EPAF Updates –Reference Guide

All appointments now require the number of hours an individual will be working in a given pay period to ensure accurate reporting under the Affordable Care Act (ACA).This data is already captured in the time entry system for hourly employees, however prior to this update, monthly stipends such as adjuncts and secondary roles, were paid a flat rate at one hour per month. Effective immediately, all monthly EPAFs require reporting of the hours per pay.

Definition of Fields

Each EPAF has a set of fields (some are not value enterable) that are defined for each type of EPAF, which are broken down to separate approval categories (sections) within the EPAF.

Note The fields below may not be required in every EPAF

Appointment Start		
Fields correlate to the beginning of the appointment you are currently activating. Establishes pay and activates position.		
Field	**Definition**	**Note**
Job Begin Date: MM/DD/YYYY	First appointment date for position	Only required if employee has **never** occupied this position number previously
Job Category:	Indicates Primary or Secondary employment role	
Job Effective Date: MM/DD/YYYY	Start date of **current** appointment	
Contract/Salary: Required	Salary for the period	
Job Change Reason:	Not value enterable	
Number of Pays:	Number of pays salary is split over	Must **always** equal number of pay periods
Number Pays Periods:	Number of pay periods salary is calculated on	Must **always** equal number of pays
Job Status:	Not value enterable	
Timesheet Orgn:	Organization number associated with appointment	
Job End Date: MM/DD/YYYY	Position end date (-)	
Salary Encumbrance:	Not value enterable	
Step:	Not value enterable	
FTE:	Full time equivalency	Reflects the % of a full time appointment. Calculated by taking the hours per pay of the appointment / standard hours per pay. For monthly appointments, standard hours per pay = 173.33

Hours per Pay:	Number of hours the employee will work per pay	Must **always** equal default earning hours

Default Earnings

Default earnings are what drives the pay for a monthly employee. Hourly employees enter the hours worked via their electronic timesheet on DrexelOne. Monthly employees are paid for a set number of hours (default hours) each pay period. The system automatically calculates the pay each month by multiplying the system calculated hourly rate ((salary / # of pays)/hours per pay) by the number of default earnings.

Field	Definition	Note
Effective Date	Effective date of the default hours for the current appointment	Must **always** match the appointment start effective date
Earnings	Type of earnings for the appointment	Specific to type of appointment
Hours or Units Per Pay	Number of hours per pay	Must **always** match the number of hours per pay
Deemed Hours	Do Not Use	
Special Rate	Do Not Use	
Shift	Do Not Use	Do not change from value listed (1)
End Date	Do Not Use	

Appointment End

Fields correlate to the end of the appointment

Field	Definition	Note
Job Effective Date: MM/DD/YYYY	End date of **current** appointment	
Job Change Reason	Not Value Enterable	
Job Status	Not Value Enterable	

Default Earning Codes

Only the default earning codes will be accepted - EPAFs with incorrect default earning codes will be returned to the originator for correction.

Type of Appointment	Default Earnings Code	Notes
Adjunct	ADJ	
FT Employee / PT Teaching	ADJ	
Research Extra Comp	RSC	

Student Monthly (Non Grad Appointment / Non Dorm Assistant)	SRG	No change on EPAF type (Student Monthly New or Student Monthly Rehire) - just differentiating between the types of non-grad appointments
Dorm Resident Assistant	DRA	No change on EPAF type (Student Monthly New or Student Monthly Rehire) - just differentiating between the types of non-grad appointments
Teaching Assistant	TAS	
Graduate Assistant	GAS	
Research Fellow	GRF	
Research Assistant	RAS	