- Employee ID
- **Query Date—today's date will default you will need to change this to the first date of the new appointment. Example Fall Appointment enter 8/16/2020**
- Approval Category—this is a drop down menu so you will need to select the appropriate Approval Category---NOTE: when entering Adjuncts/Part-time faculty it is very important to choose the appropriate form for what the employee will be in the same position or a new position and AOS as information will default based on your choice as well as the routings.

New EPAF Person Select x New tab

https://ssb-prod.ec.state.edu/PROD/bwp/epaf_P_ChoosePerson

New EPAF Person Selection

* Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.
- indicates a required field.

ID: *

Query Date: MM/DD/YYYY *

Approval Category: *

EPAF Approver Summary | EPAF Originator Summary
Return to EPAF Menu

RELEASE: 8.18

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Click Go

The screen below will appear all that needs to be entered is the Position and Suffix. On position number alpha characters MUST be capitalized (example: EA0000) and suffix is 00.

Click GO

Arkansas State University

Personal Information Student **Employee** Finance

Search Go

RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

New EPAF Job Selection

FOR QUESTIONS: Please contact Human Resources at 972-3454.

ID: Brad M Faught, 10233657
 Query Date: Oct 16, 2020
 Approval Category: AOS Adjunct Rehire Same Positi, AADJSP

Salary employee in same position, SALSAM

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job			00								

There are no active Jobs based on the Query Date.

All Jobs Next Approval Type Go

New EPAF Return to EPAF Menu

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Enter position and suffix like below

Arkansas State University

Personal Information Student **Employee** Finance

Search Go

RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

New EPAF Job Selection

FOR QUESTIONS: Please contact Human Resources at 972-3454.

ID: Brad M Faught, 10233657
 Query Date: Oct 16, 2020
 Approval Category: AOS Adjunct Rehire Same Positi, AADJSP

Salary employee in same position, SALSAM

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job		EA0650	00	Part-time Faculty		254801, School of Teacher Education					

There are no active Jobs based on the Query Date.

All Jobs Next Approval Type Go

New EPAF Return to EPAF Menu

RELEASE: 8.18

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Click Go

The EPAF has now been created as seen below: It is time to verify that the information is correct.

Click Save—this will cause the Current Value information to populate to the left for comparison.

Enter fields with red asterisks.

Jump to Bottom
 - indicates a required field.

Employee Info Rehire Sam Pos

Item	Current Value	New Value
Employee Status: (Not Enterable)	Active	A
Employee Class Code: (Not Enterable)	EF, 9 Mo PT Faculty Adjunct	EF
Home COAS: (Not Enterable)	J	J
Home Organization: *	254201, Leadership and Special Education	
Distribution COA: (Not Enterable)	J	J
Distribution Orgn: *	254201, Leadership and Special Education	
Current Hire Date: MM/DD/YYYY(Not Enterable)	06/01/2020	10/16/2020

Home Organization and Distribution Orgn is required – click the magnifying glass to look on up. Enter current hire date as job effective date.

Salary employee in same position, EA0650-00 Part-time Faculty, Last Paid Date: Dec 15, 2019

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY *	10/16/2020	
Job Status: (Not Enterable)	A	A
Job Change Reason: *(Not Enterable)	BGSES	
Annual Salary: *	4000	
Timesheet COA:	T	
Timesheet Orgn: *		
Time Entry Method:	Payroll Time Entry	

Job Effective Date must be first date of assignment

Annual Salary must be enter based on the Conversion Chart at the end of this manual to convert to an adjunct annual salary

Date needs to be the same as Jobs Effective Date Above

FOAP can be updated if necessary— if line needs to be removed there will be a check box

Terminated Employee Job Records, EA0650-00 Part-time Faculty, Last Paid Date: Dec 15, 2019

Item	Current Value	New Value
Job End Date: MM/DD/YYYY	12/15/2019	
Jobs Effective Date: MM/DD/YYYY	12/15/2019	
Job Status: (Not Enterable)	Terminated	T
Job Change Reason: (Not Enterable) EDES	EDES	
Supervisor ID: *	10361259	

**These dates must be entered each time. The Job End Date and Job Effective Dates in this section is the last day of the appointment. This is crucial it will end their appointment on this date. Both dates will be the same end date.

