

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate

Enter the 9 digit UNM ID for the employee in which an action will be taken.

* - indicates a required field.

ID: * 

Query Date: MM/DD/YYYY* 06/01/2016

Enter the start date of the transaction you are creating.

Approval Category: *

Go

Click "Go" to advance to the next screen

- Faculty TPT Rehire 1 Semester, JF0002
- Faculty TPT Rehire 2 Semesters, JF0009
- Faculty TPT Rehire 3 Semesters, JF0010
- Faculty NSP HSC Unrestricted, JF0020
- Faculty NSP w LD Restricted, JF0021
- Staff Resignation, JS0001
- Faculty NSP w LD Unrestricted, JF0022
- Faculty Teaching Overload/Summer Instruction, JF0024
- Faculty Summer Administration, JF0025
- Staff End of Assignment/Contract/Term, JS0002
- Faculty Summer Research Payment Restricted LD, JF0026
- Faculty Summer Research Payment Unrestricted LD, JF0027
- Staff Contracting Support Position, JS0003

Approval categories represent the purpose of the personnel action - the reason a personnel action is being created.

For restricted funds, select JF0026. For unrestricted funds, select JF0027.

After clicking on the "Go" button the following will display.

System removal of end date, J00006

| Search | Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status | Select |
|----------------------|---------|----------------------|----------------------|-----------|------------------------------------|--------------|----------|----------------|--------|----------------------------------|
| <input type="text"/> | New Job | <input type="text"/> | <input type="text"/> | | | | | | | <input checked="" type="radio"/> |
| | Primary | | 00 | Professor | 707A, Physics Astronomy Department | Jan 01, 2008 | | Nov 30, 2015 | Active | <input type="radio"/> |

All Jobs

Next Approval Type Go

Select All Jobs to display all of the faculty member's job records.

| Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status | Select |
|----------|----------------------|----------------------|-----------------|------------------------------------|--------------|--------------|----------------|------------|----------------------------------|
| New Job | <input type="text"/> | <input type="text"/> | | | | | | | <input checked="" type="radio"/> |
| Primary | | 00 | Professor | 707A, Physics Astronomy Department | Jan 01, 2008 | | Nov 30, 2015 | Active | <input type="radio"/> |
| Overload | FTR001 | 00 | Summer Research | 707A, Physics Astronomy Department | May 01, 2008 | Aug 31, 2015 | Aug 31, 2015 | Terminated | <input type="radio"/> |
| Overload | FTR001 | 01 | Summer Research | 707A, Physics Astronomy Department | Jul 01, 2008 | Jun 30, 2014 | Jun 30, 2014 | Terminated | <input type="radio"/> |
| Overload | FTR001 | 02 | Summer Research | 707A, Physics Astronomy Department | Jul 01, 2008 | Jun 30, 2014 | Jun 30, 2014 | Terminated | <input type="radio"/> |
| Overload | FTR001 | 03 | Summer Research | 707A, Physics Astronomy Department | Aug 01, 2008 | Aug 31, 2008 | Aug 31, 2008 | Terminated | <input type="radio"/> |

Summer Research payments are processed on position numbers that begin with FTR.

Select the radio button next to the job in which you are taking action. Based on the query date, there may be more than one job displayed.

FACULTY SUMMER RESEARCH PAYMENT EPAF

System removal of end date, FTR001-00 Summer Research, Last Paid Date: Aug 31, 2015

| Item | Current Value | New Value |
|--|---------------|-----------|
| Job End Date: MM/DD/YYYY*(Not Enterable) | 08/31/2015 | - |

Faculty Job Detail for Summer Research, FTR001-00 Summer Research, Last Paid Date: Aug 31, 2015

| Item | Current Value | New Value |
|---------------------------------------|---------------|------------------------------------|
| Jobs Effective Date: MM/DD/YYYY* | 08/31/2015 | <input type="text"/> |
| Personnel Date: MM/DD/YYYY* | 08/31/2015 | <input type="text"/> |
| Job Status: *(Not Enterable) | Terminated | <input type="text" value="A"/> |
| FTE: *(Not Enterable) | 1 | <input type="text" value="1.00"/> |
| Appointment Percent: *(Not Enterable) | 100 | <input type="text" value="100"/> |
| Hours per Pay: *(Not Enterable) | 1 | <input type="text" value="1.0"/> |
| Job Change Reason: *(Not Enterable) | JBEND | <input type="text" value="ADDJB"/> |

The Jobs Effective Date and Personnel Date represents the first day of the pay period for which the payment is to be issued.

