

Human Resources Information Systems Electronic Personnel Action Forms (EPAF) Reference Manual for Originators

The Electronic Personnel Action Form (EPAF) provides a process for submission and approval of paperless personnel actions. EPAF's actions are grouped by category. Each category has the specific fields needed for the selected transaction. Originators can view current data based on the PAF security in Web*Salary.

Approved EPAFs are applied to the Banner system. The updated information displays on Web*Salary and DrexelOne.

Requests to originate EPAFs can be found on the Human Resources Manager Forms page. http://www.drexel.edu/hr/management/forms/duforms/

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Faculty Reappointment (FACRPT)
Graduate Student New Hire (GSNHR)
Graduate Student Rehire (GSRHR)
Job Labor Changes (1 to 3 Dates)
Non-Employee Associate (NEA) or Volunteer Rehire or Extend End Date (JOBEXT)
Student New Hire – Biweekly (STBWHR)
Student Rehire – Biweekly (STBWHR)
Student New Hire – Monthly (STMOHR)
Student Rehire – Monthly (STMORH)
Staff Reappointment (STFRPT)
Supervisor and/or Timesheet Change (SUPTMS)
Termination from the University – Benefit Eligible Employee (TERMBE), Non-benefit Eligible Employee (TERMNE), or Retirement (TERMRT)
Termination from University - Employee on Leave of Absence (TERMLV)
Termination Job Only Benefit Eligible Employee (TERMJ1) or Non-Benefit Eligible Employee (TERMJ2)
Temporary Exempt Rehire or Extend Appointment (TMEXRH)52
Temporary Non Exempt or Co-op Rehire (TMNERH)54

Last modified: 09/06/2016

1. Accessing EPAFS

Log into DrexelOne.

drexelone	
WELCOME EMPLOYEE CAMPUS+COMMUNITY	
Parell	Development and Cartification
Direct Deposit Advice / Pay Stub <u>Time Reporting and Leave Balances</u> Tax Forms	Conflict of Interest Progra Career Pathway Learning and Performance
More BannerWeb Employee Services >> View Benefits, Payroll, Job History Information and more	

- 1. Select the **Employee** Tab
- 2. Select More BannerWeb Employee Services

Select the Electronic Personnel Action menu item.

Personal Information Employee Services
Employee Main Menu
Every effort has been made by the University to provide accurate, up-to-date information. However, errors can occur. By using the information contained hereir responsible for errors, omissions in information herein nor shall it be held liable for any special, consequential, or exemplary damages resulting, in whole or in p
N Conflict of Interest Program
Annual Conflict of Interest and Code of Conduct review is required by all Full Time and Part Time Faculty and Professional Staff (Adjuncts, Bargaining Units,
Provide links to all benefits offered, your current benefit elections, and general information regarding benefits
New York Pay Information
View Pay Stubs, Direct Deposit Advice, Earnings and Deductions History
View your current tax exemptions and allowances, and update resident withholding. View your current tax exemptions and allowances, and update resident withholding. If you wish to make an update to non-resident withholding, please contact the tax office. For W-4 instructions and worksheets, click here
Time Reporting
Create or approve time sheets, leave reports, and view leave balances and activity
View your job history
Selectronic Personnel Action Forms Area wellable on line for originators and approvers!

Select Electronic Personnel Action Forms

Access the **EPAF** form.

	Personal Information Employee Services
	Electronic Dersonnel Action Form
	EPAF Approver Summary
	EPAF Originator Summary
	New EPAF
	EPAF Proxy Records
5	Select New EPAF

2. Creating an EPAF

a. Selecting Employees and EPAF Category

- The Query Date will default as the Effective Date on the EPAF.
- The **Query Date** controls what jobs appear for selection on the next step. Only jobs active as of the Query Date are in the default display.
- The employee must exist in Banner, with an ID, before the EPAF can be processed.
- If you are adding a job to an employee, and they have had an active position with Drexel in the past 12 months, then these transactions will be considered a "rehire".

Person Selection



- 2. Query Date: This is the effective date of the new assignment.
- 3. Approval Category: Use the pull down menu to select the value.
- 4. Click on **Go** This will move you to the next window and start entry on the transaction.

EPAF Approval Category

Access to EPAF Approval Categories is granted by benefit eligible and non-benefit eligible employee groups.

Benefit Eligible Categories:

- Faculty Reappointment No Pay Change or Promotion (FACRPT)
- Research Compensation (RCRHR)
- Staff Reappointment No Pay Change (STFRPT)
- Termination from University Benefit Eligible Employee (TERMBE)
- Termination from University Retirement (TERMRT)
- Termination of Job Benefit Eligible Employee (TERMJ1)

Non-Benefit Eligible Categories

- Adjunct Rehire (ADJRHR)
- Casual or Per Diem Rehire or Extend End Date (CPDEXT)
- Graduate Student New Hire (GSNHR)
- Graduate Student Rehire (GSRHR)
- NEA or Volunteer Rehire or Extend End Date (JOBEXT)
- Student Hire Biweekly (STBWHR)
- Student Hire Monthly (STMOHR)
- Student Rehire Biweekly (STBWRH)
- Student Rehire Monthly (STMORH)
- Temporary Exempt Rehire (TMEXRH)
- Temporary/Coop Non-Exempt Rehire (TMNERH)
- Termination from University Non-Benefit Eligible Employee (TERMNE)
- Termination of Job Non-Benefit Eligible Employee (TERMJ2)
- Work-Study New Hire (SWNHR)
- Work-Study Rehire (SWRHR)
- Work-Study Termination (SWTHR)
- Work-Study Timesheet Change (SWDHR)
- Work-Study Wage Change (SWWHR)

Categories in both groups:

- Job Labor Change One Date (JOBLB1)
- Job Labor Change Two Dates (JOBLB2)
- Job Labor Change Three Dates (JOBLB3)
- Supervisor/Timesheet Org Change do not use for Work Study (SUPTMS)

b. Job Selection

- It is important to select the correct position for the type of transaction. For example, if you select an adjunct position for a temporary non-exempt hire, the logic in the position will cause errors in pay, fringe cost, and expense posting to Finance.
- A listing of positions for your area can be found in Web*Salary.

Job Selection Entry

New EPAF Job Selection										
👎 Enter	or search	for a new pos	ition nu	mber and enter the s	uffix, or select the link under Title.					
ID:		Dick He	ath, 5	5665365						
Query	Date:	Jul 23,	2016							
Approv <u>Enter J</u>	val Cate	gory: Studen mation, NB	t Rehir	e (BW), STBWRH						
Search	Enter or search for a new position number and enter the suffix, or select the link under Title. ID: Dick Heath, 55665365 Query Date: Jul 23, 2016 Approval Category: Student Rehire (BW), STBWRH Enter Job Information, NBENER Search Type Position Suffix Title Time Sheet Organization Start Date End Date Last Paid Date Status Select New Job 100608 00 Student Employee 6904, SPH-Environment'l & Occupation Hlth ID: ID: Position Suffix Title Time Sheet Organization Start Date End Date Last Paid Date Status Select Information, NBENER Search Type Position Suffix Title Time Sheet Organization It & Occupation Hlth Image: Student Employee 6904, SPH-Environment'l & Occupation Hlth Position Type Image: Student Employee Image: Status Select Image: Start Date Image: Status Select Ima									
Q,	New Job	100608	00	Student Employee	6904, SPH-Environment'l & Occupation Hlth					۲
All Job	New Job 100608 00 Student Employee 6904, SPH-Environment'l & Occupation Hith Image: Comparison of the line line of the lin									

- 1. Position Number: Enter the **position number** if moving the employee into a new position. Click in the **Select** column next to the position number to be selected if modifying a current position.
- 2. Suffix: Always enter "00" (zero zero)
- 3. Select: Click in the **Select** column next to the position number to be selected if the position number is not entered.
- 4. Go: Click on **Go** to move to the next window and start entry on the transaction.

Tips:

- Click on **All Jobs** to display current and prior positions. You can select a prior job with the correct position number instead of re-entering the value.
- The Position Title, And Timesheet organization will populate after the position has been entered.

c. EPAF Entry Overview

• The EPAF Approval Categories are created with the fields and default values required for processing a specific action. All fields and all sections will not appear on each EPAF. The following screen prints used in this overview are for the rehire of a graduate student. Detailed instructions on each Approval Category are included later in this document.

Job Information Entry

Enter Job Information, 100619-0	00 Doctoral Res	search Fellow, Last Paid Date: Jun 30, 2016
Item	Current Value	lew Value
Job Begin Date: MM/DD/YYYY	01/01/2016	
Job Effective Date: MM/DD/YYYY	06/30/2016	09/01/2016
Retro/Effective Date: MM/DD/YYYY	06/30/2016	
Contract/Salary: \star	******	6000
Number of Pays: \star	3	3
Number Pays Periods: \star	3	3
Hours per Pay: \star	40	40
Timesheet Orgn: \star	3663 🔍	3663
Timesheet COA:	D	
Job Category:	Primary	Primary V
Job Change Reason: (Not Enterable)	EXPIR	REHIR
Job Status: (Not Enterable)	Terminated	А
Step: (Not Enterable)	0	0
Job End Date: MM/DD/YYYY(Not Enterable	e) 06/30/2016	-

- 1. All fields marked with a red * are required fields.
- 2. Fields marked as (Not Enterable) can be skipped.
- 3. The **Job Begin Date** is the first date the employee was in a position at any time. This date does not have to be re-entered if the employee is being rehired into the same position.
- 4. The **Retro/Effective** Date is the true effective date of the change. Payroll uses this date in the calculation of any retroactive earnings due the employee.

For transactions effective prior to the **Last Paid Date**: The **Effective Date** must be after the Last Paid Date and the **Retro/Effective** Date is the true effective date of the change.

5. The Contract/Salary displays for exempt (salaried) employees. For employees on a contract or a signed hiring agreement of less than 12 months, such as adjunct faculty, the contact amount should be entered. For other exempt employees, the annualized salary amount should be entered. For example: \$24,000 would be entered for a temporary exempt employee paid \$2,000 a month.

An Hourly Rate would display for non-exempt (hourly) employees.

6. The **Number of Pays/Number of Pay Periods** display only for exempt (salaried) employee on a contract or a signed hiring agreement of less than 12 months, such as graduate students. This value should equal the number of monthly payments due to the employee over span of the contact or agreement. For example: an

employee hired from September to November would receive 3 monthly checks. The Number of Pays/Number of Pay Periods would both equal 3.

- 7. The **Hours per Pay** is an estimated number of hours an employee worked in a pay period.
- 8. The display of information in the **Current Values** column is based on Web*Salary PAF access.

Default Earnings Entry:

Not all EPAFs have default earnings.

Enter Defaul	t Earnings,	100619-00 Doctor	ral Research F	ellow, Last P	aid Date: Jun 30, 20:	16	
Current							
Effective Date	Earnings	Hours or U	nits Per Pay Deer	ned Hours Spe	cial Rate Shift End Date		
04/01/2016	GRF, Doctoral I	Fellowship	40.00		1		
New Value							
Effective Date N	MM/DD/YYYY Ea	arnings	Hours or	Units Per Pay De	eemed Hours Special Rate	Shift End Date MM	/DD/YYYY Remo
09/01/2016	G	RF, Doctoral Fellowship	~	40.00			
	N	lot Selected	~			1	
	N	lot Selected	~			1	
	N	lot Selected	~			1	
	N	lot Selected	~			1	
Save and Add N	lew Rows						

- 1. The **Effective Date** must be updated with each EPAF. If this date is not updated, it will cause errors in processing.
- 2. The fields **Deemed Hours**, **Special Rate**, **Shift**, **End Date** and **Remove** should never be entered. Updates to these fields can cause errors in processing and incorrect pay amounts.
- 3. Only a single earnings code should be entered.
- 4. An earnings code cannot be entered multiple on multiple lines.

