# 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 <u>2 pays</u> and the Full Summer term pays over <u>4 pays</u>. 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

<sup>\*</sup> Use MTH107 for one-time payments, EPAFs that do not match the above schedule and correction EPAFs

### **Position Numbers**

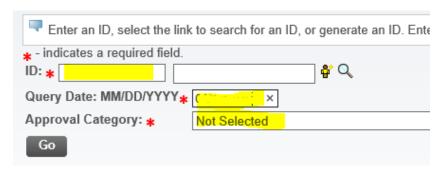
- Use summer position numbers (e-class of F6) for summer faculty payments on pay IDs 11 to 16.
- Refer to the <u>Summer Position Numbers Chart</u> to find Summer F6 positions by session, college and org.
- Professional employees should continue to use TM position numbers for teaching and will require an <u>Addendum</u> to <u>Employment Contract</u> 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 <u>EPAF Pay Correction Guide</u> for guidance on adjusting or stopping their pay.
- Other resources in the Banner EPAF User Guide Summer Assignments section
  - o Pay Scale Summer 2022 Template
  - o <u>EPAF Schedule Summer 2022</u>
  - o Summer Position Numbers Chart

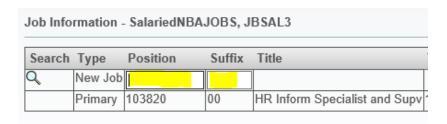
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#### **New EPAF Person Selection**



- 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.

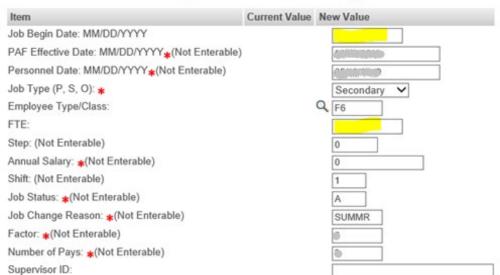
#### New FPAF Job Selection



- 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 <u>same position number</u>, change the suffix for additional EPAFs. (e.g. suffix 01, 02, etc.)

## **Electronic Personnel Action Form**

#### Job Information - SalariedNBAJOBS, 798554-00 First Summer Teaching



Credit Hour Load and Labor FTE Chart

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

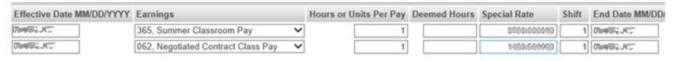
- 6. Do not enter Job Begin Date at this time. After completing the entire EPAF and saving, check the *Current Value* column. If Current Value is blank, enter the same date as the PAF Effective Date. If not blank, enter the date as listed under Current Value.
- 7. Job Type will typically be Secondary. It will be set to Primary if the person does not work at all during the academic year.
- 8. Employee Type/Class will be F6 for faculty, TM for professional.
- 9. 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



- 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.



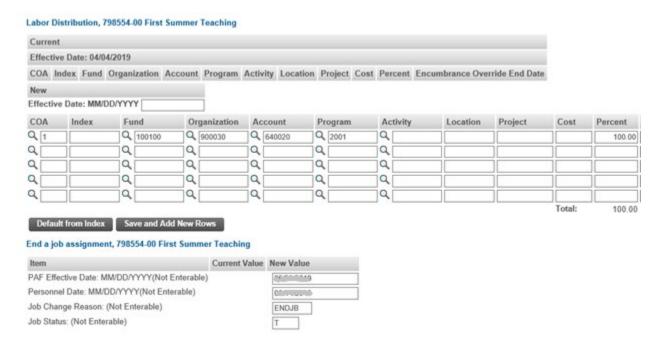
Example of multiple earnings codes and special rate calculation:

ACC 201.01 (CRN 12345) 3 credit hours; 13 students;  $7.5\% \times $50,000 = $3,750 -$ Summer Classroom Pay ACC 201.02 (CRN 67890) 3 credit hours; 15 students;  $7.5\% \times $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	Λ÷	4 if f	full summer

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

## Labor Distribution and End Section



- 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	

<sup>\*</sup>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% x \$50,000= \$3,750. ACC 201.02 (CRN 67890) 3 credit hours; 15 students; 7.5% x \$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.

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