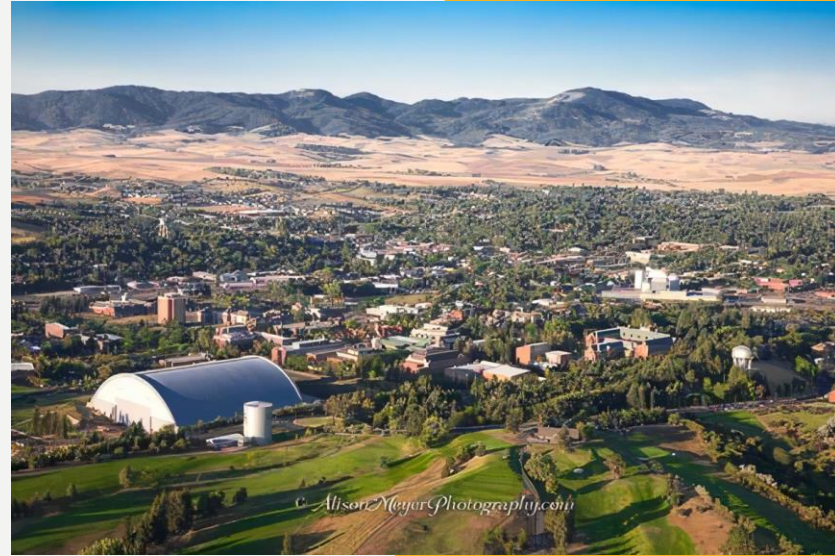


EPAF TRAINING



University of Idaho



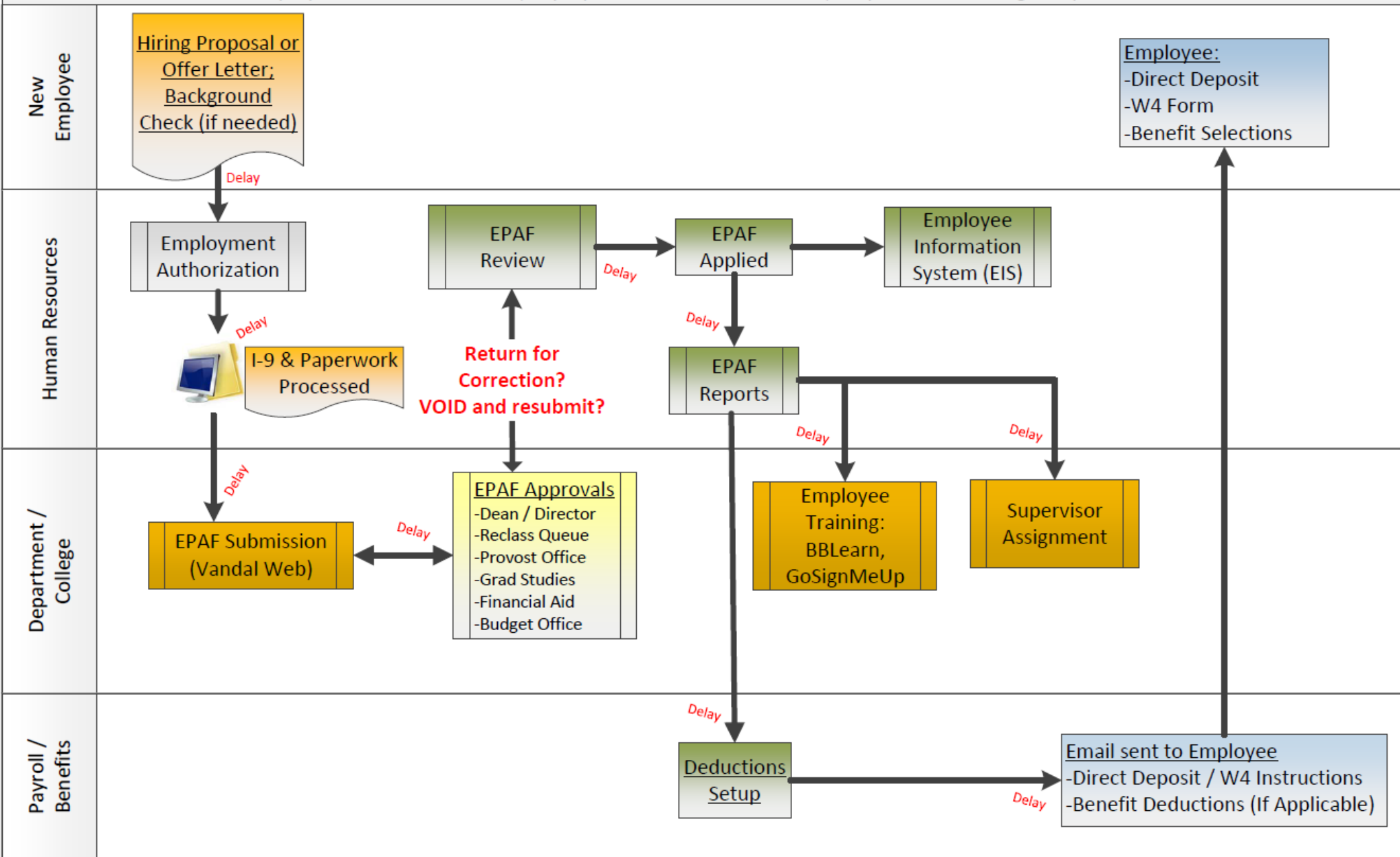
EMPLOYMENT PROCESS FLOWCHART

- New employee: Hiring proposal or Offer letter
- Human Resources: Employment authorization
 - Questions asked: Anticipated start date and background check required?
 - 1-3 business days to process I-9s, more if high volume time of year.
- EPAF Process (overview):
 - Submission in Vandal Web
 - Approvals
 - Review and applied
 - Reports
 - Deductions are setup
 - Employee Information System
 - Supervisor assignment
 - GoSignMeUp and/or BBLearn Trainings



Employment Process: I-9, EAPF and Deduction Setup

New Employee, Human Resources (Employment Services, Front Desk), Department / College, Payroll / Benefits



