

## Creating a Substitute Pay EPAF (Electronic Personnel Action Form)

- **Step 1:** Access “EPAF Originator Summary” on MyPCC’s BanWeb
- **Step 2:** 1<sup>st</sup> screen – Enter the G #, 1<sup>st</sup> date of the Payroll Period, and EPAF Type for the job
- **Step 3:** Enter ‘Job Selection’ Information, including the **Suffix Number**

### Step 4: Entering Job Details for Substitute Pay

This is where you enter details about the job authorization you are setting up, such as the Job Title (see directions below), your department Org. Code, and other information.

**One Time Pay Type AJ Job**

In the "Title" field, use this format:  
SUB/[Subject and Course Number]/  
[Org Code]/[CRN]

Item	Current Value	New Value
Title:		SUB/WR121/B40401/41221
Timesheet Orgn:		B40401
Contract Type:		Secondary
Total Encum Hrs:		4
Total Contract Hrs:		4
Hours per Pay:		4
Job Location:		SY, Sylvania Campus
Salary Group: (Not Overrideable)		2010
Salary Table:		IH
Salary Grade:		LEC
Step:		1
Regular Rate:		
Salary Encumbrance:		209.88
Job Begin Date: <small>mm/dd/yyyy (Not Overrideable)</small>		11/01/2009

Use this table to help you decide what to type in each field:

<i>Field Name</i>	<i>What To Type</i>
<b>Title</b>	Important: Be sure to <b>Use this format</b> to type in the Job Title:  SUB/[Subject and Course Number]/[Org Code]/[CRN]  For Example: "SUB/WR121/B40401/41221"
<b>Timesheet ORGN</b>	Type in your ORG code (Dept. budget code). You can use the "magnifying glass" icon to search for the Org. if you don't know it.
<b>Contract Type</b>	Always select "S" (Secondary) unless this is a brand-new PCC employee who has NEVER worked for the college before. (Choose "P" -- Primary if this is the case.)

<b>Total Encum Hours (and other Hours fields)</b>	For this field AND the other two "Hours" fields (Total Contract Hours and Hours Per Pay), enter the total number of hours the employee has worked.
<b>Job Location</b>	Use the drop-down list to indicate where the work will be performed.
<b>Salary Group</b>	(leave as is)
<b>Salary Table</b>	Defaults to 'IH' (Instructional - hourly pay).  Leave this as it is, unless the employee is an Academic Professional or FT Faculty, in which case you would change it to 'IO'.
<b>Salary Grade</b>	Refer to the <a href="#">Salary Schedule [pdf]</a> to determine the Salary Grade. An instructor substituting for a straight lecture course, for example, would have the Salary Grade "LEC."  You can find the Grade for the class being taught by accessing the Banner form SWACRSE. (Press Next Block four times to get to the "Schedule Type" screen.)  If the class is a mix of Lecture and Lab but <u>not</u> the standard 25% / 75% ('Range'), type 'CALC' for the Salary Grade. For more information, refer to the <a href="#">FAQ</a> about substitute EPAFs.
<b>Step</b>	Enter the Faculty Pay Step.  If you are using 'CALC' for the Salary Grade (see above), type '0' for the Step.  You can confirm a faculty member's current pay step using the Banner form PWAPLVL.
<b>Regular Rate</b>	Leave blank, UNLESS you indicated "CALC" for Salary Grade and '0' for the Step above.  (If the Step is 0, Regular Rate is a required field.)  If you typed 'CALC' for the Salary Grade above, refer to the <a href="#">FAQ</a> about calculating the Regular Rate for CALC EPAFs.
<b>Salary Encumbrance</b>	Enter the <u>total</u> amount to be paid for this employee (regular rate x number of hours worked).

Fields that say "Not Overrideable" in parentheses cannot be changed and do not have to be entered.

## Comments

We recommend that you indicate the details of the substitution (i.e. teaching dates, who the employee substituted for, etc.) in the Comments section. If you ever you need to refer back, you'll be able to access it here.

The next section is for specifying the Job End Date ("End Job") and who will approve your EPAF.

***Please Note:***

If you are creating an EPAF for Substitute Pay replacing faculty ON Sick Leave, see the last page of this document (page 4) to learn about an extra step.

## **Important Items of Note About Substitution EPAFs**

### *When To Create the EPAF*

The start and end dates of the current payroll period are built into the Substitute Pay EPAF system, and users can only create Substitute Pay EPAFs within each specific payroll period. For this reason, you cannot "backdate" substitute pay to pay someone for work performed during an earlier payroll period, and you cannot set up Substitute EPAFs in advance of the payroll period. If you must make a special note about the dates you have specified, use the Comments section of the EPAF to do so.

### *EPAF Query Date*

The Query Date for your EPAF must equal the "Begin Date" of the current [bi-weekly payroll period \[intranet\]](#). If you do not indicate this date correctly, you will have to delete the EPAF and do it again.

### *Single Pay*

Substitute Pay is paid on a single pay day; it is not divided over multiple pay periods. If the substitute work is performed through two (or more) biweekly pay periods, a second EPAF will need to be filled out to cover the second period.

### *Job Title*

When typing in the Title for the job, use this format: SUB/[Subject and Course Number]/[Org Code]/[CRN]

For Example: "SUB/WR121/B40401/41221"



