



# TPT EPAF

Temporary Part-Time Rehire EPAF



## What is a TPT EPAF?

The EPAF for Temporary Part-Time (TPT) is an electronic process allowing for paperless personnel actions. This EPAF is used to rehire Temporary Part-Time instructors for up to 3 consecutive semesters.

The TPT EPAFs are for **REHIRES** of any employee that holds a TPT assignment.

## When to use?

The TPT EPAFs are to be used when a department knows a TPT instructor will be teaching 1, 2, or 3 consecutive semesters. At this time, the TPT EPAF is **ONLY** for the rehiring of TPT instructors; new hires will continue to be processed through UNMJobs actions. The TPT EPAF is **ONLY** for Fall, Spring, Intercession and Sumer semester rehires.

Staff TPT rehires with approved hiring proposals in UNMJobs must be processed via a TPT EPAF.

# How to Navigate Through an EPAF

- Go to my.unm.edu
- Click on the Employee Life Tab
- Click on Enter LoboWeb
- Select Electronic Personnel Action Forms

## Employee

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Welcome to LoboWeb for Employees! You can view p  
update the following:

- Demographic Self-Service Information (i.e. home
- Emergency Contacts
- Annuities and Donations
- W4 Forms
- Direct Deposit Information

Please remember that history will build beginning Jan

Should you have any questions, be sure to call us at

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### Personal Information

Update race/ethnicity information; update addr

### Make Bursar Payments

Pay Bursar billed insurance, parking tickets, etc

### Electronic Personnel Action Forms

Labor Distributions and Employee Transactions

### Benefits and Deductions

Retirement, Health, Flexible Spending, Miscellai

### Pay Information

Direct Deposit. Earnings History. Deductions Hi

# Creating a New EPAF

Student Financial Aid **Employee** Payment

Search

This will allow you to begin a new action. EPAF Originator Summary will allow you to review all current actions or a history of actions completed.

## Electronic Personnel Action Form

EPAF Originator Summary

**New EPAF**

Select New EPAF

Act as a Proxy

\* - indicates a required field.

Enter the Banner ID of the TPT

ID: \*



If Banner ID is not known, select magnifying glass to search by name

Query Date: MM/DD/YYYY \*

Approval Category: \*

**Go**



Click on Go to create and start the EPAF Process

# Approval Category

Query Date must be equal the date work is to begin

From the Approval Category drop down, select the EPAF you would like to perform

\* - indicates a required field.

ID: \*    

Query Date: MM/DD/YYYY\* 06/03/2013

Approval Category: \*

- Not Selected
- Not Selected
- Faculty Resignation, JF0001
- Faculty End of Assignment, JF0003
- Faculty Retirement, JF0004
- Faculty Deceased, JF0005
- Faculty Denied Tenure, JF0006
- Faculty Org Code Change, JF0008
- Faculty TPT Rehire 1 Semester, JF0002
- Faculty TPT Rehire 2 Semesters, JF0009
- Faculty TPT Rehire 3 Semesters, JF0010**
- Faculty Discharge for Cause, JF0012
- Update employee's Supervisor, SUPVBY

**UNM FastInfo Find help**

**RELEASE: 8.5.0.5**

Click on Go – After the ID and Approval Category have been selected

# ALL Jobs

ID: Daishu J Kor  
Query Date: 06/03/2013  
Approval Category: Faculty TPT

- Click on All Jobs to see a list of jobs this employee has
- The current screen will only show jobs based on the date Queried, by selecting ALL JOBS you can see a record of past positions as well

*System removal of end date, J00006*

| Search               | Type      | Position             | Suffix               | Title                | Time Sheet Organization      | Start Date           | End Date             | Last Paid Date       | Status               | Select                |
|----------------------|-----------|----------------------|----------------------|----------------------|------------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|
| <input type="text"/> | New Job   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>         | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="radio"/> |
|                      | Secondary | FT0170               | 02                   | Temporary Faculty    | 869A, Mathematics Statistics | Oct 01, 2008         | May 12, 2013         | Dec 31, 2008         | Active               | <input type="radio"/> |


All Jobs

Next Approval Type


Go

# New EPAF – Suffix/Job Selection Process


## 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: \*  


**Always check the End Date column. The EPAF being entered will need to have a start date after any End Date already in the System.**

## New EPAF Job Selection

 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Daishu J Komagata, 100030500  
Query Date: Aug 31, 2012  
Approval Category: Faculty TPT Rehire 1 Semester, JF0002

