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/

Table of Contents:

Last modified: 09/06/2016

1.   Accessing EPAFS

Log into **DrexelOne.**

1.   Select the **Employee** Tab

2.   Select **More BannerWeb Employee Services**

Select the **Electronic Personnel Action menu** item.
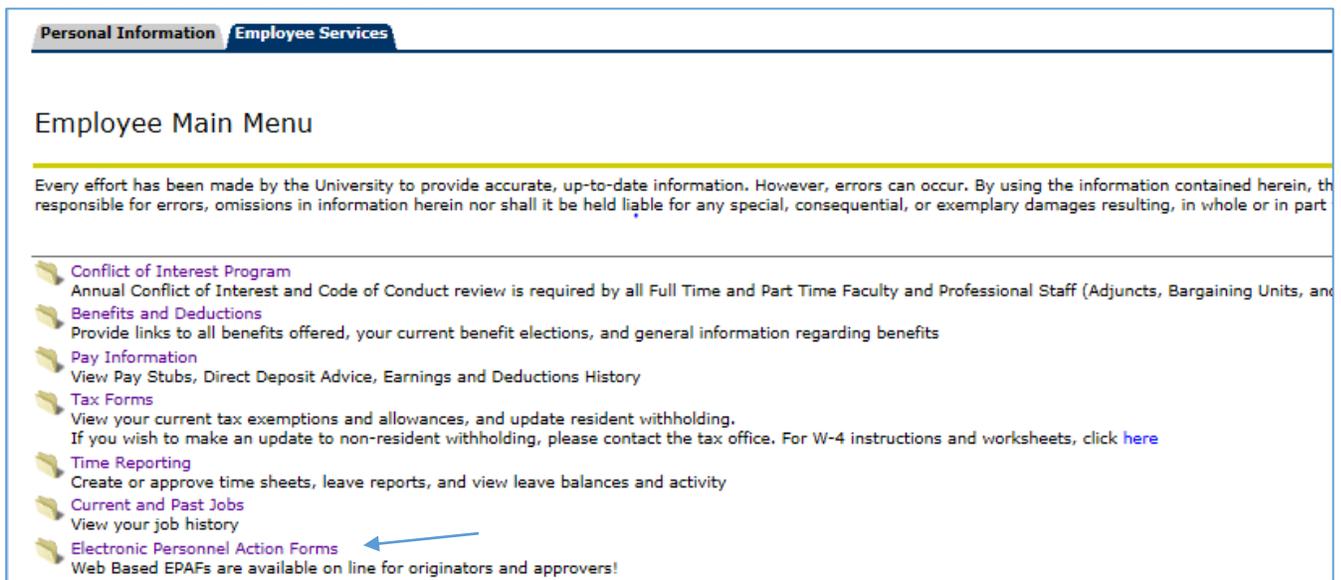
Select **Electronic Personnel Action Forms**

Access the **EPAF** form.
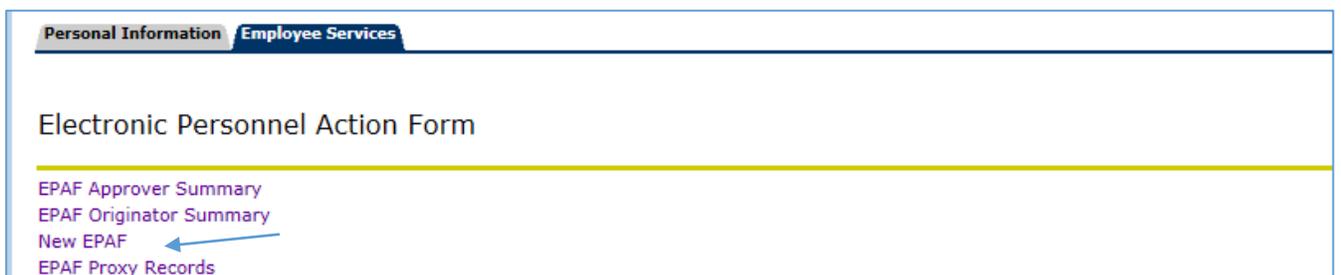
Select **New EPAF**

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

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

✱ - indicates a required field.

