

# 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 <b>Bi-Weekly pay period</b> in which the work/event occurred

## Accessing the EPAF Form:

MyPCC → **Employee** tab →  
**Banweb Main Menu** → **Employee Services** tab → Electronic Personnel Action Form → New EPAF

## New EPAF Person Selection

**ID:** Enter G Number and hit Tab to auto-populate Name field

### Query Date:

**Substitute/Participation:** 'Begin Date' of BW pay period

**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

Click **Go**

## 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**

Search	Type	Position	Suffix	Title
Q	New Job	995735	05	Casual/E30
	Secondary	994696	01	CONN
	Secondary	995052	01	ADVISOR F
	Primary	995735	01	CE OC Adv
	Secondary	995735	02	CE OC Acad
	Secondary	995735	03	CE OC ACA
	Secondary	995735	04	CE OC Acad

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Field	What to Enter
Title	<p><b>Sub Job:</b> SUB/[Subject Code and Course Number]/[Org Code]/[CRN] i.e. SUB/WRI121/B40401/41221</p> <p><b>Participation Job:</b> Enter description of training or event in ALL CAPS</p> <p><b>All others:</b> type title in ALL CAPS</p>
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 Hrs	<p><b>Sub Job:</b> enter the total number of hours employee substituted (during this pay period)</p> <p><b>All others:</b> enter maximum number of hours authorized for the job</p>
Hours Per Pay	Applicable to <b>Substitute</b> 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	<p><b>Sub Job:</b> Enter the following:</p> <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> <p><b>All others:</b> Leave as is. (IS = Instructional Special)</p>
Salary Grade	<p><b>Sub Job:</b> Refer to the <a href="#">PT Faculty (Department Use) Salary Schedule</a> to determine the Grade. You can look up the Grade (Schedule Type) for the class in Banner form <b>SCACRSE (next block four times to view Schedule Type)</b> <a href="#">then use the chart to determine the Salary Grade</a>. 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'.</p> <p><b>All others:</b> Do not adjust.</p>
Step	<p><b>Sub Job:</b> enter the Faculty Pay step. To confirm an instructor's current pay step, use Banner page <b>PWAPLVL</b>.</p> <ul style="list-style-type: none"> <li>Classes with Grade <b>APPRN</b> use the <b>Yrs Stp</b></li> <li>For Classes with Grade <b>CALC</b>, enter <b>0</b>.</li> <li>For all other Grades, use the <b>Hrs Stp</b></li> </ul> <p><b>Counselor, Librarian, Tutor:</b> enter the faculty pay <b>Yrs Step</b> according to <b>PWAPLVL</b>.</p> <p><b>Participation Job:</b> Enter Step number for corresponding amount: 1 - \$50; 2 - \$75; 3 - \$100; 4 - \$150; 5 - \$200</p> <p><b>Special Project:</b> Do not adjust (should be Step 1).</p>
Regular Rate	<p><b>Sub Job:</b> Leave blank UNLESS you indicated 'CALC' for Salary Grade (See <a href="#">CALC Rate Calculator Tool</a> for instructions on calculating rate for Grade CALC).</p> <p><b>All others:</b> Do not adjust.</p>
Salary Encumbrance	<p><b>Participation:</b> Enter total dollar amount (\$50, \$75, \$100, \$150 or \$200)</p> <p><b>All others:</b> Enter the total amount to be paid for this employee (Rate of Pay x Total Encum Hrs)</p>
Personnel Date	<b>Participation Job only:</b> enter day or first day participation took place.

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AJ Job / One Time Pay, 998616-16 AdjOvr/C40316/Cred

Item	Current Value	New Value
Title: *		TRADE CONFERENCE COORDINATION
Timesheet Orgn: *	C40316	
Contract Type: *	Secondary	
Total Encum Hrs: *	70	
Total Contract Hrs: *	70	
Hours per Pay: *(Not Enterable)	70	
Job Location: *	STC, Swan Island Trade Center	
Salary Table: *(Not Enterable)	IS	
Salary Grade: *(Not Enterable)	SPPRO	
Step: *(Not Enterable)	1	
Regular Rate: (Not Enterable)		
Salary Encumbrance: *	2352	
Job Begin Date: MM/DD/YYYY*(Not Enterable)	11/02/2021	
Jobs Effective Date: MM/DD/YYYY*(Not Enterable)	11/02/2021	
Factor: (Not Enterable)		
Pays: (Not Enterable)		
Job Change Reason: (Not Enterable)	EP022	

## 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)

Item	Current Value	New Value
Job End Date: MM/DD/YYYY*		06/11/2022
Jobs Effective Date: MM/DD/YYYY*		06/11/2022
Job Status: *(Not Enterable)		T
Job Change Reason: (Not Enterable)		EP002
Encumbrance Hours: (Not Enterable)		0.00

Approval Level	User Name	Required Action
20 - (HRIS) HRIS Audit	MMLEE Michelle M Lee	Approve
80 - (AUTHSG) Authorized Signature	JSANDQUI Jackie L Sandquist	Approve
90 - (APPLY) Applier - HR	JKINNEY Julie B Kinney	Apply

Click **Save**

Click **Submit**