### System removal of end date, J00006

| Search   | Type      | Position             | Suffix               | Title                | Time Sheet Organization      | Start Date           | End Date             | Last Paid Date       | Status               | Select                           |
|--|-----------|----------------------|----------------------|----------------------|------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------------------|
|  | New Job   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>         | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="radio"/>            |
| <input type="checkbox"/>   | Primary   | FT0170               | 00                   | Temporary Faculty    | 869A, Mathematics Statistics | Feb 01, 2008         | Jul 31, 2012         | Jul 31, 2012         | Terminated           | <input checked="" type="radio"/> |
| <input type="checkbox"/>   | Secondary | FT0170               | 01                   | Temporary Faculty    | 869A, Mathematics Statistics | Sep 01, 2008         | May 31, 2012         | May 31, 2012         | Terminated           | <input type="radio"/>            |
| <input type="checkbox"/>   | Secondary | FT0170               | 02                   | Temporary Faculty    | 869A, Mathematics Statistics | Oct 01, 2008         | Dec 31, 2008         | Dec 31, 2008         | Terminated           | <input type="radio"/>            |
| <input type="checkbox"/>   | Secondary | FTS003               | 00                   | Summer Session       | 869A, Mathematics Statistics | Jun 01, 2011         | Jul 31, 2011         | Jul 31, 2011         | Terminated           | <input type="radio"/>            |

**Try to always use the position listed in the Primary Job line with a 00 suffix**

**Select position you are hiring for, using the radio buttons**

# How to Choose the Correct Job

Look at the Position, Suffix and Last Paid Dates when selecting

System removal of end date, J00006

| Search               | Type     | Position             | Suffix               | Title                 | Time Sheet Organization              | Start Date   | End Date     | Last Paid Date | Status     | Select                |
|----------------------|----------|----------------------|----------------------|-----------------------|--------------------------------------|--------------|--------------|----------------|------------|-----------------------|
| <input type="text"/> | New Job  | <input type="text"/> | <input type="text"/> |                       |                                      |              |              |                |            | <input type="radio"/> |
|                      | Primary  | FT0170               | 00                   | Temp Parttime Faculty | 869A, Mathematics Statistics         | Sep 01, 2010 | Aug 31, 2011 | May 31, 2011   | Terminated | <input type="radio"/> |
|                      | Primary  | FT0170               | 01                   | Temp Parttime Faculty | 869A, Mathematics Statistics         | Sep 01, 2011 | Dec 31, 2011 | Dec 31, 2011   | Terminated | <input type="radio"/> |
|                      | Overload | FT0170               | N1                   | Temp Parttime Faculty | 280A, Off Support Effective Teaching | Feb 01, 2011 | Nov 30, 2011 | Nov 30, 2011   | Terminated | <input type="radio"/> |

Active Jobs

Next Approval Type  Go

Once ready select GO to move to the next screen.

It is best to use the Primary Job with the 00 suffix. Also pay attention to the End Date. The EPAF has to have a start date after any End Date in the system. Should you be unsure of what to select at this screen contact your Faculty Service Representative at [faculty@unm.edu](mailto:faculty@unm.edu).



# Creating Your New EPAF

**Name and ID:** Daishu J Komagata, 100030500

**Transaction:**

**Query Date:** 06/03/2013

**Transaction Status:**

**Approval Category:** Faculty TPT Rehire 1 Semester, JF0002

Save

The **Current Value** column lists all information associated with the TPT's last paid assignment

[Approval Types](#) | [Default Earnings](#) | [Account Distribution](#) | [Routing Queue](#) | [Transaction History](#)

\* - indicates a required field.

## System removal of end date, FT0170-00 Temporary Faculty, Last Paid Date: Jul 31, 2012

| Item                      | Current Value              | New Value |
|---------------------------|----------------------------|-----------|
| Job End Date: MM/DD/YYYY* | (Not Enterable) 07/31/2012 | -         |