ID: ✱ [36936936]   [Joanne K Rowling]

Query Date: MM/DD/YYYY ✱ [04/01/2016]
Approval Category: ✱ [Causual or Per Diem - Rehire or Extend End Date, CPDEXT   ▾]
[Go]

1. ID: If you do not know the ID, then use the magnifying glass icon to search for the value.

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 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					⦿

⚠ There are no active jobs based on the Query Date.

[All Jobs]

[Next Approval Type] [Go]

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, 100619-00 Doctoral Research Fellow, Last Paid Date: Jun 30, 2016

Item	Current Value	New 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: *	********	6000
Number of Pays: *	3	3
Number Pays Periods: *	3	3
Hours per Pay: *	40	40
Timesheet Orgn: *	3663	3663
Timesheet COA:	D	D
Job Category:	Primary	Primary
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 Enterable)	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

7

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 Default Earnings, 100619-00 Doctoral Research Fellow, Last Paid Date: Jun 30, 2016

Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
04/01/2016	GRF, Doctoral Fellowship	40.00			1	

New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remo
09/01/2016	GRF, Doctoral Fellowship	40.00	✖	✖	✖	✖	✖
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

Save and Add New 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, 100619-00 Doctoral Research Fellow, Last Paid Date: Jun 30, 2016

Current
Effective Date: 04/01/2016

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
D		218042	3663	2422	121					100.00	

New
Effective Date: MM/DD/YYYY 09/01/2016

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
D	✕	218042	3663	2422	121	✕	✕	✕	✕	100.00	✕	☐
									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	User Name		Required Action
30 - (HR0050) Department	SLJ59	Margaery L Tyrell	Approve
50 - (HR0200) Budget Administrator	ALH65	Cersei L Lannister	Approve
98 - (HUMRES) HRIS	EPAFHR	Epafhr HR EPAF User for: HR	Approve
99 - (HRADMN) HR System Administration	EPAFHR	Epafhr HR EPAF User for: HR	Apply
Not Selected			Not Selected
Not Selected			
Not Selected			
Not Selected			

Save and Add New Rows

Valid Values

Search: [   ] Go

**User Names,
50 - Budget Administrator**

Anderson, Hans (HCA34)

Burns, Frank (FMB863)

Dante, Allen (DAP72)

Simpson, Marge (MRS33)

Select

Enter the **User Name** in the User Name field and hit tab to populate the User Name column or follow these steps to find a user name"

1. To find a user name, click on the Magnifying Glass.

2. A Selection box will appear with the approvers for that level. You can search by last name or first name.

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

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**.
3. 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, SLJ59
Comments: Example of comment

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:

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

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

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.

Upload a document - Internet Explorer

Upload a document

Dennis Menace
(21010736)

Select the file to upload: [   ] Browse...

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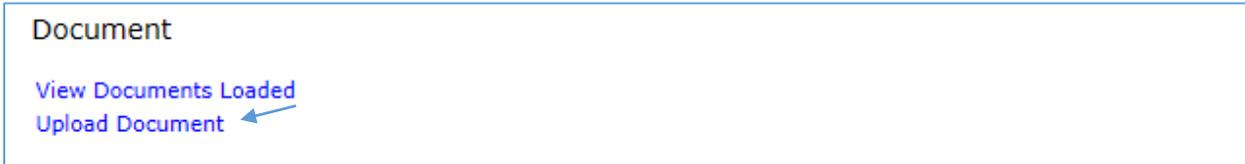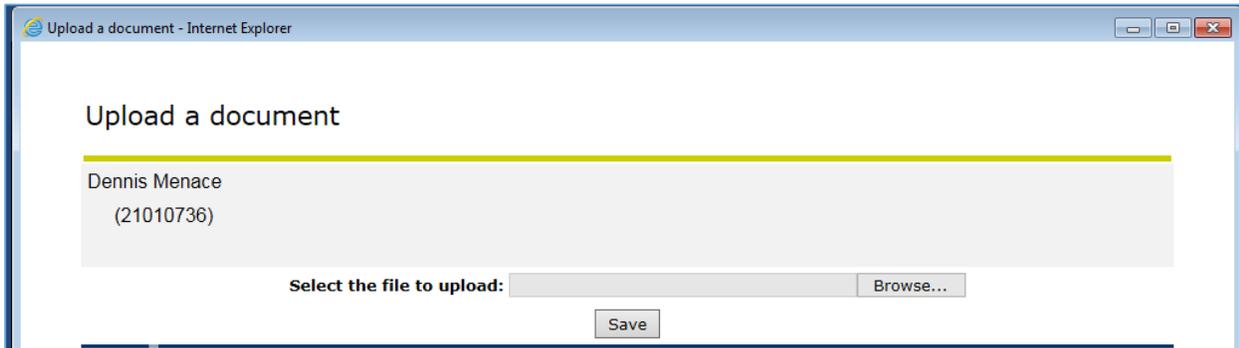
Once the document has been selected for upload, the system will display a 'success' message.