Supervisor ID is required

Approval Level	User Name	Required Action
60 - (ONLINE) Online Services AOS		Approve
72 - (AARPRO) Academic Affairs Provost EPAF		Approve
75 - (BUDGET) Budget Office		Approve
95 - (PAYROL) Payroll		Approve
99 - (SUPER) SuperUser		Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

On Approval Level at each Level that is populated you must select a recipient to ensure correct routing and approvals (see below page).

If you need to add additional level such as SPA you are able to do so here.

The level of approvers in the routing section should include the following:

- Dept Click on the magnifying glass and select the appropriate Chair
- Dean Click on the magnifying glass and select the appropriate Dean
- Online Serv Click on the magnifying glass or enter NADAMS in user name for Nikki Adams to display
- Academic Aff Click on the magnifying glass or enter KATHYHICKS in user name for Kathy Hicks
- Budget Click on the magnifying glass or enter TWATSON in user name for Tara Watson
- Payroll Click on the magnifying glass or enter MEHOWARD in user name for Melinda Howard
- Super Click on the magnifying glass or enter DLONG in the user name for Dianna Long

INTL Add International Programs as needed for non-U.S. citizen adjuncts by clicking the ‘save and add new row’ button to add the approver level. Click on the magnifying glass and select MSUMMERS in the user name for Michelle Summers.

****Online Services will not be needed or in the routing if it is a non-AOS adjunct.**

Routing Queue

Approval Level	User Name	Required Action	Remove
15 - (DEPT) Dept Head/Dept Chair	JHENLEY Joan Gall Henley	Approve	<input type="checkbox"/>
15 - (DEAN) Dean/Admin Officer	MBRADLEY Mary J Bradley	Approve	<input type="checkbox"/>
60 - (ONLINE) Online Services AOS	CSALEHI Christopher K Salehi	Approve	
72 - (AARPRO) Academic Affairs Provost EPAF	KATHYHICKS Kathy M Hicks	Approve	
75 - (BUDGET) Budget Office	TWATSON Tara Dawn Watson	Approve	
95 - (PAYROL) Payroll	KISMITH Kimberly A Smith	Approve	
99 - (SUPER) SuperUser	DLONG Dianna L Long	Apply	
Not Selected		Not Selected	
Not Selected		Not Selected	
Not Selected		Not Selected	
Not Selected		Not Selected	

Comment

Date: Sep 23, 2020 04:59:58 PM
 Made by: Kathy M Hicks, KATHYHICKS
 Comments: CRN 63459 ELAD 7053 10A 2 sections Enrollment: 178 Total salary to be \$7,000.

Transaction History

Action	Date	User Name
Created:	Sep 23, 2020	Kathy M Hicks

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Once you have verified and entered the information Click Save.

The EPAF will come back up and show you the current value and the new value. Once you have verified that all information is correct you are ready to submit. If you have errors you can correct—Save again

before submitting. If you need to delete this is the point that you can do so.

Arkansas State University
 Personal Information Student Employee Finance
 Search [] Go
 Electronic Personnel Action Form
 No changes to save.
 Enter the information for the EPAF and either Save or Submit
 Name and ID: Brad M Faight, 10233657 Query Date: Oct 16, 2020
 Transaction: #4123
 Transaction Status: Waiting
 Approval Category: AOS Adjunct Rehire Same Position, AAD35P
 [Save] [Submit] [Delete]
 Approval Types | Account Distribution | Routing Queue | Comments | Transaction History
 New EPAF | EPAF Originator Summary
 Return to EPAF Menu
 Jump to Bottom
 - indicates a required field.
 Employee Info Rehire Sam Pos
 Item Current Value New Value
 Employee Status: (Not Enterable) Active [A] []
 Employee Class Code: (Not Enterable) EF, 9 Mo PT Faculty Adjunct [EF] []
 Home COAS: (Not Enterable) J [J] []
 Home Organization: 254201, Leadership and Special Education [254201] []
 Distribution COA: (Not Enterable) J [J] []
 Distribution Orgn: 254201, Leadership and Special Education [254201] []
 Current Hire Date: MM/DD/YYYY (Not Enterable) 06/01/2020 [10/16/2020] []
 Salary employee in same position, EA0650-00 Part-time Faculty, Last Paid Date: Dec 15, 2019
 Item Current Value New Value
 Job Effective Date: MM/DD/YYYY 12/15/2019 [10/16/2020] []

