

Changing an EPAF

Presentation

Introduction

- There is a [document now that lists EPAF FAQs](https://www.pcc.edu/hr/hris/training-materials-and-personnel-actions/), including how to make changes to an EPAF. Locate on <https://www.pcc.edu/hr/hris/training-materials-and-personnel-actions/> under HRIS Training Library -> EPAF. It's called, EPAF FAQ's.
- Unless indicated otherwise, making the changes listed in the document address changing an EPAF that has been processed, and has a status of 'Completed'.
- If an EPAF has not been completed yet, the originator can at any time [void the EPAF](#) which will make it disappear from everyone's queue. They can then start over with a new EPAF. Another option of correcting an EPAF that has not been processed yet is to ask your HRIS representative or the manager listed as the AUTHSG in the routing queue to send it back for correction.

Changing an EPAF

- Submit a MAP to make the following changes to an already processed EPAF:
 - **Position Number**
 - **FOAP** funding the position
 - **Pay Rate**
- Simply send an email to HRIS with the employee's G Number, Name, Position Number and Suffix Number along with the needed changes for the following:
 - Increasing the **hours**
 - Changing the **end date**
 - Changing the **campus/center** from what was indicated in the EPAF
 - To permanently change a **position's location** (i.e. for all future employees in that position) submit a PR/C to HRComp-group@pcc.edu.
 - To update an **employee's campus/center**, update **PPAIDEN**.
 - **End Date:**
 - If the employee's job is ending but they're currently employed elsewhere within PCC, email HRIS.

- If the employee's job is ending and they're leaving PCC, submit a Termination Form to HRIS.
- The following cannot be changed:
 - **Query Date (Start Date):** If the employee started working prior to the Query Date in a processed EPAF, submit a MAP to HRIS that covers all worked hours to be compensated prior to the Query Date.
 - **Approvers / Acknowledgers.** Managers should not be approving EPAFs for non-direct reports, unless acting as a proxy. You can update the [Default Routing Queue](#).
- Decreasing hours does not require any action. Employee should be reporting the correct number of hours in their timesheets.

Q & A Session

The following questions are grouped into categories based on what the questions relate to.

Timesheet Routing

Q: How can you view who someone's supervising manager (and first level of routing) is?

A: You can look up who a position's supervising manager is in the Banner page **NBAPOSN**.

Q: How can you override a manager's (first level) approval on an employee's timesheets?

A: If a manager needs to override their approval on an employee's timesheets, the manager can request this. HR will need a completed Timesheet Routing Template. Reach out to HRIS if you have questions.

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Q: Why is keeping the location up-to-date important?

A: It is important that an employee's (and their position's) location is accurate in Banner as this keeps PCC in compliance. Notices and mail are also delivered to employees based on their location in our system.

Q: What is an example of a scenario when the Position Number would need to change?



A: Sometimes people enter the wrong one in the EPAF. For example, they may have a grant-based position number and a regular one and they accidentally put in the wrong one.

EPAF Timing and Start Dates

Q: Does the Query Date in an EPAF need to be exact to the employee's start date?

A: The Query Date does not have to be the exact start date. It can be slightly off; however, it shouldn't be too early. This cannot be changed once the EPAF has been submitted.

Q: Can employees gain access to PCC systems (such as D2L) prior to their start date?

A: No. Employees must be actively employed with PCC before access is granted.

Announcements

1. This is the last Bi-Weekly pay period for the Winter Term.
2. Be on the lookout for paperwork timelines from HRIS.
3. Part-Time Faculty Spring Roll: Part-Time Faculty within 100 hours of the next step have been reviewed for movement based on Fall hours worked. This spring movement is a one-time event and not ongoing. New steps are already in **PWAPLVL**. Please note that if someone moved up, the actual hours count was not updated because of system limitations.
4. The date for submitting remote I-9 forms to HRIS has not been extended by the Department of Homeland Security from **March 31, 2021**, however HR will keep its website up-to-date once it becomes extended.

What's Next

Be on the lookout for announcements and invitations to future Coffee Talks with HRIS!

Please feel free to send questions in advance to HRIS-group@pcc.edu or emily.mcnamara@pcc.edu. Questions do not have to be related to the topic.