

# EPAF FAQs

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## Substitute EPAF Questions

### How do I figure out a Part-Time Instructor's 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.

Basic Course Information Form SCACRSE 9.3.15 (PROD)

Subject: ART Art Course: 131A Term: 201904 Course Title: Drawing I

SCHEDULE TYPE

From Term 201303

Schedule *	Description
L	Lecture/Lab

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
is N	Clinical (for Directly Supervised)	RANGE
is R	Recitation	LEC
has more than one: i.e. both A and E	Multiple i.e. both (Lab) and (Lecture)	CALC

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## 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.

PAY LEVEL HISTORY PWAPLVL 9.0 [P11] (TEST)

ID: G01453727 Tuyen R Le

Effective Date: 22-Sep-2019 Hrs Bal\*: 528.00 **Hrs Stp: 3** Yrs Stp: 5 Activity Date: 19-Sep-2019

Comment: Accrual for Fall, Winter, Spring, and Summer AY 2019.

Effective Date: 23-Sep-2018 Hrs Bal\*: 495.00 Hrs Stp: 3 Yrs Stp: 5 Activity Date: 21-Sep-2018

Comment: Accrual for Fall, Winter, Spring, and Summer 2018.

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

IH	RANGE	1	2	3	4	5	6	7	8	9	10	11	12	13
	(25% LEC / 75 % LAB or LAB B)	\$53.70	\$55.44	<b>\$57.25</b>	\$59.11	\$61.03	\$63.02	\$65.07	\$67.18	\$69.37	\$71.62	\$73.95	\$76.36	\$78.84
		0 - 499.99	500 - 999.99	1000 - 1499.99	1500 - 1999.99	2000 - 2499.99	2500 - 2999.99	3000 - 3499.99	3500 - 3999.99	4000 - 4499.99	4500 - 4999.99	5000 - 5499.99	5500 - 5999.99	6000 or more
		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

This is the 2020-2020 PT Faculty Salary Schedule

In the sample above, if the class has Schedule Type 'RANGE' and the Substitute Instructor is at Step 3, the substitute hourly rate will be \$57.25

## If the Schedule Type Is "CALC," how do I calculate the Pay Rate?

Use the [CALC Rate Calculator for FY 2021](#) found on the HRIS website to help you calculate substitute instructor rates for classes that don't fall within the 25% LEC / 75% LAB or other range.

## How do I know if I'm filling out an EPAF replacing faculty ON Sick Leave or NOT on Sick Leave?

When you start to create a Substitute Pay EPAF, you will notice that there are two types to choose from:

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- Sub Pay EPAF replacing Faculty NOT on Sick Leave
- Sub Pay EPAF replacing Faculty ON Sick Leave

If you have been made aware that the instructor who was absent has declared and been approved to use Sick Leave, use the “ON Sick Leave” EPAF type.

Information on how instructors can accrue and use sick leave is in Article 19.22 in the Faculty Contract. To confirm that an instructor has sick leave available, you can contact Payroll or check the ‘current available’ column in the Banner form **PEALEAV** (leave code “SICK”).

## What if a Sub instructor works additional hours AFTER I submit the Substitute EPAF?

You will need to submit an additional EPAF.

## What happens if my Substitute Pay EPAF is approved AFTER the Bi-Weekly payroll cutoff date?

The Bi-weekly payroll cutoff date is the ‘Authorization Due in HR’ date. If you have an EPAF pending approval after the cutoff date, it will not be processed until the next pay period. Please make every effort to get them approved before the deadline.

## Why can’t I see the Substitute Pay Options on the Dropdown list?

Each month after the HR Authorization Due Deadline, the option to submit SUB/SUBSL EPAFs will be shut off for a short period. This is so HR can process any existing EPAFS for the current bi-weekly pay period. Once they have completed their auditing for the current pay period, the option will be turned back on, with the payroll dates for the NEW biweekly pay period as defaults for the newly created SUB/SUBSL EPAFs.



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## How to Make Changes to an Already Submitted EPAF

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### Updating the Position Number

Submit a MAP to HRIS. In the 'Other' box, explain that the position number for your EPAF needs to be updated, and provide the new Position Number, and the effective date the change should have occurred or will occur.

### Changing the approvers in the Routing Queue

If you have submitted your EPAF for approval to the wrong approvers and it has not been processed yet, you can [void the EPAF](#) and start over with a new EPAF.

Another option is to ask your HRIS representative or the manager (AUTHSG) to send the EPAF back to you for correction, depending on whose queue the EPAF is in. You can then correct the approvers in the Routing Queue and resubmit it.