Fund Change Entry:

Not all EPAFs have Fund Changes.

Fund (Change, 1	00619-00	Doctoral Re	search Fello	w, Last Paid	Date: Ju	n 30, 201	16				
Curren	t											
Effection	ve Date: 04	/01/2016										
COA In	dex Fund	Organization	n Account Prog	gram Activity	Location Proje	ect Cost Per	cent Encur	nbrance Ove	rride End	l Date		
D	218042	3663	2422 121			10	00.00					
New												
Effectiv	e Date: MM/	DD/YYYY 09/0	01/2016									
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance O	verride End Date Remove
QD		Q 218042	Q 3663	Q 2422	Q 121					100.00		
9		Q	Q.	Q	Q							
9		٩,	9	9	9							
9		٩	9		9							
۹]	۹.	9	9	Q							
									Total:	100.00		

- 1. The **Effective Date** is set to default from the Query Date and can be overridden.
- 2. COA (Chart of Accounts), Fund, Organization, Account, Program and Percent are required fields.
- 3. The total percentage for all funding lines must equal 100%.
- 4. Do not enter Index, Activity, Location, Project, Cost or Encumbrance Override. Entry in these fields will cause errors in processing.

Tips:

- After the record is saved, the **Remove** option is enabled.
- Click on **Remove** to return the funding to the original values.
- Some Fund values have default Organization and Program values. To prompt the defaults, enter only the fund, account, and percent. The other values will default in.

d. Routing Queue

- Mandatory routing queues are defined for each EPAF Approval Category and cannot be removed.
- The user names can be set up to default for the originator by Approval Category.
- Additional approval levels can be added by the originator.
- More than one value of each approval level can be entered. Each instance of the level must have a unique User Name.
- Only the Approval Level of HRADMIN HR System Administration can be set to an action of "Apply".
- The "FYI" option notifies the user identified in the routing queue that the transaction has been submitted, but does not require that user to take action.
- If a default routing has been established for this approval category, the default will display.
- All users with Approve must take action before the EPAF can be processed.
- If you do not have the Approval Levels set to default for the category, then the User Names must be entered before the EPAF can be processed.

Adding a User Name:

Routing Queue					
Approval Level	U	Jser Name			Required Action
30 - (HR0050) Department	v 0	SL159	Margaery L Tyrell		Approve V
50 - (HR0200) Budget Adminisitrator	0	ALH65	Cersei L Lannister		Approve
98 - (HUMRES) HRIS	0	EPAFHR	Epafhr HR EPAF User for: HR		Approve
99 - (HRADMN) HR System Administration		EPAFHR	Epafhr HR EPAF User for: HR		Apply
Not Selected	✓ [©]	2			Not Selected V
Not Selected	✓ C	2		Valid Values	
Not Selected	✓ C	2		valiu values	
Not Selected	✓ C	2		Casarda	
Save and Add New Rows				Search:	Go
Enter the User Name in the User Name column or follo	e Us w tl	ser Name field and hese steps to find	d hit tab to populate the a user name"	User Names, 50 - Budget Admini Anderson, Hans (Ho Burns, Frank (FMB8	Sitrator CA34) 363)
1. To find a user name, cl	ick (on the Magnifying	g Glass.	Dante, Allen (DAP7 Simpson, Marge (M	2) 1RS33)
 A Selection box will ap search by last name or 	oea firs	r with the approve t name.	ers for that level. You can		
3. Click on the name to b	e se	elected, then click	on the Select button.	Select	L

Adding an approver level

Adding a level to this EPAF will not impact any past or future EPAF routing queues.

- 1. Click on the pull down menu to select the Approval Level. Only the following categories can be entered:
- 4 PI Principle Investigator
- 30 HR0050 Department
- 50 HR0200 Budget Administrator

- 60 HR0300 College/Division
- 70 HR0400 Executive
- 2. Add the User Name.
- Add the Required Action. Select either Approve or FYI.
 Users with FYI do not have to take action before the EPAF can be completed.

e. Comments

• Any comments entered will be viewable by all approvers and will become part of the employee's official personnel record.

Comment	
Example of comment	

Comment	:		
Date:	Jul 19, 2016 09:09:56 AM		
Made by:	Margaery L Tyrell, SL159		
Comments	: Example of comment		
		^	
		<u>_</u>	

Tip: When you save the transaction, the comment moves out of the comment box and is listed above with the user name

f. Saving/Submitting for Approval

- Once the EPAF is completed, it must be **Saved**, then **Submitted** for approval.
- Error/Warning messages will appear if the EPAF is not completed with required fields and routings after the EPAF is saved. All errors must be corrected before the EPAF can be submitted. Warnings can be ignored.
- After the EPAF is submitted, additional Error/Warning messages will appear if the requested information is not compatible with the current employee record. All errors must be corrected before the EPAF approval can be initiated.

Saving and Submitting the transaction:

Electronic Personnel Action Form					
✓ Your change was saved successfully.					
Renter the information for the EPAF and either Save or Submit					
Name and ID:	Dennis Menace, 21010736	Job and Suffix:	151713-00, Bird Trainer5		
Transaction:	681872	Query Date:	Jul 31, 2016		
Transaction Status	Transaction Status: Waiting Last Paid Date: Jun 30, 2016				
Approval Category: Termination from University - Benefit Eligible Employee, TERMBE					
Save Submit	Delete				

- 1. Click on the **Save** button.
- 2. If the transaction was saved successfully, then you will see a "success" message at the top of the page.
- 3. The status changes to "Waiting".
- 4. Click on the **Submit** button.

Tips:

- Once the EPAF has been successfully submitted, the status changes to Pending and the Transaction History at the bottom of the form is updated.
- The transaction number will be included in all generated email communications to the approvers and originators.
- At this point the EPAF can be deleted with no impact on current, past or future records for the employee.

Routing Queue Section will be updated

Routing Queue				
Approval Level	Name	Required Action	Queue Status	Action Date
Budget Adminisitrator, 50	Margaery L Tyrell, SLJ59 for Cersei L Lannister, ALH65	Approve	Approved	Jul 11, 2016 11:25:35 AM
HRIS, 98	Margaery L Tyrell, SL159 for Epafhr HR EPAF User for: HR, EPAFHR	Approve	Approved	Jul 11, 2016 11:30:21 AM
HR System Administration, 99) Epafhr HR EPAF User for: HR, EPAFHR	Apply	Applied	Jul 11, 2016 11:33:28 AM

The routing queue information is created when the EPAF is saved. The values are updated as the EPAF is routed for approval.

Transaction Section will be updated

Transaction History				
Action	Date	User Name		
Created:	Jul 11, 2016	Margaery L Tyrell		
Submitted:	Jul 11, 2016	Margaery L Tyrell		
Applied:	Jul 11, 2016	Epafhr HR EPAF User for: HR		

History of the creation, submission, approval and application of the EPAF is tracked at the bottom of the EPAF page.

g. Attaching Documents

- Once the EPAF has been saved, the option to attached documents is enabled.
- All attached documents will be viewable by all approvers.
- Any document attached will be moved to the employee's official HR file

Click on Upload Document to select the file for upload

Document		
View Documents Loaded Upload Document		

Follow the instructions on the screen to select and post the document.

GUpload a document - Internet Expl	prer			- • •
Upload a docu	ment			
Donnis Monaco				
(21010736)				
. ,				
	Select the file to upload:		Browse	
		Save		

Once the document has been selected for upload, the system will display a 'success' message.

🥭 uplo	vad document result - Internet Explorer	
	upload document result	
	Dennis Menace (21010736)	
	Upload Successful	

Click on the X box in the corner of the window to return to the EPAF transaction.

Click on **View Documents Loaded** to access any uploaded documents.

Г

Document	
View Documents Loaded View Document	

Uploaded documens can be removed using the Delete option or you can click on the X box in the corner of the window to return to the EPAF transaction.

Submitte	d Forr	ns						/
Dennis Menac	e (210	010736)						
		Date	Loaded By	Document Name	Comments	In Nolij	i	
View E 'AF do	cument	08/03/2016	Margaery L. Tyrell	Resignation letter.docx		N	Delete	

3. Default Routing Queue

a. Approver Level Definitions

- Multiple levels of all approval levels can be added as long as each level has a different user name indicated as the approver.
- If the optional level of approval required for all transactions within an EPAF category, then set up the additional level of approval at the Default Routing Queue.
- If the optional level of approval required for transaction is a onetime or infrequent approval, then it may be best to add the approver on the EPAF routing queue as required.
- If an approver is not listed in the selection for an approval level, submit a request using AskDrexel to add that approver. The request form can be found on the HR Web Page for Manager Forms http://www.drexel.edu/hr/management/forms/duforms/

Descriptio	on		Level of
	-		Approval
PI-1	Principle	Personnel actions that involve funds from externally sponsored will require	First level
	Investigator	the approval of the Principal Investigator assigned as a fiscal authority for	
		those funds.	
HR0050	Department	This level is optional for HRIS processing.	Second level
		Required approval by this level is defined by the business or academic area.	
		Approvers in this level will approve both benefit eligible and non-benefit	
		eligible faculty and staff.	
HR0200	Budget Administrator	This level is required to provide approval for all EPAF actions	Third level
		This is the individual who has been assigned fiscal responsibility for labor and	
		fringe cost for the business or academic area. Members of this level will have	
		the responsibility of the required fiscal approval for all personnel actions	
		impacting benefit and/or non-benefit eligible employees.	
HR0300	College/	This level is optional for HRIS processing. Required approval by this level is	Fourth level
	Division	defined by the business or academic area. Approvers in this level will	
		approve both benefit eligible and non-benefit eligible faculty and staff.	
		This is a senior executive of a business or academic area. Members of this	
		level will have responsibility of managerial and fiscal approval for all personnel actions.	
		Assignment to this approval lovel requires approval from an Evecutive Vice	
		President, Senior Vice President or Provost.	
HR0400	Administrator	This level is optional for HRIS processing. Required approval by this level is	Fifth level
		defined by the business or academic area. Approvers in this level will	
		approve both benefit eligible and non-benefit eligible faculty and staff.	
		This is the most senior executive of a business or academic area. Members of	
		this level will have responsibility of definitive managerial and fiscal approval	
		for all personnel actions impacting benefit eligible employees. This level is	
		limited to positions of President, Executive Vice President, or Senior Vice	
		President	

b. Updating Approval Values

- Once a default routing is set up for a specific Approval Category, you will not have to set routing up for each individual EPAF within that category.
- One time additions or overrides to routing can be entered on the EPAF when submitting the transaction.
- If the approver is not listed in the selection for an approval level, submit a request using AskDrexel to add that approver. The request form can be found on the HR Web Page for Manager Forms http://www.drexel.edu/hr/management/forms/duforms/

Go to the Electronic Personnel Action Form menu

Personal Information Employee Services
Electronic Personnel Action Form
EPAF Approver Summary
EPAF Originator Summary
New EPAF
EPAF Proxy Records
Select EPAF Originator Summary.

Go to the Default Routing Queue page

EPAF Originator Summary	
Current History	
Select the link under Name to access details	of the transaction, or select the link under Transaction to update the transaction.
Transaction Status: All Go	
• No transactions found in your queue.	
	New EPAF Default Routing Queue Search Superuser or Filter Transactions
	Return to EPAF Menu
Select Default Routing Queue.	

