EPAF Originator Supplemental Comp Cheat Sheet

*Creating a **<u>new</u> supplemental compensation form***

1. ENTER BASIC DATA – EPAF MAIN MENU→NEW EPAF

New EPAF Person Selection

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

* - indicates a required field.

ID: *

Query date must be first day of the month

Query Date: MM/DD/YYYY* 11/26/2012

Approval Category: *
- Not Selected
- Not Selected
- Faculty Supplemental Compensation, SUPCOM

Go

→ Access **EPAF Main Menu** from the **Employee Information** tab on **GWEB**
→ Access **New EPAF**
→ Type **GWID, Query Date,** and select **Approval Category SUPCOM,** and click **Go**

2. SELECT/ENTER POSITION NUMBER

Faculty Supplemental Compensation, SUPCOM

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job									●
	Primary	183422	00	Uv Faculty Regular	166301, LANGUAGE CENTER	08/01/04		12/31/12	Active	○
	Secondary	187468	00	Uv Fac Lim Svc- Suppl Comp	153402, LANGUAGE CENTER	08/01/12	08/31/12	08/31/12	Active	○
	Overload	188412	00	Uv Fac Lim Svc - Non Teaching	100015, FACULTY IN RESIDENCE/GUIDES PROGRAM	09/01/12	06/30/13	12/31/12	Active	○
	Overload	502434	00	Uv Fac Lim Svc- Suppl Comp	544307, THURSTON HALL	08/01/09	04/30/12	04/30/12	Active	○

All Jobs

Next Approval Type Go

→ Click **All Jobs** to display a list of positions to which the employee has been assigned
→ Click **Go**
→ Click the **Select** button for an applicable existing position
→ Or, type the **Position Number and Suffix**, then Click the **Select** button
→ Click **Go**

3. SUPPLEMENTAL COMPENSATION PAYMENT ENTRY

Faculty Supplemental Compensation, 502434-00 Uv Fac Lim Svc- Suppl Comp, Last Paid Date: 04/30/12

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY	08/01/2009	
Jobs Effective Date: MM/DD/YYYY*	04/30/2012	
Personnel Date: MM/DD/YYYY*	04/30/2012	
Job Status: *(Not Enterable)	Terminated	A
Contract Type: *(Not Enterable)	Overload	O
Annual Salary: *	6000	
Pays: *	9	1
Factor: *	9	1
Step: *(Not Enterable)	0	0
Job Change Reason: *		FCOMP, Faculty Contract Supp Comp

→ Enter the **Job Begin Date** for new position. **Leave blank if there is a date in Current Value.**[1]
→ Enter the **Jobs Effective Date** for the payment. Must be greater than **Last Paid Date**. [2]
→ Enter the **Personnel Date** as the actual start state of the work performed.
→ Enter the total amount to be paid as the **Annual Salary**[3]
→ Enter the number of pay periods to pay for

[1]The Job Begin Date and Jobs Effective should be the same for a new position.
[2]The Jobs Effective Date should be the 1st of the month of the current, active pay period.
[3]The system will divide the **Annual Salary** by the **Pays** value to determine the pay amount.
For lump sum payment Pays = 1.

4. TERMINATION ENTRY

Job Termination, 502434-00 Uv Fac Lim Svc- Suppl Comp, Last Paid Date: 04/30/12

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	04/30/2012	
Personnel Date: MM/DD/YYYY*	04/30/2012	
Job Status: *(Not Enterable)	Terminated	T
Job Change Reason: *(Not Enterable)		FCEND

→ Enter the **Effective Date** of the termination.[1]
→ Enter the **Personnel Date** as the actual termination date. [1]

[1]The Effective Date & Personnel dates should be the last date of the pay month in which the employee is to be paid.

