ADJUNCT FACULTY EPAF

Teaching

- A Teaching EPAF will have credit hours attached!
  1. **HIREAF** – used when the individual has NEVER worked in the position number.
  2. **REHIAF** – used when the individual HAS worked in the position number.
  3. **GRHIAF** – used for grant position numbers and individual has never worked in the position number before.
  4. **GRRHAF** – used for grant position numbers and individual has previously worked in the position number.
  5. **TERMAF** – used to terminate a position number.
Non-Teaching EPAF will have clock hours associated with payment.

1. **AFHINT** – used for an individual who has NEVER worked in position number before.
2. **AFRHNT** – used for an individual who HAS worked in position number.
3. **AFGHNT** – used for a grant position when the individual has never worked in position before.
4. **AFGRNT** – used for a grant position when the individual has worked in position before.
5. **TERMAF** – used to terminate an adjunct position.
A Hiring Verification Workflow must be processed first, before the individual can begin working.

There are separate position numbers for teaching versus non-teaching assignments. Please ensure you are using the correct position number.

For Teaching positions, credit hours entered on the EPAF would be the same entry made currently on the paper Personnel Appointment Form (PAF).

The contract dates and rate of pay will automatically default for Adjunct EPAFs.

If a position must be terminated outside of the normal contract, HR must be contacted prior to submitting a TERMAF EPAF so that any future dates can be removed.
The University Provost Office (Academic Affairs) requires additional steps be completed prior to appointments. EPAFs will not be approved until all required documentation is received. This includes:

- Academic Preparation Certification (SACSCOC) Form
- Curriculum Vita
- Three current professional letters of recommendation
- Official transcripts for all degrees
- Background check – sent electronically to Lynn.sewak@mtsu.edu

Re-Hiring Adjunct – must submit Academic Preparation Certification (SACSCOC) form.
EPAF Approvals

Approval’s Required for **Adjunct EPAFs – Mandatory**

- **HRAPR** – The EPAF is awaiting the employee electronic signature. Once signed, HR will push the EPAF forward for approvals.
- **RS** – Research Services – only for Grant Related EPAF’s
- **DEPTHD** – Chair/Director, etc.
- **DEANS** – Applicable College Dean.
- **ACADRE** – Academic Affairs review and approval.
- **VP** – Applicable Vice President
- **HRAPP** – Human Resource Services applies all EPAFs.

- Any approver may designate a Proxy Approver for EPAF’s.
Creating Adjunct EPAF’s

1. You will need the individual’s Banner ID
2. You will need the position number
3. You will need the T-Org

NOTE: Be familiar with EPAF types – it makes a difference!
Creating EPAF’s

Log into Pipeline, click on Employee tab and then click on the “New EPAF” link
Creating EPAF’s

- Enter the Banner ID (M number), hit tab and verify you have the correct name.
Creating EPAF’s

- Under “Approval Category” use the drop down and select your EPAF and click “Go”

To ensure you are using the correct EPAF type, click “All Jobs” to view any position(s) the individual has been in. If you see your position, you need to use a Rehire EPAF not Hire.
Creating EPAF’s

- If the position number is not listed, then you can proceed with the hire EPAF. Enter “New Job” information. Enter position number, enter 00 in the suffix field and tab. Your position description will display. Then click “Go” to proceed.

- If you are using an existing position, you must select a rehire EPAF. Click the radio button under “Select” for the position you are reactivating (rehiring) and click “Go” to proceed.
Creating EPAF’s

You should now be seeing the EPAF information displayed:

For Hire EPAFs, the “Current Value” information will be blank.
Creating EPAF’s

For Rehire EPAFs, “Current Value” information will display:

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Status: (Not Enterable)</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Employee Class Code: (Not Enterable)</td>
<td>AF, Adjunct Faculty</td>
<td></td>
</tr>
<tr>
<td>I9 Form Indicator: (Not Enterable)</td>
<td>Temporary</td>
<td></td>
</tr>
<tr>
<td>I9 Expiration Date: MM/DD/YYYY (Not Enterable)</td>
<td>07/10/2021</td>
<td></td>
</tr>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY</td>
<td>04/30/2013</td>
<td>02/01/2021</td>
</tr>
<tr>
<td>Job Status: (Not Enterable)</td>
<td>Terminated</td>
<td>A</td>
</tr>
<tr>
<td>Job Change Reason: (Not Enterable)</td>
<td>EOCN</td>
<td>EOCN</td>
</tr>
<tr>
<td>Step: (Not Enterable)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Assign Salary:</td>
<td>3000</td>
<td>600.00</td>
</tr>
<tr>
<td>Annual Salary:</td>
<td>36000</td>
<td>24000.00</td>
</tr>
<tr>
<td>Hours per Pay:</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Factor:</td>
<td>12</td>
<td>4</td>
</tr>
<tr>
<td>Pays:</td>
<td>12</td>
<td>4</td>
</tr>
<tr>
<td>Timesheet Orgn: *</td>
<td>17500</td>
<td></td>
</tr>
</tbody>
</table>
Creating EPAF’s