**New Value** is intentionally left blank, you will not be able to enter a value .

## 1st semester begin, FT0170-00 Temporary Faculty, Last Paid Date: Jul 31, 2012

| Item                                | Current Value | New Value                          |
|-------------------------------------|---------------|------------------------------------|
| Jobs Effective Date: MM/DD/YYYY*    | 07/31/2012    | <input type="text"/>               |
| Personnel Date: MM/DD/YYYY*         | 07/31/2012    | <input type="text"/>               |
| Job Status: *(Not Enterable)        | Terminated    | <input type="text" value="A"/>     |
| Job Change Reason: *(Not Enterable) | JBEND         | <input type="text" value="RHIRE"/> |
| Appointment Percent: *              | 38            | <input type="text"/>               |
| Timesheet Orgn: (Not Enterable)     | 869A          | <input type="text"/>               |
| Annual Salary: *                    | 24000         | <input type="text"/>               |
| Hours per Pay: *                    | 65.87         | <input type="text"/>               |
| Supervisor ID: *                    |               | <input type="text"/>               |

Enter the day that work will begin  
Both **Job Effective Date** and **Personnel Date** should match. If this is being entered after start of work, contact your Faculty HR representative

**Appointment Percent** and **Hours per Pay** are determined on credit hours and length of course. [See reference guide.](#)

**Supervisor ID:** = Supervisor's UNM's Banner ID number

Must use salary calculator to calculate the annual salary  
[www.unm.edu/~fco/Time/index.html](http://www.unm.edu/~fco/Time/index.html)

# Salary Calculator

<http://www.unm.edu/~fco/Time/index.html>

|                 |   |         |                                       |
|-----------------|---|---------|---------------------------------------|
| Contract Amount | <input type="text" value="7,500"/>      | Factor  | <input type="text" value="0.3"/>      |
| Starting Date   | <input type="text" value="05/13/2013"/> | Monthly | <input type="text" value="\$23.33"/>  |
| Ending Date     | <input type="text"/>                    | Yearly  | <input type="text" value="\$279.96"/> |

May 2013

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

The Yearly field can be copied and pasted in to the Annual Salary field in the EAPF

The Calculator will auto populate Factor, Monthly and Yearly

Use Yearly to as the Annual Salary

## INPUT

**Contract Amount** – Enter the amount per the TPT Contract

**Starting Date** – Enter the first day of work

**Ending Date** – Enter last day of work

# 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Semester EPAF

## 1st semester end, FT0170-00 Temporary Faculty, Last Paid Date: Jul 31, 2012

| Item                                      | Current Value | New Value                          |
|---|---------------|------------------------------------|
| Jobs Effective Date: MM/DD/YYYY*          | 07/31/2012    | <input type="text"/>               |
| Job End Date: MM/DD/YYYY*                 | 07/31/2012    | <input type="text"/>               |
| Job Status: *(Not Enterable)              | Terminated    | <input type="text" value="T"/>     |
| Job Change Reason: *(Not Enterable) JBEND |               | <input type="text" value="JBEND"/> |

Enter the last day work will take place  
Both Job Effective Date and Personnel Date should match

## Enter hours per Pay Period if FTE changed, FT0170-00 Temporary Faculty, Last Paid Date: Jul 31, 2012

### 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  | Remove |
|---------------------------|--------------|------------------------|----------------------|----------------------|-------|----------------------|--------|
| <input type="text"/>      | Not Selected | <input type="text"/>   | <input type="text"/> | <input type="text"/> | 1     | <input type="text"/> |        |
| <input type="text"/>      | Not Selected | <input type="text"/>   | <input type="text"/> | <input type="text"/> | 1     | <input type="text"/> |        |
| <input type="text"/>      | Not Selected | <input type="text"/>   | <input type="text"/> | <input type="text"/> | 1     | <input type="text"/> |        |
| <input type="text"/>      | Not Selected | <input type="text"/>   | <input type="text"/> | <input type="text"/> | 1     | <input type="text"/> |        |

Save and Add New Rows

Needs to match Effective date from the 1<sup>st</sup> semester begin section

In Earning box, select 012 for all Fall and Spring rehires. Select 203 for all summer rehires

This will match the Hours Per Pay listed in the 1<sup>st</sup> semester begin section

Enter Job end date. This date needs to be 1 day **after** the faculty members last work date. So if they are paid on 06/28/2013. You would enter 06/29/2013. This will insure they are paid for all days.

# Labor Distribution Change

## Labor Distribution Change, FT0170-00 Temporary Faculty, Last Paid Date: Jul 31, 2012

Current Labor Distribution – for current or last assignment.

