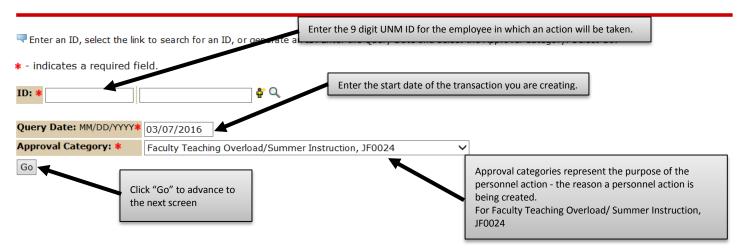
New EPAF Person Selection



After clicking on the "Go" button the following will display.

System removal of end date, J00006

Search	Туре	Position	Suffix	Title	Time Sheet Organizatio	on Start D		nd Last ate Date	Paid e	Status	Select
Q	New Job										۲
	Primary	mary 00		Professor	023A, Mechanical Engineering	Jan 01, 2008	,	Nov 201		Active	0
	Secondar ₎ ,	F , '	S1	i i	023A, Mechanical Aug 01 Engineering 2010		1	Nov 201		Active	0
	Approval Type	Go end date, J	00006	Select All Jobs to all of the faculty member's job rec							
Search	Туре	Position	Suffix	Title			nd Date	Last Paic Date	d Statu	S	Select
Q	New Job										۲
	Primary	[00	Professor		an 01, 008		Nov 30, 2015	Activ	e	0
	Overload	-	A1				un 30, 011	Jun 30, 2011	Terminated		0
	Secondary		S1			ug 01, 010		Nov 30, 2015	Activ	Active	
	Overload			Professor			ul 25, 016	Jul 31, 2015	Term	inated	
	Overload	FTR028	C O	Summer Research			un 30, 013	Jun 30, 2013	0, Terminated		0
	Overload	FTS042	0	Summer Session		un 01, Ju	un 30,	Jun 30,	Term	inated	C
Active Next	Jobs Approval Type	Go	processed	verload/Summer instru on the professor's prim ix of T1, T2 or T3			on. Base	tton next to t d on the quer displayed.	-	•	



Item	Current Value	New Value		
Job End Date: MM/DD/YYYY*(Not Enterable)	07/25/2016	-		

Faculty Job Detail with Annual Salary, F90721-T1 Professor, Last Paid Date: Jul 31, 2015

			The Jobs Effective Date and Personnel Date represents the first day of
Item	Current Value	New Value	the class or set of classes are starting.
Jobs Effective Date: MM/DD/YYYY*	07/25/2016		
Personnel Date: MM/DD/YYYY*	07/25/2016		Example: If a class is to start June 6th, the date entered would be 06/06/2016.
Job Status: *(Not Enterable)	Terminated	A	
Job Change Reason: *(Not Enterable) JBEND	ADDJB	Appointment Percent and Hours per Pay are calculated based on the Hours per Pay Appointment Percent Table.
Appointment Percent: \star	37.5		
Annual Salary: ≭	33157.92		Example: Two 3 credit hour 8 week summer classes equal an Appt% of 75 and hours per pay of 130.
Hours per Pay: *	65		Annual Salary is calculated in the contract calculator tool.

Job End Dates (general), F90721-T1 Professor, Last Paid Date: Jul 31, 2015

Item	Current Value	New Value	
Jobs Effective Date: MM/DD/YYYY*	07/25/2016		The Jobs Effective Date and Personnel Date represent the last da
Personnel Date: MM/DD/YYYY*	07/25/2016		the class or classes will be held.
Job Status: *(Not Enterable)	Terminated	Т	Example: If the class or classes are to end July 28, 2016, the date entered would be 07/28/2016.
Job Change Reason: *(Not Enterable) JBEND	JBEND	

Enter Default Earnings, F9 - - T1 Professor, Last Paid Date: Jul 31, 2015

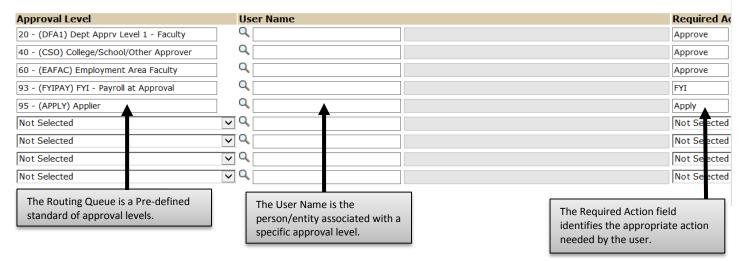
Current							
Effective Date Earnir	ngs Hours or Units Per Pay Deemed	Hours Special Rate	Shift End Date				
New Value					01.16		
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate		End Date	Remove
	Not Selected 🗸				1		
	Not Seleced 🗸	i 7			1		
	Not Selected 🗸	i 7			1		
	Not Selected 🗸	i /			1		
Save and Add New	Rows					er the DAY AFTER the class or classes.	
The Effective Date shoul Faculty Job Detail section	d reflect the start of the transaction ident n above.	ified in the			Exar	nple: For a class en 28/2016, the end c	nding
Earnings should be "203"	", Faculty-Summer Session.				be 0	7/29/2016.	
	is the Hours per Pay section in the Faculty or Unit per pay section here.	Job Detail					
**Leave Deemed Hours	and Special Rate blank						



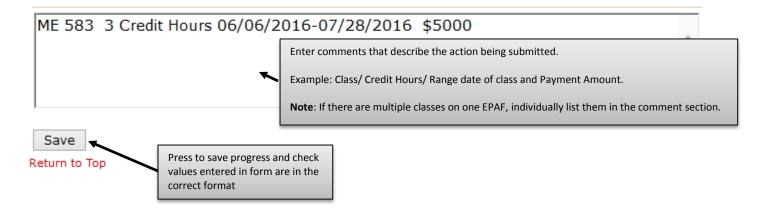
FACULTY TEACHING OVERLOAD/SUMMER INSTRUCTION

New Effective Date: MM/DD/YYYY 08/08/2016]					
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbra Override I Date	Enter the labor distribution that is effective for class or class's payment.
Q, u	Q 123456			Q 2003						50		
Qu	Q 789101			Q 2003						50		Note : The account code for summer instruction is 2003. The account code
Q	Q			Q								for Fall/Spring Teaching Overload is
Q	Q			Q								2004.
Defa	ault from Index	Sav	re and Add New Re	ows					Total:	.00)	Note: The labor distribution percent must equal 100%

Routing Queue



Comment



To complete the Teaching overload/Summer instruction EPAF, click on the **Upload Documents** button at the top of the page to attach the Teaching overload/Summer instruction form. For instructions on how to attach a document to your EPAF please reference the "Attaching Documents" job aid. Please note, you will have 5 minutes to attach your document otherwise the system will log you out and you will be required to log in again. For assistance with the Teaching overload/Summer instruction form, please visit the Office of Faculty Affairs website.