

EPAF Help Guide – Summer 2022

Noteworthy for summer 2022

- Summer pay will follow a different schedule from previous years. The pay dates now better align with the term dates. First Summer and Second Summer terms pay over 2 pays and the Full Summer term pays over 4 pays. The pay dates are in the last column of the chart below.
- A few colleges will once again use Faculty Load and Compensation (FLAC) instead of EPAFs. Other colleges will be brought on to FLAC in the near future.

Summer 2022 EPAF Basics

Custom EPAFs are available for each summer session with default values fixed to prevent errors and speed up EPAF origination. The following chart highlights the EPAF types and key dates.

Session	EPAF Category	Due to HR	Query Date	Pay Dates
Summer 1	Summer 1, SS1107	June 3	05/29/2022	June 17 July 1
Summer 2	Summer 2, SS2107	July 1	06/26/2022	July 15 July 29
Full Summer	Summer Full Semester, SSM107	June 3	05/29/2022	June 17 July 1 July 15 July 29
Other dates *	MO- Fac/Prof Addl comp..., MTH107	Varies	Varies	Varies

* Use MTH107 for one-time payments, EPAFs that do not match the above schedule and correction EPAFs

Position Numbers

- Use summer position numbers (e-class of F6) for summer faculty payments on pay IDs 11 to 16.
- Refer to the [Summer Position Numbers Chart](#) to find Summer F6 positions by session, college and org.
- Professional employees should continue to use TM position numbers for teaching and will require an [Addendum to Employment Contract](#) in addition to the EPAF.

Miscellaneous Tips and Information



- EPAF Errors with Resolutions
 - **Terminated employee** – Part-time faculty who haven't taught recently have likely been marked terminated. To reactive the person, send an email request to Heather Bright or your HR Partner with the person's name and BSU ID.
 - **First Jobs Detail Effective Date** (followed by many lines of errors) – There is an issue with Job Begin Date. If the field is blank, enter the same date as the PAF Effective Date, Save then Submit. If the field has a date in it, delete the date, Save and then Submit.
 - **All approval types must be committed before submission** – The earnings section has not been completed. The EPAF will need to be voided and restarted.
- TIP: Do not save the EPAF until you have completed all fields, or the Earnings section will lock for data entry.
- If you submit more than one EPAF for the same person in the same session, you must change the suffix for the second EPAF. (e.g. 765432-01)
- Summer faculty who do not work during the academic year need to have their summer job made "primary" so they are picked up by IT for security access. The **Job Type (P, S, O)** selection should be set to **Primary**.
- Run tally reports after add/drop to verify if an increase or decrease in enrollment changes anyone's pay.
- Contact HR to cancel or stop a payment when the EPAF has already been Applied but has not yet paid. Do not cancel the EPAF yourself because once it is Applied, canceling the EPAF does not stop the payment. Contact HR to remove the assignment.
- If someone's pay changes after an EPAF has been submitted, refer to the [EPAF Pay Correction Guide](#) for guidance on adjusting or stopping their pay.
- Other resources in the [Banner EPAF User Guide](#) – Summer Assignments section
 - [Pay Scale Summer 2022 Template](#)
 - [EPAF Schedule Summer 2022](#)
 - [Summer Position Numbers Chart](#)

HOW TO ENTER A SUMMER EPAF (SS1107, SS2107 AND SSM107)

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter an ID to search for an ID.

* - indicates a required field.

ID: *  


Query Date: MM/DD/YYYY *

Approval Category: *

1. Enter the person's ID number
2. Enter the Query Date that aligns with the EPAF Pay Schedule. For 2022 use the following dates:
 - SS1 & SS 05/29/2022
 - SS2 06/26/2022
3. Select the Approval Category for the appropriate session
 - Summer 1, SS1107
 - Summer 2, SS2107
 - Summer Full Semester, SSM107
 - Use MTH 107 when EPAF is entered late or for dates other than standard summer sessions.

New EPAF Job Selection

Job Information - SalariedNBAJOBS, JBSAL3

Search Type	Position	Suffix	Title
 New Job	<input type="text"/>	<input type="text"/>	
Primary	103820	00	HR Inform Specialist and Supv

4. Enter the appropriate summer position number.
 - Faculty - Refer to the Summer Position Number Chart for the appropriate number.
 - Professional/Exempt – Use a TM position number. Refer to the [Position Numbers with FOAP](#) report.
5. Use a Suffix of 00. If the payment overlaps dates with another EPAF using the same position number, change the suffix for additional EPAFs. (e.g. suffix 01, 02, etc.)

Electronic Personnel Action Form

Job Information - SalariedNBAJOBS, 798554-00 First Summer Teaching

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		<input type="text"/>
PAF Effective Date: MM/DD/YYYY * (Not Enterable)		<input type="text"/>
Personnel Date: MM/DD/YYYY * (Not Enterable)		<input type="text"/>
Job Type (P, S, O): *		Secondary <input type="button" value="v"/>
Employee Type/Class:		<input type="text" value="F6"/>
FTE:		<input type="text"/>
Step: (Not Enterable)		<input type="text" value="0"/>
Annual Salary: * (Not Enterable)		<input type="text" value="0"/>
Shift: (Not Enterable)		<input type="text" value="1"/>
Job Status: * (Not Enterable)		<input type="text" value="A"/>
Job Change Reason: * (Not Enterable)		<input type="text" value="SUMMR"/>
Factor: * (Not Enterable)		<input type="text"/>
Number of Pays: * (Not Enterable)		<input type="text"/>
Supervisor ID:		<input type="text"/>