Electronic Personnel Act x New tab
 https://srb-prod.ecastate.edu/PROD/bwpepaf_P_UpdateEpaDet
 To see favorites here, select then s, and drag to the Favorites Bar folder. Or import from another browser. Import favorites
 Job Status: (Not Enterable) Terminated [A] []
 Job Change Reason: (Not Enterable) EDSES [BGSES] []
 Annual Salary: 15750 [31500] []
 Timesheet COA: Y [] []
 Timesheet Orgn: 213050 [213050] []
 Time Entry Method: Payroll Time Entry [Payroll Time Entry] []
 Supervisor ID: 10361259 [10361259] []
 Current
 Effective Date: 10/16/2019
 COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date
 J 130161 254201 617200 1110 100.00
 New
 Effective Date: MM/DD/YYYY [10/16/2020] []

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date	Remove
J		130161	254201	617200	1110					100.00				<input type="checkbox"/>
										Total:	100.00			

 Default from Index Save and Add New Rows

Terminated Employee Job Records, EA0650-00 Part-time Faculty, Last Paid Date: Dec 15, 2019
 Item Current Value New Value
 Job End Date: MM/DD/YYYY 12/15/2019 [12/15/2020] []
 Jobs Effective Date: MM/DD/YYYY 12/15/2019 [12/15/2020] []
 Job Status: (Not Enterable) Terminated [T] []
 Job Change Reason: (Not Enterable) EDSES [EDSES] []
 Supervisor ID: 10361259 [10361259] []
 Routing Queue

Approval Level	User Name	Required Action	Remove
5 - (DEPT) Dept Head/Dept Chair	JHENLEY Joan Gail Henley	Approve	<input type="checkbox"/>
15 - (DEAN) Dean/Admin Officer	MBRADLEY Mary J Bradley	Approve	<input type="checkbox"/>
60 - (ONLINE) Online Services AOS	CSALEHI Christopher K Salehi	Approve	<input type="checkbox"/>
72 - (AARPRO) Academic Affairs Provost EPAF	KATHYHICKS Kathy M Hicks	Approve	<input type="checkbox"/>

Electronic Personnel Act x New tab
 https://srb-prod.ecastate.edu/PROD/bwpepaf_P_UpdateEpaDet
 To see favorites here, select then s, and drag to the Favorites Bar folder. Or import from another browser. Import favorites
 Routing Queue

Approval Level	User Name	Required Action	Remove
5 - (DEPT) Dept Head/Dept Chair	JHENLEY Joan Gail Henley	Approve	<input type="checkbox"/>
15 - (DEAN) Dean/Admin Officer	MBRADLEY Mary J Bradley	Approve	<input type="checkbox"/>
60 - (ONLINE) Online Services AOS	CSALEHI Christopher K Salehi	Approve	<input type="checkbox"/>
72 - (AARPRO) Academic Affairs Provost EPAF	KATHYHICKS Kathy M Hicks	Approve	<input type="checkbox"/>
75 - (BUDGET) Budget Office	TWATSON Tara Dawn Watson	Approve	<input type="checkbox"/>
95 - (PAYROL) Payroll	KISMITH Kimberly A Smith	Approve	<input type="checkbox"/>
99 - (SUPER) SuperUser	DLONG Dianna L Long	Apply	<input type="checkbox"/>
Not Selected		Not Selected	<input type="checkbox"/>
Not Selected		Not Selected	<input type="checkbox"/>
Not Selected		Not Selected	<input type="checkbox"/>
Not Selected		Not Selected	<input type="checkbox"/>