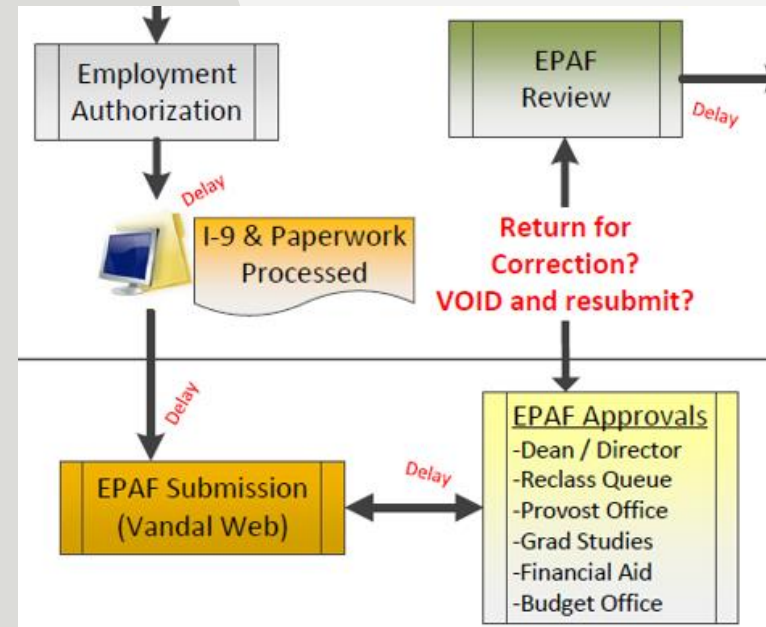
EPAF Process

- Submission
- Approvals
- Review
- **Return for correction?**
- **Void and resubmit?**

Watch For:

- Position Control Number (PCN)
- Suffix
- Approval Category
- Dates
- **Return for correction**
or
- **Void and start over**

EPAF PROCESS



TERMS AND DEFINITIONS

- What is an EPAF?
 - *Electronic Personnel Action Form*
- Who is an Originator?
 - *A designated person authorized to create EPAFs*
- Who are Approvers?
 - *Dean/Director*
 - *Provost Office*
 - *Grad Studies*
 - *Financial Aid Office*
 - *Budget Office*
 - *Human Resources (final review, approve and apply)*



POSITION CONTROL NUMBERS

PCN: A six-digit code assigned to each position.

