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

ETMP50 (for part time EPA Staff)  
EPTF50 (for part time faculty)

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:


updated 2/2014