 Save and Add New Rows
 Comment
 Date: Sep 23, 2020 04:59:58 PM
 Made by: Kathy M Hicks, KATHYHICKS
 Comments: CRN 63459 ELAD 7053 10A 2 sections Enrollment: 178 Total salary to be \$7,000.
 Transaction History
 Action Date User Name
 Created: Sep 23, 2020 Kathy M Hicks
 Approval Types | Account Distribution | Routing Queue | Comments | Transaction History
 Save Submit Delete
 Return to Top
 New EPAF | EPAF Originator Summary
 Return to EPAF Menu
 RELEASE: 0.18
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Annual Salary Conversions for EPAFs for Adjuncts

Adjuncts are considered 9 month part-time faculty paid over 18 pay periods in Banner

Take the dollar amount to be pay divided by the # of pay periods X 18 to convert to an annual salary for EPAFS

Examples:

\$2,000 / 9 pp = \$222.22 X 18 pp = \$4,000 (rounded)

\$3,500 / 4 pp = \$875 X 18 pp = \$15,750 (rounded)

\$3,500 / 5 pp = \$700 X 18 pp = \$12,600 (rounded)

	Dates	Adjunct rate		EPAF Amount divided over 18 pay periods	# pay periods	EPAF Annual Amount	Rounded amounts
Fall term	8-16 to 12-31	\$2,000	1 class	\$222.22	9	\$4,000	calculated at \$222.22 per pay period X 9 pp or \$2,000 per semester
Spring term	1-1 to 5-15		2 classes	\$444.44	9	\$8,000	calculated at \$444.44 per pay period X 9 pp or \$4,000 per semester
			3 classes	\$666.67	9	\$12,000	calculated at \$666.67 per pay period X 9 pp or \$6,000 per semester
		\$2,100	1 class	\$233.33	9	\$4,200	calculated at \$233.33 per pay period X 9 pp or \$2,100 per semester
			2 classes	\$466.67	9	\$8,400	calculated at \$266.67 per pay period X 9 pp or \$4,200 per semester
			3 classes	\$700.00	9	\$12,600	calculated at \$700.00 per pay period X 9 pp or \$6,300 per semester
	\$2,200	1 class	\$244.44	9	\$4,400	calculated at \$244.44 per pay period X 9 pp or \$2,200 per semester	
		2 classes	\$488.89	9	\$8,800	calculated at \$488.89 per pay period X 9 pp or \$4,400 per semester	
		3 classes	\$733.33	9	\$13,200	calculated at \$733.33 per pay period X 9 pp or \$6,600 per semester	
	\$2,500	1 class	\$277.78	9	\$5,000	calculated at \$277.78 per pay period X 9 pp or \$2,500 per semester	
		2 classes	\$555.56	9	\$10,000	calculated at \$555.56 per pay period X 9 pp or \$5,000 per semester	
		3 classes	\$833.33	9	\$15,000	calculated at \$833.33 per pay period X 9 pp or \$7,500 per semester	
AOS Fall Term	8-16 to 12-31	same as regular adjunct rates noted above					
AOS Spring Term	1-1 to 5-15	\$3,500	1 class	\$388.89	9	\$7,000	calculated at \$388.89 per pay period X 9 pp or \$3,500 per semester
			2 classes	\$777.78	9	\$14,000	calculated at \$777.78 per pay period X 9 pp or \$7,000 per semester
			3 classes	\$1,166.67	9	\$21,000	calculated at \$1,166.67 per pay period X 9 pp or \$10,500 per semester
AOS Fall 1st part term	8-16 to 10-15	\$3,500	1 class	\$875.00	4	\$15,750	calculated at \$875.00 per pay period X 4 pp or \$3,500
AOS Fall 2nd part term	10-16 to 12-15		2 classes	\$1,750.00	4	\$31,500	calculated at \$1,750.00 per pay period X 4 pp or \$7,000
			3 classes	Check LIM	4	\$47,250	Check FY line item max for state compliance on allowed ppp amount
AOS Spring 1st part term	1-16 to 3-15	\$3,500	1 class	\$875.00	4	\$15,750	calculated at \$875.00 per pay period X 4 pp or \$3,500
AOS Spring 2nd part term	3-16 to 5-15		2 classes	\$1,750.00	4	\$31,500	calculated at \$1,750.00 per pay period X 4 pp or \$7,000
			3 classes	Check LIM	4	\$47,250	Check FY line item max for state compliance on allowed ppp amount