New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate a list. Enter the Query Date and select the Approval Category. Select Go.

✻ - indicates a required field.

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

ID: ✻ [ ] [ ] 👤 🔍

| Enter the start date of the transaction you are creating. |

Query Date: MM/DD/YYYY✻ [03/07/2016]

Approval Category: ✻ [Faculty Teaching Overload/Summer Instruction, JF0024 ▾]

[Go]

| Click "Go" to advance to the next screen |

| Approval categories represent the purpose of the personnel action - the reason a personnel action is being created. For Faculty Teaching Overload/ Summer Instruction, JF0024 |

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
🔍	New Job	[ ]	[ ]							◉
	Primary		00	Professor	023A, Mechanical Engineering	Jan 01, 2008		Nov 30, 2015	Active	○
	Secondary		S1		023A, Mechanical Engineering	Aug 01, 2010		Nov 30, 2015	Active	○

[All Jobs]

[Next Approval Type] [Go]

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

System removal of end date, J00006

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	[ ]	[ ]							◉
	Primary		00	Professor	023A, Mechanical Engineering	Jan 01, 2008		Nov 30, 2015	Active	○
	Overload		A1		023A, Mechanical Engineering	Jun 01, 2011	Jun 30, 2011	Jun 30, 2011	Terminated	○
	Secondary		S1		023A, Mechanical Engineering	Aug 01, 2010		Nov 30, 2015	Active	○
	Overload		T1	Professor	023A, Mechanical Engineering	Jun 01, 2015	Jul 25, 2016	Jul 31, 2015	Terminated	○
	Overload	FTR028	00	Summer Research	023A, Mechanical Engineering	May 01, 2009	Jun 30, 2013	Jun 30, 2013	Terminated	○
	Overload	FTS042	00	Summer Session	023A, Mechanical Engineering	Jun 01, 2009	Jun 30, 2009	Jun 30, 2009	Terminated	○

[Active Jobs]

[Next Approval Type] [Go]

| Teaching overload/Summer instruction payments are processed on the professor's primary position number with a suffix of T1, T2 or T3 |

| 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. |

Updated March 29, 2016

FACULTY TEACHING OVERLOAD/SUMMER INSTRUCTION

System removal of end date, F9   -T1 Professor, Last Paid Date: Jul 31, 2015

Item	Current Value	New Value
Job End Date: MM/DD/YYYY*(Not Enterable)	07/25/2016	-

Faculty Job Detail with Annual Salary, F90721-T1 Professor, Last Paid Date: Jul 31, 2015

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	07/25/2016	
Personnel Date: MM/DD/YYYY*	07/25/2016	
Job Status: *(Not Enterable)	Terminated	A
Job Change Reason: *(Not Enterable)	JBEND	ADDJB
Appointment Percent: *	37.5	
Annual Salary: *	33157.92	
Hours per Pay: *	65	

> The Jobs Effective Date and Personnel Date represents the first day of the class or set of classes are starting.
>
> **Example:** If a class is to start June 6th, the date entered would be 06/06/2016.

> Appointment Percent and Hours per Pay are calculated based on the Hours per Pay Appointment Percent Table.
>
> **Example:** Two 3 credit hour 8 week summer classes equal an Appt% of 75 and hours per pay of 130.
>
> Annual Salary is calculated in the contract calculator tool.

Job End Dates (general), F90721-T1 Professor, Last Paid Date: Jul 31, 2015

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	07/25/2016	
Personnel Date: MM/DD/YYYY*	07/25/2016	
Job Status: *(Not Enterable)	Terminated	T
Job Change Reason: *(Not Enterable)	JBEND	JBEND

> The Jobs Effective Date and Personnel Date represent the last day the class or classes will be held.
>
> Example: If the class or classes are to end July 28, 2016, the date entered would be 07/28/2016.

Enter Default Earnings, F9   -T1 Professor, Last Paid Date: Jul 31, 2015

Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date

New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

[Save and Add New Rows]

> Enter the **DAY AFTER** the end date of the class or classes.
>
> Example: For a class ending 07/28/2016, the end date would be 07/29/2016.

> The Effective Date should reflect the start of the transaction identified in the Faculty Job Detail section above.
>
> Earnings should be "203", Faculty-Summer Session.
>
> Enter the same number is the Hours per Pay section in the Faculty Job Detail section above in Hours or Unit per pay section here.
>
> **Leave Deemed Hours and Special Rate blank

UNM

New

Effective Date: MM/DD/YYYY 08/08/2016

Effective date should be the same as start date

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override Date
🔍 u 🔍	123456			2003						50	
🔍 u 🔍	789101			2003						50	
🔍 🔍											
🔍 🔍											
									Total:	.00	

[Default from Index] [Save and Add New Rows]

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

Note: The account code for summer instruction is 2003. The account code for Fall/Spring Teaching Overload is 2004.

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
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
Not Selected	🔍	Not Selected

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

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

ME 583 3 Credit Hours 06/06/2016-07/28/2016 $5000

Enter comments that describe the action being submitted.

Example: Class/ Credit Hours/ Range date of class and Payment Amount.

Note: If there are multiple classes on one EPAF, individually list them in the comment section.

[Save]

Return to Top

Press to save progress and check values entered in form are in the correct format

To complete the Teaching overload/Summer instruction EPAF, click on the **Upload Documents** button at the top of the page to attach the Teaching overload/Summer instruction 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 Teaching overload/Summer instruction form, please visit the Office of Faculty Affairs website.