**Current**  
Effective Date: 07/01/2012

| COA | Index  | Fund   | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance | Override | End Date |
|-----|--------|--------|--------------|---------|---------|----------|----------|---------|------|---------|-------------|----------|----------|
| U   | 036074 | 2U0224 | 036E         | 2003    | P104    | GNACTV   |          |         |      | 100.00  |             |          |          |

**New**  
Effective Date: MM/DD/YYYY | 06/03/2013

Effective Date- enter start of work date, should match the Job Effective date entered in 1<sup>st</sup> semester begin section

| COA | Index  | Fund   | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance | Override | End Date | Remove                   |
|-----|--------|--------|--------------|---------|---------|----------|----------|---------|------|---------|-------------|----------|----------|--------------------------|
| U   | 036074 | 2U0224 | 036E         | 2007    | P104    | GNACTV   |          |         |      | 100.00  |             |          |          | <input type="checkbox"/> |
|     |        |        |              |         |         |          |          |         |      |         |             |          |          |                          |
|     |        |        |              |         |         |          |          |         |      |         |             |          |          |                          |
|     |        |        |              |         |         |          |          |         |      |         |             |          |          |                          |
|     |        |        |              |         |         |          |          |         |      |         |             |          |          |                          |

**Total:** 100.00

Defaulting values for Labor Distribution from the Job records.

Use Account Code 2007, for Fall and Spring  
Use Account Code 2003, for Summer

Enter the **correct** index(s) that this individual is to be paid from.

Percent total must equal 100.00

# Routing Queue

The Required Action field identifies the appropriate action needed by the user.

You **MUST** pick: 95 – (APPLY) Applier for each EPAF  
User Name must be EAAPLIER

## Routing Queue

| Approval Level                           | User Name            | Required Action | Remove                   |
|--|----------------------|-----------------|--------------------------|
| 20 - (DFA1) Dept Apprv Level 1 - Faculty | <input type="text"/> | Approve         | <input type="checkbox"/> |
| 40 - (CSO) College/School/Other Approver | <input type="text"/> | Approve         | <input type="checkbox"/> |
| 60 - (EAFAC) Employment Area Faculty     | <input type="text"/> | Approve         | <input type="checkbox"/> |
| 93 - (FYIPAY) FYI - Payroll at Approval  | <input type="text"/> | FYI             | <input type="checkbox"/> |
| 95 - (APPLY) Applier                     | <input type="text"/> | Apply           | <input type="checkbox"/> |
| Not Selected                             | <input type="text"/> | Not Selected    | <input type="checkbox"/> |
| Not Selected                             | <input type="text"/> | Not Selected    | <input type="checkbox"/> |
| Not Selected                             | <input type="text"/> | Not Selected    | <input type="checkbox"/> |
| Not Selected                             | <input type="text"/> | Not Selected    | <input type="checkbox"/> |

Save and Add New Rows

Approval Levels are pre-defined as a standard for system routing. If you require a second level approver, or an FYI, please add as needed. ADD Approval Level 93: **PAYROLL FYI** (Use your Payroll contact)

The User Name is the person/entity associated with a specific approval level. Use the search to look for names. The Originator and Dept Approver Level 1 can not be the same person.

# Comments Section

**In the comment box, please note what class(es) are being taught for the semester**

**Course#, Section#, credit hours and Semester to be taught, as well as the UNMJobs posting number, from their approved hire for this course or the EPAF transaction ID.**

**Click on Save**

## Comment

Psych 105.001, 3 credit hours for Fall  
2012 Semester, 0812345

Save

[Return to Top](#)

## Comment


**Remember:** Anything typed in the comment field, will be imported into Banner

**Once you click on save your comments will not show in this box. To see your comments you click on the yellow paper icon, you will then be able to see them on the page towards the bottom of the EPAF**

# Final Steps for Completing an EPAF

## Electronic Personnel Action Form

Your change was saved successfully.

 Enter the information for the EPAF and either Save or Submit

**Name and ID:** Name, Banner ID 1005423140

**Transaction:** 95514

**Query Date:** Aug 17, 2012

**Transaction Status:** Waiting

**Approval Category:** Faculty TPT Rehire 1 Semester, JF0002

[Upload Documents](#)

After you have saved (with out errors) you'll be able to upload your document/s.

Click on "[Upload Documents](#)"

This will allow you to upload the TPT Letter of Understanding.

Once uploaded, you **MUST** click Save, otherwise your documents will not pull over

[How to Attach a Document Job Aid](#)

Click on Submit – Your Transaction will now go through the Routing Queue

You are acting as an Originator.

