Coffee Talk with HRIS Summary: Participation EPAFs March 10, 2022

Participation EPAFs

Presentation

Instructions on when and how to complete a Participation EPAF can be found in the EPAF Process Guide and EPAF Quick Sheet located in the HRIS Training Library.

What They Do

Participation EPAFs set Part-Time Faculty up for payment stipends applying to attendance in SAC In-Service, TLC Events and Conferences, Training, Workshops, Summits, and other meetings where compensation is offered.

No timesheets are submitted for Participation EPAFs.

For a current view of bargained rates for Stipend Pay, reference the Part-Time Faculty Salary Schedule.

Salary Table	Salary Grade	Step	Hourly Rate	Contact Hours Completed	
IS	Participation Stipend		$50.00	up to 2 hours	
			$75.00	up to 3 hours	
			$100.00	up to 4 hours	
			$150.00	up to 6 hours	
			$200.00	up to 8 hours	n/a

2021-2022 Part-Time Faculty Salary Schedule

If Participation is More Than 8 Hours

In the event a PT Faculty's stipend is for participation occurring over more than 8 hours (i.e. a two-day event at 8 hours each day), you have the option to:

    a. Submit two EPAFs, one for each of the 8 hours

    b. Submit a MAP that has the start and end dates and all hours to be paid

When to Submit Participation EPAFs

Participation EPAFs, like Sub EPAFs, must be submitted within the bi-weekly pay period that the work occurs.

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i.e. If SAC Day In-Service 2022 occurs on **March 10, 2022**, the EPAF must be submitted after the work occurs and by the pay period's deadline, March 18.

Payday is April 1.

If Participation Occurs in Multiple Pay Periods

Similarly to Sub EPAFs, if the same work occurs across more than one pay period, separate EPAFs will need to be submitted for the hours worked in separate pay periods.

For example, if a Faculty member attends a 2-day conference on March 5 and on March 6, working four hours on March 5 and four hours on March 6, two Participation EPAFs are required: the first EPAF for the March 5 hours must be submitted by March 4, the second EPAF for the March 6 hours must be submitted by March 18. The instructor will be paid for the March 5 hours on March 18, and the March 6 hours on April 1.

Submitting a Participation EPAF

A. Preliminary Steps:

Ensure that employee has:

- a G Number
- an Active Employee Record in **PEAEMPL**

B. Access the EPAF form

1. MyPCC → Employee Tab → Banweb Main Menu → Employee Services → Electronic Personnel Action Form

2. Click **EPAF Originator Summary** to ensure you don't have any EPAFs sitting in your Queue
3. Click **New EPAF**

C. New EPAF Person Selection

4. **ID Field**: Enter G Number and hit tab to auto-populate the name

5. **Query Date**: Enter the first day of the current pay period. If work occurs on March 10, 2022, the Query Date will be March 6, 2022.

6. **Approval Category**: PRTCAJ

7. Click **All Jobs**

New EPAF Person Selection

i Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and s

* - indicates a required field.

ID: * G01453727   Tuyen R Le

Query Date: MM/DD/YYYY*   03/06/2022

Approval Category: *   PT Faculty Participation, PRTCAJ

Go

> Query Date must be first day of current pay period

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organ
Primary	998616	17		6/Cred	T1, Office of Acade

All Jobs

> Click **All Jobs**

D. Employee Job Assignments

8. Examine all prior Position Numbers. If you see the Position Number you will be using for the Participation job, be sure to read through all associated Suffix Numbers to find the next sequential Suffix Number.

Go ⬅

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Orga
Secondary	997797	01	OSHA TRAINING	T1, Office of Aca
Secondary	997797	02	OSHA SAFETY TRAINING	T1, Office of Aca
Primary	998616	01	APR200/AdjOvr/C40316/Cred	T1, Office of Aca
Primary	998616	02	APR200/AdjOvr/C40316/Cred	T1, Office of Aca
Primary	998616	03	APR200/AdjOvr/C40316/Cred	T1, Office of Aca

> If the Position Number to be used for the new job is 997797, the new job's Suffix Number will be 03

9. Click **Go**

10. Enter the new job's Position Number and Suffix Number

11. Click **Go**

Use the instructions in the EPAF Process Guide for assistance in how to enter the following fields:

12. **Title:** Enter the name of the event in ALL CAPs

13. **Timesheet Orgn**: Enter the Org Code

14. **Job Location**: Enter where the event took place

15. **Step**: Enter the Step corresponding to the worked hours/pay according to the EPAF Process Guide:

    Step 1 - $50

    Step 2 - $75

    Step 3 - $100

    Step 4 - $150

    Step 5 - $200

16. **Salary Encumbrance**: Enter the dollar amount that corresponds to the Step you entered.

