**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*

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 1st or 16th of the month

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 pay period *(even if a weekend or holiday)*

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, also need to **add** the Departmental Approver of Employee's Home college/admin.

- 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 outside normal working hours, or if the work is being done during normal working hours, how the time will be made up.

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

EPAF Documentation can be found on Financial Services website:


*updated 2/2014*