

UNC Charlotte Special Payment EPAF Field Descriptions

Field Name	Description						
Query Date	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">If the first pay date is:</th> <th style="text-align: left;">Then.....</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">The 15th of the month</td> <td style="text-align: center;">"XX/01/XXXX"</td> </tr> <tr> <td style="text-align: center;">The last day of month</td> <td style="text-align: center;">"XX/16/XXXX"</td> </tr> </tbody> </table>	If the first pay date is:	Then.....	The 15 th of the month	"XX/01/XXXX"	The last day of month	"XX/16/XXXX"
	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	ESPE45						
Suffix	Use the next suffix number available. The same Job/Suffix combination can never be used twice.						
<u>Create Assignment</u>	Creates and active NBAJOBS record in Banner						
Job Begin Date	Same as the Query Date (either the 1 st or the 16 th)						
Contract Type	Secondary						
Jobs Effective Date	Same as the Query Date (either the 1 st or the 16 th)						
Personnel Date	Actual first day of work						
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; Same as Pays						
Pays	Number of pay periods; Same as Factor						
Timesheet Orgn	The organizational code of the home department who employs the full-time faculty member						
Job Change Reason (Not Enterable)	E102						
FTE	Always 1.0						
<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						
<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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">If the assignment is:</th> <th style="text-align: left;">Then use Account:</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Teaching accredited course</td> <td style="text-align: center;">913300</td> </tr> <tr> <td style="text-align: center;">Non-teaching</td> <td style="text-align: center;">911300</td> </tr> </tbody> </table>	If the assignment is:	Then use Account:	Teaching accredited course	913300	Non-teaching	911300
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	Teaching accredited course	913300					
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Program (Not Enterable)	Auto-fill based on Index entered						
Percentage	Percentage of fund if split funded. Must total 100%						

Field Name	Description																								
<u>Routing Queue</u>																									
Payroll	FYI – Kimberly Saunders																								
Department	The College / Departmental approver; usually a Business Manager If paying someone from another department, also add that department's approver. If SPA Exempt, add Jared Waugh (SPA Exempt personnel can only receive a special payment when approved to teach an accredited course).																								
Academic Affairs	<table border="1"> <thead> <tr> <th>If the Account code is:</th> <th>And the employee is:</th> <th>Then choose:</th> </tr> </thead> <tbody> <tr> <td>911300</td> <td>EHRA Staff</td> <td>Sarah Ekis</td> </tr> <tr> <td>913300</td> <td>EHRA Staff</td> <td>Sarah Ekis and Tonya McMannen</td> </tr> <tr> <td>911300 and 913300</td> <td>Faculty</td> <td>Tonya McMannen</td> </tr> </tbody> </table>	If the Account code is:	And the employee is:	Then choose:	911300	EHRA Staff	Sarah Ekis	913300	EHRA Staff	Sarah Ekis and Tonya McMannen	911300 and 913300	Faculty	Tonya McMannen												
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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>** 12 month employees need supervisor approval and a justification comment added (e.g. work is outside normal duties and being done outside normal hours, OR if being done during normal hours, how they will make up their time).</p> <p>Comments cannot be edited or deleted once submitted. Please be careful with what you type in the comments box.</p>																								