**Name and ID:** Kendra Renee Berch, 100247673    **Job and Suffix:** FT0011-00, Temp Parttime Faculty  
**Transaction:** 98028    **Query Date:** Sep 24, 2012  
**Transaction Status:** Waiting    **Last Paid Date:** May 31, 2012  
**Approval Category:** Faculty TPT Rehire 1 Semester, JF0002  
[Display Documents](#) [Upload Documents](#)

Next

[Update](#) | [Add Comment](#)

[Approval Type](#)

\* - indicates a required field.

*System removal of end date, FT0011-00 Temp Parttime Faculty, Last Paid Date: May 31, 2012*

| Enter Changes | Current Value | New Value |
|---------------|---------------|-----------|
| Job End Date: | 05/31/2012    | -         |

*1st semester begin, FT0011-00 Temp Parttime Faculty, Last Paid Date: May 31, 2012*

| Enter Changes          | Current Value | New Value  |
|------------------------|---------------|------------|
| Jobs Effective Date:   | 05/31/2012    | 10/01/2012 |
| Personnel Date:        | 05/31/2012    | 10/01/2012 |
| Job Status: *          | Terminated    | Active     |
| Job Change Reason: *   | JBEND         | RHIRE      |
| Appointment Percent: * | 50            | 25         |
| Timesheet Orgn:        | 039E          |            |
| Annual Salary: *       | 18000         | 24000      |
| Hours per Pay: *       | 86.67         | 43.33      |
| Supervisor ID: *       |               | 100075361  |

*1st semester end, FT0011-00 Temp Parttime Faculty, Last Paid Date: May 31, 2012*

| Enter Changes        | Current Value | New Value  |
|----------------------|---------------|------------|
| Jobs Effective Date: | 05/31/2012    | 12/31/2012 |
| Job End Date:        | 05/31/2012    | 12/31/2012 |
| Job Status: *        | Terminated    | Terminated |
| Job Change Reason: * | JBEND         | JBEND      |

*Enter hours per Pay Period if FTE changed, FT0011-00 Temp Parttime Faculty, Last Paid Date: May 31, 2012*

| Current | Effective Date | Earnings | Hours or Units | Per Pay | Deemed Hours | Special Rate | Shift | End Date |
|---------|----------------|----------|----------------|---------|--------------|--------------|-------|----------|
|         |                |          |                |         |              |              |       |          |

| New | Effective Date | Earnings                | Hours or Units | Per Pay | Deemed Hours | Special Rate | Shift | End Date       |
|-----|----------------|-------------------------|----------------|---------|--------------|--------------|-------|----------------|
|     | Oct 01, 2012   | 012, Temporary Base Pay |                |         | 43.33        |              |       | 1 Jan 01, 2013 |

After EPAF has been submitted, the screen will look similar to the one displayed below

**NOTE** – there are no editable fields available.

**Labor Distribution Change**

Continuation from bottom of page

**Routing Queue**

| Approval Level                    | Name                    | Required Action | Queue Status | Action Date |
|-----------------------------------|-------------------------|-----------------|--------------|-------------|
| Dept Apprv Level 1 - Faculty, 20  | Rita A Abeyta, RABEYTA  | Approve         | In the Queue |             |
| College/School/Other Approver, 40 | Monica Eshner, MESHNER  | Approve         | In the Queue |             |
| Employment Area Faculty, 60       | Theresa V Ramos, TRAMOS | Approve         | In the Queue |             |
| Applier, 95                       | EPAF Applier, EAAPPLIER | Apply           | In the Queue |             |

**Comments**

**Date:** Sep 24, 2012 02:18:15 PM  
**Made by:** Jennifer Rose Love, JENLOV22  
**Comments:** TEST for Comments

**Transaction History**

| Action   | Date         | User Name          |
|----------|--------------|--------------------|
| Created: | Sep 24, 2012 | Jennifer Rose Love |

[Update](#) | [Add Comment](#)  
 Next





**Your EPAF is now in the system and will be.....**

**You should now be able to fill out and submit an EPAF into the EPAF system**



# Questions?

Please contact your Faculty Service  
Representative for questions regarding  
EPAF

EPAF Web Site

<http://EPAF.unm.edu/>



# Supplemental Training Material

The following pages are additional training material to assist you in creating your EPAF's

- **Temporary Part-Time EPAF helpful Definitions**
- **Hours Per Pay and Appointment Percent Table**



# Temporary Part-Time EPAF Helpful Definitions

**Applier** – This is the final approval which will apply the action to Banner

**Approver** – This is the authorized person within your department or College who is responsible for reviewing and approving the EPAF action.