Set up Default Approvals by Approval Category

EPAF Default Routing Queue	
Select an Approval Category and Go. Once t	he page refreshes, select the Approval Level, User ID and action.
Approval Category: NEA or Volunteer - Rehi	re or Extend End Date, JOBEXT 💙 Go
Approval Queue	
Approval Level	User Name
50 - (HR0200) Budget Adminisitrator	
85 - (HRCOMP) Compensation	
98 - (HUMRES) HRIS	
99 - (HRADMN) HR System Administration	
Not Selected	

- 1. Select **Approval Category** from the drop down menu.
- 2. Click on **Go** to default in the mandatory approval levels for that category.
- 3. Enter the **user name** or search for a **user name** using the following steps:
 - To find a user name, click on the Magnifying Glass.
 - A Selection box will appear with the approvers for that level.
 - You can search by last name or first name.

Click on the name to be selected, then click on the **Select** button.

Valid Values
Search: Go
User Names,
Anderson, Hans (HCA34)
Burns, Frank (FMB863)
Dante, Allen (DAP72)
Simpson, Marge (MRS33)
Select

Adding Additional Levels to Default Approval Values

The required approval levels, and the associated action, default in and cannot be changed. Additional approval levels mandated by your department can be added.

EPAF Default Routing Queue	9						
Select an Approval Category and Go. Once	he pa	age refreshes, select the Approval Level, User ID and action.					
Approval Category: NEA or Volunteer - Rehire or Extend End Date, JOBEXT							
Approval Queue							
Approval Level	U	lser Name					
50 - (HR0200) Budget Adminisitrator	✓ Q						
85 - (HRCOMP) Compensation	~ 0						
98 - (HUMRES) HRIS	✓ Q						
99 - (HRADMN) HR System Administration	~ 0						
Not Selected	v 0						
Not Selected	v 0						
Not Selected	~ 0						
Not Selected	v 0						
✓ Mandatory Levels defaulted from Electron	onic	Approval Category Form (NTRACAT).					

Click on the pull down menu to select the category.

Only the following categories can be entered:

- 4 PI Principle Investigator
- 30 HR0050 Department
- 50 HR0200 Budget Administrator
- 60 HR0300 College/Division
- 70 HR0400 Executive

Tip: The same value can be entered more than once with different user names.

Example of completed default routing queue with additional levels:

EPAF Default Routing Queue						
✓ Your change was saved successfully.						
Select an Approval Category and Go. Once th	e pag	e refreshes, select the Approval Level	, User ID and action.			
Approval Category: Student Rehire - Biweekly	, STE	WRH	Go			
Approval Queue					-	
Approval Level		ser Name		Required Action	Remove	
30 - (HR0050) Department	~ Q	SL)59	Margaery L Tyrell	Approve	 □ 	
30 - (HR0050) Department	✓ Q	GRP27	Peter Baelish	Approve	•	
50 - (HR0200) Budget Adminisitrator	✓ Q	ALH65	Cersei L Lannister	Approve	✓ □	
98 - (HUMRES) HRIS	✓ Q	EPAFHR	Epafhr HR EPAF User for: HR	Approve	•	
99 - (HRADMN) HR System Administration	✓ Q	EPAFHR	Epafhr HR EPAF User for: HR	Apply	•	
Not Selected	~ Q	۵ 		Not Selected	•	

Modifying Default Approval Values

✓ Your change was saved successfully.				
Select an Approval Category and Go. Once	the page refreshes, se	elect the Approval Level, User ID and action.		
Approval Category: Student Rehire - Biwee	kly, STBWRH			
				1
Approval Queue Approval Level	User Name	R	lequired Action	Repove
30 - (HR0050) Department	✓ Q SL159	Margaery L Tyrell	Approve 🗸	
30 - (HR0050) Department	✓ Q GRP27	Peter Baelish	Approve 🗸	
50 - (HR0200) Budget Adminisitrator	ALH65	Cersei L Lannister	Approve 🗸	
98 - (HUMRES) HRIS	V Q EPAFHR	Epafhr HR EPAF User for: HR	Approve 🗸	
99 - (HRADMN) HR System Administration	V Q EPAFHR	Epafhr HR EPAF User for: HR	Apply 🗸	
Not Selected	✓ Q		Not Selected 🛛 🗸	
Not Selected	✓ Q		Not Selected 🗸 🗸	
Not Selected	✓ Q		Not Selected 🛛 🗸	
Not Selected	✓ Q		Not Selected 🛛 🗸	
Save and Add New Rows				
		EPAF Originator Summary		
		Return to EPAF Menu		

To Remove:

- a. Click in the box in the **Remove Column** in the row for the user name to be removed.
- b. The record will be removed after you click on Save.

To Change User Name:

Override the User Name or select a new User Name using the magnifying glass to access the selection box.

To Change the Required Action:

This can be done for only for Additional Approval Levels. Mandatory Approval Level Required Action cannot be changed.

Select the new action from the **Required Action** pull down menu.

4. EPAF Originator Summary: Current Status and History

You can check the status of your EPAF at any time in DrexelOne.

Select the EPAF Originator Summary

Electronic Personnel Action Form
EPAF Approver Summary EPAF Originator Summary New EPAF EPAF Provy Records
Act as a Proxy

The **Current** tab displays transactions not submitted and/or Returned for Correction.

EPAF Originator Summary							
Current History	1. 61.		and the state of the				
Select the link under Name to access deta	ils of the trai	nsaction, or selec	t the link under Transaction to update the transaction.				
Transaction Status: All Return for Correction	Go						
			New EPAF Default Routing Queue Searc	h Superuser or Filte	er Transactions		
		,	Return to EPA	F Menu			
1 - 7 of 7							
Jump to Bottom							
EPAF Transactions							
A Name		Transaction	A Type of Change	Submitted Date	Effective Date	Transaction Status	Links
×	l ►	∨ /	V	V	v	v	
Bradley, Marian Z.	95115995	681906	Student Rehire - Monthly		Jul 20, 2016	Waiting	Comments
Dormitory Resident Assistant, 158602-00			,				
Heath, Dick	55665365	681870	Student Rehire - Biweekly		Jul 23, 2016	Waiting	**Comments
Student Employee, 100608-00						-	
Joe, Right	60010159	681881	Adjunct Rehire		Oct 01, 2016	Waiting	Comments
Adjunct, 100576-00	ļ!						
Shatner, William	17011071	681903	Student New Hire - Biweekly		Jul 23, 2016	Waiting	Comments
Student Employee, 100608-00							
Tyrell, Margaery L.	14117547	681843	Termination from University - Benefit Eligible Employee		Jul 17, 2016	Waiting	Comments
Executive Director, HR Tech, 201110-00	L						Errors
Tyrell, Margaery L.	14117547	627286	Termination from University - Retirement	Jun 11, 2016	Jun 11, 2016	Return for Correction	**Comments
Executive Director, HR Tech, 201110-00	L						

Clicking on the **Employee name** or **Transaction** number will take you to the transaction detail.

Current EPAF Status values

Transaction	Definition
Status	
All	Includes all transaction statuses
Waiting	The transaction has been saved but not submitted.
Return for	An approver has returned the transaction to the originator for correction.
Correction	

The **History** tab displays transactions submitted, waiting for approval and/or completed.

Current History							
Select the link under Name to access d	etails of the tr	ansaction, or se	ect the link under Transaction to update the transaction.				
Transaction Status: All Go							
			New EPAF Default Routing Queue Searc	h Superuser or Filte	r Transactions		
			Return to EPA	F Menu			
1-25 of 26 Next 🖤							
Jump to Bottom							
EPAF Transactions	4						
A Name ▼		▲ Transaction	I ▲ Type of Change ▼	▲ Submitted Date	▲ Effective Date	▲ Transaction Status	Links
Arron, Henry Non-Employee Associate, 125750-00	87878787	681886	NEA or Volunteer - Rehire or Extend End Date	Jul 19, 2016	Sep 01, 2016	Pending	Comments Warnings
Bell, Alexander G. Teaching Assistant, 105800-00	66955211	681884	Graduate Student New Hire	Jul 19, 2016	Jul 19, 2016	Pending	Comments
Heath, Dick Student Employee, 100608-00	55665365	681904	Student Rehire - Biweekly	Jul 20, 2016	Sep 01, 2016	Pending	Comments Warnings
Helpme, Rhonda Co-op, D08335-00	13151478	681908	Temporary/Coop Non-Exempt Rehire	Jul 20, 2016	Jul 20, 2016	Pending	Comments Warnings
Menace, Dennis Bird Trainer5, 151713-00	21010736	681872	Termination from University - Benefit Eligible Employee	Jul 19, 2016	Jul 31, 2016	Pending	Comments
Munster, Herman T. Doctoral Research Fellow, 100619-00	77441144	681885	Graduate Student Rehire	Jul 19, 2016	Sep 01, 2016	Pending	Comments
Oswald, Clara O. Temp Lighting Designer, 100524-00	44332211	681907	Temporary Exempt Rehire	Jul 20, 2016	Aug 01, 2016	Pending	Comments
Palmer, Emerson L. Professor, 100260-00	54544848	681883	Faculty Reappoinment - No Pay Change or Promotion	Jul 19, 2016	Sep 01, 2016	Pending	Comments
Polyak, Boris Associate Professor, D05696-00	60214864	681824	Supervisor/Timesheet Org Change do not use for Work Study	Jul 11, 2016	Jul 01, 2016	Completed	
Roddenberry, Eugene R. Monthly Student Employee, 157325-00	14205472	681905	Student New Hire - Monthly	Jul 20, 2016	Sep 01, 2016	Pending	**Comment
Snape, Severus Per Diem, 158558-00	74125896	681882	Causual or Per Diem - Rehire or Extend End Date	Jul 19, 2016	Jul 23, 2016	Pending	**Comment Warnings
Steele, Lindsay A. Graduate Research Fellow, D90009-00	11496192	681823	Supervisor/Timesheet Org Change do not use for Work Study	Jul 11, 2016	Jul 01, 2016	Completed	
Tyrell, Margaery L.	14117547	681863	Causual or Per Diem - Rehire or Extend End Date	Jul 18, 2016	Jul 18, 2016	Dending	Comments

Historical EPAF Status values

Transaction	Definition
Status	
All	Includes all transaction statuses
Completed	The transaction has been submitted and approved by all approvers in the routing queue
	and has been applied to the Banner database.
Disapproved	The transaction has been disapproved by an approver in the queue.
Pending	The transaction has been submitted by the initiator and is pending action by an approver in
	the queue.
Voided	The transaction has been voided. Only the Originator and an HR/Superuser has privileges to
	VOID a transaction.
Overridden	An action was taken by a Superuser to override required approvals and complete the
	transaction.

5. Return for Correction

EPAFS marked as "Return for Correction" by an approver will be displayed in the EPAF Originator Summary page. The originator can access the transaction here for update.

A comment on why the EPAF was returned for correction will be included by the Approver.