upload document-- result - Internet Explorer

upload document-- result

Dennis Menace
(21010736)

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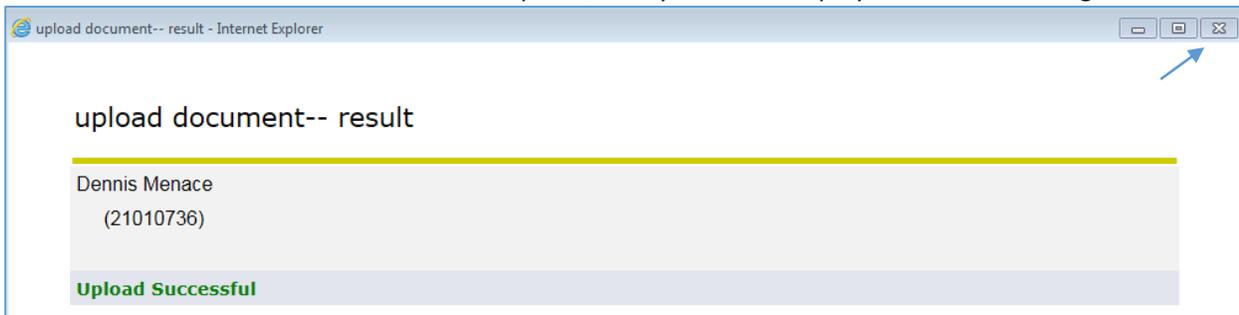
Click on the X box in the corner of the window to return to the EPAF transaction.