**Completed** – This status indicates the EPAF has been applied in Banner and is now complete.

**Common EPAF Errors** – Go to [epaf.unm.edu](http://epaf.unm.edu)

**EPAF** – Electronic Personnel Action Form which allows a department to process paperless personnel actions. This will allow for these personnel actions to be processed in a timelier manner, while also providing a record and history of transactions. The system will give the originator the ability to see their action at each approval stage. Please see <http://EPAF.unm.edu> for information regarding other EPAFs that are currently available

**In the Queue** – This is an indication for approvers that an approval action is on its way.

**Job Change Reason** – This is auto populated based on the transaction being completed. In the case of the TPT EPAF, the Job Change Reasons are:

**RHIRE** – which stands for Re-Hire

**JBEND** – which stands for Job End

**Job Effective Date** – This should be the 1<sup>st</sup> day of the TPT's assignment begin date (when it is entered in the Semester Begin section.)

This should be the last day of the TPT's assignment (when entered the Semester End section)

This is the date that the EPAF action is to become effective. This date typically matches the Personnel Date; however there are circumstances in which the dates would not match. This date cannot be prior to the last date the TPT was paid. The last date paid will be indicated in the heading.



## Temporary Part-Time EPAF Helpful Definitions cont.

**Last Paid Date** – Last day of the pay period that an employee was paid.

**Originator** – This is the person who originates an EPAF. The originator is responsible for collecting and entering initial information necessary to complete the Personnel Action Form.

**Pending** – This status indicates that the transaction requires action by the approver. The EPAF will remain in this status until the appropriate action by the approver is taken.

**Personnel Date** – The Personnel Date is the date the employee begins work, this date should match the Job Effective Date unless the effective date is prior to the last paid date.

**Query Date** – This date will auto populate with the date that the originator generates the EPAF. All active jobs will be displayed as of this date. This date can be manually entered and all jobs will populate as of the date entered.

**Routing Queue** – A predefined sequence of approvers and actions before the EPAF's final approval.

**Void** – The EPAF is not a valid transaction, only the originator can void the original transaction.

**Waiting** – This status indicates that the transaction is in the process of being created, but has not been submitted.

# Hours Per Pay and Appointment Percent Table

## Hours Per Pay Appointment Percent Table

Campus TPT Banner

| Credit Hours | Appt % | Hours per Pay |
|--------------|--------|---------------|
| 1            | 8.33   | 14.44         |
| 2            | 16.67  | 28.89         |
| 3            | 25.00  | 43.33         |
| 4            | 33.33  | 57.78         |
| 5            | 41.67  | 72.22         |
| 6            | 50.00  | 86.67         |
| 7            | 58.33  | 101.11        |
| 8            | 66.67  | 115.55        |
| 9            | 75.00  | 130.00        |
| 10           | 83.33  | 144.44        |
| 11           | 91.67  | 158.89        |
| 12           | 100.00 | 173.33        |

Branch TPT Banner

| Credit Hours | Appt % | Hours per Pay |
|--------------|--------|---------------|
| 1            | 6.67   | 11.56         |
| 2            | 13.33  | 23.11         |
| 3            | 20.00  | 34.67         |
| 4            | 26.67  | 46.22         |
| 5            | 33.33  | 57.78         |
| 6            | 40.00  | 69.33         |
| 7            | 46.67  | 80.89         |
| 8            | 53.33  | 92.44         |
| 9            | 60.00  | 104.00        |
| 10           | 66.67  | 115.55        |
| 11           | 73.33  | 127.11        |
| 12           | 80.00  | 138.66        |
| 13           | 86.67  | 150.22        |
| 14           | 93.33  | 161.77        |
| 15           | 100.00 | 173.33        |

Campus -Summer School

8 Weeks

| Credit Hours | Appt % | Hours per Pay |
|--------------|--------|---------------|
| 1            | 12.50  | 21.67         |
| 2            | 25.00  | 43.33         |
| 3            | 37.50  | 65.00         |
| 4            | 50.00  | 86.67         |
| 5            | 62.50  | 108.33        |
| 6            | 75.00  | 130.00        |
| 7            | 87.50  | 151.66        |
| 8            | 100.00 | 173.33        |

4 Weeks

| Credit Hours | Appt % | Hours per Pay |
|--------------|--------|---------------|
| 1            | 25.00  | 43.33         |
| 2            | 50.00  | 86.67         |
| 3            | 75.00  | 130.00        |
| 4            | 100.00 | 173.33        |

Items in Blue are most commonly used