Credit Hour Load and Labor FTE Chart

Credit Hour Load	Labor FTE
1	.08
2	.17
3	.25
4	.33
5	.42
6	.50
7	.58
8	.67
9	.75
10	.83
11	.92
12	1.0

- Do not enter Job Begin Date at this time. After completing the entire EPAF and saving, check the *Current Value* column. If Current Value is blank, enter the same date as the PAF Effective Date. If not blank, enter the date as listed under Current Value.
- Job Type will typically be Secondary. It will be set to Primary if the person does not work at all during the academic year.
- Employee Type/Class will be F6 for faculty, TM for professional.
- Enter FTE for all Faculty summer assignments based on the chart. Omit FTE for anyone who is professional or staff in their main position.

Earnings Section

Add Additional Earnings to Existing Job, 798554.00 First Summer Teaching

Current						
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
New Value						
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY
	Not Selected				1	

10. Effective Date – use the same date as the PAF Effective Date above.

11. Select the appropriate earning code. Commonly used summer earnings codes include:

- 365 Summer Classroom Pay: faculty teaching a fully enrolled class
- 062 Negotiated Contract Class Pay: under enrolled class
- 270 NonLoad Bearing Inst Activity: non-load bearing instructional activities
- 325 Program Director Pay

12. Enter Hours or Units Per Pay as 1

13. Calculate and enter Special Rate (include up to 6 digits after the decimal)

- SS1 & SS2 total amount ÷ 2 (note the change from 3 to 2 this year)
- Summer semester total amount ÷ 4 (note the change from 6 to 4 this year)

14. Enter the Earnings End Date that aligns with the EPAF Pay Schedule. For summer 2022 use the following:

- SS1 06/26/2022
- SS2 07/24/2022
- SS 07/24/2022

15. Multiple lines can be used on an EPAF to pay with different earning codes.

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY
07/24/2022	365, Summer Classroom Pay	1		3000.000000	1	07/24/2022
07/24/2022	062, Negotiated Contract Class Pay	1		900.000000	1	07/24/2022

Example of multiple earnings codes and special rate calculation:

ACC 201.01 (CRN 12345) 3 credit hours; 13 students; 7.5% x \$50,000= \$3,750 – Summer Classroom Pay
 ACC 201.02 (CRN 67890) 3 credit hours; 15 students; 7.5% x \$50,000 = \$3,750 – Summer Classroom Pay.
 ACC 369.01 (CRN 98765) 3 credit hours; 3 students = \$900 per chart – Negotiated Contract Class Pay

Earning Code	Total Pay by Earn Code	Special Rate
365 Summer Classroom Pay	\$7,500.00	÷2 = \$3,750.000000
062 Negotiated Contract Class Pay	\$900.00	÷2 = \$450.000000
Total Pay for EPAF:	\$8,400.00	↑÷4 if full summer

Calculation formula: AY salary base x .30 x number of credit hours/12 = pay / number of pay periods
 e.g \$100,000 x .30 x 3 credit hours / 12 = \$7500 / 3 pay = \$2500
 or use the [Pay Scale Summer 2022 Template](#) (Excel file)

Labor Distribution and End Section

Labor Distribution, 798554-00 First Summer Teaching

Current
Effective Date: 04/04/2019

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override	End Date
1		100100	900030	640020	2001					100.00		
										Total:	100.00	

Default from Index Save and Add New Rows

End a job assignment, 798554-00 First Summer Teaching

Item	Current Value	New Value
PAF Effective Date: MM/DD/YYYY(Not Enterable)		04/04/2019
Personnel Date: MM/DD/YYYY(Not Enterable)		04/04/2019
Job Change Reason: (Not Enterable)		ENDJB
Job Status: (Not Enterable)		T

16. The FOAP will default in correctly if you have selected the correct position for an org.

17. The “End a Job” section cannot be modified. Dates will default in based on the session.

Approvers

18. Add department and college approvers per your department’s approver chain. Typically, Chair, Dean and Budget Director.

Level	Approval Level	Required Action
380	Chair	Approve
440	Budget Director	Approve
480	Dean	Approve or FYI
650	Pre-Approval HR	Approve
676	Provost Budget FYI	FYI
700	Provost	Approve
730	Employee Relations* (only if Professional employee)	Approve
770	Payroll FYI	FYI
780	President (only if EPAF’s total pay > \$10,000)	Approve
800	Human Resources	Apply

*An [Addendum to Employment Contract](#) is also required.

Comments

19. Comments must include the following information:

- *Course name/number/section for each course being paid*
- *Credit hours per course/total credit hours*
- *Total number of students per course*
- *Pay per course, with calculations*
- *Total pay for EPAF*

Comment

Example comment: ACC 201.01 (CRN 12345) 3 credit hours; 13 students; $7.5\% \times \$50,000 = \$3,750$. ACC 201.02 (CRN 67890) 3 credit hours; 15 students; $7.5\% \times \$50,000 = \$3,750$; Negotiated Contract ACC 369.01 (CRN 98765) 3 credit hours; 3 students; \$900 per Contract Schedule. Total Pay = $\$3,750 + \$3,750 + \$900 = \$8,400$

Add "addendum in process" to advise HR when one is being routed (professional employees only). HR will obtain Provost and/or AVP Human Resources signature.