Click on **View Documents Loaded** to access any uploaded documents.
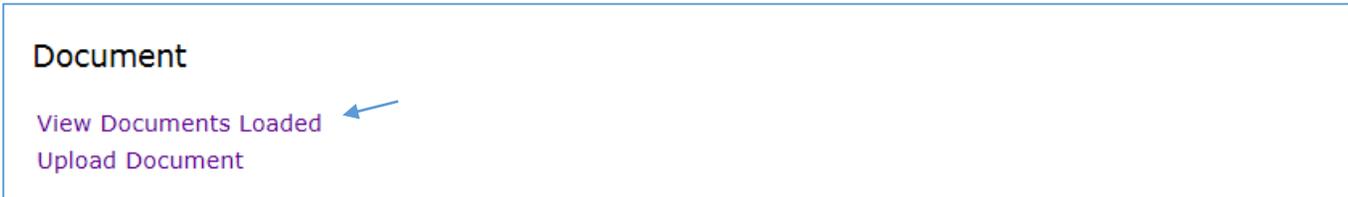
Uploaded documens can be removed using the Delete option or you can click on the X box in the corner of the window to return to the EPAF transaction.
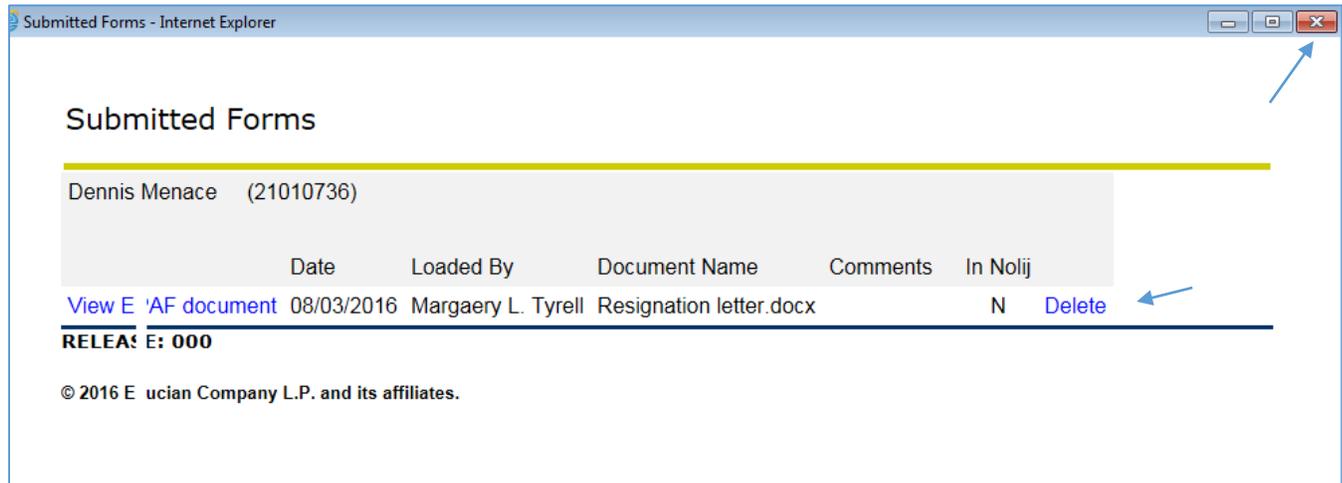
3.   Default Routing Queue

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/

Description			Level of Approval
PI-1	Principle Investigator	Personnel actions that involve funds from externally sponsored will require the approval of the Principal Investigator assigned as a fiscal authority for those funds.	First level
HR0050	Department	This level is optional for HRIS processing. 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.	Second level
HR0200	Budget Administrator	This level is required to provide approval for all EPAF actions 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.	Third level
HR0300	College/ Division	This level is optional for HRIS processing. 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. 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 level requires approval from an Executive Vice President, Senior Vice President or Provost.	Fourth level
HR0400	Administrator	This level is optional for HRIS processing. 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. 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	Fifth level

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
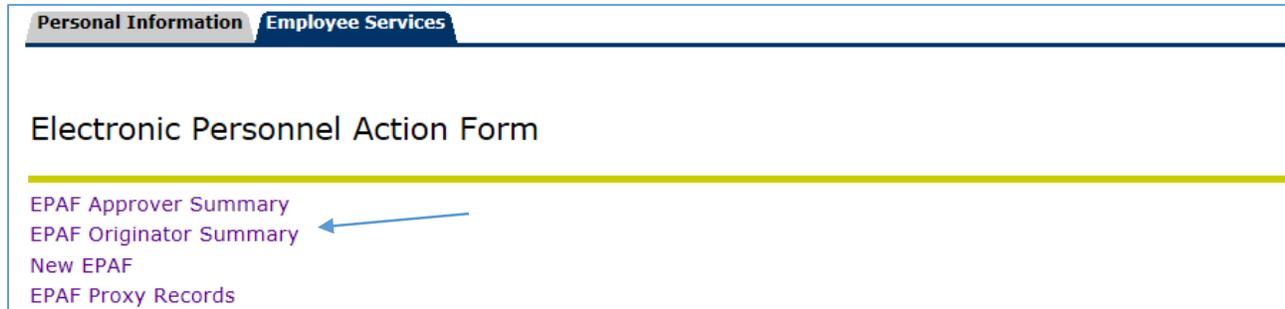
Select **EPAF Originator Summary.**

