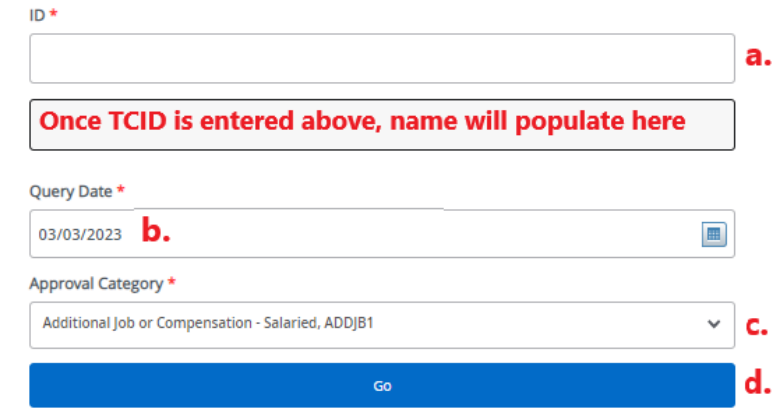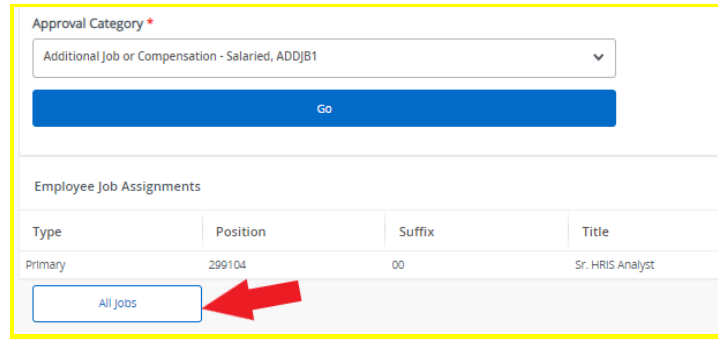# Teachers College
COLUMBIA UNIVERSITY

Additional Compensation or Job - Salaried, ADDJB1

This ePAF can be used to submit a request for an additional job or compensation for a Salaried employee in the form of supplemental or overage incomes, bonus, one-time payment or secondary job. Executive, union, and student employees are out of scope for this ePaf and should be processed via paper PAFs. One-time payments for employee expenses > 90 days are also out of scope and will be processed via paper PAFs.

What you need to do	What you will see
STEP 1: Provide the ePAF parameters: a. Enter the TCID of the employee in the ID field ('T' in TCID in caps). b. Enter the Query Date. <u>The Query Date should equal the appointment effective date</u>. c. Select Additional Job or Compensation - Salaried, ADDJB1 in the approval category. d. Click Go.	ID * **a.** Once TCID is entered above, name will populate here Query Date * 03/03/2023 **b.** Approval Category * Additional Job or Compensation - Salaried, ADDJB1 **c.** Go **d.**
STEP 2: Specify Position Number and Suffix. For one-time payment, input position number OTP000 and suffix 00. For guidance on the Position number to use for supplemental payment, refer to [Determining a Position Number for a Supplemental Compensation for a FT Employee](#) User Guide. The Position Number should not have ever existed for the employee. To confirm, click All Jobs. If Position Number has not existed for this employee, enter the Position Number and Suffix 00 for this ePAF.	Approval Category * Additional Job or Compensation - Salaried, ADDJB1 Go Employee Job Assignments 	Type	Position	Suffix	Title
---	---	---	---
Primary	299104	00	Sr. HRIS Analyst | All Jobs Details ID ... (Name) , T26... (TCID) Query Date 02/23/2023 Approval Category Additional Job/Comp - Salaried, ADDJB1 Begin Appointment, J00008 | Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
---	---	---	---	---	---	---	---	---	---
☑	New Job								
☐	Primary	299104	00	Sr. HRIS Analyst	133101, HRIS	07/01/2018		01/31/2023	Active
☐	Secondary	202365	00	Human Resources Advisor	133102, Benefits	02/29/2016	11/27/2016	12/04/2016	Terminated
☐	Secondary	209504	00	Full Time Professional Staff	133101, HRIS	11/28/2016	06/30/2018	06/30/2018	Terminated
☐	Secondary	209504	1A	Full Time Professional Staff	139101, Institutional Accounts - Operations	08/01/2017	08/15/2017	08/15/2017	Terminated
☐	Secondary	209546	00	HR Coordinator	133102, Benefits	08/28/2013	02/28/2016	02/28/2016	Terminated
☐	Secondary	OTP000	00	One Time Payment	133101, HRIS	09/01/2019	09/15/2019	09/15/2019	Terminated	 Active Jobs Next Approval Type Go

STEP 2 (continued):

If the Position Number already exists for this employee as a Terminated job, use the Reinstate Job or Compensation (Salaried or Hourly) ePAF instead.