Access EPAF Originator Summary page



Click on EPAF Originator Summary

Select the EPAF for Correction

EPAF Originator Summary							
Current History Select the link under Name to access	ss details of	the transaction,	or select the link under Transaction to update the tra	ansaction.			
Transaction Status: All Return for Corr	ection 🗘	Go					
		New E	PAF Default Routing Queue Search Superuser or	Filter Transactions			
			Return to EPAF Menu				
1 - 8 of 8							
Jump to Bottom							
EDAE Transactions			•				
A Name	A ID	A Transaction	A Type of Change	A Submitted Date	A Effective Date	A Transaction Status	links
	₹ ¹ 2		▼ ▼		V		
Bradley, Marian Z. Dormitory Resident Assistant, 158602-00	95115995	681906	Student Rehire - Monthly		Jul 20, 2016	Waiting	Comments
Heath, Dick Student Employee, 100608-00	55665365	681870	Student Rehire - Biweekly		Jul 23, 2016	Waiting	**Comments
Joe, Right Adjunct, 100576-00	60010159	681881	Adjunct Rehire		Oct 01, 2016	Waiting	Components
Munster, Herman T. Doctoral Research Fellow, 100619- 00	77441144	681885	Graduate Student Rehire	Jul 20, 2016	Sep 01, 2016	Return for Correction	**Comments
Chatner William	17011071	601000	Ctudant Now Llica Diwaakhy		101 00 0016	Whiting	Commonte

- Click on the Name or the Transaction number to access the detail of the EPAF.
- Click on Comments to see the reason for the return for correction by clicking on **Comments** or the comment can be viewed on the EPAF Preview Page.

Select the EPAF for Correction

EPAF Preview									
Name and ID:	Herman T Munster, 77441144	Job and Suffix:	100619-00, Doctoral Research Fellow						
Transaction:	681885	Query Date:	Sep 01, 2016						
Transaction Status:	Return for Correction	Last Paid Date:	Jun 30, 2016						
Approval Category: Graduate Student Rehire, GSRHR									
Previous Next Void Undate LAdd Comment									
	Add Comment								

Click on Update to access the entry page

Update records, Save, and Submit

Electronic Pe	Electronic Personnel Action Form							
Riter the informat	ion for the EPAF and either Save (or Submit						
Name and ID:	Herman T Munster, 77441144	Job and Suffix: 100619-00, Doctoral Research Fellow						
Transaction:	681885	Query Date: Sep 01, 2016						
Transaction Status	: Return for Correction	Last Paid Date: Jun 30, 2016						
Approval Category	Approval Category: Graduate Student Rehire, GSRHR							
Save Submit								

- 1. Click on the **Save** button.
- 2. If the transaction was saved successfully, then you will see a "success" message at the top of the page.
- 3. Click on the **Submit** button.
- 4. The status will change to "Pending".

6. Specific EPAF Transaction Information

Adjunct Rehire (ADJRHR)

- An adjunct faculty member is someone hired to teach courses on a per-term basis.
- If the adjunct faculty member has not worked anywhere in the University in the past 12 months, then they are considered a new hire and a paper Personnel Action form must be submitted and the faculty member must complete an Adjunct New Hire Packet.
- Upload a copy of the Adjunct Contact.

Job Information

Enter Job Information, 100576-00 Adjunct			
Item	Current Valu	e New Value	
Job Begin Date: MM/DD/YYYY	07/01/2016		
Job Effective Date: MM/DD/YYYY	09/30/2016	10/01/2016	
Retro/Effective Date: MM/DD/YYYY	09/30/2016		
Contract/Salary: *	********	6000	
Number of Pays: 🔹	3	3	
Number Pays Periods: 🛊	3	3	
Hours per Pay: 🜟	1	1	
Timesheet Orgn: \star	6076	Q 3852	
Timesheet COA:	D	Q	
Job Category:	Primary	Primary V	

1. Job Begin Date:Enter the effective date of the hire. This should be equal to the first date of a
pay period.
This date is required only if the employee has never previously been employed

This date is required only if the employee has never previously been employed in this position number.

 Job Effective Date: Enter the effective date of hire. This should be equal to the first date of a pay period. This date cannot be prior to the last paid date.

This date defaults from the Query Date and can be updated.

- 3. Retro/Effective Date: Enter this date only if the action was effective prior to the last paid date.
- 4. Contract/Annual Salary: Enter the total amount the employee will receive during the appointment.
- 5. Number of Pays/ Number of pay periods: This is the total number of pay periods for which the employee will receive pay. These values must match. For example: an assignment from May to December would be 8 pays.
- 6. Hours per Pay: Enter estimated hours worked per pay period.
- 7. Timesheet Orgn: Enter the timesheet organization.
- 8. Timesheet COA: Update the value as required.

D = Drexel University

S = Academy of Natural Sciences

9. Job Category: If this is the employee's only job, the value is Primary (P).
 If this is an additional job, then the value is Secondary (S).
 An employee can have only one primary job.

Default Earnings - <u>Do not</u> enter any values for any fields other than the ones listed below.

previously.

E	nter Defau	ult Earnings	, 100576-00	Adjunct								
	urrant											
F	ffective Dat	e Farnings		lours or Un	its Per Pay D	eemed H	ours Special	Rate Shift End I	Date			
0	7/01/2016	ADJ, Adjunct	Faculty Salary		1.00			1				
N	iew Value											
E	ffective Date	MM/DD/YYYY	Earnings		Hours or Unit	s Per Pay I	Deemed Hours	Special Rate	Shift	End Date MM/I	DD/YYYY Remove	
1	0/01/2016]	ADJ, Adjunct Fac	ulty Salary 🗸		1.00			1	L		
Ē		7	Not Selected	~					1		1	
Ē		Ī	Not Selected	~							1	
Ē		ī	Not Selected	~							ĺ	
F		1	Not Selected	~							1	
Ì	Save and Add	New Rows]	
	Effectiv	e Date:		Enter tl	ne same	date as	the Job I	Effective Da	ate.			
•	Earning	s:		Update menu.	the valu	e as ne	eded. Se	elect the co	rrect	: earnings f	rom the dro	p-down
				Do not	add mult	tiple ea	rnings co	des.				
	Hours o	or Units pe	er Pay:	Update	the valu	e as ne	eded. Th	nis value mu	ust m	natch the H	lours per Pa	y entered

Job Termination Information

Enter Job Termination Information, 100576-00 Adjunct					
Item Current Value New Value					
Job Effective Date: MM/DD/YYYY	09/30/2016	12/31/2016			
Retro/Effective Date: MM/DD/YYYY	09/30/2016				
Job Change Reason: *(Not Enterable)	EXPIR	EXPIR			
Job Status: (Not Enterable)	Terminated	Т			

Job Effective Date: Enter the end date of the appointment. This should match the last date of the pay period.
 Retro/Effective Date: Enter this date only if the action was effective prior to the last paid date.

Upload Document

After the EPAF is saved, upload a copy of the Adjunct Contract

Document	
View Documents Loaded	
Upload Document	
1 Click on Unload Document to coloct the file for unload	

- 1. Click on Upload Document to select the file for upload.
- 2. Follow the instructions on the screen to select and post the document.

Casual/Per Diem Rehire or Extend End Date (CPDEXT)

- Casual Employees can work a maximum of 19 hours per week and are scheduled to work on a regular basis. Per Diem Employees are scheduled on an "as needed" basis and do not work a fixed schedule.
- If this employee has not worked anywhere in the University in the past 12 months, then they are considered a new hire and a paper Personnel Action form must be submitted and the employee must complete a Temporary New Hire packet. http://www.drexel.edu/hr/management/forms/duforms/
- If this is the first time the employee has been in this position, then a brief job description must be included in the comments or as an uploaded document. All comments and attachments will become part of the official HR file.

Job Information

En	ter Job Information, 158558-(00 Head Lecturer, Last Paid Date: Nov 29, 2013
Ite Jol Jol Re Re Ho Tir Jol	em b Begin Date: MM/DD/YYYY b Effective Date: MM/DD/YYYY tro/Effective Date: MM/DD/YYYY gular Rate: * urs per Pay: * nesheet Orgn: * b Category: nesheet COA:	Current Value New Value 09/01/2013
1.	Job Begin Date:	Enter the effective date of the hire. This date is required only if the employee has never previously been employed in this position number.
2.	Job Effective Date:	Effective date of hire. This should be equal to the first date of a pay period. This date cannot be prior to the last paid date. This date defaults from the Query Date and can be updated.
3.	Retro/Effective Date:	Enter this date only if the action was effective prior to the last paid date.
4.	Regular Rate:	Enter the hourly rate.
5.	Hours per Pay:	Enter estimated hours worked per pay period. For example: 20 hours a week would be 40 hours a pay period.
6.	Timesheet Orgn:	Enter the timesheet organization.
7.	Job Category:	If this is the employee's only job, the value is Primary (P) If this is an additional job, then the value is Secondary (S). An employee can have only one primary job.
8.	Timesheet COA:	D = Drexel University S = Academy of Natural Sciences

Comments

If this is the first time the employee has been in this position, then a brief job description must be included in the comments or as an uploaded document. All comments and attachments will become part of the official file.

Comment	
Date:	Jul 19, 2016 03:30:31 PM
Made by:	Margaery L Tyrell, SLJ59
Comments:	This employee will be assisting in the cataloging of biological samples under the direction of Professor Sampson.
	\sim

Upload Document

If this is the first time the employee has been in this position, then a brief job description must be included in the comments or as an uploaded document. All comments and attachments will become part of the official HR file.

Document View Documents Loaded Upload Document

- 1. Click on Upload Document to select the file for upload.
- 2. Follow the instructions on the screen to select and post the document.

Faculty Reappointment (FACRPT)

- Faculty reappointments that include a promotion or pay change are processed by the Provost Office and cannot be processed using EPAFs.
- A copy of the contract must be attached.

Job Information

Enter Job Change Information, 100260-00 Professor, Last Paid Date: Jun 30, 2016					
Item	Current Value	New Value			
Job Effective Date: MM/DD/YYYY	08/31/2016	09/01/2016			
Retro/Effective Date: MM/DD/YYYY	08/31/2016	09/01/2016			
Job Status: (Not Enterable)	Terminated	A			
Job Change Reason: (Not Enterable) EXPIR					

- 1. Job Effective Date:Effective date of hire. This should be equal to the first date of a pay period.
This date cannot be prior to the last paid date.
This date defaults from the Query Date and can be updated.
- 2. Retro/Effective Date: Enter this date only if the action was effective prior to the last paid date.

Job Termination Information

Enter Job Termination Information, 100260-00 Professor, Last Paid Date: Jun 30, 2016						
Item	Current Value	New Value				
Job Effective Date: MM/DD/YYYY	08/31/2016	08/31/2018				
Retro/Effective Date: MM/DD/YYYY	08/31/2016					
Job Change Reason: *(Not Enterable) EXPIR	EXPIR				
Job Status: (Not Enterable)	Terminated	Т				
	F ut a					

- 1. Job Effective Date: Enter the end date of the appointment. This should match the last date of the pay period.
- 2. Retro/Effective Date: Enter this date only if the action was effective prior to the last paid date.

Upload Document

A copy of the faculty contact must be uploaded. If the contact is not attached, the EPAF will be returned for correction.

ocument	
liew Documents Loaded Ipload Document	

- 1. Click on Upload Document to select the file for upload.
- 2. Follow the instructions on the screen to select and post the document.

Graduate Student New Hire (GSNHR)

- Students cannot hold student and temporary/co-op positions at the same time as they are taxed differently
- New student employee will need to complete a new Drexel Student and Work Study New Hire Packet [PDF].
- If the employee has worked anywhere in the University within the past 12 months, they are considered a rehire. Use the Rehire EPAF to process these employees.
- This category is used to process graduate student stipends. This is a monthly appointment that typically includes tuition remission in addition to the stipend.

Job Information



1. Employee Class Code:

Enter the appropriate value.

Important: The employee class code must match the title of the position. If you are not sure which employee class code to use, there are detailed definitions on the Graduate Student website.