Go to the Default Routing Queue page
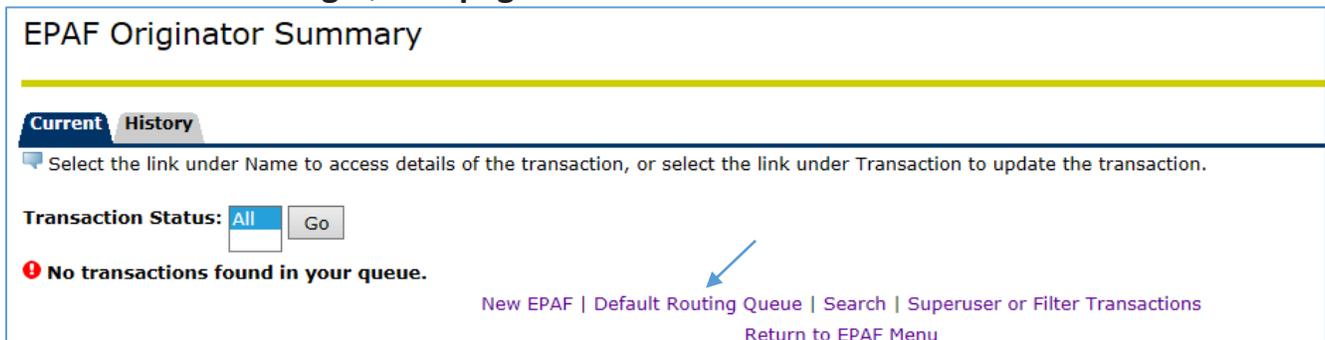
Select **Default Routing Queue.**

Set up Default Approvals by Approval Category

EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: NEA or Volunteer - Rehire or Extend End Date, JOBEXT [dropdown] [Go]

Approval Queue

Approval Level	User Name	
50 - (HR0200) Budget Administrator		
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

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: NEA or Volunteer - Rehire 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 ▾ 🔍		
Not Selected ▾ 🔍		
Not Selected ▾ 🔍		
Not Selected ▾ 🔍		

✔ Mandatory Levels defaulted from Electronic 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 the page refreshes, select the Approval Level, User ID and action.

Approval Category: Student Rehire - Biweekly, STBWRH ▾   Go

Approval Queue

Approval Level	User Name		Required Action	Remove
30 - (HR0050) Department ▾ 🔍	SLJ59	Margaery L Tyrell	Approve ▾	☐
30 - (HR0050) Department ▾ 🔍	GRP27	Peter Baelish	Approve ▾	☐
50 - (HR0200) Budget Adminisitrator ▾ 🔍	ALH65	Cersei L Lannister	Approve ▾	☐
98 - (HUMRES) HRIS ▾ 🔍	EPAFHR	Epafhr HR EPAF User for: HR	Approve ▾	☐
99 - (HRADMN) HR System Administration ▾ 🔍	EPAFHR	Epafhr HR EPAF User for: HR	Apply ▾	☐
Not Selected ▾ 🔍			Not Selected ▾	

Modifying Default Approval Values

EPAF Default Routing Queue

✔ Your change was saved successfully.
💬 Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Student Rehire - Biweekly, STBWRH ▾ [Go]

Approval Queue

Approval Level		User Name		Required Action	Remove
30 - (HR0050) Department ▾	🔍	SLJ59	Margaery L Tyrell	Approve ▾	☐
30 - (HR0050) Department ▾	🔍	GRP27	Peter Baelish	Approve ▾	☑
50 - (HR0200) Budget Adminisitrator ▾	🔍	ALH65	Cersei L Lannister	Approve ▾	☐
98 - (HUMRES) HRIS ▾	🔍	EPAFHR	Epafhr HR EPAF User for: HR	Approve ▾	☐
99 - (HRADMN) HR System Administration ▾	🔍	EPAFHR	Epafhr HR EPAF User for: HR	Apply ▾	☐
Not Selected ▾	🔍			Not Selected ▾	
Not Selected ▾	🔍			Not Selected ▾	
Not Selected ▾	🔍			Not Selected ▾	
Not Selected ▾	🔍			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**

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

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

Current EPAF Status values

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

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

Historical EPAF Status values

Transaction Status	Definition
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

- 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 | Update | Add Comment

Click on **Update** to access the entry page

Update records, Save, and Submit

Electronic Personnel Action Form

💭 Enter the information 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:	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 Value	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: *	6076	3852
Timesheet COA:	D	D
Job Category:	Primary	Primary

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 in this position number.