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5. REVIEW POSITION INDEX DISTRIBUTIONS

New Job Labor Distribution for Employee, 401004-00 Uv Cas Ns Prof Nf Pt, Last Paid Date: 09/29/12

Current
Effective Date: 08/19/2009

COA	Index	Fund	Organization	Account	Program	Percent	PTA Information
Z	480502 (ENTERPRISE INFO SVCS ADMIN)	110100	480502	51226	AG1	100.00	

New
Effective Date: MM/DD/YYYY 11/26/2012

COA	Index	Fund	Organization	Account	Program	Percent	PTA Information
Z	PI 480502	110100	480502	51226	AG1	100.00	
	PI						
	PI						
	PI						
	PI						
				Total:		100.00	

→ Review position **Index** distributions.
→ For new positions, **the Job Labor Effective Date** must be the same as the **Jobs Effective Date** entered in #3 above
→ For existing positions
  o REVIEW ONLY
  o DO NOT CHANGE

6. REVIEW OR UPDATE ROUTING QUEUE OF APPROVERS

Routing Queue

Approval Level	User Name	Required Action
50 - (DEAN) Dean Designee		Approve
90 - (FACPER) Faculty Personnel		Approve
99 - (PROVST) Provost		Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

→ Review **Routing Queue**
Default Routing Queue will be displayed.[1]
→ Click **Save and Add New Rows** when finished.
(Optional) **Add Approver**
Select **Approval Level** from pull-down.
Click **"spy glass"** for **list of approvers** for the selected Approval Level.
Select the **Approver Action** from the pull-down.

[1]To set up your Default Routing Queue, click on the Default Routing Queue link on the Originator Summary page.

7. ENTER COMMENTS

Comment

Approval Types | Account Distribution | Routing Queue

Save

→ Enter **Comments** to explain the reason for the supplemental compensation.
→ Click **Save**.

8. SAVE AND SUBMIT TRANSACTION

Electronic Personnel Action Form

✓ Your change was saved successfully.
Enter the information for the EPAF and either Save or Submit

Name and ID: |name, G99999999
Transaction: 14984   Query Date: 11/26/12
Transaction Status: Waiting
Approval Category: Faculty Supplemental Compensation, SUPCOM
Save   Submit   Delete

→ Click **Submit** to submit transaction for approval.
→ Review any error messages, correct, **Save** and re-**Submit**.
→ Use **Delete** to completely remove this transaction
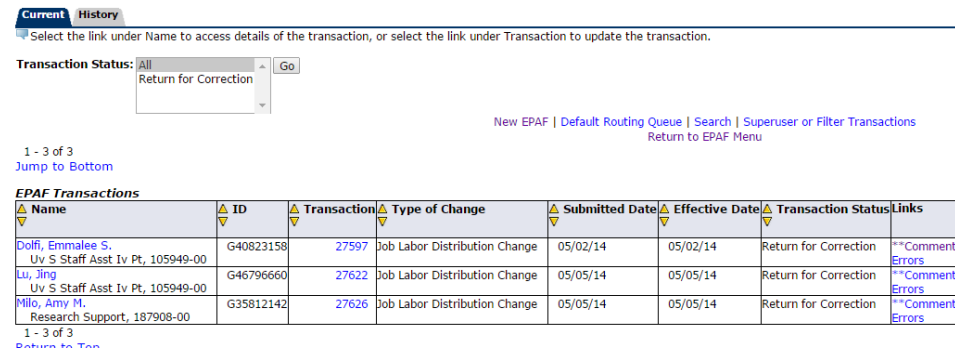
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Checking the <u>status</u> of a supplemental compensation form
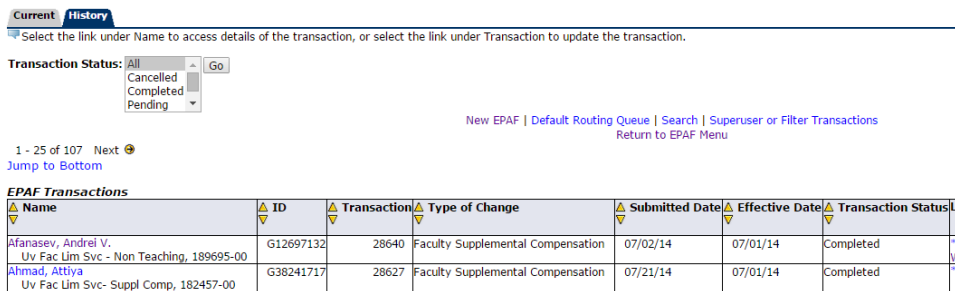
1. EPAF MAIN MENU→EPAF Originator Summary
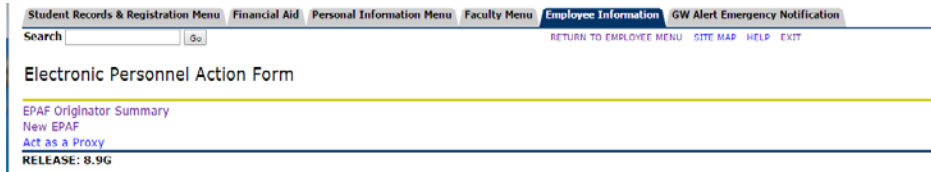
→ Access **EPAF Main Menu** as instructed above.
→ Click **EPAF Originator Summary** to all forms that you processed.