Suffix: a two-digit code

Temp Help/PERSI eligible (T₁):

- PERSI – Public Employee Retirement System of Idaho
- 20 or more hours per week, 5 or more consecutive months

Temporary Help

➤ PERSI Eligible	PCN = <u>XX9900</u>	Suffix = 05
➤ Non-Student, Non-PERSI	PCN = <u>T49950</u>	Suffix = 05, 15, 25
➤ Unit Pay, Non-Student	PCN = <u>XX9715</u>	Suffix = 05
➤ Student	PCN = <u>ST9950</u>	Suffix = 06, 16, 26...
➤ Work Study	PCN = <u>009020</u> or <u>009021</u>	Suffix = 02, 03, 04...
➤ Unit Pay, Student	PCN = <u>XX9716</u>	Suffix = 06

Temp Help Student (ST) positions – Should be enrolled in at least 9 credits

Temp Help, Non-Student and Non-PERSI (T₄):

- Working less than 20 hours per week or less than 5 months
- Appointed for a maximum of one year

POSITION CONTROL NUMBERS

- Student (ST) positions: Enrolled in full time credits
- Non-PERSI and Non Student Temp Help (T4): max hours of 1,385 worked in a 5 month consecutive period.
- PERSI/Non-Student Temp Help (T1): only benefit is PERSI and leave accrual.
- Board appointed: Classified (C), Exempt (E) and Faculty (F) positions

SUFFIX NUMBERS

- For Board Appointed positions, the suffix is either .00 or .01 depending on funding source for the position.
- Permanently funded positions are .00
- Contingent upon funding positions are .01

Salary Vs Hourly and FTE

Annual Salary – Faculty and Exempt

Hourly Pay – Classified, Temp Help, Students

Full Time Equivalent (FTE) is the percentage of time assigned to a position, 3 decimals.

For board appointed

80 hours per pay = $80 / 80 = 1.0$ FTE

40 hours per pay = $40 / 80 = 0.50$ FTE

Lowest FTE is 10 hours per pay = $10 / 80 = 0.125$ FTE

Temp help positions are 0.00 FTE – goes by hours per pay

Hours, Pays, Factors

- Hours per day : (8 hours for full-time) multiplied by 10 working days (two weeks) = 80 hours per pay
- Pays : Number of paychecks employee will receive in a fiscal year. 1 day = 0.1, 10 days, one pay = 1.0
 - Enter your pays as if you will work the full year, not pro-rated
- Factors : Actual pay periods an employee works in a fiscal year.
- **Examples:**
 - Full Time, Fiscal Year, Classified – 26 / 26
 - 10-month, Fiscal Year, Exempt – 24 / 24
 - Temp Help – 26 / 26
 - Academic Year, Faculty, 19.5 / 19.5 (August – May)
 - F5 Semester, Fall Semester – 9 / 9 (August – December)



Employee Class (ECLS)

Employee class describes the type of employment, earnings, and FTE associated with an employee. Each position has its own employee class.

Employee Class Descriptions		Benefits	Earnings Code	
Faculty Positions				
F1	Faculty working 70-80 hours per bi-week (Full time)	Fiscal Year	Yes	RFY
F2	Faculty working 50-69.9 hours per bi-week (3/4-time)		Yes	RFY
F3	Faculty working 40-49.9 hours per bi-week (Half-time)		Yes	RFY
F4	Faculty working less than 40 hours per bi-week (Less than Half-time)		No	RFY
F5	Faculty working on a Semester basis or a period within a Semester (any FTE)	Semester	No	RAY
F6	Faculty working 70-80 hours per bi-week (Full time)	Academic Year	Yes	RAY
F7	Faculty working 50-69.9 hours per bi-week (3/4-time)		Yes	RAY
F8	Faculty working 40-49.9 hours per bi-week (Half-time)		Yes	RAY
F9	Faculty working less than 40 hours per bi-week (Less than Half-time)		No	RAY
FC	Faculty Federal – FERS (Retirement System)	Federal Faculty	N/A	Non-Paid
FF	Faculty Federal – CSRS (Retirement System)			
SS	Summer Session. May be existing UI faculty	Summer Session	No	RSP

