EPAF Quick Sheet – Part-Time Instructor

Preliminary Steps:

- Employee must already have a G Number
- Employee must already have an Active status in PEAEMPL

EPAF Type	When to Submit
Special Projects	Per Fiscal Year . Submit separate EPAFs for separate projects
Counseling, Tutoring or Librarian	Per Term
Substitute or Participation	In the Bi-Weekly pay period in which the work/event occurred

Accessing the EPAF Form: MyPCC Employee tab Banweb Main Menu Employee Services tab Action Form New EPAF

New EPAF Person Selection

ID: Enter G Number and hit Tab to autopopulate Name field

Query Date:

Substitute/Participation: 'Begin Date' of BW

pay period

Click Go

All other EPAFs: job's start date

Approval Category:

SPPRO for Special Projects
COUNS for Counselor
LIBRA for Librarian
TUTOR for Tutor
SUB for substituting faculty NOT on sick leave
SUBSL for substituting faculty ON sick leave
PRTCAJ for Participation pay

New EPAF Job Selection

Click All Jobs to pull up past jobs

AJ Job / One Time Pay.

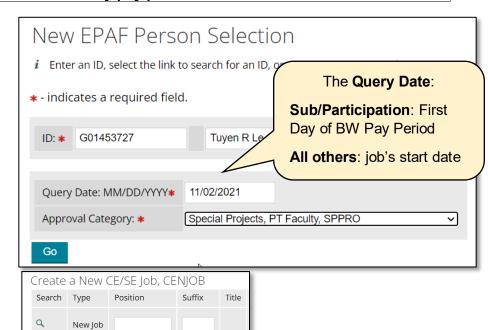
Position: Enter employee's Position Number (locate in **NBIPORG**)

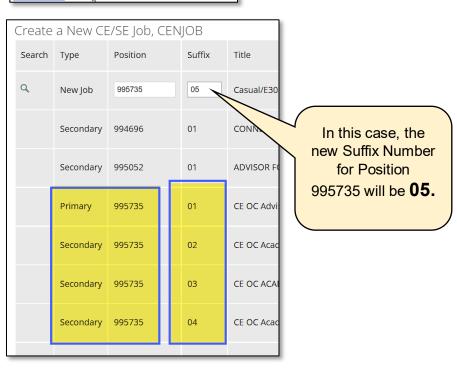
Suffix: Review the list of previous jobs and Position Numbers – are there previous jobs with the same Position Number as the new job?

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. For example, if the highest existing Suffix Number for that Position Number is **04**, the new Suffix Number for your new job record will be **05**.

If there is NO job with the same Position Number, enter '01' into the Suffix field.

Click Go



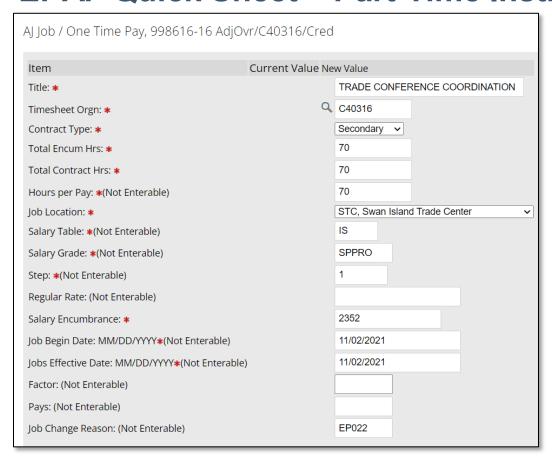


There are no active jobs based on the Query Date.

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Field	What to Enter
	Sub Job: SUB/[Subject Code and Course Number]/[Org Code]/[CRN]
Title	i.e. SUB/WRI121/B40401/41221
	Participation Job: Enter description of training or event in ALL CAPS
	All others: type title in ALL CAPS
Timesheet Orgn	your department's Org Code (use magnifying class to look it up)
Contract Type	If this is employee's FIRST job at PCC, select Primary. Otherwise, select Secondary.
Total Encum Hrs Total Contract	Sub Job: enter the total number of hours employee substituted (during this pay period)
	All others: enter maximum number of hours authorized for the job
Hours Per Pay	Applicable to Substitute only: this field should be the same number of hours as the two fields above
Job Location	Use drop-down menu to select primary location
Salary Table	Sub Job: Enter the following: • IH = Instructional Hourly Pay (enter this in most cases)
	 IO = Overload Pay (If choosing this option, make sure Step is 1 below)
Salary Grade	All others: Leave as is. (IS = Instructional Special) Sub Job: Refer to the PT Faculty (Department Use) Salary Schedule to determine the Grade. You can look up the Grade (Schedule Type) for the class in Banner form SCACRSE (next block four times to view Schedule Type) then use the chart to determine the Salary Grade. For example, an instructor substituting for a class with Schedule Type 'E' and Description "Lecture" would have Salary Grade 'LEC'. If the class has more than one Schedule Type (i.e. both Lecture and Lecture/Lab), enter 'CALC'.
	All others: Do not adjust.
Step	 Sub Job: enter the Faculty Pay step. To confirm an instructor's current pay step, use Banner page PWAPLVL. Classes with Grade APPRN use the Yrs Stp For Classes with Grade CALC, enter 0. For all other Grades, use the Hrs Stp
	Counselor, Librarian, Tutor: enter the faculty pay Yrs Step according to PWAPLVL.
	Participation Job : Enter Step number for corresponding amount: 1 - \$50; 2 - \$75; 3 - \$100; 4 - \$150; 5 - \$200
	Special Project: Do not adjust (should be Step 1).
Regular Rate	Sub Job: Leave blank UNLESS you indicated 'CALC' for Salary Grade (See <u>CALC Rate</u> <u>Calculator Tool</u> for instructions on calculating rate for Grade CALC).
	All others: Do not adjust.
Salary Encumbrance	Participation : Enter total dollar amount (\$50, \$75, \$100, \$150 or \$200) All others : Enter the total amount to be paid for this employee (Rate of Pay x Total Encum Hrs)
Personnel Date	Participation Job only: enter day or first day participation took place.

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Terminate a Job

Substitute and **Participation**: last day of BW pay period

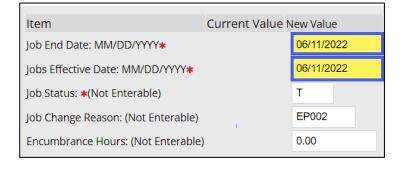
All other EPAFs: defaults to end of Fiscal Year. Update Job End Date and Jobs Effective Date if end date is earlier.

Routing Queue

HRIS Audit - your HRIS Specialist

Authorized Signature - employee's supervisor

Applier- HR – HR Systems Manager (Julie Kinney)





Click Save

Click Submit