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

Enter Default Earnings, 100576-00 Adjunct

Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
07/01/2016	ADJ, Adjunct Faculty Salary	1.00			1	

New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
10/01/2016	ADJ, Adjunct Faculty Salary ∨	1.00			1		☐
	Not Selected ∨				1		
	Not Selected ∨				1		
	Not Selected ∨				1		
	Not Selected ∨				1		

Save and Add New Rows

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, 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	T

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

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

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.

25

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

Enter Job Information, 158558-00 Head Lecturer, Last Paid Date: Nov 29, 2013

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY	09/01/2013	
Job Effective Date: MM/DD/YYYY*	07/22/2016	07/23/2016
Retro/Effective Date: MM/DD/YYYY	07/22/2016	
Regular Rate: *	********	15.00
Hours per Pay: *	20	20
Timesheet Orgn: *	3521	3521
Job Category:	Secondary	Secondary
Timesheet COA:	D	D

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.

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.

27

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		REAPP

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	T

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.

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.

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

Enter Job Information, 105800-00 Teaching Assistant, Last Paid Date: Sep 30, 2015

Item	Current Value	New Value
Employee Class Code:	ST, Teaching Assistant	
Home Department:	3663, Civil Arch & Environmental Engr	
Hire Date: MM/DD/YYYY	01/01/2015	09/01/2016
Job Begin Date: MM/DD/YYYY	01/01/2015	09/01/2016
Job Effective Date: MM/DD/YYYY	09/30/2015	09/01/2016
Retro/Effective Date: MM/DD/YYYY	09/30/2015	
Contract/Salary:	********	6000
Number of Pays:	3	3
Number Pays Periods:	3	3
Hours per Pay:	40	40
Timesheet Orgn:	3663	3663
Job Category:	Primary	Primary
Home COAS: (Not Enterable)	D	D

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

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

Enter Default Earnings, 105800-00 Teaching Assistant, Last Paid Date: Sep 30, 2015

Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
07/01/2015	TAS, Teaching Assistant Stipend	40.00			1	

New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
09/01/2016	TAS, Teaching Assistant Stipend	40.00			1		
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

Save and Add New Rows

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

Fund Change, 105800-00 Teaching Assistant, Last Paid Date: Sep 30, 2015

Current

Effective Date: 07/01/2015

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
D		110001	3663	2410	100					100.00	

New

Effective Date: MM/DD/YYYY 09/01/2016

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End D
d		110001	3663	2410	100					100.00	
										Total:	100.00

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 Information, 105800-00 Teaching Assistant, Last Paid Date: Sep 30, 2015

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	T

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

ⓘ All Tuition/Fee Remission information must be entered in this section. Tuition/Fee Remission information entered in the comments section will not be applied to the students record.

Term	Max Credit Hours	Max Tuition	Max Fees	Priority	COA	Fund	Organization	Account	Remove
201615	9.0			1		D	9876	1234	

Save and Add 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, 100619-00 Doctoral Research Fellow, Last Paid Date: Jun 30, 2016

Item	Current Value	New 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: *	********	6000
Number of Pays: *	3	3
Number Pays Periods: *	3	3
Hours per Pay: *	40	40
Timesheet Orgn: *	3663	3663
Timesheet COA:	D	D
Job Category:	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. 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 – 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

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

Enter Default Earnings, 100619-00 Doctoral Research Fellow, Last Paid Date: Jun 30, 2016

Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
04/01/2016	GRF, Doctoral Fellowship	40.00			1	

New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
09/01/2016	GRF, Doctoral Fellowship ▾	40.00			1		
	Not Selected ▾				1		
	Not Selected ▾				1		
	Not Selected ▾				1		
	Not Selected ▾				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.
   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 Change, 100619-00 Doctoral Research Fellow, Last Paid Date: Jun 30, 2016

Current
Effective Date: 04/01/2016

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
D		218042	3663	2422	121					100.00	

New
Effective Date: MM/DD/YYYY 09/01/2016

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
D		218042	3663	2422	121					100.00	
									Total:	100.00	

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 Information, 100619-00 Doctoral Research Fellow, Last Paid Date: Jun 30, 2016

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	T

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

All Tuition/Fee Remission information must be entered in this section. Tuition/Fee Remission information entered in the comments section will not be applied to the students record.

