

# EPAF QUICK SHEET – PART-TIME INSTRUCTOR

EPAF TYPE	WHEN TO SUBMIT
<b>EMPL EPAF</b> Activates new or returning bi-weekly employees	<ul style="list-style-type: none"> <li>• Before HR Authorization deadline for employee's first bi-weekly pay period</li> </ul>
<b>Special Projects</b> for PT Instructors	<ul style="list-style-type: none"> <li>• Every term job applies</li> <li>• Before HR Authorization deadline for employee's first bi-weekly pay period. <b>Submit separate EPAF for separate Special Projects</b></li> </ul>
<b>Counseling, Tutoring or Librarian jobs</b>	<ul style="list-style-type: none"> <li>• Every term job applies</li> <li>• AFTER the last 'Authorization Due in HR' date for previous term</li> <li>• Before HR Authorization deadline for employee's first bi-weekly pay period</li> </ul>
<b>Substitute</b>	<ul style="list-style-type: none"> <li>• During the same bi-weekly pay period that the substitution took place</li> </ul>
<b>Participation</b>	<ul style="list-style-type: none"> <li>• During the same bi-weekly pay period that the participation took place. <b>Submit separate EPAFs for separate, unrelated events</b></li> </ul>

## 1. Preliminary Steps

Check to see if employee has G Number.

- If yes: check employee's status in **PEAEMPL**.
  - If Active, no EMPL EPAF is needed
  - If not Active, submit EMPL EPAF.
    - Ensure EMPL EPAF is approved.
- If no:
  - Create G Number
  - Submit EMPL EPAF
  - Make sure EMPL EPAF is Approved

## 2. Accessing EPAF on Banweb

1. MyPCC → Employee tab → Banweb Main Menu → Employee Services → Electronic Personnel Action Form
2. Click **EPAF Originator Summary**
3. Click **New EPAF**

## 3. New EPAF Person Selection

1. **ID field:** Enter G Number and hit tab
2. **Query Date:**
  - a. **Substitute and Participation EPAFs:** enter the 'Begin Date' of the current bi-weekly pay period.
  - b. **All other EPAFs:** enter the first day of work of the employee's new job
3. **Approval Category:** Select the applicable EPAF category.
  - a. SPPRO for Special Projects
  - b. COUNS for Counselor
  - c. LIBRA for Librarian
  - d. TUTOR for Tutor
  - e. SUB for substitute for faculty NOT on sick leave
  - f. SUBSL for substitute for faculty ON sick leave
  - g. PRTCAJ for participation
4. Click **Go**.

# EPAF QUICK SHEET – PART-TIME INSTRUCTOR

## 4. Filling Out ‘Create a New Job’ Information

1. Click on All Jobs to pull up all prior jobs.
2. **Position** field: Enter employee’s Position Number
3. **Suffix** field: Review the list of previous jobs and Position Numbers – are there previous jobs with the same Position Number as the new job?
  - If there is a previous job listed with the SAME Position Number, enter the new suffix number. It will be the next highest number for that Position Number.
  - If there is NO job with the same Position Number, enter ‘01’ into the Suffix field
4. Click **Go**.

