



*Florida Institute of Technology*  
*High Tech with a Human Touch™*

# EPAF Instructions

Temporary Employee New Hire - Grant

Last Updated: 7/15/14

## **DATA INTEGRITY**

Data integrity is very important when entering information on the EPAF.

Please adhere to the following guidelines:

- All required fields in the EPAF must be populated.
- No symbols or punctuation may be used in the EPAF (e.g. & , . + # @)
  - With the exception of the dot after the name's prefix (e.g. Mr., Ms., Dr., etc.)
- All fields are case sensitive. Do not use All Caps in any field.
  - An exception example is "PO Box" for Post Office Box.

Note: An EPAF may be returned for correction if data integrity guidelines are not met.

## **CHANGE IN HIRE DATES**

If an employee cannot start work on the date originally provided by the originator on the EPAF, Human Resources will return the EPAF for correction so that the new hire date can be entered. The EPAF will have to go through the approval process again after the originator has made changes.



## EMPLOYEE INFORMATION

**Employee Class Code:** Enter the employee's employee class. (Required)

- 18 - Temporary Full-Time employees
- 19 - Temporary Part-Time employees

**Home Organization:** Enter the employee's home organization. (Required)

**Distribution Orgn:** Enter the check distribution organization. The distribution org is the organization number of the department where the employee can pick up his/her paycheck. (Required)

**Current Hire Date:** Enter the **Actual Date** on which the employee is begins working on the grant. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)

## JOB INFORMATION

**Job Begin Date:** Enter the **Actual Date** on which the employee is begins working on the grant. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)

**Jobs Effective Date:** Enter the **Actual Date** on which the employee is begins working on the grant. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)

**Personnel Date:** Enter the **date** on which the employee is **starts** working on the grant. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)

**Factor:** Enter the number of bi-weekly periods between the first Jobs Effective Date and the Jobs Effective Date in the Job Termination section. 2 weeks equals 1 pay factor. 1 week equals 0.5 of a pay factor. (Required) (Use the Pay Factors Calendar on the [HR EPAF Instructions](#) page if needed.)

**Pays:** Same as number entered for Factor. (Required)

**Regular Rate:** Enter the employee's hourly rate of pay. Do not enter \$ before the amount. (Required)

**Timesheet Orgn:** Enter the employee's time sheet org. Example: Suzie Q is the approver for John D's time. Suzie Q approves time sheet org 10001A. Therefore, John D's time sheet org will be 10001A. (Required)

**Time Entry Method:** Defaults to "Employee Time Entry via Web". *Note:* Only change to "Department Time Entry with Approvals" if the employee's time is entered into Banner by the department. (Required)

**Hours per Day:** Hours per Pay divided by 10. (Required)

**Hours per Pay:** Enter number of hours that the employee is expected to work per pay period. (Required)

**FTE (Full time equivalency):**  $FTE = \text{Hours per Pay} / 80$ .

**Workers Comp Code:** Select the Worker's Comp Code that best describes the nature of the employee's work for this position. This field defaults to **8868, Professional-Clerical Staff** but can be changed. Descriptions of available Worker's Comp Codes are below. (Required)

Code	Description
6836	Marina Operators
7380	Drivers and Garage Employees
8868	Professional-Clerical Staff – Any office-related work
9101	Manual Labor – Facilities, Security Guards, Food Service Areas, Shipping Receiving, Coaches

**Supervisor ID:** Enter the Direct Supervisor's ID number. (Required)

**Supervisor Position:** Enter the Direct Supervisor's position number if not the primary position.

**Supervisor Suffix:** Enter the suffix for the Direct Supervisor's position number if not the primary position

## JOB TERMINATION

**Jobs Effective Date:** Enter the **Actual Date** on which the employee is expected to **stop** working on the grant. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)

**Personnel Date:** Enter the **date** on which the employee is expected to **stop** working on the grant. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)

## ROUTING QUEUE

Routing Queue			
Approval Level	User Name		Required Action
20 - (20) 20	 <input type="text"/>	<input type="text"/>	<input type="button" value="Approve"/>
30 - (30) 30	 <input type="text"/>	<input type="text"/>	<input type="button" value="Approve"/>
50 - (50) 50	 <input type="text"/>	<input type="text"/>	<input type="button" value="Approve"/>
70 - (70) 70	 <input type="text"/>	<input type="text"/>	<input type="button" value="Approve"/>
85 - (85) 85	 <input type="text"/>	<input type="text"/>	<input type="button" value="Approve"/>
90 - (90) 90	 <input type="text"/>	<input type="text"/>	<input type="button" value="Apply"/>

Enter the Banner ID of an approver for each approval level or click on the magnifying glass to search for and select an approver's Banner ID.

### Hourly Full Time Hire - Grant Approval Level Descriptions

- 20 – Department Head or Supervisor
- 30 – Dean or Director
- 50 – Office of Sponsored Programs
- 70 – Provost or Budget Office
- 85 – Employment Administration
- 90 – Human Resources

## COMMENT

**Comment**

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**Required:** Copy the email from the grant's Principal Investigator showing his/her approval for this position into the Comment box. Comments can be seen by approvers and HR.

Click the **Save** button to save the EPAF. NOTE: *An EPAF does not have to be submitted as soon as it is saved. You can exit the EPAF and return later to make changes or submit it.*

## Electronic Personnel Action Form

Your change was saved successfully.

 Enter the information for the EPAF and either Save or Submit

<b>Name and ID:</b>	GENERATED	
<b>Transaction:</b>	19331	<b>Query Date:</b> Feb 26, 2010
<b>Transaction Status:</b>	Waiting	
<b>Approval Category:</b>	Hourly Full Time / Part Time Hire - Grant	

Click the **Submit** button to submit the EPAF for approval.

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