Employee Class Descriptions		Benefits	Earnings Code	
Exempt Staff and Post-Doctoral				
E1	Exempt, 70-80 hours per bi-week (Full time)	Exempt Staff	Yes	REX
E2	Exempt staff working 50-69.9 hours per bi-week (3/4-time)		Yes	REX
E3	Exempt staff working 40-49.9 hours per bi-week (Half-time)		Yes	REX
E4	Exempt staff working less than 40 hours per bi-week. (Less than Half-time)		No	REX
EC	Exempt University Coaches, 70-80 hours per bi-week. Full time (87.5-100%)	Post-Doctoral	Yes	REX
P1	Post-Doctoral Fellow, working 70-80 hours per bi-week. Full time (87.5-100%)		Yes	REX
P2	Post-Doctoral Fellow, working 50-69.9 hours per bi-week. 3/4-time (62.5 -87.4%)		Yes	REX
P3	Post-Doctoral Fellow, working 40-49.9 hours per bi-week. Half-time (50-62.4%)		Yes	REX
P4	Post-Doctoral Fellow, working less than 40 hours per bi-week. (Less than 50%)	No	REX	

Employee Class Descriptions		Benefits	Earnings Code	
Classified Staff and Other				
C1	Classified staff working 70-80 hours per bi-week (Full time)	Classified	Yes	RCL
C2	Classified staff working 50-69.9 hours per bi-week (3/4-time)		Yes	RCL
C3	Classified staff working 40-49.9 hours per bi-week (Half-time)		Yes	RCL
R1	Employees who have retired from the University of Idaho	Retirees	Yes	Non-Paid
AC	Additional compensation-full time faculty and exempt employees. Faculty teaching additional courses, Exempt Staff taking on additional duties, etc. Addition to their primary responsibilities	Additional Comp	N/A	ADC
TC	Instructional Compensation - Classified	Instructional Compensation	N / A	RTP
TE	Instructional Compensation - Exempt		N / A	ADC
A1	Affiliate Member for non-paid Instructional Staff	Affiliate Member	N/A	Non-Paid
A2	Affiliate Member for non-paid non-Instructional Staff			
A3	Affiliate Member for non-paid University Associated Faculty (FSH 1565F)			

Employee Class Descriptions		Benefits	Earnings Code	
Student and Temporary Help				
GA	Graduate students with paid assistantships (Research Assistant or Teaching Assistant)	Grad Asst	No	RGa
T1	Temporary PERSI Eligible. 20 hours + / week, 5 consecutive months or longer to be eligible	PERSI	PERSI Only	RTP
T4	Temporary Help, Non-Student. Less than 20 hours / week or 20+ hours, not more than 5 months	T4 Non-Student	No	RTH
ST	Student Help (Full Time), Non Work-Study	Students	No	RTH
SF	Students Federal Work-study. Financial Aid Determines between Federal & State		No	RFW
SI	Students State Work-study. Financial Aid Determines between Federal & State		No	RSW
T5	Unit Pay (Lump Sum). Positions that meet FLSA & Dept. of Labor Requirements T6 = Student	Unit Pay	N/A	LPT