To update your Default Routing Queue, visit [How to Set Up your Default Routing Queue](#).

You can also update your EPAF's approvers in the Banner page **NTRROUT**.

Note: approvers must have completed EPAF Approval training and have access in order to appear as an AUTHSG approver.

### Increasing the hours

Send an email to HRIS and include the employee's G Number, name, Position Number, Suffix Number and new number of hours. Note: this will increase the number on the current active job, not the EPAF.

### Decreasing the hours

No changes are needed. Since EPAF positions are timesheet based, the employee simply reports the correct amount of worked hours in their timesheet.

### Overriding or Changing the FOAP funding the position

Submit a MAP.

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## Changing the Start Date (Query Date)

Unfortunately, once an EPAF has been submitted and processed, the Query Date cannot be changed. If the employee started work prior to the Query date, you must submit a MAP with the number of hours worked prior to the Query date in order to get the employee paid for those hours.

## Changing the Pay Rate

Submit a MAP.

## Changing the End Date

If an employee's job is ending but they still have other positions within PCC, send an email to HRIS and ask to have the job end on the desired end date.

If the employee's job is ending and they are leaving PCC, submit a Termination Form.

## Changing the Campus/Center for the job

If the employee is working at a different job location than you indicated in the EPAF, email HRIS with the employee G Number, Position Number, Suffix Number and new campus/center location.

## Permanently Changing the Campus/Center location for this position number (i.e. all employees who will be hired into this position in the future)

Send the position number and new location to [CompHR-group@pcc.edu](mailto:CompHR-group@pcc.edu) so the location can be updated in **NBAPOSN**.

## Changing the employee's Campus Address

Update **PPAIDEN**. There can only be one campus address at any given time, so a new address should just write over the old.



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## EPAF Errors and How to Fix Them

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### Missing Citizenship Code Error

This means the Citizenship Code in PPAIDEN is missing. Update the Citizenship Code in **PPAIDEN**, then resubmit the EPAF. Use the employee's citizenship/immigration status in their I-9 form as a reference. If you do not have permission to update the Citizenship Code in **PPAIDEN**, email [HRIS-group@pcc.edu](mailto:HRIS-group@pcc.edu) and ask for assistance.

### First Name, SSN/SIN or Birth Date are incomplete, or Sex Code is invalid Error

Update employee's SSN, Date of Birth or Sex Code in **PPAIDEN**, then resubmit the EPAF. Use the employee's I-9 form and Employee Information Form to gather this information.

### New Effective Date cannot be after Employee's Termination Date

This error message appears if a Job EPAF is submitted while the employee's status in **PEAEMPL** is NOT active. If hiring or rehiring an employee, be sure to follow the steps in the [Bi-Weekly Employee Hiring Process Flowchart](#) prior to submitting the Job EPAF. Delete or void the original Job EPAF, and follow the steps in the flowchart.

### Job Begin Date cannot be after Employee's Termination Date

This error message appears if a Job EPAF is submitted while the employee's status in **PEAEMPL** is NOT active. If hiring or rehiring an employee, be sure to follow the steps in the [Bi-Weekly Employee Hiring Process Flowchart](#) prior to submitting the Job EPAF. Delete or void the original Job EPAF, and follow the steps in the flowchart.

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## A primary job has not been defined for this employee

This error message appears if an EPAF has been started for an employee who had not held a job at PCC before (or is returning after a long absence) and the “Contract Type” field was left as “Secondary.” If you get this error message, change the “Contract Type” field to Primary and save your work.

## A duplicate transaction, (number), for this person exists for this approval category at Waiting status

The most common reason you may see this message is that another EPAF for the same employee and under the same Approval Category has been started but not completed yet somewhere in the college. Often the original user created the EPAF but received error messages that were never resolved.

The solution is for the first EPAF-creator to delete their original, incomplete EPAF. Other users will not be able to create an EPAF for this employee (which is required to get them paid) until the unresolved EPAF is deleted. To delete an EPAF in Waiting status, go to “EPAF Originator Summary”, click on the name associated with the EPAF you want to delete, then press the “Delete” button.

## Salary Encumbrance cannot be entered

This is most likely caused by using an incorrect Position Number. For example, Casual Position Numbers cannot be used in EPAFs intended for Part-Time Instructor jobs (Special Project EPAF, Substitute EPAF, Counselor EPAF, Librarian EPAF or Tutor EPAF). To view what kind of position number you’re using, check **NBAPOSN** or **NBIPORG**.