Description	Employee Class
Doctoral Fellowship	SA
Graduate Assistant	SG
Research Assistant	SR
Teaching Assistant	ST

- 2. Home Department: Enter the code for the hiring department.
- 3. Hire Date, Job Begin Date, Job Effective Date: All three dates must match. Enter the effective date of the hire. This should equal the first date of the month. This date defaults from the Query Date and can be updated
 4. Retro/Effective Date: Leave this date blank. New hires do not have prior pay events that would prevent the entry of the true job effective date.
- 5. Contract/Annual Salary: Enter the total amount the employee will receive during the appointment.

6.	Number of Pays/	
	Number of pay periods:	This is the total number of pay periods for which the employee will receive pay. These values must match. For example: an assignment from May to December would be 8 pays.
7.	Hours per Pay:	Enter estimated hours worked per pay period – 40 or 80
8.	Timesheet Orgn:	Enter the timesheet organization.
9.	Timesheet COA:	D = Drexel University
10.	Job Category:	If this is the employee's only job, the value is Primary (P) If this is an additional job, then the value is Secondary (S). An employee can have only one primary job.

Default Earnings

<u>Do not</u> enter any values for any fields other than the ones listed below.

Enter Defau	lt Earnings, 105800-00	Teaching Assistant,	Last Paid Da	ate: Sep 30, 2015		
Current						
Effective Date	e Earnings	Hours or Units Per P	ay Deemed Ho	urs Special Rate Shift Er	nd Date	
07/01/2015	TAS, Teaching Assistant Stipe	nd 40.	00	1		
New Value						
Effective Date	MM/DD/YYYY Earnings	Hours or	Units Per Pay D	eemed Hours Special Rate	Shift End Date MM	1/DD/YYYY Remove
09/01/2016	TAS, Teaching Ass	istant Stipend 🗸	40.00		1	
	Not Selected	~			1	
	Not Selected	~			1	
	Not Selected	~			1	
	Not Selected	~			1	
Save and Add I	New Rows			<u> </u>		

1. Effective Date:

Enter the same date as the Job Effective Date.

2. Earnings:

Update the value as needed. Select the correct earnings from the drop-down menu.

Do not add multiple earnings codes.

Valid Combinations:

Employee Class of Position	Earnings Code
SA Doctorial Fellowship	GRF, Doctorial Fellowship
SG Graduate Assistant	GAS, Graduate Assistant Stipend
SR Research Assistant	RAS, Research Assistant Stipend
ST Teaching Assistant	TAS, Teaching Assistant Stipend

3. Hours or Units per Pay: Update the value as needed. This value must match the Hours per Pay entered previously.

Fund Change

Current	Fund Change, 105800-00 Teaching Assistant, Last Paid Date: Sep 30, 2015											
Currer	Current											
Effecti	ve Date: 0	7/01/2015										
COA II	ndex Fund	Organizatio	n Account Prog	ram Activity	Location Proje	ect Cost Per	cent Encur	nbrance Over	ride End	l Date		
D	11000	1 3663	2410 100			10	00.00					
Now												
New Cffeeting	- Datas MM											
Effective Date: MM/DD/YYYY 09/01/2016												
			1/2010									
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance O)verride End [
COA Q	Index	Fund Q 110001	Organization Q 3663	Account Q 2410	Program	Activity	Location	Project	Cost	Percent 100.00	Encumbrance O)verride End (
соа С	Index	Fund Q 110001	Organization	Account Q 2410 Q	Program 100	Activity	Location	Project	Cost	Percent 100.00	Encumbrance O)verride End (
COA	Index	Fund Q 110001 Q	Organization Q 3663 Q Q	Account	Program Q 100 Q Q Q	Activity	Location	Project	Cost	Percent 100.00	Encumbrance O)verride End I
COA	Index	Fund Q 110001 Q Q Q Q Q	Organization Q 3663 Q Q Q Q	Account Q 2410 Q Q Q	Program Q 100 Q Q Q	Activity	Location	Project	Cost	Percent 100.00	Encumbrance O)verride End (
	Index	Fund Q 110001 Q	Organization 9 3663 9 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Account Q 2410 Q Q Q Q Q Q	Program	Activity	Location	Project	Cost	Percent 100.00	Encumbrance O)verride End (

- 1. Effective Date: Enter the same date as the Job Effective Date.
- 2. Override the displayed values as required

Job Termination Information

Enter Job Termination Infor	mation, 105	300-00 Teac
Item	Current Value	New Value
Job Effective Date: MM/DD/YYYY	09/30/2015	11/30/2016
Retro/Effective Date: MM/DD/YYYY	09/30/2015	
Job Change Reason: (Not Enterable) EXPIR	EXPIR
Job Status: (Not Enterable)	Terminated	Т

- 1. Job Effective Date: Enter the end date of the appointment. This should match the last date of the pay period.
- 2. Retro/Effective Date: Enter this date only if the action was effective prior to the last paid date.

Tuition Fee Information

Tuition/Fee Remission Information							
Tarm	Max Credit Hours Max Tuition Max	Fees Driority	CDA	Fund	Organization	Account	Remove
Q 201615	9.0			Q D	Q 9876	Q 1234	
٩,			۹.	۹	٩	Q.]
Q			۹	۹	٩	Q.]
Q			٩	Q.	Q.	Q.]
Save and A	dd New Rows						

- 1. Enter the applicable tuition remission information as required.
- 2. The priority code is required. Use "1" (one) if you are entering a single funding source.

Graduate Student Rehire (GSRHR)

- Students cannot hold student and temporary/co-op positions at the same time as they are taxed differently
- If the student has not worked at Drexel within the past 12 months, then they will need to complete a new Drexel Student and Work Study New Hire Packet [PDF].
- If the employee has ever worked anywhere in the University within the past 12 months, then they are considered a rehire. This category is used to process graduate student stipends.
- This is a monthly appointment that typically includes tuition remission in addition to the stipend.

Job Information

	Enter Job Information, 100619-0	0 Doctoral Research Fellow, Last Paid Date: Jun 30, 2016
	Item Job Begin Date: MM/DD/YYYY Job Effective Date: MM/DD/YYYY Retro/Effective Date: MM/DD/YYYY Contract/Salary: * Number of Pays: * Number Pays Periods: * Hours per Pay: * Timesheet Orgn: * Timesheet COA: Job Category:	Current Value New Value 01/01/2016 09/01/2016 06/30/2016 09/01/2016 06/30/2016 0 30 3 3 3 40 40 3663 3663 D 0 Primary Primary
1	Job Begin Date:	Enter the effective date of the hire. This date is required only if the employee has never previously been employed in this position number.
2	Job Effective Date:	Effective date of hire. This should be equal to the first date of a pay period. This date cannot be prior to the last paid date. This date defaults from the Query Date and can be updated.
3	Contract/Annual Salary:	Enter the total amount the employee will receive during the appointment.
4. N	Number of Pays/ umber of pay periods:	This is the total number of pay periods for which the employee will receive pay. These values must match. For example: an assignment from May to December would be 8 pays.
5	Hours per Pay:	Enter estimated hours worked per pay period – 40 or 80
6	Timesheet Orgn:	Enter the timesheet organization.
7.	Timesheet COA:	D = Drexel University S = Academy of Natural Sciences
8	Job Category:	If this is the employee's only job, the value is Primary (P) If this is an additional job, then the value is Secondary (S). An employee can have only one primary job.

Default Earnings

<u>Do not</u> enter any values for any fields other than the ones listed below.

Enter Default Earning	s, 100619-00 Doctoral	Research Fe	ellow, Last P	aid Date: J	un 30, 2016		
Current							
Effective Date Earnings	Hours or Units	Per Pay Deen	ned Hours Spe	cial Rate Shi	ft End Date		
04/01/2016 GRF, Docto	ral Fellowship	40.00		1			
New Value							
Effective Date MM/DD/YYY	Y Earnings	Hours or l	Jnits Per Pay De	emed Hours S	pecial Rate Shi	ift End Date MM/D	D/YYYY Remove
09/01/2016	GRF, Doctoral Fellowship	~	40.00			1	
	Not Selected	~				1	
	Not Selected	~				1	
	Not Selected	~				1	
	Not Colorian	~				•	

- 1. Effective Date: Enter the same date as the Job Effective Date.
- 2. Earnings: Update the value as needed. Select the correct earnings from the drop-down menu.

Do not add multiple earnings codes.

Valid Combinations:

Employee Class of Position	Earnings Code
SA Doctorial Fellowship	GRF, Doctorial Fellowship
SG Graduate Assistant	GAS, Graduate Assistant Stipend
SR Research Assistant	RAS, Research Assistant Stipend
ST Teaching Assistant	TAS, Teaching Assistant Stipend

3. Hours or Units per Pay: Update the value as needed. This value must match the Hours per Pay entered previously.

Fund Change Information

Fund	Fund Change, 100619-00 Doctoral Research Fellow, Last Paid Date: Jun 30, 2016										
Currer	Current										
Effecti	ve Date: 04	4/01/2016									
COA II	ndex Fund	Organization	n Account Prog	gram Activity I	Location Proj	ect Cost Pe	rcent Encur	nbrance Ove	erride Enc	l Date	
D	218042	2 3663	2422 121			1	00.00				
New	- Datas MM										
Effective Date: MM/DD/YYYY 09/01/2016											
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
COA Q D	Index	Fund Q 218042	Organization Q 3663	Account	Program	Activity	Location	Project	Cost	Percent 100.00	Encumbrance Override End Date
COA Q D Q	Index	Fund Q 218042	Organization Q 3663 Q	Account Q 2422 Q	Program	Activity	Location	Project	Cost	Percent 100.00	Encumbrance Override End Date
COA 0 0 0 0	Index	Fund Q 218042 Q	Organization Q 3663 Q Q	Account Q 2422 Q Q	Program Q 121 Q	Activity	Location	Project	Cost	Percent 100.00	Encumbrance Override End Date
COA ℃ 0 ℃ ℃ 0 ℃ 0	Index	Fund Q 218042 Q Q Q Q	Organization Q 3663 Q Q Q Q	Account Q 2422 Q Q Q Q Q	Program Q 121 Q Q Q Q Q	Activity	Location	Project	Cost	Percent 100.00	Encumbrance Override End Date
COA ∅ 0 0 0 0 0 0 0	Index	Fund Q 218042 Q	Organization Q 3663 Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q	Account Q 2422 Q Q Q Q Q Q Q Q	Program Q 121 Q	Activity	Location	Project	Cost	Percent 100.00	Encumbrance Override End Date

- 1. Effective Date: Enter the same date as the Job Effective Date.
- 2. Override the displayed values as required

Job Termination Information

Enter Job Termination Informa	ation, 10061	9-00 Docto
Item	Current Value	New Value
Job Effective Date: MM/DD/YYYY	06/30/2016	11/30/2016
Retro/Effective Date: MM/DD/YYYY	06/30/2016	
Job Change Reason: *(Not Enterable)	EXPIR	EXPIR
Job Status: (Not Enterable)	Terminated	Т

- 1. Job Effective Date: Enter the end date of the appointment. This should match the last date of the pay period.
- 2. Retro/Effective Date: Enter this date only if the action was effective prior to the last paid date.