For both hire and rehire Adjunct EPAFs, the “End Adjunct Faculty Contract” values will default:

![End Adjunct Faculty Contract, 355870-00 Adjunct Professor](image)

![End Adjunct Faculty Contract, 355870-00 Adjunct Professor, Last Paid Date: Apr 30, 2013](image)
Creating EPAF’s

For both hire and rehire Adjunct EPAFs, the Assign Salary, Annual Salary, Hours per Pay, Factor and Pays will default:

Hire Adjunct Faculty, 355870-00 Adjunct Professor

- Employee Status: (Not Enterable) - Active
- Employee Class Code: (Not Enterable) - AD. Administrative / Professional
- I9 Form Indicator: (Not Enterable)
- I9 Expiration Date: MM/DD/YYYY (Not Enterable)
- Job Begin Date: MM/DD/YYYY
  - Contract Type: Primary
  - Jobs Effective Date: MM/DD/YYYY
  - Job Status: (Not Enterable)
  - Job Change Reason: (Not Enterable)
  - Step: (Not Enterable)
- Assign Salary:
- Annual Salary: 2400
- Hours per Pay: 3
- Factor: 4
- Pays: 4
- Timesheet Orgn: *
Creating EPAF’s

Certain fields are enterable and can be changed. The Assign Salary x Factor – Annual Salary. If you change one, you must change the other. If you are changing the number of payments (Pays), you must change the factor as well:
Creating EPAF’s

- The “Hours Per Pay” field is the credit hours the individual is being paid for, ex: 3 credit hours, 6 credit hours, etc. The credit hours are converted to clock hours by HR for ACA reporting purposes.
Routing Queue (Approvers)

The Routing Queue’s must be entered or the EPAF will not submit.

Use the search icon (magnifying glass) to find the correct username for your approver.

### Routing Queue

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 - (HRAPR) HR Approve Transaction</td>
<td></td>
</tr>
<tr>
<td>10 - (DEPTHD) Department Head</td>
<td></td>
</tr>
<tr>
<td>30 - (DEANS) Deans</td>
<td></td>
</tr>
<tr>
<td>42 - (ACADRE) Academic Affairs Review</td>
<td></td>
</tr>
<tr>
<td>50 - (VP) Vice Presidents</td>
<td></td>
</tr>
<tr>
<td>99 - (HRAPP) HR Appliers</td>
<td></td>
</tr>
<tr>
<td>Not Selected</td>
<td>▼</td>
</tr>
<tr>
<td>Not Selected</td>
<td>▼</td>
</tr>
<tr>
<td>Not Selected</td>
<td>▼</td>
</tr>
<tr>
<td>Not Selected</td>
<td>▼</td>
</tr>
</tbody>
</table>

[Save and Add New Rows]
Routing Queue (Dual Enrollment)

If you are submitting a contract for a Dual Enrollment payment, you must manually add the approver.

You will need to use the “Not Selected” dropdown and click on UNIVCO, which will be for the University College Approver.
Routing Queue (Approvers)

The Routing Queue’s must be entered or the EPAF will not submit.

Use the search icon (magnifying glass) to find the correct username for your approver.
Creating EPAF’s

Once you have entered your approvers, you will click on the “save” button at the bottom. NOTE: you have not submitted!

At the top of the page, you will see a green check if your EPAF was saved successfully. If so, then click “Submit” to submit the EPAF for approval.

You will see at the top if your EPAF was successfully submitted.
Creating Non-Teaching EPAFs

- Typically used when processing one-time payment for services other than teaching known as flat rate or Non-Teaching rate. These positions usually end in 865. The job effective date and end date must be updated to reflect the upcoming payroll period.

![EPAF form for Adjunct Faculty Non-Teaching](image-url)
CREATING NON-TEACHING EPAFS

The Assign Salary, Annual Salary, Hours Per Pay and Timesheet Orgn code must be entered.

- Assign Salary = the total amount to be paid.
- Annual Salary = the assign salary x factor
- Hours per Pay = the total number of clock hours expected for payment. If more than one payment, divide hours by number of payments. Example: 100 hours for 2 months = 50 hours per pay.
- Pays = the number of payments to be made at the assign salary rate. If there are multiple payments, the factor and pays must equal. Example: 2 payments of $500.00 = Assign salary $500.00, Factor = 2. Pays = 2, Annual Salary $1,000.00.
Still having trouble processing your EPAF?
Our EPAF coordinator is

Danielle Archuleta @ x.2382 or Danielle.archuleta@mtsu.edu