

Faculty Research, Overload, or 1x Pay

Screen 1:

New EPAF Person Selection

Enter an ID, select the link to search for an ID. Enter banner ID #, then tab over. Select the Approval Category. Select Go.

* - indicates a required field.

ID: *000460248 Ashley Nicole Bryan

Query Date: MM/DD/YYYY * 02/20/2016

Approval Category: * Not Selected

Go

Click "go"

Click drop down and select "FS – Research, Overload, 1x Pay"

This date should always be the 20th of the month: mm/20/yyyy (Note: This date is always defaulted to the current date)

Screen 2:

* - indicates a required field.

ID: *000460248 Ashley Nicole Bryan

Query Date: MM/DD/YYYY * 02/20/2016

Approval Category: * FS - Research, Overload, 1x Pay, FS1XP

Go

If you get this screen, click "go"

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Secondary	998722	0	Student Employee	20890, Pruett Gerontology Center	Aug 15, 2014		Feb 22, 2016	Active
Primary	998976	0	Student Employee	41200, Human Resources	Oct 17, 2012		Feb 22, 2016	Active

All Jobs

EPAF Originator Summary

Return to EPAF Menu

Screen 3:

ID: Ashley Nicole Bryan, 000460248

Query Date: Feb 20, 2016

Approval Category: FS - Research, Overload, 1x Pay, FS1XP

Enter the position #

The suffix is always zero

New 1X Pay Job, 1XJC?

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									<input checked="" type="radio"/>
	Secondary	998722	0	Student Employee	20890, Pruett Gerontology Center	Aug 15, 2014		Feb 22, 2016	Active	<input type="radio"/>
	Primary	998976	0	Student Employee	41200, Human Resources	Oct 17, 2012		Feb 22, 2016	Active	<input type="radio"/>

All Jobs

Next Approval Type Go

Click "go"

New EPAF

Return to EPAF Menu

Faculty Research, Overload, or 1x Pay

Screen 4:

Name and ID: Ashley Nicole Bryan, 000460248
Transaction: **Query Date:** Feb 20, 2016
Transaction Status:
Approval Category: FS - Research, Overload, 1x Pay, FS1XP

[Approval Types](#) | [Account Distribution](#) | [Default Earnings](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)
[New EPAF](#) | [EPAF Originator Summary](#)
[Return to EPAF Menu](#)

[Jump to Bottom](#)
 * - indicates a required field.

New 1X Pay Job, 000007-0 Payroll Test Position

Item	Current Value	New Value
Contract Type: *		Not selected
Job Begin Date: MM/DD/YYYY		
Jobs Effective Date: MM/DD/YYYY*		
Job Status: *(Not Enterable)	A	
FTE: *(Not Enterable)	.1	
Step: *(Not Enterable)	0	
Factor: *		
Pays: *		
Hours per Pay: *(Not Enterable)	173.33	
Annual Salary: *		
Timesheet Orgn: *	Q	

Current
Effective Date: 02/20/2016

New
Effective Date: MM/DD/YYYY 02/20/2016

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override	End Date
1		100000	41030	5060	60					100.00		
Total:										100.00		

Select "Secondary" or "Overload"

Enter same date as the query if there is no "last paid date" next to the position above

Enter the same date as the query

In most cases the factor and pays will be "1"

Enter the entire payment amount

Enter department org #

Faculty Research, Overload, or 1x Pay

Screen 4 Continued:

Click the drop down and select:

Research = 047
Overload = 041
1x Pay = 009

Current Effective Date	Earnings	Hours or Units Per Pay	Fee
MM/DD/YYYY	Not Selected		

The effective date is the same as the query date

Enter "173.33"

Termination of job, 000007-0 Payroll Test Position

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		
Job Status: *(Not Enterable)	T	
Job Change Reason: *(Not Enterable)	VY	

The term date should be the 19th of the month following the query date

(Example)
Query date: 02/20/2016
Term date: 03/19/2016

Routing Queue

Approval Level	User Name	Required Action
40 - (APPR1) 1st Approver-Level 4 or Higher	Q	Approve
50 - (APPR2) 2nd Approver-Level 3 or Higher	Q	Approve
60 - (BUDGET) Budget Approval	Q	Approve
80 - (HR) Human Resources Approval	Q	Approve
95 - (APPLY) Payroll	Q	Apply
Not Selected	Q	Not Selected
Not Selected	Q	Not Selected
Not Selected	Q	Not Selected
Not Selected	Q	Not Selected

Click the magnifying glass to find the appropriate approver for each category

Comment

You must add the following information in the comment box for an **overload** pay:

Course name

Course number & section

Number of enrolled students

 If the ePAF is for **research or 1x pay**, you must give detailed information about the activity/work being performed.

Save

Click "Save"

After you save, click the "submit" button

Ignore "WARNING" messages at the top of the ePAF

Next to **Transaction Status** it should say "Pending" → if it shows a "Waiting" status there are errors that need to be fixed

If you have errors, review the instructions and make corrections. If you still cannot fix the problem, call HR at x2359.