Tuition Fee Information

Tuition/Fee Remission Information								
D All Tuitio	n/Fee Remission inform	nation must be entered i	n this sectio	on. Tuitio	n/Fee Remission ii	nformation entered	d in the commen	ts section will not be applied to the students record.
Term	Max Credit Hours M	lax Tuition Max Fees	Priority	COA	Fund	Organization	Account	Remove
Q 201615	9.0		1	۹. –	Ф. 🛛	9876	Q 1234	
٩,				9	٩.	9	۹.	
Q,				<u>م</u>	9	٩	٩	
Q				۹ 🗌	٩	٩	٩	
Save and Ar	dd New Rows							

- 1. Enter the applicable tuition remission information as required.
- 2. The priority code is required. Use "1" (one) if you are entering a single funding source.

Job Labor Changes (1 to 3 Dates)

- One, two or three fund change sections will appear based on the EPAF category selected.
- The Effective Date for each fund change must be updated prior to submitting the EPAF.
- Changes to job funding cannot be made effective prior to the last paid date. Any changes to funding prior to the last paid date can be made through the On-Line Labor Redistributions function.

und Cha	nge Info	rmation									
Jump to Botton	1								Return to	EPAF Menu	
Job Labor C	hange Date,	100619-00 D	octoral Re	search Fello	w, Last Pa	aid Date: J	lun 30, 20	016			
Current											
ffective Dat	e: 04/01/2016										
COA Index Fu	nd Organizati	ion Account Prog	gram Activit	y Location Pro	ject Cost Pe	ercent Encu	mbrance Ov	erride Er	nd Date		
, 21	0042 3003	2422 121				100.00					
New Effective Date:	MM/DD/YYYY	8/01/2016									
OA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance (Override End Da
	273337	3663	2422	121					50]
	218042	3663	2422	121					50]
]
			<u> </u>]
	4	Q.	u,	ų,]
ob Labor C	hange Secon	d Date, 1006:	19-00 Doc	toral Resear	ch Fellow	, Last Paid	l Date: Ju	n 30, 20	016		
ffective Date	e: 04/01/2016										
OA Index Fu	nd Organizati	ion Account Prog	gram Activit	y Location Pro	ject Cost Pe	ercent Encu	mbrance Ov	verride Er	nd Date		
21	8042 3663	2422 121			1	100.00					
lew			/								
ffective Date:	MM/DD/YYYY	0/01/2016	K								
OA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance ()verride End Da
	Q 273337	3663	Q 2422	Q 121					100.00]
	٩	Q.	Q	0,]
۶ <u> </u>	Q,	Q	Q	Q]
	Q	Q	9]
1	٩	٩	Q	Q,]
								Total:	100.00)	
Ø Defaulting v	alues for Labor D	Distribution from t	he Job record	ls.							
Default from Ir	dev Save and A	Add New Rows									

Non-Employee Associate (NEA) or Volunteer Rehire or Extend End Date (JOBEXT)

- If this is the first time a volunteer has held this position, then a brief job description must be included in the comments or in an attached document.
- Guidelines for volunteer assignments can be found on http://www.drexel.edu/hr/about/volunteers/

Job Information

Ente	r Job Change Information, 12	25750-00 Non-Employee Associate
Item	I	Current Value New Value
Job Begin Date: MM/DD/YYYY		03/15/2016
Job E	ffective Date: MM/DD/YYYY	08/31/2016 09/01/2016
Retro/Effective Date: MM/DD/YYYY Timesheet Orgn: *		08/31/2016
		3175 Q 3175
Job C	ategory: *	Primary Primary V
1. J	ob Begin Date:	Enter the effective date of the hire.
		This date is required only if the employee has never previously been employed
		in this position number
2. J	ob Effective Date:	Effective date of hire. This should be equal to the first date of a pay period. This date cannot be prior to the last paid date. This date defaults from the Query Date and can be updated.
3. F	Retro/Effective Date:	Enter this date only if the action was effective prior to the last paid date.
4. 1	imesheet Orgn:	Enter the timesheet organization.
5. J	ob Category:	If this is the employee's only job, the value is Primary (P) If this is an additional job, then the value is Secondary (S).
		An employee can have only one primary job.

Job Termination Information

Enter Job Termination Information, 125750-00 Non-Employee Associate			
Item	Current Valu	e New Value	
Job Effective Date: MM/DD/YYYY	08/31/2016	08/31/2017	
Retro/Effective Date: MM/DD/YYYY	08/31/2016		
Job Change Reason: *(Not Enterable	e) EXPIR	EXPIR	
Job Status: (Not Enterable)	Terminated	т	
Routing Queue			

- 1. Job Effective Date: Enter the end date of the appointment. This should match the last date of the pay period.
- 2. Retro/Effective Date: Enter this date only if the action was effective prior to the last paid date.

Comments

If this is the first time a volunteer has held this position, then a brief job description must be included in the comments or in an attached document.

Comment	
Date:	Jul 19, 2016 03:30:31 PM
Made by:	Margaery L Tyrell, SLJ59
Comments:	This employee will be assisting in the cataloging of biological samples under the direction of Professor Sampson.
	\sim

Upload Document

If this is the first time a volunteer has held this position, then a brief job description must be included in the comments or in an attached document.

Document	
View Documents Loaded Upload Document	

- 1. Click on Upload Document to select the file for upload.
- 2. Follow the instructions on the screen to select and post the document.

Student New Hire – Biweekly (STBWHR)

- Student Biweekly New Hire EPAF should be used for hourly student employees. Federal Work Study students must be processed using the work study approval categories.
- Students cannot hold student and temporary/co-op positions at the same time as they are taxed differently.
- If the student has not worked at Drexel within the last year or is new to Drexel, they will need to complete a new Drexel Student and Work Study New Hire Packet [PDF].
- If the employee has worked anywhere in the University within the past 12 months, they are considered a rehire. Use the Rehire EPAF to process these employees.

Job Information

Enter Job Information, 100608-00 S	tudent Employee	
Item	Current Value	New Value
Employee Class Code: 🔹	SE, Student Employee - Bi-weekl	y 🔍 SE
Home Department: \star	1004, Test Division	Q 1004
Hire Date: MM/DD/YYYY*	01/01/2010	07/23/2016
Job Begin Date: MM/DD/YYYY		07/23/2016
Job Effective Date: MM/DD/YYYY		07/23/2016
Retro/Effective Date: MM/DD/YYYY		
Regular Rate: 🛊	******	10
Hours per Pay: *		20
Timesheet Orgn: ∗		Q 1004
Job Category: (Not Enterable)		P
Home COAS: *(Not Enterable)	D	D
Job Change Reason: (Not Enterable)		NEW
Job Status: (Not Enterable)		A
Step: (Not Enterable)		0
Job End Date: MM/DD/YYYY(Not Enterable)		-
Employee Status: (Not Enterable)	Active	A
Term Reason Code: (Not Enterable)		-
Termination Date: MM/DD/YYYY(Not Enterable)	-

1. Employee Class Code:

SE (Student Employee – Biweekly) defaults in. Do not change the defaulted value.

- 2. Home Department: Enter the code for the hiring department.
- Hire Date, Job Begin Date, Job Effective Date:
 All three dates must match. Enter the effective date of the hire. This should equal the first date of the month. This date defaults from the Query Date and can be updated
 Retro/Effective Date:
 Leave this date blank. New hires do not have prior pay events that would prevent the entry of the true job effective date.
 Regular Rate:
 Enter the hourly rate.
 Hours per Pay:
 Enter estimated hours worked per pay period. (for example: an estimated 10 hours a week is 20 hours a pay period).
- 7. Timesheet Orgn: Enter the timesheet organization.

Student Rehire – Biweekly (STBWHR)

- Student Biweekly Rehire EPAF should be used for hourly student employees. Federal Work Study students must be processed using the work study approval categories.
- Students cannot hold student and temporary/co-op positions at the same time as they are taxed differently
- If the student has not worked at Drexel within the past 12 months, then they will need to complete a new Drexel Student and Work Study New Hire Packet [PDF].
- If the employee has ever worked anywhere in the University within the past 12 months, they are considered a rehire.

Job Information

Enter Job Information, 100608-	00 Student E	mp	loyee, Last Paid
Item	Current Valu	Je Ne	ew Value
Job Begin Date: MM/DD/YYYY	01/01/2016		
Job Effective Date: MM/DD/YYYY	06/30/2016		09/01/2016
Retro/Effective Date: MM/DD/YYYY	06/30/2016		
Regular Rate: \star	*******		10
Hours per Pay: \star	40		40
Timesheet Orgn: \star	6904	Q	6904
Job Category:	Primary		Primary V
Timesheet COA: (Not Enterable)	D		D
Job Change Reason: (Not Enterable)	EXPIR		REHIR
Job Status: (Not Enterable)	Terminated		A
Step: (Not Enterable)	0		0
Job End Date: MM/DD/YYYY(Not Enterab	le) 06/30/2016		-

1.	Job Begin Date:	Enter the effective date of the hire. This date is required only if the employee has never previously been employed in this position number.
2.	Job Effective Date:	Effective date of hire. This should be equal to the first date of a pay period. This date cannot be prior to the last paid date. This date defaults from the Query Date and can be updated.
3.	Retro/Effective Date:	Enter this date only if the action was effective prior to the last paid date.
4.	Regular Rate:	Enter the hourly rate.
5.	Hours per Pay:	Enter estimated hours worked per pay period. (for example: an estimated 10 hours a week is 20 hours a pay period).
6.	Timesheet Orgn:	Enter the timesheet organization.

Student New Hire – Monthly (STMOHR)

- The Student Monthly New Hire EPAF should be used to hire Dormitory Resident Assistants and monthly paid students.
- Monthly paid students must be preapproved by Compensation and the approval attached to the EPAF.
- Students cannot hold student and temporary/co-op positions at the same time as they are taxed differently.
- If the student has not worked at Drexel within the past 12 months or is new to Drexel, then they will need to complete a new Drexel Student and Work Study New Hire Packet [PDF].
- If the employee has worked anywhere in the University in the past 12 months, then they are considered a rehire. Use the Rehire EPAF to process these employees.

Job Information

Ente	Enter Job Information, 157325-00 Monthly Student Employee					
Item	even class cadas	Current Value New Value				
Employee Class Code: * Home Department: * Hire Date: MM/DD/YYYY* Job Begin Date: MM/DD/YYYY Job Effective Date: MM/DD/YYYY* Retro/Effective Date: MM/DD/YYYY Contract/Salary: * Number of Pays: * Number of Pays: * Hours per Pay: * Timesheet Orgn: *		**************************************				
1.	Employee Class Code:	SM (Student Employee –Monthly) defaults in. Do not change the defaulted value.				
2.	Home Department:	Enter the code for the hiring department.				
3.	Hire Date, Job Begin Date, Job Effective Date:	All three dates must match. Enter the effective date of the hire. This should equal the first date of the month. This date defaults from the Query Date and can be updated				
4.	Retro/Effective Date:	Leave this date blank. New hires do not have prior pay events that would prevent the entry of the true job effective date.				
5.	Contract/Annual Salary:	Enter the total amount the employee will receive during the appointment.				
6.	Number of Pays/ Number of pay periods:	This is the total number of pay periods for which the employee will receive pay. These values must match. For example: an assignment from May to December would be 8 pays.				
7.	Hours per Pay:	Enter estimated hours worked per pay period – 40 or 80				
8.	Timesheet Orgn:	Enter the timesheet organization.				

Default Earnings

Do not enter any values for any fields other than the ones listed below.