2. CURENT TAB→Select Transaction Status

→ Click **Current** to see all pending forms
→ Select the **Transaction Status** and click **Go**.
→ Review any comments or error messages, and click **Update** to revise the form as appropriate.
→ **Save** and re-**Submit**.
→ Or, click **Void** if you want to cancel the pending form.

3. HISTORY TAB→Select Transaction Status

→ Click **History** to see a list of all forms that you submitted
→ Select the **Transaction Status** and click **Go**.

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Setting the Default Routing Queue

1. EPAF MAIN MENU→EPAF Originator Summary

Electronic Personnel Action Form

EPAF Originator Summary
New EPAF
Act as a Proxy
RELEASE: 8.9G

→ Access **EPAF Main Menu** as instructed above.
→ Click **EPAF Originator Summary** to all forms that you processed.

2. PROCEED to the Default Routing Queue

EPAF Originator Summary

Current | History

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status: All | Go
Return for Correction

New EPAF | Default Routing Queue | Search | Superuser or Filter Transactions
Return to EPAF Menu

1 - 4 of 4
Jump to Bottom

EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
Councill, Tracy D. Uv Fac Lim Svc- Suppl Comp, 183684-00	G15161254	31223	Faculty Supplemental Compensation	11/06/14	11/01/14	Return for Correction	**Comments

→ Click **Default Routing Queue** to proceed.

3. SELECT Appropriate Approval Category

EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the App

Approval Category: Not Selected | Go
Not Selected
Job Labor Distribution Change, LBRDIS
Approval Queue   Faculty Supplemental Compensation, SUPCOM
Approval Level   Summer Research, SMRCH
Not Selected

→ In the **Approval Category**, click on Faculty Supplemental Compensation, SUPCOM

4. ADD the four Approval levels, Approvers and Required action

Approval Queue

Approval Level	User
30 - (EFD) Entity Financial Director	C
50 - (DEAN) Dean Designee	C
90 - (FACPER) Faculty Personnel	V
99 - (PROVST) Provost	S

Routing Queue

Approval Level	Name	Required Action
Entity Financial Director, 30	Michele Denise Tyner, CCOMDT	Approve
Dean Designee, 50	Cynthia Lee Allen, CCOCLA	Approve
Faculty Personnel, 90	Valerie Ann Brown, VPAVE1	Approve
Provost, 99	PRDTMD Appworx, PRDTMD	Apply

→ Select the four (4) **Approval Levels** as seen here. Use the down arrow to select the approval level.
→ Click on the magnifying glass to select the appropriate **User Name**
→ Select the **Required Action** for each approval level and approver. The Provost should be only approver to "Apply".
→ Once complete, hit **Save**.