Coffee Talk with HRIS Summary: Thursday, Feb 11, 2021

EPAF vs. the MAP

Presentation

Introduction

- This presentation covers scenarios in which a department should submit an EPAF vs. a MAP to set up an employee's work hours/pay

- Locate HRIS's guide on jobs authorized with an EPAF vs. jobs authorized with a MAP by visiting the HRIS Training Library and opening the Authorization and Timesheet Quick Sheet.

The Authorization and Timesheets Quick Sheet

- This Quick Sheet lays out:

    o all jobs at PCC

    o which form to use to authorize each job (EPAF, MAP etc.)

    o by when they need to be submitted

    o and whether or not the employee submits timesheets

Employee Class and Class Code	Type of Work	Authorization Form[4]	Submit to HR:	Submit Bi-Weekly Timesheets?
Part-Time Faculty (AJ)	Librarian (1 Term Job) Counseling (1 Term Job) Tutoring (1Term Job)	**JOB EPAF**	By Authorization Due in HR date for first pay period. **Authorizes one term only.**	YES
Part-Time Faculty (AJ)	Substitute	**JOB EPAF**	*Within* the same Pay Period the substitution takes place	NO
	Participation (i.e. In-		*Within* the same Pay Period the	

- There is a new form to use to cancel or reduce a part-time faculty's pay: the eAUTH form. Use this form in place of a Cancellation MAP.

EPAFs

Submit EPAFs to authorize the following jobs:

- Casual jobs

- Student jobs

- For Part-Time Faculty (AJ):

    o   Special Projects *longer* than one day (Timesheets needed)

    o   Librarian / Tutoring / Counseling (Timesheets needed)

    o   Substitute hours (NO Timesheets)

    o   Participation hours (such as an in-service) (NO Timesheets)

- For instructions in how to fill out the Participation EPAF (or any other type of EPAF), visit the EPAF Process Guide. It has step-by-step instructions in how to fill out each field for each EPAF type.

EPAF Process Guide

Item	Current Value	New Value
Title: *		
Timesheet Orgn: *	🔍	

Step	Field	Special Project	Counseling Tutoring Librarian Job	Substitute Job	Participation
Step 1:	Title	Type in the Job Title in all CAPs, such as CONFERENCE COORDINATION	Type in the Job Title in all CAPS. This is the job title which will appear on the employee's online timesheet.	Use this format to type in the Job Title all as one word: SUB/ Subject Code and Course No/ Org Code/ CRN **Example:** SUB/WRI121/B40401/41221 For a substitution that involves only part of a class (like LAB-A or LAB-B), please note it in parentheses next to the Subject Code and Course Title in the Job Title. **Example:** SUB/BI101(Lab-B)/B40401/41221	Enter a description of the training or event in all CAPS. **Example:** DEPARTMENT TRAINING SPRING 2020
Step 2:	Time-sheet Orgn	Type in your department's Org Code. If you do not know it, click on the Magnifying Glass icon to pull up the list of PCC Org Codes.	Type in your department's Org Code. If you do not know it, click on the Magnifying Glass icon to pull up the list of PCC Org Codes.	Type in your department's Org Code. If you do not know it, click on the Magnifying Glass icon to pull up the list of PCC Org Codes.	Type in your department's Org Code. If you do not know it, click on the Magnifying Glass icon to pull up the list of PCC Org Codes.

MAPs

Submit MAPs to authorize the following jobs for Part-Time Faculty (AJ):

- Special Projects that last one day or less (NO Timesheets needed)

- Curriculum Development

    o If a one-time pay scenario, NO Timesheet needed

    o For work taking place over more than one bi-weekly pay period, Timesheets needed

- Faculty Department Chair (NO Timesheets needed)

    o These MAPs can authorize the start of the Fall term to the end of the Summer term

- Faculty Assessments (NO Timesheets needed)

- Co-op hours and Practicum hours (NO Timesheets needed)

- OTHER (For all other jobs, contact HRIS prior to submitting a MAP. Timesheets may be needed depending on the type of work)

Q & A Session

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

Participation EPAFs

Q: Is the Participation EPAF a new process?

A: Yes. The process of authorizing pay for participation moved from the MAP to the EPAF a few months ago.

Q: What happens if you miss submitting a Substitute or Participation EPAF within the bi-weekly pay period (i.e. you find out about it too late)?

A: Submit the EPAF within the current payroll period instead of the missed payroll period. It will be helpful to include a comment in the 'Comment' field of when the actual work occurred so that there's a record of when the work occurred.

The eAUTH Form and Pay Cancellation Requests

Q: What is the eAUTH form (E-Authorization form)?

A: This is a new, electronic form used to submit requests to cancel or reduce a part-time faculty's pay for a class that has been authorized on a NWRINAS report. It's called the 'eAUTH' to intentionally sound similar to 'EPAF'. The intention is to move to an electronic platform for submitting each specific form. This form is not to be used for cancelling pay on Special Projects, Curriculum Development etc.

Q: Where can you access the eAUTH form?

A: On the HR Website, click on the Compensation link and scroll down to New Employee Payroll Forms.

Q: How can you track the eAUTH forms you've submitted?

A: If you submit an eAUTH form, you will receive an email notification. You will receive a second email notification once the eAUTH has been approved or not approved.

Q: Is an eAUTH needed to reduce the pay for a part-time faculty who is pulled from teaching the remainder of a class that's started?

A: Yes. You can use the eAUTH form to cancel or reduce (cut short) an instructor's pay.

Q: What if you need to pay a part-time instructor for prep time for a class that is then cancelled?

A: It depends. If the instructor had already been assigned a position number and suffix number, you would submit the eAUTH. If no position and suffix number had been assigned yet, you would submit a MAP.

Q: I have one instructor who's going on medical leave and another instructor who will be covering for him for the rest of winter and part of the spring term. How do I move forward with setting them up?

A: For the instructor covering the other, reduce the percentage of responsibility for the classes they're taking over so that it equals the amount they're owed. Run a NWRINAS report for that instructor. Submit a Leave Report to Payroll for the instructor taking medical leave so they can be paid from their sick time.

The EPAF Query Date

Q: What if you're not sure what the exact start date is for a new hire? Can you ball-park the Query Date in the EPAF?

A: For Casuals, you'd want to use the actual start date. For AJs, as long as HRIS receives the I-9 form within three days of the employee's start date, the Query Date doesn't have to match the start date in the I-9.

Large Number of Employees Needing Authorization

Q: We have a training where about 75 people will be paid for one event. This will repeat to a total of about 1,000 payments. Could we use the same process that is used for In-Service days to pay these individuals?

A: If a group of part-time faculty are to be paid the same rate for the same number of hours, you can use the same mass process used for In-Service days. If the rates and hours are different, then 75 Participation EPAFs are needed.

Announcements

1. The date for submitting remote I-9 forms to HRIS has been extended by the Department of Homeland Security to **March 31, 2021**.
2. Full-Time Faculty work schedules are due every Fall Term. If you have not submitted your 2020-2021 Full-Time Faculty work schedules, or if changes have been made to work schedules submitted in the past, please submit them now.

What's Next

The next Coffee Talk with HRIS will be on Thursday, March 11th, 2021 10:00-10:30am. The topic will be how to make changes to an EPAF after it's been submitted. If you know of someone not included in the admin-assistant Google group who could benefit from this session, please feel free to forward the link!

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!