If the Position Number already exists for this employee for an Active job, increment the Suffix (i.e. from 00 to 01) for this ePAF.

STEP 3: Input Begin Record Information.

Note: Required fields are indicated by a red asterisk *.

The following fields will be defaulted from the query date you inputted in Step 1. This should be the actual start date.

Job Begin Date

Effective Date

Personnel Date

Enter the Timesheet Orgn. This is the same as the Organization field in the Funding Allocation section (Step 5). Input the index the transaction is being charged to and click Default from Index. Copy the value in the Organization field into the Timesheet Orgn field. If there are multiple indices, select the one with the highest %.

Begin Appointment, OTP000-01 One Time Payment

Begin Date *

`02/23/2023`

Effective Date *

`02/23/2023`

Personnel Date *

`02/23/2023`

Input the effective date of the additional payments into all 3 fields

Contract Type

`S`

Step

`0`

Timesheet COA *

`1`

Timesheet Orgn *

`[                    ]`

To determine Timesheet Orgn

New

Effective Date null

`02/23/2023`

COA	Index	Fund	Organization	Account	Program
1	139980	1	139980	6571	800

(+) Default from Index   (+) Add Row

Update Job Change Reason. Dependent on the type of transaction, update the job change reason as follows: ● **SUP** if a Supplement, Bonus, or Overage ● **OTP** if a One Time Payment ● **ADL** if Additional/New Secondary Job **Enter the new Supervisor TC ID/UNI** in ALL CAPS. For Faculty payments, input the Department Chair.	Job Change Reason * [SUP, Supplemental ⌄] Supervisor TC ID/UNI * [ ] Factor * [1] Pays * [1] Salary * [ ]
Input the Factor and Pays. Factor and Pays will be the same number. You will input the number of paychecks you would like the employee to receive for the appointment. You can count the number of paychecks by using the begin and end dates of the appointment. Refer to the payroll calendar for guidance. If the additional Job or Compensation is a year or longer OR has no end date then enter 24 for semi-monthly, 26 for bi-weekly & 52 for weekly employees. For an academic year (Sept – May), input 18. **Enter the amount in the Salary field.** This will be the pay for the period for this ePAF. Do not use '$' or ',' .	Job Change Reason * [SUP, Supplemental ⌄] Supervisor TC ID/UNI * [ ] Factor * [1] Pays * [1] Salary * [ ] ⬅

STEP 4: Update earnings section.

Navigate to the "New Value" section and click "Add Row"

In the Effective Date field, enter the job begin date.

In the earnings drop down, select
- SUP If a supplemental Income or one-time payment
- OVR If overage
- BON if a bonus
- REG If an additional/new job

In the Hours or Units per Pay, enter 1.

Earnings Section, OTP000-00 One Time Payment

Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
			No Results Found			

New Value

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date	Remove
					1		🗑

(+) Add Row

STEP 5: Input the funding allocation.

The Effective Date should match the begin date, which can only occur after the last paid date.

Confirm that the value in the Organization field matches the one in timesheet orgn from step 3.

For one-time payments, update the account to 6571.

<u>If the funding information needs to be updated</u>, enter your index number and click the button for "Default from Index."

<u>Please Note:</u> When you click "Default from Index," the system removes the defaulted account. If you forget your account, you can always refer to the e-class & account chart.

Confirm that the percentage equals 100%

New

Effective Date

02/23/2023

COA	Index	Fund	Organization	Account	Program
1	139980	1	139980	6571	800

(+) Default from Index   (+) Add Row

New

Effective Date null

09/16/2023

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
1	500000	500000	500000	6462	6000					100