Current Effective Date Earnings Ho	urs or Units Per Pay Deemed H	ours Speci	al Rate Shif	t End Date				
New Value								
Effective Date MM/DD/YYYY	Earnings	Hours or U	nits Per Pay	Deemed Hour	s Special Rate	Shift	End Date MM/I	DD/YYYY Remove
09/01/2016	SRG, Student Regular 🗸 🗸		10.00			1		
	Not Selected 🗸 🗸					1]
	Not Selected 🗸 🗸					1]
	Not Selected 🗸					1]
	Not Selected 🗸					1		

Enter the same date as the Job Effective Date.

2.	Earnings:	Update the value as needed. Select the correct earnings from the drop-down			
		menu.			
		Do not add multiple earnings codes.			
		Options:			
		Student Monthly (Non Grad Appointment / Non Dorm Assistant)	SRG		
		Dorm Resident Assistant	DRA		
3.	Hours or Units per Pay:	Update the value as needed. This value must match the Hours per F	Pay entered		
		previously.			

Job Termination Information

1. Effective Date:

Enter Job Termination Information, 157325-00 Monthly Student Employee		
Item	urrent Value New Value	
Job Effective Date: MM/DD/YYYY*	10/31/2016	
Retro/Effective Date: MM/DD/YYYY		
Joh Change Reason:(Not Enterable)	EVDID	

- 1. Job Effective Date: Enter the end date of the appointment. This should match the last date of the pay period.
- 2. Retro/Effective Date: Enter this date only if the action was effective prior to the last paid date.

Upload Document

Monthly paid students must be preapproved by Compensation and the approval attached to the EPAF.

Document	
/iew Documents Loaded	

- 1. Click on Upload Document to select the file for upload.
- 2. Follow the instructions on the screen to select and post the document.

Student Rehire – Monthly (STMORH)

- The Student Monthly Rehire EPAF should be used to hire Dormitory Resident Assistants and monthly paid students.
- Monthly paid students must be preapproved by Compensation and the approval attached to the EPAF.
- Students cannot hold student and temporary/co-op positions at the same time as they are taxed differently.
- If the student has not worked at Drexel within the past 12 months or is new to Drexel, then they will need to complete a new Drexel Student and Work Study New Hire Packet [PDF].
- If the employee has worked anywhere in the University in the past 12 months, then they are considered a rehire. Use the Rehire EPAF to process these employees.

Job Information

	Enter Job Information, 158602-0	0 Dormitory Resident Assistant, Last Paid Date: Aug 31, 2014
	Item Job Begin Date: MM/DD/YYYY Job Effective Date: MM/DD/YYYY Retro/Effective Date: MM/DD/YYYY Contract/Salary: * Number of Pays: * Number Pays Periods: * Hours per Pay: * Timesheet Orgn: * Timesheet COA: (Not Enterable)	Current Value New Value 08/01/2014
-	1. Job Begin Date	Enter the effective date of the hire. This date is required only if the employee has never previously been employed in this position number.
4	2. Job Effective Date:	Effective date of hire. This should be equal to the first date of a pay period. This date cannot be prior to the last paid date. This date defaults from the Query Date and can be updated.
	3. Retro/Effective Date:	Enter this date only if the action was effective prior to the last paid date.
2	4. Contract/Annual Salary:	Enter the total amount the employee will receive during the appointment.
	 Number of Pays/ Number of pay periods: 	This is the total number of pay periods for which the employee will receive pay. These values must match. For example: an assignment from May to December would be 8 pays.
(5. Hours per Pay:	Enter estimated hours worked per pay period.
-	7. Timesheet Orgn:	Enter the timesheet organization.
ę	3. Job Category:	If this is the employee's only job, the value is Primary (P) If this is an additional job, then the value is Secondary (S). An employee can have only one primary job.

Default Earnings

<u>Do not</u> enter any values for any fields other than the ones listed below.

Enter Defau	llt Earnings, 158602-00 Dor	mitory Resident Ass	istant, Last	Paid Date: Aug 31, 2	2014	
Current						
Effective Dat	e Earnings	Hours or Units Per Pay	Deemed Hou	rs Special Rate Shift End	Date	
08/01/2014	DRA, Dormitory Resident Assistan	t 1.00)	1		
New Value						
Effective Date	MM/DD/YYYY Earnings	Hours or Un	its Per Pay Dee	med Hours Special Rate	Shift End Date MM/	DD/YYYY Remove
08/01/2016	DRA, Dormitory Reside	ent Assistant 🗡	1.00		1] 🗆
	Not Selected	~			1]
	Not Selected	~			1]
	Not Selected	~			1]
	Not Selected	~			1]
Cause and Add	New Rever		L			,
	New Nows					

- 1. Effective Date: Enter the same date as the Job Effective Date.
- Earnings: Update the value as needed. Select the correct earnings from the drop-down menu.
 Do not add multiple earnings codes.

Options:

Student Monthly (Non Grad Appointment / Non Dorm	SRG
Assistant)	
Dorm Resident Assistant	DRA

3. Hours or Units per Pay: Update the value as needed. This value must match the Hours per Pay entered previously.

Job Termination Information

Item	Current Value	e New Value
Job Effective Date: MM/DD/YYYY	08/31/2014	
Retro/Effective Date: MM/DD/YYYY	08/31/2014	01/31/2017
Job Change Reason: *(Not Enterable) EXPIR	EXPIR
Job Status: (Not Enterable)	Terminated	Т

- pay period.
- 2. Retro/Effective Date: Enter this date only if the action was effective prior to the last paid date.

Upload Document

Document

Monthly paid students must be preapproved by Compensation and the approval attached to the EPAF.

View Documents Loaded Upload Document

- 1. Click on Upload Document to select the file for upload.
- 2. Follow the instructions on the screen to select and post the document.

Staff Reappointment/Extension – No Pay Change (STFRPT)

• The Staff Reappointment/Extension EPAF is to be used to extend the appointment past the original appointment dates. For example: this could be used to appoint a Program Administrator or an additional year when additional funding is awarded. This does not include any changes in pay or funding.

Job Information

Enter Job Change Information, 151940-00 Program Administrator, Last Paid Date: Jul 31, 2016				
Item	Current Value	New Value		
Job Effective Date: MM/DD/YYYY	08/31/2016	09/01/2016		
Retro/Effective Date: MM/DD/YYYY	08/31/2016			
Job Status: (Not Enterable)	Terminated	A		
Job Change Reason: (Not Enterable)	EXPIR	REAPP		

- Job Effective Date: Effective date of hire. This should be equal to the first date of a pay period. This date cannot be prior to the last paid date. This date defaults from the Query Date and can be updated.
- 2. Retro/Effective Date: Enter this date only if the action was effective prior to the last paid date.

Job Termination Information

Enter Job Termination Inform	nation, 1519	40-00 Progra
Item	Current Valu	e New Value
Job Effective Date: MM/DD/YYYY	08/31/2016	08/31/2017
Retro/Effective Date: MM/DD/YYYY	08/31/2016	
Job Change Reason: *(Not Enterable) EXPIR	EXPIR
Job Status: (Not Enterable)	Terminated	Т

- 1. Job Effective Date: Enter the end date of the appointment. This should match the last date of the pay period.
- 2. Retro/Effective Date: Enter this date only if the action was effective prior to the last paid date.

Supervisor and/or Timesheet Change (SUPTMS)

- A supervisor change will change the reporting hierarchy in OrgPlus for benefit eligible employees.
- A supervisor change will not change the approver of leave or time reports.
- Do not use this to change the Timesheet organization for Work Study Students. Use the "Work study Timesheet Change" EPAF for these actions. That EPAF includes the Financial Aid office in the approval routing.

Enter New Information, D06835-00 Business Manager III, Last Paid Date: Jun 30, 2016					
Item	Current Value No	lew Value			
Job Effective Date: MM/DD/YYYY	07/01/2016	08/01/2016			
Timesheet Orgn:	AA335 Q				
Supervisor ID:	60001992	SLJ59			

 Job Effective Date: Effective date of hire. This should be equal to the first date of a pay period. This date cannot be prior to the last paid date. This date defaults from the Query Date and can be updated.
 Timesheet Orgn: Enter the timesheet organization.
 Supervisor ID: Enter either the user name or ID for the supervisor as required.

Termination from the University – Benefit Eligible Employee (TERMBE), Non-benefit Eligible Employee (TERMNE), or Retirement (TERMRT)

- Processing a termination from the University will remove the employee's access to systems, end benefits and initiate any eligible vacation payout processing. It is important to use these categories only if the employee is ending employment with the University, not if the employee is transferring between areas.
- A resignation/termination letter must be attached for benefit eligible professional staff and faculty voluntary terminations.
- For involuntary terminations, or layoffs, a comment must be included to indicate who should be contacted to get additional information on the supporting documentation for the action.
- If the employee has more than one job, use the Terminate Job (TERMJO) EPAF to end the employee job ending in your area.

Job and Employee Termination Information

Enter Job Termination Info	rmation, 158	372-00 Operations Manager, Last Paid Date: Jun 30, 2016
Item	Current Value	New Value
Job Effective Date: MM/DD/YYYY	07/01/2016	07/30/2016
Retro/Effective Date: MM/DD/YYYY	07/01/2016	
Job Change Reason: 🛊	PROMO	TERMV, Voluntary Termination
Job Status: (Not Enterable)	Active	Т
Enter Employee Terminatio	n Informatio	n
Item (Current Value N	iew Value
Last Work Date: MM/DD/YYYY		07/30/2016
Termination Date: MM/DD/YYYY*		07/30/2016
Term Reason Code: \star		RL, Relocation

1.	Job Effective Date:	The termination date of the employee. This should be equal to the last date of a pay period.
		This is last date of pay for the employee.
		This date cannot be prior to the last paid date.
		This date defaults from the Query Date and can be updated.
2.	Retro/Effective Date:	Enter this date only if the action was effective prior to the last paid date.
3.	Job Change Reason:	Select the appropriate Job Change Reason
4.	Last Work Date:	This is the last date worked by the employee.
		If this date is different than the Termination date, include the reasons in the
		Comments section.
		This date defaults from the Query Date and can be updated.
5.	Termination Date:	This is the last date worked by the employee.
		This date defaults from the Query Date and can be updated.
6.	Term Reason Code:	Select the appropriate Termination Reason.
		For benefit eligible employees, the reason code must match the termination
		reasons included in the attached resignation letter.

Upload Document

For benefit eligible employees, a copy of the resignation letter must be uploaded. If the resignation letter is not attached, the EPAF will be returned for correction.

Document		
View Documents Loaded Upload Document		

- 1. Click on Upload Document to select the file for upload.
- 2. Follow the instructions on the screen to select and post the document.

Termination from University - Employee on Leave of Absence (TERMLV)

- Use this category only if the employee is who is leaving the University is currently on leave of absence. This transaction will end the leave of absence and create the termination record.
- Include in the comments that the employee is leaving the University and upload a copy of the resignation letter.

Entor Job Tormination Info	rmation	4.0		countan		Jun 20, 2016		
Enter Job Termination Init	nination,	13	SU99-00 Stall AC	countan	, Last Pala Date:	Juli 30, 2016		
Item	Current V	/alı	Je	New Value				
Job Effective Date: MM/DD/YYYY	07/01/20	16		08/31/20	16			
Retro/Effective Date: MM/DD/YYY	Y 06/20/20	16						
Job Change Reason: ∗	NFLOA			TERMV, V	oluntary Termination 🗸]		
Job Status: (Not Enterable)	Leave wit	hou	t Pay, without Benefits	Т				
Routing Queue								
Approval Level		Us	er Name				Required Act	ion
50 - (HR0200) Budget Adminisitrator		Q	ALH65		Cersei L Lannister		Approve	
85 - (HRCOMP) Compensation		Q	EPAFCM		Epafcm HR EPAF User fo	or: Comp	Approve	
98 - (HUMRES) HRIS		Q	EPAFHR		Epafhr HR EPAF User for	r: HR	Approve	
99 - (HRADMN) HR System Administr	ation	Q	EPAFHR		Epafhr HR EPAF User for	r: HR	Apply	
Not Selected	~	Q					Not Selected	~
Not Selected	~	Q					Not Selected	~

 Job Effective Date: The termination date of the employee. This should be equal to the last date of a pay period. This is last date of pay for the employee. This date cannot be prior to the last paid date. This date defaults from the Query Date and can be updated.
 Retro/Effective Date: Enter this date only if the action was effective prior to the last paid date.
 Job Change Reason: Select the appropriate Job Change Reason

Comments

Include the separation reason in the comments.

