

Part-Time Payments

QUERY DATES will only be "XX/ 01/XXXX" or "XX/ 16/XXXX")

If Query Date is wrong it cannot be corrected and the EPAF must be voided/deleted and re-entered

First Paydate = 15th of that month: XX/ 01/XXXX First Paydate = Last day of that month: XX/ 16/XXXX

Query Date, Job Begin Date, Jobs Effective Date (*under Create Assignment*) are always the same date and will either be 1st or 16th of month

Current Hire Date and Personnel Date (*under Create Assignment*) is the date the employee begins the assignment

Job Effective Date (*under Assignment End Date*) will always be 15th of month, or the last day of the month (*even if a weekend or holiday*) of the ending pay period

Personnel Date (*under Assignment End Date*) is the date the assignment ends

Approval Category

Hire Part-Time Faculty, E50PTF (**For Part-Time Faculty EPTF50**)

Hire Part-Time SHRA Staff, N15 or N15R (**For Part-Time SHRA Staff STMP15 or STMP18**)

Hire Continuing Education Part-Time Employee, E50CE (*Extended Academic Programs Only*).

Position Number & Suffix

STMP15 or STMP18 (for part time SHRA Staff)

EPTF50 (for part time faculty)

The same Job/suffix combination can never be used twice.

If the employee has no current part-time assignment with the same position number, the suffix should be 00.

If the employee is being appointed to a new position number the suffix should be 00.

If the employee has a current part-time assignment listed with the same position number as the one being assigned, the suffix should be 01, 02, etc.

Factor and Pays

Number of pay periods the employee will be paid. Factor and Pays will always be the same number.

Account Code

913200 - SHRA Temp Teaching (*Use with Approval Category E50PTF*)

915900 - SHRA Temp Staff-Non-Student Temporary Employee (*Use with Approval category N15 or N15R*)

Departmental Approvers

Approval of college / admin who controls the funds.

AA / HR Approvers

Franci (Euthelda) Hamilton - Account Code 913200 (*EHRA Temp Teaching*) (EPAF Approval Category E50PTF)

Tracy Worthey -- Account Code 915900 (SHRA Temp Non-Teaching) (EPAF Approval Category N15 or N15R)

Fund Approvers

Grants (5XXXXX) – Valerie Crickard

Auxiliary Funds (3XXXXX) - Hong Vu

All other Funds – Account Code 913200 (Teaching, part time faculty): Franci (Euthelda) Hamilton

Account Code 915900 (Non-Teaching, part time SHRA Staff): Tracy Worthey

Version 7-2018

EPAF Documentation can be found on Financial Services Website:

<http://finance.uncc.edu/resources/training-materials/electronic-personnel-action-form>

Special Payments

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Query Date, Job Begin Date, Jobs Effective Date (*under Create Assignment*) are always the same date and will either be 1st or 16th of the month

Personnel Date (*under Create Assignment*) is the date the employee begins the assignment

Job Effective Date (*under Assignment End Date*) will always be 15th of the month, or the last day of the month, of the ending pay

Personnel Date (*under Assignment End Date*) is the date the assignment ends

Approval Category

Special Pays for Full Time Employees, E45SP

Position Number & Suffix

ESPE45 (for full time EHRA employees)

The same Job/suffix combination can never be used twice.

If the employee has never received a special payment then the suffix would be 00.

If the employee has a current or previous special pay assignment, use the next suffix in line, i.e 01, 02, 03, etc.

Factor and Pays

Number of pay periods the employee will be paid. Factor and Pays will always be the same number.

Account Code

911300 - Non Teaching Special Payment

913300 - Teaching Special Payment (for accredited courses only)

SHRA Exceptions

If paying someone from another department, besides needing Departmental Approver of college/admin who controls the funds, also need to **add** the Departmental Approver of Employee's timesheet org.

If **SHRA Exempt** add Tracy Worthey as another AA Approver. If **SHRA Non-Exempt** , then the person can't be paid by an EPAF - contact HR for payment instructions

12 month permanent employees need a **justification comment added**, i.e. work done is outside normal duties and being done

AA / HR Approvers

Account Code 911300 (non-teaching) if **EHRA Staff** - Sarah Ekis

Account Code 911300 (non-teaching) if **EHRA Faculty** - Tonya McMannen

Account Code 913300 (teaching an accredited course only) **EHRA Staff and EHRA Faculty** - Tonya McMannen

Fund Approvers

Grants (5XXXXX) – Valerie Crickard

Auxiliary Funds (3XXXXX) - Hong Vu

All other Funds – Account Code 911300 (non-teaching) if **EHRA Staff** - Sarah Ekis

Account Code 911300 (non-teaching) if **EHRA Faculty** - Tonya McMannen

Account Code 913300 (teaching an accredited course) **EHRA Staff** - Sarah Ekis

Account Code 913300 (teaching an accredited course) **EHRA Faculty** - Tonya McMannen