(+) Default from Index   (+) Add Row

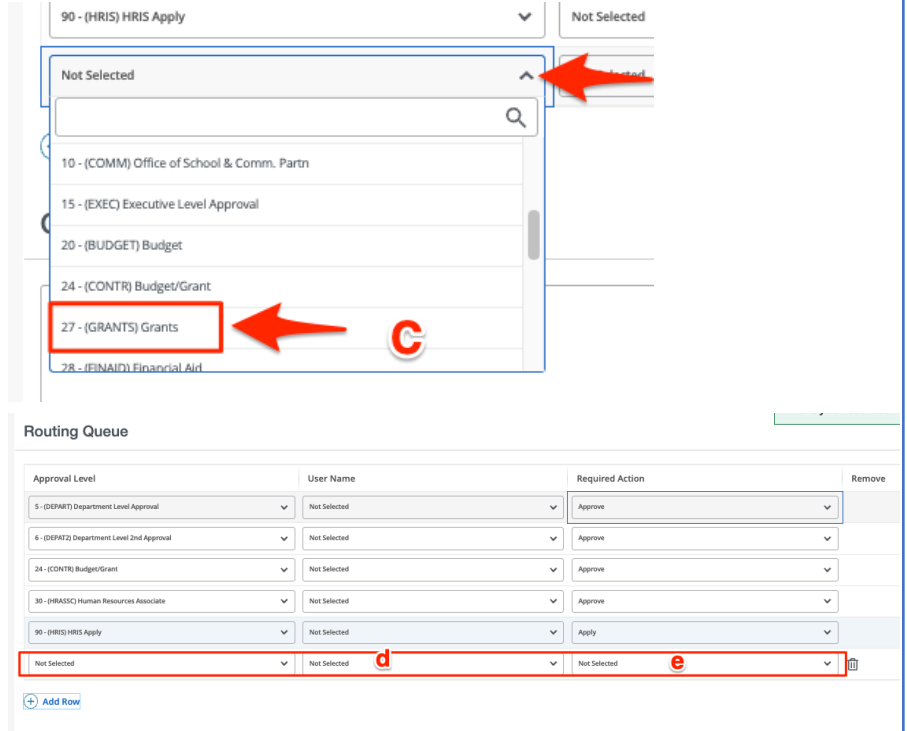|	

STEP 6: Input End Record Information
 	
Enter the Job end date in both the Effective Date and Personnel Date fields.
 	
If the Job has no end date, enter 12/31/2027 and indicate no end date in the Comments section.
 	
**Manually type in date in this field. Do NOT use the calendar picker tool
	End Appointment, 123456-00_____, Last Paid Date: 01/31/2023
	
	Job Status
	`T`
	
	Effective Date *
	Due to a known defect, do not use the datepicker tool. Type the date into the field.
	`[                              ]` 📅
	
	Personnel Date *
	Due to a known defect, do not use the datepicker tool. Type the date into the field.
	`[                              ]` 📅
	
	Job Change Reason
	`EAP`

STEP 7: Input Routing Queue. Select your approvers from the drop down boxes in the User Name column If your transaction needs to go through both the Budget AND Grants departments for approval, enter the budget approver in level 24 – CONTR Budget, Grants. Then, move to step 7A. Otherwise, click Save and Add New. Move to Step 8.	Routing Queue 	Approval Level	User Name	Required Action
---	---	---
5 - (DEPART) Department Level Approval	Not Selected	Approve
9 - (VP/VPR) Vice President/Vice Provost	🔍	Approve
24 - (CONTR) Budget/Grant	Not Selected	Approve
30 - (HRASSC) Human Resources Associate	ABIOLA1 - Abiola, Sara E.	Approve
90 - (HRIS) HRIS Apply	ALFORD1 - Alford, Brian	Apply
	ARTHUR - Arthur, Alisha M.	
	ATHAN1 - Athan, Aurelie M.	
	BALDWIN - Baldwin, William J.		 ⊕ Add Row

STEP 7B: Include Budget AND Grants as approvers in routing queue.
 	
  a. Click Add Row.
  b. Go to the empty row
		30 - (HRASSC) Human Resources Associate	Not Selected	Approve	

90 - (HRIS) HRIS Apply	Not Selected	Apply | ⊕ Add Row ← **a** Routing Queue | Approval Level	User Name	Required Action	Remove
---	---	---	---
5 - (DEPART) Department Level Approval	Not Selected	Approve	
6 - (DEPAT2) Department Level 2nd Approval	Not Selected	Approve	
24 - (CONTR) Budget/Grant	Not Selected	Approve	
30 - (HRASSC) Human Resources Associate	Not Selected	Approve	
90 - (HRIS) HRIS Apply	Not Selected	Apply	
Not Selected **b**	Not Selected	Not Selected	🗑	 ⊕ Add Row

STEP 7B (continued)

   c. From the drop down, select **27- Grants.**
   d. In User Name, select John Hernandez as the approver.
   e. In Required Action, select Approve.

90 - (HRIS) HRIS Apply   Not Selected

Not Selected ^

10 - (COMM) Office of School & Comm. Partn

15 - (EXEC) Executive Level Approval

20 - (BUDGET) Budget

24 - (CONTR) Budget/Grant

27 - (GRANTS) Grants

28 - (FINAID) Financial Aid

Routing Queue

Approval Level	User Name	Required Action	Remove
5 - (DEPART) Department Level Approval	Not Selected	Approve	
6 - (DEPAT2) Department Level 2nd Approval	Not Selected	Approve	
24 - (CONTR) Budget/Grant	Not Selected	Approve	
30 - (HRASSC) Human Resources Associate	Not Selected	Approve	
90 - (HRIS) HRIS Apply	Not Selected	Apply	
Not Selected	Not Selected	Not Selected	🗑

(+) Add Row

STEP 8: Create auto-generated letter by adding comments (max 4000 chars).