17. Make sure your routing queue is correct

18. **Comment**: If the Participation occurs over more than one day, be sure to enter the last day of work in the Comment box.

19. Click **Save**

    The EPAF will be assigned a transaction number and the Status will change to 'Waiting'

20. Click **Submit**

    The Status will change to 'Pending'.

    The Part-Time Faculty member will receive their paycheck on the payday according to the Bi-Weekly payroll calendar.

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Q & A Session

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

When to Submit an EPAF

Q: What do we do if we find out that someone was a participant in a previous pay-period that has already passed? Do we still submit a Participation EPAF?

A: Employees must be paid within 35 days of the worked hours. If the employee has another job that they are currently getting paid on, you may still submit the Participation EPAF in the following pay period. Be sure to add in the 'Comment' field the actual dates and hours the work was performed. If the employee does NOT have another job they are currently being paid on, submit a MAP.

Q: If someone works 2 hours in one pay period and 6 hours in a different pay period, can we submit just one EPAF for 8 hours?

A: Worked hours should be paid on the payday that corresponds to the pay period in which the hours were worked. If someone works two hours in one pay period and six hours in the following pay period, than two EPAFs are required: the first for the two hours in the first pay period (due by that pay period's authorization deadline), and the second for the six hours in the second pay period (due by that pay period's authorization deadline).

Q: Are Substitute EPAFs to be submitted for just one day of work?

A: Substitution hours are similar to Participation hours. Both substitution and participation count as their own, unique job requiring their own EPAF (each requiring its own, unique Suffix Number and creating a unique job record in Banner). Both Sub and Participation EPAFs are to be submitted within the pay period in which the work was performed.

Submitting Participation EPAFs for More than 8 Hours of Pay

Q: When I have three 8-hour days of trainings for one employee, I need to submit three separate EPAFs for that employee (8 hours per EPAF). Do I use the same suffix for all three EPAFs?

A: You'll need to do different suffixes each time you do an EPAF, even if it's for the same meeting(s). So you can do "SAC MEETING DAY 1", "SAC MEETING DAY 2", etc.

Making Changes to an EPAF

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Q: If I submit an EPAF that later on needs to be adjusted, can I submit a new EPAF to correct the old EPAF?

A: Each EPAF submitted generates its own Suffix and Job Record in Banner. Submitting an EPAF creates a new job. Therefore, to correct an EPAF that had already been submitted, you will need to submit a MAP. There is no 'corrective EPAF'.

Other

Q: What is the reason for starting the Participation pay at 2 hours/$50? Is there a reason it doesn't start at 1 hour of participation pay?

A: The stipend is not actually an hourly rate. What was bargained is the dollar amount rate. If you wish to pay someone a participation stipend, the minimum amount starts at $50.

Q: Is there a way to get a drop-down list for the Salary Encumbrance field in the EPAF for the different pay rates?

A: Unfortunately we can't do that, since the pay changes too frequently. To view the pay ranges for participation hours, always refer to the Part-Time Faculty Salary Schedule.

Q: Is there a trick to changing the approvers in the Routing Queue for EPAFs where the Default Routing Queue has already been set up, that does NOT require changing the settings in the Default Routing Queue?

A: Try typing over the approver with the correct approver username (i.e. MMORTON) and clicking **Save**. If that doesn't work, you may need to make the changes in the Default Routing Queue.

Announcements

1. Fiscal Year 2022 is quick coming to an end! It's almost time to create your FY 23 jobs! The FY 22 Casual, Special Project and adjunct (timesheet driven) jobs will end June 25, 2022.

2. If there are any positions that need to change for budget reasons, the earlier that gets addressed, the better.

What's Next

The next Coffee Talk with HRIS will be held on Thursday, March 31 at 10:00am and will focus on Criminal Background Checks. Special guests: Staff Employment. Register for the event in MyCareer@PCC here.