

# TSJFAC, TTU Add a Secondary Job Faculty/TA/GPTI 9 Mo

## Purpose of this ePAF Approval Category:

For use when an exempt employee has a partial-FTE primary job and will work a second Faculty/TA/GPTI FTE job with a different title, or in a different department.

For details, considerations, and exceptions, please review the [All About ePAF & Approval Categories](#) document on the AFISM Training Materials – Banner HR website.

## THE DATE Guidelines

1. Choose the employee's first day of the new job as **THE DATE**, even with late paperwork.
2. If the employee will miss one or more paychecks, then a Manual Check Request (MCR) form must be submitted for each paycheck missed. The MCR cannot request pay earlier than **THE DATE**.

## ePAF Template

**Hint:** Do not use the browser

BACK  button

**Hint:** Use the Job Aid "ePAF Attachment Instructions"

**Hint:** Save often

**Hint:** Follow the example for dates input.

**Hint:** No dashes or spaces in most input boxes

### NEW ePAF PERSON SELECTION Screen

This is the first ePAF entry screen

ID \_\_\_\_\_

Enter R#, **OR**  Search for R#. **DO NOT**  Generate a new R#

Query Date \_\_\_\_\_

**Hint:** Enter **THE DATE** (if it is not today's date)

Approval Category \_\_\_\_\_

TTU Add a Secondary Job Faculty/TA/GPTI 9 Mo TSJFAC

### NEW ePAF JOB SELECTION Screen:

This is the screen where you enter or select the T# position.

**HINT:** If the person was previously appointed to this T#, click ALL JOBS to get a list of previous appointments and select the previous appointment by clicking the round radial in the Select column.

**HINT:** Be sure to click the NEXT APPROVAL TYPE button until only the GO button remains.

Enter Position Number \_\_\_\_\_

**Hint:** Enter Position # for the new job, and TAB to the Suffix.

Suffix \_\_\_\_\_

00

00 is the standard entry for Secondary Jobs (secondary job)

### The ePAF entry form opens:

Be sure to follow these hints before starting your entry:

**HINT:** Verify the T#, suffix and title appear correctly above each Approval Type.

**HINT:** If this is a reappointment to a T#, copy the Job Begin Date from the Current Value to the New Value column.

**HINT:** Remember that the Default Earnings does not insert the Effective Date, and you will need to enter it on each earning code line.

### Add Secondary Job Exempt

Job Begin Date (MM/DD/YYYY)	_____	<b>Hint:</b> Use the Query Date as the Job Begin Date. <b>Exception:</b> If this is a reappointment and the employee was previously appointed to this T# position, use the original Job Begin Date displayed in the Current Value Column of the ePAF.
Job Type	Secondary	Default. Not overrideable.
Jobs Effective Date (MM/DD/YYYY)	_____	<b>Hint:</b> Use the Query Date as the Jobs Effective Date.
Personnel Date (MM/DD/YYYY)	_____	<b>Hint:</b> Follow <b>THE DATE</b> Guidelines above.
Step	0	Default. Not overrideable.
Annual Salary	_____	Use the <a href="#">Exempt Salary Calculator</a> job aid. This ePAF is for 9 month faculty and annual salary is for the 9 month academic year. This is not salary for a semester or salary for a month.
Job Status	Active	Default. Not overrideable.
Position Title	_____	Entry not allowed. Defaults from Position # AFTER ePAF applies.
FTE	_____	1.0 is FT; 3 decimals, i.e., .5 (20 hrs); .25 (10 hrs); .375 (15 hrs)
Job Change Reason Code	NEWJO	Add Secondary Job
Timesheet COA	_____	Chart of Account, T or S
Timesheet Organization	_____	Home Organization code such as C11000
Supervisor ID	_____	R# ID of the job supervisor, who must have an active job.

### ENCUMBRANCE 9 MONTH

Job Begin Date (MM/DD/YYYY)	_____	<b>Hint:</b> Use the Query Date as the Job Begin Date. <b>Exception:</b> If the employee is a rehire and has been in this same position during the fiscal year, use the original Job Begin Date, in the Current Value Column of the ePAF.
Encumbrance Begin Dt (MM/DD/YYYY)	_____	<b>Hint:</b> Use the Query Date as the Encumbrance Begin Date.
Encumbrance End Dt (MM/DD/YYYY)	_____	<b>Hint:</b> Date funding for this position ends.

### COMPENSATION Exempt - Factor & Pays

Effective Date MM/DD/YYYY	_____	<b>Hint:</b> Use the Query Date
Hours per Day	_____	Use the <a href="#">Calculate Hours per Day and Hours per Pay</a> tool.
Hours per Pay	_____	Use the <a href="#">Calculate Hours per Day and Hours per Pay</a> tool.
Factor (non-overrideable)	9	Default. Cannot enter.
Pays (non-overrideable)	9	Default. Cannot enter.
		<b>Hint:</b> If Factor is different from Pays, example Faculty 9/12, and you receive a 'Contract' error, contact HR Comp Ops for help.

### CREATE OR CHANGE DEFAULT EARNINGS

#### New Value

Effective Date (MM/DD/YYYY)	Earnings	Hrs or Units per Pay	Deemed Hours	Special Rate	Shift	End Date
	Pick From List					
Use Query Date	RGS	(Hours)	Lv Blank	Lv Blank	1	Lv Blank
					1	

**Hint:** Only make entries in three columns - Effective Date, Earnings Code, and Hrs or Units (Shift is pre-loaded; Lv Blank - leave column blank - column is not used).

**Effective Date:** Use the Query Date. Must be in the format MM/DD/YYYY. Required with each Earnings Code.

**HLN / HLD is not required**

**RGS** for Exempt Regular Salary: Type RGS in the Earnings column. Hours or Units per Pay is the same as Hours per Pay entered above.

**CAUTION: Do not 'edit' an Earnings Code that defaults into Default Earnings. If a code is unwanted, click to remove the line and enter the desired Earnings Code on a new line.**

**Be sure to click "SAVE and Add New Rows" if you make changes in Default Earnings.**

### CREATE OR CHANGE LABOR DISTRIBUTION, FOAPAL

Effective Date (MM/DD/YYYY) **Hint:** Date defaults to the Query Date

COA	Fund	Org	Acct	Program	Activity	Location	Percent
T or S							

Hint: Effective Date should be query date. Hint: Percent column should total to 100.

**CAUTION: FOAPAL defaults from the Position and only the Percent can be edited. If the FOAP is not wanted, set the percent to 0 and click to remove the line. Add desired FOAPs on new line(s) with appropriate percents.**

**Be sure to click "SAVE and Add New Rows" if you make changes to the FOAPs.**

### ROUTING QUEUE

7 - Academic Support TTU

FYI

20 - Department

Approve

**HINT:** The [Approval Matrix](#) on the HR Job Aids web page offers guidance about adding optional approval levels.

75 - Compensation

Approve

80 - Budget

Approve

**HINT:** Find the "Default Routing" link in your Originator Summary and save the names of your normal approvers for each ePAF Approval Category.

95 - HR TTU Approval

Approve

99 - HR TTU Apply - Upload

Apply

**HINT:** The minimum approvals for most ePAF's are preloaded in the Routing Queue. If additional approvals are required for a particular employee type such as faculty or students (Grad School, Provost, etc), or if additional approvals are required by your department management or if the transaction is an exception to university policy select the required approvers from the Approval Level pull down list.