Enter the relevant information in the comment section as outlined in the Auto-Generated Letter Guides:

- PT Instructor
- Adjunct
- Community Teachers
- Fee-Based Instructors

Professional Staff do not require any comment codes, but will receive a letter when the ePaf is applied.

You may also include any relevant comments or information pertaining to the transaction after the final semicolon (see screenshot right).
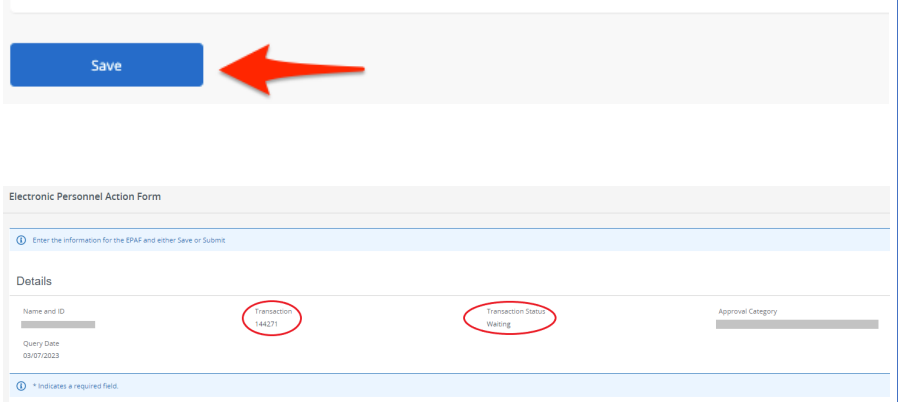
Comment

PROGRAM=Adult Learning and Leadership Program, in the Department of Organization and Leadership;
COURSE=ORLD 4025: Facilitating Adult Learning;
TITLE=Adjunct Assistant Professor;

STEP 9: Save the ePAF.

Click the Save button located at the bottom of the screen

*Note: Saving the ePAF is not the last step.

Once Saved, the EPAF Transaction Number and Status will appear at the top of the screen

Save

Electronic Personnel Action Form

ⓘ Enter the information for the EPAF and either Save or Submit

Details

Name and ID	Transaction	Transaction Status	Approval Category
	144271	Waiting	

Query Date
03/07/2023
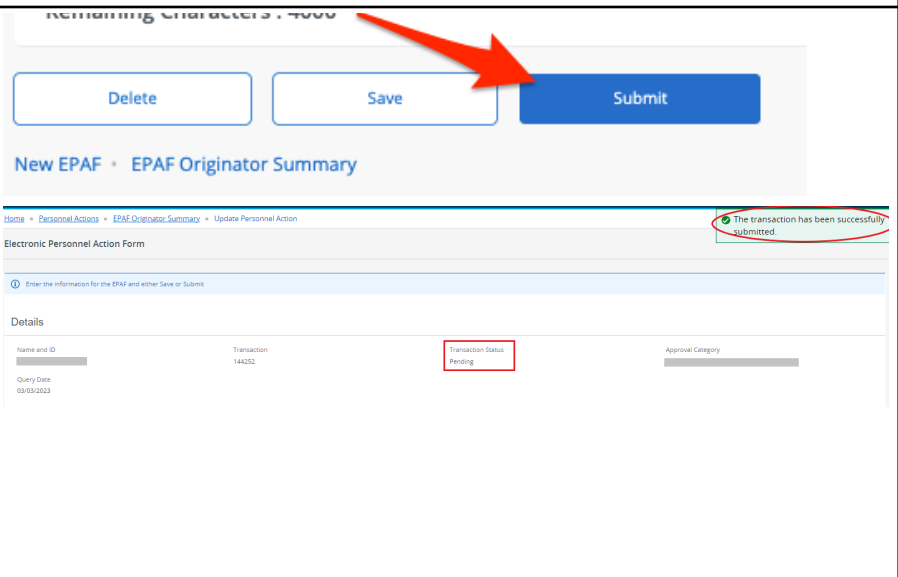
ⓘ * Indicates a required field.

STEP 10: Submit the ePAF.

Do not submit until you have created the reappointment letter in STEP 8

After saving, additional action buttons will appear at the bottom of the ePAF. Click Submit.

Once submitted, you will receive a notification at the top right hand corner of the page.

The ePAF Transaction status will also move to **Pending**.

Remaining Characters : 4000

Delete	Save	Submit

New EPAF · EPAF Originator Summary

Home · Personnel Actions · EPAF Originator Summary · Update Personnel Action

✔ The transaction has been successfully submitted.

Electronic Personnel Action Form

ⓘ Enter the information for the EPAF and either Save or Submit

Details

Name and ID	Transaction	Transaction Status	Approval Category
	144252	Pending	

Query Date
03/03/2023