

UNC Charlotte Part-Time Faculty EPAF Field Descriptions

Field Name	Description	
Query Date	If the first pay date is:	Then.....
	The 15 th of the month	"XX/01/XXXX"
	The last day of month	"XX/16/XXXX"
Position Number	EPTF50	
Suffix	Use the next suffix number available. The same Job/Suffix combination can never be used twice.	
<u>Employee Information</u>	Creates PEAEMPL record in Banner	
Employee Class Code (Not Enterable)	50: The employee class code in Banner that designates the person as part-time faculty	
Home COAS (Not Enterable)	1	
Home Organization	The organizational code of the department employing the part-time faculty member	
Employee Status (Not Enterable)	A	
Current Hire Date	Actual first day of work	
<u>Create Assignment</u>	Creates active NBAJOBS record in Banner	
Job Begin Date	Same as the Query Date (either the 1 st or the 16 th)	
Contract Type	If....	Then...
	The employee does not have a current active job during the same time period	Select "Primary"
	If they do have an active job during the same time period	Select "Secondary"
Jobs Effective Date	Same as the Query Date (either the 1 st or the 16 th)	
Personnel Date	Actual first day of work; Same as Current Hire Date	
Title	Title or brief description of duties	
Job Status (Not Enterable)	A	
Step (Not Enterable)	0	
Annual Salary	Salary for the assignment	
Factor	Number of pay periods	
Pays	Number of pay periods; Same as Factor	
Timesheet Orgn	The organizational code of the department employing the part-time faculty member	
Job Change Reason (Not Enterable)	E102	
FTE	Corresponding FTE that matches the hours per week or Credit hours of course(s) taught	
<u>Assignment End Date</u>	Creates a terminated NBAJOBS record in Banner	
Jobs Effective Date	Date of the last pay period (either XX/15/XXXX or last day of the month)	
Personnel Date	Actual final day of work	
Job Status (Not Enterable)	T	
Job Change Reason (Not Enterable)	E103	

Field Name	Description								
<u>Funding Source</u>	Populates labor distribution tab on NBAJOBS in Banner								
COA	1								
Index	Index (fund) to be used for employee payment								
Fund (Not Enterable)	Will auto-fill to match the Index entered								
Organization (Not Enterable)	Auto-fills based on Index								
Account	913200								
Program (Not Enterable)	Auto-fill based on Index entered								
Percentage	Percentage of fund if split funded. Must total 100%								
<u>Routing Queue</u>									
Payroll	FYI – Kimberly Saunders								
Department	The College / Departmental approver; usually a Business Manager								
Academic Affairs	Approver – FRHAMILT								
Fund Approval	<table border="1"> <thead> <tr> <th>If the fund is:</th> <th>Then choose:</th> </tr> </thead> <tbody> <tr> <td>Grant fund (5XXXXXX)</td> <td>Valerie Crickard</td> </tr> <tr> <td>Auxiliary fund (3XXXXXX)</td> <td>Rebecca Urquhart</td> </tr> <tr> <td>All other funds</td> <td>Franci (Euthelda) Hamilton</td> </tr> </tbody> </table>	If the fund is:	Then choose:	Grant fund (5XXXXXX)	Valerie Crickard	Auxiliary fund (3XXXXXX)	Rebecca Urquhart	All other funds	Franci (Euthelda) Hamilton
	If the fund is:	Then choose:							
	Grant fund (5XXXXXX)	Valerie Crickard							
	Auxiliary fund (3XXXXXX)	Rebecca Urquhart							
All other funds	Franci (Euthelda) Hamilton								
Human Resources	Apply -- APPWORX								
Comment (Best Practices)	<p>Explain what the person is doing to receive the payment. (e.g. What courses are they teaching, are there any additional responsibilities, etc)</p> <p>Comments cannot be edited or deleted once submitted. Please be careful with what you type in the comments box.</p>								