

ePAF Tips

Processing an ePAF correctly and in a timely manner is a critical step for departmental employee pay actions. Human Resources (HR) has created this tip sheet that we hope you find helpful as you complete ePAFs for your employees.

Helpful Reminders

Below are a few reminders that will help you gather the critical information needed to complete the ePAF properly.

- PEISALH – This is a Banner screen that you can use to find Position Control Numbers and annual salaries for existing employees in your area.
- The job posting in the applicant tracking system (UVU.jobs/hr) shows the position control number, pay grade and pay range for the position. This can be a resource when researching pay information for a new or replacement position.
- New Hire ePAFs require a social security number or UVID in the SSN/UVID field in order to match the ePAF with the new hire paperwork of the employee.
- **A SSN MUST BE ENTERED ON THE ePAF FOR NEW HIRE EMPLOYEES WHO HAVE NEVER WORKED OR BEEN A STUDENT AT THE COLLEGE.**

Example: Change of Assignment

All white fields need to be filled in, or the ePAF will error out. Gray areas may not be necessary for this pay action type (except dept. code). For questions on errors, etc. please refer to the training for “Originating an Electronic PAF”.

Pay Action Definitions

First Hire:

- A new employee who has never worked for or been paid by the institution as an employee.

Rehire:

- A former employee who has applied and accepted a posted position, or any re-employment after termination from UVSC. New hire paperwork may be required.

Reinstatement:

- A former full-time, salaried employee who terminated in good standing within the previous three years and is reinstated to a position in the same job family, with no greater promotion potential than the position formerly held.

Change of Assignment:

- A full-time or part-time employee who has terminated from a work assignment to move to a different work assignment within the institution. (Termination PAF for the old work assignment is required before change to the new work assignment can be processed)

Additional Assignment:

- Any additional pay related to assignments outside the employee’s primary position. For example, lump sums and stipends. Award payments will be paid under this pay action also. Students cannot have a staff assignment or stipend. Work study students are only allowed to have one position.

Overload:

- Payments to regular, salaried, benefit-eligible faculty or exempt staff for work performed beyond their regular workload requirement.

(pay action definitions cont.)

Increase:

- **Performance:** Increase in recognition of high quality performance. Increases may be applied as funds are available.
- **Promotion:** Increase to an employee's base salary when the employee has been promoted to a higher job grade.
- **Equity:** Increase based on a review of fairness criteria (i.e. equal treatment) within the organization.
- **Retention:** Increase given to retain key employees as determined by Administration.

Change in Index Code/ Percentages:

- Change in index code for pay action or change in percent of pay if assignment is paid from multiple index codes.

Termination:

- **Termination from Department Only:** Employee is terminating a department assignment and moving to another assignment within the institution.
- **Termination from UVU:** Employee is terminating *all* employment assignments with the institution.

Last Day Worked:

- The last day the employee worked in the department.

Termination Code:

- Reason codes for termination. (drop down box)

Employee Information

SSN/UVID:

- If you are completing the ePAF for an existing or prior employee or student enter their UVID. If the ePAF is for a new employee or the status is unknown enter their Social Security Number (if the new employee has a UVID it will populate on the form in place of the SSN).

Full Legal Name:

- Name as it appears on Social Security Card.

Position Control #:

- Unique number used to identify the position. Use the Banner Screens PEISALH or NBIPINC to find a current/former employee's position control number or the PeopleAdmin position posting. You may also go to the ePAF main menu and select "List of positions for specific account index".
Student Positions use **S99999**.
Work Study Positions use **W99999**.
Lump Sums use **M99999**.
Stipends use **P99999**. If the stipend is on-going, contact HR for a specific position number.

General Definitions

Job Title for this ePAF:

- Title of the position the ePAF is created for.

Department Code:

- The code that best defines the Department that the position reports to. (drop down box, listed by V.P. area)
 - 1 – President
 - 2 – VP Academic Affairs
 - 3 – VP Administration/Legislative
 - 4 – VP Student Affairs
 - 5 – VP Institutional Adv./Marketing

Grade/Quartile:

- Position's salary grade. See salary tables on HR Compensation Web Site.

Previous Job Title:

- Job title of assignment previously held by employee prior to this ePAF.

Department/Program:

- Descriptive title of the Department or Program (grants etc).

Time Approval Org:

- Organization code that employee's time/leave will be approved.

(general definitions cont.)

Time/Leave Entry Method:

- **Department Entry:** Department designee enters time/leave for employee.
- **Web Entry:** Employee enters time/leave on the web through UVLink.

Position Status:

- **New Position:** A newly funded/budgeted position.
- **Replacement for:** Name of employee who previously held the position.

Effective Dates:

- **Actual Start:** Date employee began performing job duties.
- **End:** Last day employee will be paid. (This includes approved vacation that will be taken after last working day. i.e. John Doe stopped working 1/1/2007 but took approved vacation through 1/15/2007 so the End date is 1/15/2007.)

Job Category, this ePAF

- **Executive:** Executive Director, Assistant Vice President and above.
- **Exempt:** Position that is exempt from the Fair Labor Standards Act (Employees not eligible to receive overtime).
- **Nonexempt:** Position that is protected by the Fair Labor Standards Act. (Employees eligible to receive overtime/comp. time.)
- **Faculty (salaried):** Faculty with Full-Time contracts.
- **Adjunct:** Part-Time Faculty.
 - **Submit E-SAF:** Part-Time faculty paid on an Electronic Semester Form. Pay is based on a semester appointment.
 - **Submit Time Card:** Part-Time faculty paid for hours worked. Time must be entered through Web Time Entry or Department Time Entry methods.

• **Student Status:**

- FICA Exempt (6 credit hrs. minimum)
- FICA Eligible (0-5 credit hrs.)
- Work Study
- Foreign (F1)

Pay Type/Rate

- **Salary, Full-time Base:** Annualized Salary.
- **Hourly:** Rate paid per hour.
- **Lump Sum:** One time payment.
- **Stipend:** Payment spread over multiple pay periods.

Labor Distribution

- **Index:** Identifies funding source.
- **Distribution:** Percent of pay charged to index.
- **Account codes:**
 - 615001 - Exempt Staff (FT)
 - 615002 - Nonexempt Staff (FT)
 - 621001 - Hourly Faculty (PT, teaching)
 - 625001 - Hourly Staff (PT & student, non-teaching)
 - 611005 - Faculty - Instr (FT)
 - 611010 - Faculty Admin (FT w/release time)
 - 613001 - Executive (FT)

Special Conditions

- **Soft-Funded:** Position funded from Non-appropriated funds.
- **Expires:** Date funding ends.
- **Temp:** Position expected to last less than six months.
- **Expires:** Position end date.

Approvals

At least one approver must be the responsible party for the budget index.

- **Optional Approver** –Optional review for budget or other purposes.
- **First Approver:** has primary responsibility for employment actions relating to the position (i.e. supervising, performance appraisal, etc.) Must be a Full Time Employee.
- **Second Approver:** Second level leader.