Comment

Henry Sikes informed me that he will not be returning from leave of absence. This is a voluntary resignation due to health reasons. His resignation letter is attached. |

Upload Document

Upload a copy of the resignation letter.

Document View Documents Loaded Upload Document

- 1. Click on Upload Document to select the file for upload.
- 2. Follow the instructions on the screen to select and post the document.

Termination Job Only Benefit Eligible Employee (TERMJ1) or Non-Benefit Eligible Employee (TERMJ2)

- This category will end the job for the employee in your area.
- If an EPAF is submitted to end a job for an employee transferring within the University, include in the comments information on the employee's new job. This information will be used to ensure that there is no break in pay for the employee.
- If the employee is leaving the University, but they have an active job in another area, use the Termination Job Only EPAF to end the job in your area. Include in the comments that the employee is leaving the University and upload a copy of the resignation letter.

Enter Job Termination Information, 165484-00 Web Developer, Last Paid Date: Jun 30, 2016							
Item	Current	Val	ue New Value				
Job Effective Date: MM/DD/YYYY	07/01/20	16	07/30/2016				
Retro/Effective Date: MM/DD/YYYY	07/01/20	16					
Job Change Reason: 🛊	TITLE		TERMV, Voluntary Termination	×			
Job Status: (Not Enterable)	Active		Т				
Routing Queue		Us	er Name		Required Ac	tion	Remove
50 - (HR0200) Budget Adminisitrator] 🔍	ALH65	Cersei L Lannister	Approve		
85 - (HRCOMP) Compensation] 🔍	EPAFCM	Epafcm HR EPAF User for: Comp	Approve		
98 - (HUMRES) HRIS] 🔍	EPAFHR	Epafhr HR EPAF User for: HR	Approve		
99 - (HRADMN) HR System Administra	ation] 🔍	EPAFHR	Epafhr HR EPAF User for: HR	Apply		
Not Selected	~	Q			Not Selected	~	

4.	Job Effective Date:	The termination date of the employee. This should be equal to the last date of a pay period. This is last date of pay for the employee. This date cannot be prior to the last paid date. This date defaults from the Query Date and can be updated.
5.	Retro/Effective Date:	Enter this date only if the action was effective prior to the last paid date.
6.	Job Change Reason:	Select the appropriate Job Change Reason

Comments

If a benefit eligible employee is leaving the University, but they have an active job in another area, include in the comments that the employee is leaving the University.

Comment

Emma Peele is leaving the University. She is ending her job in Research and will continue to teach for the remainder of the session.	^]
	\sim	

Upload Document

If a benefit eligible employee is leaving the University, but they have an active job in another area, upload a copy of the resignation letter.

Document

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- 3. Click on Upload Document to select the file for upload.
- 4. Follow the instructions on the screen to select and post the document.

Temporary Exempt Rehire or Extend Appointment (TMEXRH)

- Full Time Temporary Employees (F/T Temp) are non-exempt employees who work 40 hours per week. Part Time Temporary Employees (P/T Temp) are non-exempt employee who work 20-39 hours per week.
- All employees who have not been employed within the past 12 months, or are new to Drexel, need to complete a Drexel Temporary Employee/Co-op/Per Diem/Stipend New Hire Packet [PDF]. An Authorization to Hire form is required to process a new hire for a temporary employee.
- If this is the first time a temporary employee has held this position, then a brief job description must be included in the comments or in an attached document.

Job Information

Enter Job Information, 100524-00 Temp Lighting Designer, Last Paid Date: May 31, 2016					
Item	Current Value	e New Value			
Job Begin Date: MM/DD/YYYY	10/01/2015				
Job Effective Date: MM/DD/YYYY*	05/31/2016	08/01/2016			
Retro/Effective Date: MM/DD/YYYY	05/31/2016				
Contract/Salary: *	*******	24000			
Number of Pays: 🙀	8	12			
Number Pays Periods: *	8	12			
Hours per Pay: \star	20	75			
Timesheet Orgn: \star	3645	Q 3645			
Timesheet COA:	D	QD			
Job Category:	Primary	Primary V			

1.	Job Begin Date:	Enter the effective date of the hire. This date is required only if the employee has never previously been employed in this position number.
2.	Job Effective Date:	Effective date of hire. This should be equal to the first date of a pay period. This date cannot be prior to the last paid date. This date defaults from the Query Date and can be updated.
3.	Retro/Effective Date:	Enter this date only if the action was effective prior to the last paid date.
4.	Contract/Annual Salary:	Enter an annualized salary amount. For example: If the employee was to receive \$2,000 per month, the Annual Salary would equal \$24, 000
5. Nu	Number of Pays/ mber of pay periods:	This is the total number of pay periods for which the employee will receive pay. These values must match. For example: an assignment from May to December would be 8 pays.
6.	Hours per Pay:	Enter estimated hours worked per pay period.
7.	Timesheet Orgn:	Enter the timesheet organization.
8.	Timesheet COA:	D = Drexel University S = Academy of Natural Sciences

9. Job Category: If this is the employee's only job, the value is Primary (P)
 If this is an additional job, then the value is Secondary (S).
 An employee can have only one primary job.

Default Earnings

Do not enter any values for any fields other than the ones listed below.

Enter Default Earnings, 100524-00 Temp Lighting Designer, Last Paid Date: May 31, 2016					
Current					
Effective Date Earnings	Hours or Units Per Pay Deemed	Hours Special Rate Shi	ft End Date		
10/01/2015 REG, Regu	ar 20.00	1			
New Value					
Effective Date MM/DD/YYY	'Y Earnings	Hours or Units Per Pay I	Deemed Hours Special Rat	e Shift End Date MM	/DD/YYYY Remove
08/01/2016	REG, Regular 🗸 🗸	75.00		1	
	Not Selected			1	
	Not Selected			1	
	Not Selected V	,		1	

- 1. Effective Date Enter the same date as the Job Effective Date.
- 2. Earnings: Update the value as needed. Select the correct earnings from the drop-down menu. Do not add multiple earnings codes.
- 3. Hours or Units per Pay: Update the value as needed. This value must match the Hours per Pay entered previously.

Job Termination Information

Enter Job Termination Information, 100524-00 Temp Lighting Designer, Last Paid Date: May 31, 2016				
Item	Current Value	New Value		
Job Effective Date: MM/DD/YYYY	05/31/2016	11/30/2016		
Retro/Effective Date: MM/DD/YYYY	05/31/2016			
Job Change Reason: *(Not Enterable) EXPIR	EXPIR		

- 1. Job Effective Date: Enter the end date of the appointment. This should match the last date of the pay period.
- 2. Retro/Effective Date: Enter this date only if the action was effective prior to the last paid date.

Upload Document

If this is the first time a temporary employee has held this position, then a brief job description must be included in the comments or in an attached document

Document

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- 1. Click on Upload Document to select the file for upload.
- 2. Follow the instructions on the screen to select and post the document.

Temporary Non Exempt or Co-op Rehire (TMNERH)

- All employees who have not been employed with the past 12 months, or are new to Drexel, need to complete a Drexel Temporary Employee/Co-op/Per Diem/Stipend New Hire Packet [PDF]. An Authorization to Hire form is required to hire a Temporary Employee or Coop.
- If this is the first time a Temporary or Coop employee has held this position, then a brief job description must be included in the comments or in an attached document.
- Temporary Employees
 - Full Time Temporary Employees (F/T Temp) are non-exempt employees who work 40 hours per week (or 80 hours a pay period). Part Time Temporary Employees (P/T Temp) are non-exempt employee who work 20-39 hours per week (or 40 to 78 hours a pay period.
 - If this is the first time a temporary employee has held this position, then a brief job description must be included in the comments or in an attached document.
- Co-op Employees
 - Co-op employees are non-exempt employees who work for 40 hours per week (or 80 hours a pay period). Any questions regarding the terms and conditions of Co-op employment should be directed to the Steinbright Career Development Center. http://drexel.edu/scdc
 - Students cannot hold temporary/co-op and student positions at the same time as they are taxed differently.

Job Information

En	Enter Job Information, D08335-00 Co-op, Last Paid Date: Sep 18, 2015				
Ite	em	Current Value New Value			
Jol	Begin Date: MM/DD/YYYY	03/30/2015			
Jol	Effective Date: MM/DD/YYYY	09/18/2015 08/01/2016			
Re	tro/Effective Date: MM/DD/YYYY	09/18/2015			
Re	gular Rate: 🛊	******** 13			
Но	urs per Pay: \star	40 40			
Tir	nesheet Orgn: \star	5201 9 5201			
Jol	Category:	Primary Secondary V			
Tir	nesheet COA:				
Jol	b Change Reason: (Not Enterable)	EXPIR REHIR			
Jol	Status: (Not Enterable)	Terminated A			
Ste	ep: (Not Enterable)	0 0			
Jol	b End Date: MM/DD/YYYY(Not Enterable)	09/18/2015 -			
1.	Job Begin Date:	Enter the effective date of the hire. This date is required only if the employee has never previously employed in this position number.	5		
2.	Job Effective Date:	Effective date of hire. This should be equal to the first date of a pay period. This date cannot be prior to the last paid date. This date defaults from the Query Date and can be updated.			
3.	Retro/Effective Date:	Enter this date only if the action was effective prior to the last paid date.			
4.	Regular Rate:	Enter the hourly rate.			
5.	Hours per Pay:	Enter estimated hours worked per pay period. For example: 20 hours a week would be 40 hours a pay period.			
6.	Timesheet Orgn:	Enter the timesheet organization.			

7.	Job Category:	If this is the employee's only job, the value is Primary (P) If this is an additional job, then the value is Secondary (S). An employee can have only one primary job.
8.	Timesheet COA:	D = Drexel University

S = Academy of Natural Sciences

Job Termination Information

Enter Job Termination Inform	nation, D08335-00 Co-o), Last Paid Date: Sep 18, 2015
Item	Current Value New Value	
Job Effective Date: MM/DD/YYYY*	09/18/2015 09/15/2016	
Retro/Effective Date: MM/DD/YYYY	09/18/2015	
Job Change Reason:(Not Enterable	EXPIR	
1. Job Effective Date:	Enter the en pay period.	date of the appointment. This should match the last date of the

2. Retro/Effective Date: Enter this date only if the action was effective prior to the last paid date.

Comments

If this is the first time a temporary employee has held this position, then a brief job description must be included in the comments or in an attached document

Comment	
Date:	Jul 19, 2016 09:09:56 AM
Made by:	Margaery L Tyrell, SLJ59
Comments	: Example of comment

Upload Document

If this is the first time a temporary employee has held this position, then a brief job description must be included in the comments or in an attached document

Document

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- 1. Click on Upload Document to select the file for upload.
- 2. Follow the instructions on the screen to select and post the document.