Term	Max Credit Hours	Max Tuition	Max Fees	Priority	COA	Fund	Organization	Account	Remove
201615	9.0			1		D	9876	1234	

Save and Add 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.

Fund Change Information

Jump to Bottom

Job Labor Change Date, 100619-00 Doctoral Research Fellow, Last Paid Date: Jun 30, 2016

Current

Effective Date: 04/01/2016

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
D		218042	3663	2422	121					100.00	

New

Effective Date: MM/DD/YYYY 08/01/2016

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
D		273337	3663	2422	121					50	
		218042	3663	2422	121					50	
									Total:	100.00	

✔ Defaulting values for Labor Distribution from the Job records.

[Default from Index] [Save and Add New Rows]

Job Labor Change Second Date, 100619-00 Doctoral Research Fellow, Last Paid Date: Jun 30, 2016

Current

Effective Date: 04/01/2016

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
D		218042	3663	2422	121					100.00	

New

Effective Date: MM/DD/YYYY 10/01/2016

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
D		273337	3663	2422	121					100.00	
									Total:	100.00	

✔ Defaulting values for Labor Distribution from the Job records.

[Default from Index] [Save and 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

Enter Job Change Information, 125750-00 Non-Employee Associate

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY	03/15/2016	
Job Effective Date: MM/DD/YYYY✶	08/31/2016	09/01/2016
Retro/Effective Date: MM/DD/YYYY	08/31/2016	
Timesheet Orgn: ✶	3175	3175
Job Category: ✶	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. Retro/Effective Date: Enter this date only if the action was effective prior to the last paid date.

4. Timesheet Orgn: Enter the timesheet organization.

5. 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.

Job Termination Information

Enter Job Termination Information, 125750-00 Non-Employee Associate

Item	Current Value	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	T

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.

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 Student Employee

Item	Current Value	New Value
Employee Class Code: *	SE, Student Employee - Bi-weekly	SE
Home Department: *	1004, Test Division	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: *		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.

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. Regular Rate: Enter the hourly rate.

6. 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 Employee, Last Paid Date: Jun 24, 2016

Item	Current Value	New 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: *	********	10
Hours per Pay: *	40	40
Timesheet Orgn: *	6904	6904
Job Category:	Primary	Primary
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 Enterable)	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

Enter Job Information, 157325-00 Monthly Student Employee

Item	Current Value	New Value
Employee Class Code: *		SM
Home Department: *		3299
Hire Date: MM/DD/YYYY*		09/01/2016
Job Begin Date: MM/DD/YYYY		09/01/2016
Job Effective Date: MM/DD/YYYY*		09/01/2016
Retro/Effective Date: MM/DD/YYYY		
Contract/Salary: *	********	3000
Number of Pays: *		2
Number Pays Periods: *		2
Hours per Pay: *		10
Timesheet Orgn: *		3299

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	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date

New Value							
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
09/01/2016	SRG, Student Regular ⌄	10.00			1		☐
	Not Selected ⌄				1		
	Not Selected ⌄				1		
	Not Selected ⌄				1		
	Not Selected ⌄				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.
   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 Pay entered previously.

