

## eSemester Appointment Form (eSAF) Tip Sheet

- The eSAF system is accessed through UVLink. Select the “Employee” tab and then “Employee Services” from the “Banner Services” menu. Select the “eSemester Appointment Form” from the list of options under “Employee Services” menu.
- Refer to the eSAF online training for assistance in navigating and using the eSAF to pay adjunct and overload faculty. eSAF training is located on the HR web page ([www.uvu.edu/hr](http://www.uvu.edu/hr)) under the Training/Development tab select On-Line Training & Information and/or the Payroll Office web page ([www.uvu.edu/payroll](http://www.uvu.edu/payroll)) under the Payroll Training tab.
- eSAFs entered and approved by the due date for the semester will pay according to the Adjunct/Overload Pay Calendar, located on the Payroll Office web page ([www.uvu.edu/payroll](http://www.uvu.edu/payroll)) under the Payroll Calendars tab.
- Payments for eSAFs approved after the eSAF due date will start on the full-time payroll following the date the eSAF is approved. The eSAF due dates for each full-time payroll within a semester can be found on the Coordinator Calendar ([www.uvu.edu/payroll](http://www.uvu.edu/payroll)), under the Payroll Calendars tab).
- The eSAF pulls all course information from Work Load and Academic Scheduling. If Work Load has not been setup correctly, the eSAF will be incorrect. Only pay specific information is entered directly into the eSAF.
- eSAFs created prior to changes made in Work Load and Academic Scheduling will not reflect the updated information. eSAFs are a snapshot of the information as of the date and time they are created and must be deleted and recreated to reflect changes to Work Load and Academic Scheduling.
- eSAFs can only be created for the current semester. The option to create payment actions will only be available between the first and last day of the current semester. Payments to be made for previous semesters should be made using a lump sum ePersonel Action Form (ePAF). Make sure to enter detailed comments about the payment when originating the lump sum ePAF.
- All eSAF payments should be entered using a semester rate. The current semester rate for the course contact hours should display when creating an eSAF. Semester rates can also be found on the HR Compensation web page (<https://www.uvu.edu/peopleandculture/compensation>), Salary Scales.
- The eSAF system will only allow overload payments to be entered if the overload indicator has been checked in Work Load.
- Pay for base course instruction should be made using an adjunct or overload eSAF. “Special Pay” eSAFs should only be used for additional course pay not associated with base course instruction (student enrollment, etc).
- The eSAF will alert the originator to a possible policy violation if an adjunct faculty member has been assigned over 11 ICHE for the semester.
- Originators can make changes to eSAFs submitted but not approved and/or retract the eSAFs and submit them at a later date when waiting on additional or corrected information.
- The eSAF system automatically alerts the approver by email when eSAFs are waiting for approval. However, the originator should track all eSAFs through the approval process to avoid payment delays due to late approval or non-approval.
- The eSAF system allows eSAFs to be terminated if for any reason the course is not carried or a change in the faculty member teaching the course has been made. Caution, once the eSAF has been pushed into the Banner payroll system; terminating an eSAF in the eSAF system will NOT stop payroll payments from being made to the faculty member. The Payroll Office must be contacted to stop payments from being made and to work out any overpayment or underpayment issues.