**Part-Time Payments**

### QUERY DATES

(Will only be "XX/01/XXXX" or "XX/16/XXXX")

If Query Date is wrong it cannot be corrected and the EPAF must be voided/deleted and re-entered

First Paydate = 15th of that month: XX/01/XXXX  
First Paydate = Last day of that month: XX/16/XXXX

Query Date, Job Begin Date, Jobs Effective Date (under Create Assignment) are always the same date and will either be 1 or 16 of month

Current Hire Date and Personnel Date (under Create Assignment) is the date the employee begins the assignment

Job Effective Date (under Assignment End Date) will always be 15th of month, or the last day of the month (even if a weekend or holiday) of the ending pay period

Personnel Date (under Assignment End Date) is the date the assignment ends

### Approval Category

- Hire Part-Time Faculty, E50PTF *(For Part-Time Faculty EPTF50)*
- Hire Part-Time EPA Staff, E50PTS *(For Part-Time EPA Staff ETMP50)*
- Hire Continuing Education Part-Time Employee, E50CE *(Extended Academic Programs Only)*

### Position Number & Suffix

<table>
<thead>
<tr>
<th>ETMP50 (for part time EPA Staff)</th>
<th>EPTF50 (for part time faculty)</th>
</tr>
</thead>
</table>

The same Job/suffix combination can never be used twice.

- If the employee has no current part-time assignment with the same position number, the suffix should be 00.
- If the employee is being appointed to a new position number the suffix should be 00.
- If the employee has a current part-time assignment listed with the same position number as the one being assigned, the suffix should be 01, 02, etc.

### Factor and Pays

Number of pay periods the employee will be paid. Factor and Pays will always be the same number.

### Account Code

- 913200 - EPA Temp Teaching *(Use with Approval Category E50PTF)*
- 911200 - EPA Temp Staff *(Use with Approval category E50PTS)*

### Departmental Approvers

Approval of college / admin who controls the funds.

### AA / HR Approvers

- Franci (Euthelda) Hamilton - Account Code 913200 *(EPA Temp Teaching)* *(EPAF Approval Category E50PTF)*
- Ann Duplessis -- Account Code 911200 *(EPA Temp Non-Teaching)* *(EPAF Approval Category E50PTS)*

### Fund Approvers

- Grants (5XXXXX) – Lou Harrell
- Auxiliary Funds (3XXXXX) - Hong Vu
- All other Funds – Account Code 913200 *(Teaching, part time faculty): Franci (Euthelda) Hamilton*
  - Account Code 911200 *(Non-Teaching, part time EPA Staff): Ann Duplessis*

EPAF Documentation can be found on Financial Services Website:  
## Special Payments

**QUERY DATES** (will only be "XX/01/XXXX" or "XX/16/XXXX")

*If Query Date is wrong it cannot be corrected and the EPAF must be voided/deleted and re-entered*

<table>
<thead>
<tr>
<th>First Paydate</th>
<th>Last Paydate</th>
</tr>
</thead>
<tbody>
<tr>
<td>15th of that month: XX/01/XXXX</td>
<td>Last day of that month: XX/16/XXXX</td>
</tr>
</tbody>
</table>

Query Date, Job Begin Date, Jobs Effective Date *(under Create Assignment)* are always the same date and will either be 1st or Personnel Date *(under Create Assignment)* is the date the employee begins the assignment.

Job Effective Date *(under Assignment End Date)* will always be 15th of the month, or the last day of the month, of the ending Personnel Date *(under Assignment End Date)* is the date the assignment ends.

### Approval Category

Special Pays for Full Time Employees, E45SP

### Position Number & Suffix

**ESPE45**

The same Job/suffix combination can never be used twice.

- If the employee has never received a special payment then the suffix would be 00.
- If the employee has a current or previous special pay assignment, use the next suffix in line, i.e. 01, 02, 03, etc.

### Factor and Pays

Number of pay periods the person will be paid. Factor and Pays will always be the same number.

### Account Code

- 911300 - Non Teaching Special Payment
- 913300 - Teaching Special Payment (for accredited courses only)

### Departmental Approvers

- If paying someone from another department, besides needing Departmental Approver of college/admin who controls the funds, **if SPA Exempt** add Jared Waugh as another Departmental Approver. **If SPA Non-Exempt**, then the person can't be paid by an EPAF - contact HR for payment instructions.

12 month permanent employees need a justification comment added, i.e. work done is outside normal duties and being done.

### AA / HR Approvers

- Account Code 911300 (non-teaching) if **EPA Staff** - Ann Duplessis
- Account Code 911300 (non-teaching) if **EPA Faculty** - Ellen Keidel
- Account Code 913300 (teaching an accredited course only) **EPA Staff and Faculty** - Ellen Keidel

### Fund Approvers

- Grants (5XXXXX) – Lou Harrell
- Auxiliary Funds (3XXXXX) - Hong Vu
- All other Funds – Account Code 911300 (non-teaching) if **EPA Staff** - Ann Duplessis
  - Account Code 911300 (non-teaching) if **EPA Faculty** - Ellen Keidel
  - Account Code 913300 (teaching an accredited course) **EPA Staff & Faculty** - Ellen Keidel