TEMPORARY PART-TIME INSTRUCTOR REHIRE

ID: * 1000:   9

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

Query Date: MM/DD/YYYY* 01/17/2017

Approval Category: * Faculty TPT Rehire 1 Semester, JF0002

Enter the start date of the transaction you are creating. (The first day of the class)

Go

⚠ There are no active jobs based on the Query Date.

All Jobs

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 Temporary Part-Time Instructor Rehire it will be JF0002

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

ID: 1000·   9
Query Date: Jan 17, 2017
Approval Category: Faculty TPT Rehire 1 Semester, JF0002

Please Note: No jobs may appear under this section if the individual does not have an active job during the query date entered above. This is normal and to find the correct job to apply the EPAF select "All Jobs".

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									◉

⚠ There are no active jobs based on the Query Date.

All Jobs

Next Approval Type   Go

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

ID: ..   , 1000: 9
Query Date: Jan 17, 2017
Approval Category: Faculty TPT Rehire 1 Semester, JF0002

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									◉
	Secondary	FT0072	00	Temporary Faculty	477H, Taos Field Center	Sep 01, 2008	May 31, 2011	May 31, 2011	Terminated	○
	Primary	FT0130	00	Temp Parttime Faculty	765A, Psychology Department	Sep 01, 2009	Dec 17, 2016	Oct 31, 2016	Terminated	○
	Secondary	FT0130	01	Tempory Parttime Faculty	765A, Psychology Department	Nov 01, 2010	Dec 17, 2016	Oct 31, 2016	Terminated	
	Secondary	FT0130	02	Temp Parttime Faculty	765A, Psychology Department	Nov 01, 2011	Dec 12, 2015	Dec 31, 2015	Terminated	
	Overload	FT0130	03	Temp Parttime Faculty	ABP, Extended University Ext Univ	Jan 20, 2014	May 17, 2014	May 31, 2014	Terminated	
	Overload	FT0130	N1	Temp Parttime Faculty	ABP, Extended University Ext Univ	May 01, 2012	Aug 31, 2016	Aug 31, 2016	Terminated	
	Secondary	FT0204	00	Temporary Faculty	ABP, Extended University Ext Univ	Sep 01, 2008	Dec 31, 2008	Dec 31, 2008	Terminated	
	Secondary	FT0204	01	Temporary Faculty	ABP, Extended University Ext Univ					
	Secondary	FT1079	00							
	Secondary	FTS003	00							
	Secondary	FTS003	01							

Active Jobs

Next Approval Type   Go

All Temporary Part-Time Instructor positions start with an "FT" and will have a suffix of "00,01'02'or 03"

*Select the radio button next to the job in which you are taking action.

*For example, if you were rehiring an instructor in the Psychology Department look under "Time Sheet Organization" look for the correct org code and department "765A, Psychology Department" .

* There may be more than one job displayed. Ensure you are selecting a position which is in your department.

Updated March 29, 2016

System removal of end date, FT0130-00 Temp Parttime Faculty, Last Paid Date: Oct 31, 2016

Item	Current Value	New Value
Job End Date: MM/DD/YYYY✱(Not Enterable)	12/17/2016	-

Enter agreement info for new semester, FT0130-00 Temp Pa[...]

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY✱	12/17/2016	
Personnel Date: MM/DD/YYYY✱	12/17/2016	
Job Status: ✱(Not Enterable)	Terminated	A
Job Change Reason: ✱(Not Enterable)	JBEND	RHIRE
Appointment Percent: ✱	100	
Annual Salary: ✱	73973.64	
Hours per Pay: ✱	173.33	
Supervisor ID: ✱	100008801	

> The **Jobs Effective Date** and **Personnel Date** represents the first day of the class or set of classes.
>
> **Example:** If a class is to start January 17th, the date entered would be 01/17/2017.

> Appointment Percent and Hours per Pay are calculated based on the Hours per Pay Appointment Percent Table.
>
> **Example:** Two 3 credit hour classes in the Fall/Spring semesters equal an Appt% of 50 and hours per pay of 86.67. NOTE: If the instructor will be on a branch campus use the Hours Per Pay Appointment Percent Table for Branch Campuses.
>
> **Annual Salary** is calculated in the contract calculator tool

Job End Dates (general), FT0130-00 Temp Parttime Faculty, Last Paid Date: Oct 31, 2016

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY✱	12/17/2016	
Personnel Date: MM/DD/YYYY✱	12/17/2016	
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 May 14, 2016, the date entered would be 05/14/2017.

Enter Default Earnings, FT0130-00 Temp Parttime Faculty, Last Paid Date: Oct 31, 2016

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]

> The **Effective Date** should reflect the start of the transaction identified in the Faculty Job Detail section above.
>
> Earnings should be "012", Temporary Base Pay, for summer "203"
>
> Enter the same number that is in 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

> Enter the **DAY AFTER** the end date of the class or classes.
>
> Example: For a class ending 05/14/2017, the end date would be 05/15/2017.

Labor Distribution Change, FT0130-00 Temp Parttime Faculty, Last Paid Date: Oct 31, 2016

Current

Effective Date: 08/22/2016

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override	End Date
U	285002	2U0224	285A		2007	P103	036EA					

Effective date should be the same as start date of the class/classes

New

Effective Date: MM/DD/YYYY 01/17/2017

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encun
🔍 u	🔍 123456			🔍 2007						50	
🔍	🔍 789101			🔍 2007						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 Temporary Part-Time Instructor Rehire is 2007, for summer 2003.

Note: The labor distribution percent must equal 100% but can be split into multiple accounts.

Routing Queue

Approval Level	User Name		Required Ac
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

PSY 465 3 Credit Hours 01/17/2017-05/14/2017 $4000

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 Temporary Part-Time Instructor Rehire EPAF, click on the **Upload Documents** button at the top of the page to attach the Temporary Part-Time Instructor Rehire 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.