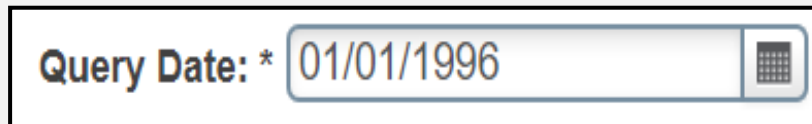
Before You Start An EPAF

Verify employment history in Banner

- NBAJOBS or search directly in NBIJLST

Search by Vandal # and use Query Date of 01/01/1996

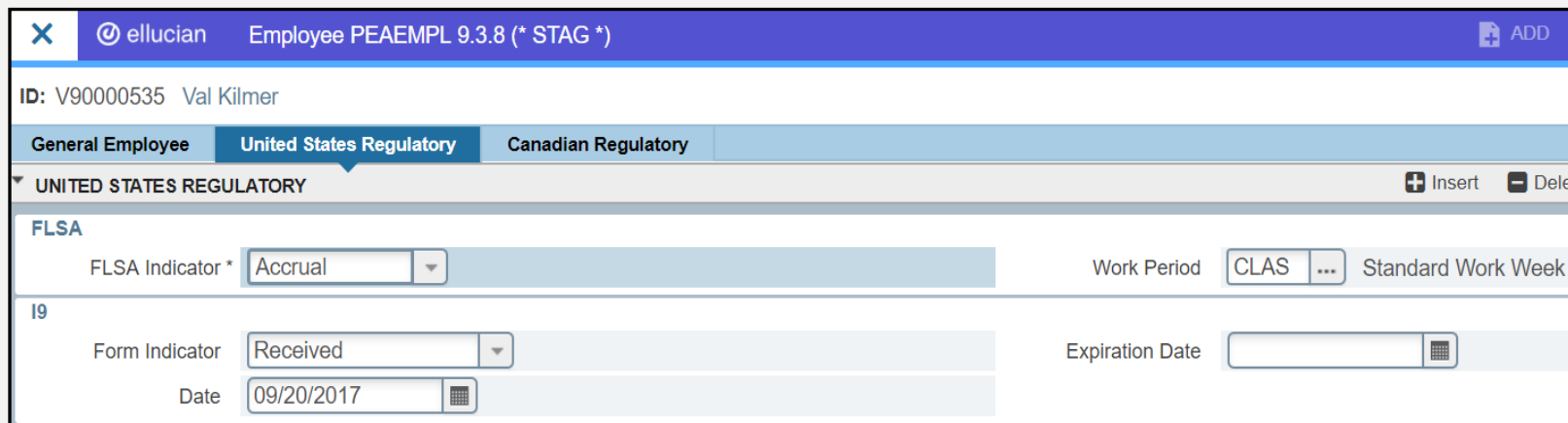
Shows entire employment history – valuable for determining EPAF Approval Category



Query Date: * 01/01/1996

Employee's work authorization date (if reappointed)

- More than 3 years old and break in service
- Check PEAEMPL under the US Regulatory Tab



Employee PEAEMPL 9.3.8 (* STAG *)

ID: V90000535 Val Kilmer

General Employee **United States Regulatory** Canadian Regulatory

UNITED STATES REGULATORY

FLSA

FLSA Indicator * Accrual Work Period CLAS Standard Work Week

Form Indicator Received Expiration Date

Date 09/20/2017

Dates! What to use and where?

Jobs Effective Date: When does the EPAF take effect? Typically, this is the beginning of a pay period. Some exceptions, depending on situation, may occur. **Always greater than last paid date!**

Personnel Date: When should the EPAF have occurred? If you miss a deadline or need to back date the EPAF, this would be the best place for that information.

Job Begin Date: The date the employee is appointed into that job. If employee changes jobs, then the date also changes.

Current Hire Date: Employees returning to work, new employees, transfer employees

Seniority Date: The first day in that PCN. Used to calculate staff target salaries

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		<input type="text"/>
Personnel Date: MM/DD/YYYY*		<input type="text"/>
Job Begin Date: MM/DD/YYYY*		<input type="text"/>
Current Hire Date: MM/DD/YYYY*	07/01/1995	<input type="text"/>
Seniority Date: MM/DD/YYYY*	07/01/1995	<input type="text"/>

DEADLINES?!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Beginning of Pay Period # 2		<u>Timesheets</u> 5 PM Pay Period # 1		Return of <u>Actual Last Paid Date</u>		
		<u>Payroll Processing (Pay Period # 1)</u>				
8	9	10	11	12	13	14
		<u>EPAF Deadline</u> 5 PM	<u>EPAF Processing + EIS File</u> (Thursday Deadline)		<u>PAYDAY!! \$\$</u> For PP # 1	End of Pay Period # 2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15	16	17	18	19	20	21
Beginning of Pay Period # 3		<u>Timesheets</u> 5 PM Pay Period # 2		Return of <u>Actual Last Paid Date</u>		
		<u>Payroll Processing (Pay Period # 2)</u>				
22	23	24	25	26	27	28
		<u>EPAF Deadline</u> 5 PM	<u>EPAF Processing + EIS File</u> (Thursday Deadline)		<u>PAYDAY!! \$\$</u> For PP # 2	End of Pay Period # 3

Most Common EPAF Errors

When contacting HR EPAF Team – Always include Name, EPAF Transaction number and Vandal #

1. **Error: “Contract Start and End dates must both exist”**
To fix, delete end date.
2. **Error: “Employee already has primary job” or “Employee doesn’t have a primary job set”**
Contact EPAF team with Vandal # and name to update system
3. **Error: “Invalid value for organization”**
Contact HR EPAF with the Vandal # and the organization it should be. EPAF team will update system
4. **Error: “Immediate action is needed to complete and/or recertify the I-9”**
Contact HR front desk for assistance hr@uidaho.edu

Helpful tip: Query date, jobs effective date and labor distribution date should all match!



Questions?

Who's ready?!