Example: If the payment is to be issued on the May 2016 payroll, the date entered would be 05/01/2016.

Job End Dates (general), FTR001-00 Summer Research, Last Paid Date: Aug 31, 2015

| Item | Current Value | New Value |
|-------------------------------------|---------------|------------------------------------|
| Jobs Effective Date: MM/DD/YYYY* | 08/31/2015 | <input type="text"/> |
| Personnel Date: MM/DD/YYYY* | 08/31/2015 | <input type="text"/> |
| Job Status: *(Not Enterable) | Terminated | <input type="text" value="T"/> |
| Job Change Reason: *(Not Enterable) | JBEND | <input type="text" value="JBEND"/> |

The Jobs Effective Date and Personnel Date represent the last day of the payroll period for which the payment is to be issued.

Example: If the payment is to be issued on the May 2016 payroll, the date entered would be 5/31/2016.

Enter Special Rate, FTR001-00 Summer Research, Last Paid Date: Aug 31, 2015

| Current | | | | | | | |
|----------------|--------------------------------|------------------------|--------------|--------------|-------|------------|-------|
| Effective Date | Earnings | Hours or Units Per Pay | Deemed Hours | Special Rate | Shift | End Date | Remov |
| 05/01/2016 | 204, Faculty - Summer Research | 1 | | 5000.00 | 1 | 06/01/2016 | |
| | Not Selected | | | | 1 | | |
| | Not Selected | | | | 1 | | |
| | Not Selected | | | | 1 | | |

Enter the **DAY AFTER** the end date of the payroll period.

Example: For a May payment, the end date would be 6/1/2016.

The Effective Date should reflect the start of the transaction identified in the Faculty Job Detail section above.

Earnings should be "204, Faculty-Summer Research."

Enter 1 in the Hours or Units.

The Special Rate is the amount of the payment to be issued during the identified pay period.

FACULTY SUMMER RESEARCH PAYMENT EPAF

New

Effective Date: MM/DD/YYYY 05/01/2016

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encu |
|---------------|--------|------|--------------|---------|---------|----------|----------|---------|------|---------|------|
| U | 123456 | | | 2002 | | | | | | 50.00 | |
| U | 654321 | | | 2002 | | | | | | 50.00 | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total: | | | | | | | | | | .00 | |

Enter the labor distribution that is effective for that month's payment.

Note: The account code for summer research payments is 2002.

Note: The labor distribution percent must equal 100%

Routing Queue

| Approval Level | User Name | Required Action |
|--|-----------|-----------------|
| 20 - (DFA1) Dept Apprv Level 1 - Faculty | | Approve |
| 40 - (CSO) College/School/Other Approver | | Approve |
| 50 - (MAINCG) Main Contracts and Grants | | Approve |
| 60 - (EAFAC) Employment Area Faculty | | Approve |
| 93 - (FYIPAY) FYI - Payroll at Approval | | FYI |
| 95 - (APPLY) Applier | | Apply |
| Not Selected | | Not Selected |
| Not Selected | | Not Selected |
| Not Selected | | Not Selected |

The Routing Queue is a Pre-defined standard of approval levels.

For summer research paid on restricted funds, the approval queue will include a Contracts and Grants level approver. This is not required for unrestricted funds.

The User Name is the person/entity associated with a specific approval level.

The Required Action field identifies the appropriate action needed by the user.

Comment

May Summer Research \$5000.00

Enter comments that describe the payment being submitted.

To complete the Summer Research payment EPAF, click on the **Upload Documents** button at the top of the page to attach the Summer Research Payment form. For instructions on how to attach a document to your EPAF please reference the "Attaching Documents" job aid. Please note, you will have 5 minutes to attach your document otherwise the system will log you out and you will be required to log in again. For assistance with the Summer Research Payment form, please visit the Office of Faculty Affairs website.

Note: One summer research EPAF should be submit for each month. Multiple month EPAFs can only be submitted if the payment amount and labor distribution are the same for each month included in the EPAF.