## Salary Table, Grade, Group not found on the Salary Table Rule Form

This is most likely caused by using an incorrect Position Number. For example, Casual Position Numbers cannot be used in EPAFs intended for Part-Time Instructor jobs (Special Project EPAF, Substitute EPAF, Counselor EPAF, Librarian EPAF or Tutor EPAF). To view what kind of position number you’re using, check **NBAPOSN** or **NBIPORG**.

## Encumbrance Hrs must be blank if method is not Hours Input

This is most likely caused by using an incorrect Position Number. For example, Casual Position Numbers cannot be used in EPAFs intended for Part-Time Instructor jobs (Special Project EPAF, Substitute EPAF, Counselor EPAF, Librarian EPAF or Tutor EPAF). To view what kind of position number you’re using, check it in **NBAPOSN** or **NBIPORG**.

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## Date cannot be after the Base Job End Date of (date)

This means that you used a Suffix Number that has already been used for that Position Number. To fix it, delete the EPAF and start over with a new one. Be sure to click 'View All Jobs' button and scan the list of existing position numbers and their Suffixes carefully.

## End Date must be later than Begin Date

This means that you used a Suffix Number that has already been used for that Position Number. To fix it, delete the EPAF and start over with a new one. Be sure to click 'View All Jobs' button and scan the list of existing position numbers and their Suffixes carefully.

## Begin Date must equal the first jobs Detail Effective Date

This means that you used a Suffix Number that has already been used for that Position Number. To fix it, delete the EPAF and start over with a new one. Be sure to click 'View All Jobs' button and scan the list of existing position numbers and their Suffixes carefully.

## Other Questions

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### How do I authorize an Exceptional Pay Rate with an EPAF?

If you need to authorize a job that has an Exceptional Pay Rate, you'll need to submit a MAP form and include an Exceptional Pay Memo that has been approved by an Executive Officer (VP/Finance & Administration, VP/Academic Affairs, VP/Student Affairs or Executive Vice President).

### How do I find out what Step a faculty member has attained?

The Banner form **PWAPLVL** will show you. The **Hrs Step** should be used for *ABE, ESL, GED, LAB, LEC, RANGE and WCONF* classes. The **Yrs Step** should be used for *APPRN* classes, and PT Faculty Tutor, Counselor, and Librarian jobs.

### How do I authorize Faculty Chair Pay with a Special Pay Rate?

Use the MAP form for Faculty Chair Pay and Exceptional Pay Memo for special pay rate exceptions which fall outside the usual rate for that job.

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## I'm a manager and I need to be able to approve EPAFs. How do I get this permission?

You will need to complete EPAF Approval Training. Once you have successfully completed this training, HR will set you up as an EPAF approver. If you have not completed this training, submit a ticket requesting EPAF Approval from your Manage Portal in the Employee tab of MyPCC.

## I'm an employee and I need to be able to create EPAFs. How do I get this permission?

Completion of HR 104b: The EPAF online course in MyCareer@PCC is required to gain access to the EPAF form. Managers, IAAs, OAs, Administrative Assistants, Executive Assistants and Program Specialists should automatically be assigned this course. If your role is not one of these positions, have your manager submit a ticket requesting your EPAF Originator training in their Manager Portal.

## I get an error message when I'm working in Banner now: "You have Electronic Approvals Transactions". What should I do?

Click No a few times.

## Can I look over EPAFs that someone else has created before my manager has to approve them?

Yes. You can get set up as an "FYI." Once the EPAF creator (Originator) sets you up as an FYI in their Approval Queue, then you will be able to view their EPAFs and acknowledge that they are correct. The manager can see that you have "acknowledged" that it's OK. Note: adding an FYI to the approval queue does not stop the EPAF from being processed. It is simply an FYI. Once submitted, it will still go to the approver's queue and gets a Pending status. It can be approved at any time. To learn how to be set up as an EPAF FYI, visit the EPAF Process Guide.

## How do I create an EPAF for a brand-new employee to PCC?

If the employee has never worked at PCC before (in any department), you must perform some [preliminary steps](#). These steps "activate" the person's employee record.

## How do I create an EPAF for an employee returning after a long absence?

If the former employee has been away for more than several terms, there is a good chance that their Employee Record has been terminated. Go to the Banner form **PEAEMPL** (or ask a co-worker with



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this level of access) to ensure their employee status is Active. If it is not Active, [you will need to submit an EMPL EPAF](#).