## 5. Entering Details about the Job

Field	What to Enter
Title	<ul style="list-style-type: none"> <li>• <b>Sub Job:</b> SUB/[Subject Code and Course Number]/[Org Code]/[CRN]               <ul style="list-style-type: none"> <li>○ i.e. SUB/WRI121/B40401/41221</li> </ul> </li> <li>• <b>Participation Job:</b> Enter description of training or event in ALL CAPS</li> <li>• <b>All others:</b> type title in ALL CAPS</li> </ul>
Timesheet Orgn	<ul style="list-style-type: none"> <li>• your department’s Org Code (use magnifying class to look it up)</li> </ul>
Contract Type	<ul style="list-style-type: none"> <li>• If this is employee’s FIRST job at PCC, select Primary. Otherwise, select Secondary.</li> </ul>
Total Encum Hrs Total Contract Hrs	<ul style="list-style-type: none"> <li>• <b>Sub Job:</b> enter the total number of hours employee substituted (during this pay period)</li> <li>• <b>All others:</b> enter maximum number of hours authorized for the job</li> </ul>
Hours Per Pay	<ul style="list-style-type: none"> <li>• Applicable to <b>Substitute</b> only: this field should be the same number of hours as the two fields above</li> </ul>
Job Location	<ul style="list-style-type: none"> <li>• Use drop-down menu to select primary location</li> </ul>
Salary Table	<ul style="list-style-type: none"> <li>• <b>Sub Job:</b> Enter the following:               <ul style="list-style-type: none"> <li>○ IH = Instructional Hourly Pay (enter this in most cases)</li> <li>○ IO = OverLoad Pay (If choosing this option, make sure Step is 1 below)</li> </ul> </li> <li>• <b>All others:</b> Leave as is. (IS = Instructional Special)</li> </ul>
Salary Grade	<ul style="list-style-type: none"> <li>• <b>Sub Job:</b> refer to the Salary Schedule to determine the Grade and Hourly rate. An instructor substituting for a lecture course for example would have grade ‘LEC’. Look up pay grade for the class in Banner form <b>SCACRSE</b>. Enter ‘CALC’ for non-standard Lec/Lab mix</li> <li>• <b>All others:</b> Do not adjust.</li> </ul>
Step	<ul style="list-style-type: none"> <li>• <b>Counselor, Librarian, Tutor or Sub Job:</b> enter the Faculty Pay step. To confirm an instructor’s current pay step, use Banner page <b>PWAPLVL</b>.</li> <li>• <b>Participation Job:</b> Enter Step number for corresponding amount: 1 - \$50; 2 - \$75; 3 - \$100; 4 - \$150; 5 - \$200</li> <li>• <b>Special Project:</b> Do not adjust.</li> </ul>
Regular Rate	<ul style="list-style-type: none"> <li>• <b>Sub Job:</b> Leave blank UNLESS you indicated ‘CALC’ for Salary Grade</li> <li>• <b>All others:</b> Do not adjust.</li> </ul>
Salary Encumbrance	<ul style="list-style-type: none"> <li>• <b>Participation:</b> Enter total dollar amount (\$50, \$75, \$100, \$150 or \$200)</li> <li>• <b>All others:</b> Enter the total amount to be paid for this employee (Rate of Pay x Total Encum Hrs)</li> </ul>
Personnel Date	<ul style="list-style-type: none"> <li>• <b>Participation Job only:</b> enter day or first day participation took place.</li> </ul>

# EPAF QUICK SHEET – PART-TIME INSTRUCTOR

## 6. Terminate a Job –If Job has Specific End Date Only

- End Date defaults to end of Fiscal Year. Update if necessary only.

## 7. The Routing Queue / Submitting EPAF

1. Enter the routing Queue HR members and your manager to approve your EPAF.
  - HRIS Audit – your HRIS representative
  - Authorized Signature – employee’s supervisor
  - Applier- HR – HR Systems Manager (Julie Kinney)
2. Click **Save**.
3. Click **Submit**.
4. If you receive Error messages, fix errors and resubmit EPAF.
5. Make sure you receive message, ‘Your transaction was submitted successfully’

## 8. Verify Your EPAF Was Approved

After 24 hours, verify your EPAF was approved by its Approvers.

1. Log back into your EPAF Originator Queue.
2. Click on **EPAF Originator Summary**
3. Review your EPAF Transactions to see if it was returned for correction.
4. If not, open the History tab, locate your EPAF, and check its Transaction Status. Completed EPAFs have been approved.

## 9. Verify Your EPAF Was Processed

HRIS will assign a Suffix Number to the employee once the EPAF has been processed.

1. In Banner, open **NBAJOBS** and search for the Employee’s G Number and Position Number.
2. **NBIJLST** will display a Suffix Number for the Position Number submitted in the EPAF

## How to Figure Out Part-Time Faculty Sub Pay

You will need to determine two pieces of information:

1. The Grade of the class
2. The part-time instructor’s Step

### To Determine the Grade of the Class:

**Step 1:** In Banner, go to **SCACRSE** and Next Block four times to the Schedule Type tab.

If the Schedule Type:	And the Description is:	Then the GRADE would be:
is A	Lab A	LAB
is B	Lab B	RANGE
is E	Lecture	LEC
is 9	Non-Credit	COMED
is L	Lecture/Lab (standard 25% Lecture / 75% Lab)	RANGE
has more than one: i.e. both A and E	Multiple i.e. both (Lab) and (Lecture)	CALC

# EPAF QUICK SHEET – PART-TIME INSTRUCTOR

---

## To Determine the Part-Time Instructor's Step:

**Step 1:** In Banner, open **PWAPLVL**, enter the instructor's G Number and click **Go**.

**Step 2:** The current Step will be the number in the **Hrs Stp** field.

**Step 3:** Pull up the Part-Time Instructor Salary Schedule and use the Grade and Step to determine the hourly pay rate.

## Additional Resources

---

- Who is my HRIS Representative?
  - Orgs starting with A, S or T – [Melissa Morton](#)
  - Orgs starting with B, C, E, R, U or V – [Michelle Lee](#)
- EPAF Process Guide
- [Part-Time Faculty Pay Schedule September 1, 2019 – August 31, 2023](#)
- [PCC HR EPAF Website](#)
- HR Business Process Specialist – [Emily McNamara](#)