Job Termination Information

Enter Job Termination Information, 157325-00 Monthly Student Employee

Item	Current Value	New Value
Job Effective Date: MM/DD/YYYY ✶		10/31/2016
Retro/Effective Date: MM/DD/YYYY		
Job Change Reason: ✶(Not Enterable)		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

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

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 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, 158602-00 Dormitory Resident Assistant, Last Paid Date: Aug 31, 2014

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY	08/01/2014	
Job Effective Date: MM/DD/YYYY*	08/31/2014	08/01/2016
Retro/Effective Date: MM/DD/YYYY	08/31/2014	
Contract/Salary: *	********	900
Number of Pays: *	1	6
Number Pays Periods: *	1	6
Hours per Pay: *	1	1
Timesheet Orgn: *	3558	3558
Timesheet COA: (Not Enterable)	D	D

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 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. **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, 158602-00 Dormitory Resident Assistant, Last Paid Date: Aug 31, 2014

Current
Effective Date  Earnings                           Hours or Units Per Pay  Deemed Hours  Special Rate  Shift  End Date
08/01/2014      DRA, Dormitory Resident Assistant          1.00                                          1

New Value
Effective Date MM/DD/YYYY  Earnings                  Hours or Units Per Pay  Deemed Hours  Special Rate  Shift  End Date MM/DD/YYYY  Remove
08/01/2016                 DRA, Dormitory Resident Assistant ˅      1.00                                 1                          ☐
                           Not Selected            ˅                                                     1
                           Not Selected            ˅                                                     1
                           Not Selected            ˅                                                     1
                           Not Selected            ˅                                                     1

Save and Add New Rows
```

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.
                                  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 Pay entered previously.

Job Termination Information

```
Enter Job Termination Information, 158602-00 Dormitory Resident Assistant, Last Paid Date: Aug 31, 2014

Item                                  Current Value  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     T
```

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

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

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, 151940-00 Program Administrator, Last Paid Date: Jul 31, 2016

Item	Current Value	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	T

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	New Value
Job Effective Date: MM/DD/YYYY	07/01/2016	08/01/2016
Timesheet Orgn:	AA335	
Supervisor ID:	60001992	SLJ59

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. Timesheet Orgn: Enter the timesheet organization.

3. 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 Information, 158372-00 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	T

Enter Employee Termination Information

Item	Current Value	New Value
Last Work Date: MM/DD/YYYY*		07/30/2016
Termination Date: MM/DD/YYYY*		07/30/2016
Term Reason Code: *		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.

Enter Job Termination Information, 155099-00 Staff Accountant, Last Paid Date: Jun 30, 2016

Item	Current Value	New Value
Job Effective Date: MM/DD/YYYY*	07/01/2016	08/31/2016
Retro/Effective Date: MM/DD/YYYY	06/20/2016	
Job Change Reason: *	NFLOA	TERMV, Voluntary Termination ∨
Job Status: (Not Enterable)	Leave without Pay, without Benefits	T

Routing Queue

Approval Level	User Name		Required Action
50 - (HR0200) Budget Administrator	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 Administration	EPAFHR	Epafhr HR EPAF User for: HR	Apply
Not Selected			Not Selected
Not Selected			Not Selected

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

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 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: *	TITLE	TERMV, Voluntary Termination
Job Status: (Not Enterable)	Active	T

Routing Queue

Approval Level	User Name		Required Action	Remove
50 - (HR0200) Budget Administrator	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 Administration	EPAFHR	Epafhr HR EPAF User for: HR	Apply	
Not Selected			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.

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

View Documents Loaded
Upload Document

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	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: *	20	75
Timesheet Orgn: *	3645	3645
Timesheet COA:	D	D
Job Category:	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. 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. 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: 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	Shift	End Date
10/01/2015	REG, Regular	20.00			1	

New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
08/01/2016	REG, Regular	75.00			1		☐
	Not Selected				1		
	Not Selected				1		
	Not Selected				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

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.

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

Enter Job Information, D08335-00 Co-op, Last Paid Date: Sep 18, 2015

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY	03/30/2015	
Job Effective Date: MM/DD/YYYY*	09/18/2015	08/01/2016
Retro/Effective Date: MM/DD/YYYY	09/18/2015	
Regular Rate: *	********	13
Hours per Pay: *	40	40
Timesheet Orgn: *	5201	5201
Job Category:	Primary	Secondary
Timesheet COA:	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 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.

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 Information, D08335-00 Co-op, 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		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.

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

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.