ePAF: Recurring Questions and Common Errors
What We’ll Cover Today

● Recommended Steps Before Creating a Non-Reappointment ePAF
● Determining Position Numbers
● Recurring Questions
  ○ One Time Payments
  ○ Overages
  ○ Supplements
  ○ Which ePAF to Use
  ○ Position Suffix vs Terminated Position
  ○ Query Date, Effective Date, Personnel Date
  ○ Hourly Rate
● Common System Errors
Recommended Steps Before Creating a Non-Reappointment ePAF

- Determine type of transaction - nature of the work/job
- Determine funding information – permanent budget or budget transfer needed?
- Determine position
- Review all jobs for the employee
- Determine ePAF approval category
Determining Position Numbers

- run Supplement Positions for Full Time Employees Report (MyTC > Reports > Human Resources External Reporting)
Recurring Questions
1. One Time Payments (OTP)

- Payment for working on a short-term assignment, **typically not exceeding three days in duration**.
  - For example, payment for teaching a workshop, music performance, videography, guest speaking, facilitator fees, etc.
- Employees do not need a primary job in order to receive a OTP but they need to have an active employment record. If the person does not have an active employment record, they must be hired in PageUp to be paid OTP.
- **Position: OTP000**
- May only be paid from account 6571

**Not Eligible:**
- Faculty and Lecturers (Additional work should be processed as Overage or Supplements)
- Non-exempt employees (Non-exempt staff, Interim staff, Administrative Fellow & College Work Study)
  - In general, an employee whose primary job is non-exempt cannot be paid a one time payment. Additional work should be reported on their timesheet

*Full Time & Part Time Exempt employees are not excluded from one-time payments, but payments must be in coordination with guidelines for Additional Employment or Supplements for Full-Time Positions*
1. One Time Payments (OTP)

- Clarification on Part Time instructional work
  - Eligible for OTP as long as it is charged against a different index than the index of their active PT instructor job.
    - For example, Part Time instructor in ORL who is teaching for one program (one index) and is receiving a OTP for helping another program (different index)
  - Instructional Staff/Fee-Based Instructional work (account number 6152/6159; eclass 81) should NOT be processed as OTP
    - This appointment type should be used for anyone paid to teach a course for credit with less than 18 points or a non-credit offering.
    - There are 4 sub-categories: non-credit instructor, academic supervisor, individual and small group instructor, and TCCS teacher. As always, this appointment type is not eligible for tuition remission.
2. Overages

- Overages are paid to Faculty (eclass = 20) and Lecturers (eclass = 25) when they do additional academic/research work.
  - Examples of Overage Work:
    - Teaching a workshop, an extra class beyond the 4 course load (5 course load for lecturers), a guest lecture and curriculum work
    - Research work,
    - Professional development coaching
    - Other academic-related tasks such as accreditation work
- Anytime Faculty or Lecturers are receiving additional salary paid from a grant (5-xxxxx) index, the salary is considered overage.
- This additional pay can take place any time of the year and must be charged against the same account as the Faculty/Lecturer’s primary job.
2. Overages

- To determine the position number, run **Supplement Positions for Full Time Employees Report** *(See Slide 5)*

- Dependent on how it is being funded, select the position number with the correct type:

<table>
<thead>
<tr>
<th>Type</th>
<th>When to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Temporarily Funded Overage</td>
<td>Use if overage is not part of permanent budget and a temporary budget transfer is needed to fund</td>
</tr>
<tr>
<td>2 – Supplement or Overage (Employee Specific)</td>
<td>Use if supplement applies to the employee named in the comments section. <em>(This is a permanently budgeted position.)</em></td>
</tr>
<tr>
<td>3 – Supplement or Overage (Non Employee Specific)</td>
<td>Use if the supplement is permanently budgeted in which case a budget transfer is not needed to fund. <em>(This is a permanently budgeted position.)</em></td>
</tr>
</tbody>
</table>
3. Supplements - Eligibility

- Supplemental pay is available to Full Time Professional Staff, Faculty and Lecturers, Full Time Instructors for administrative work.
  - For example:
    - Professional staff - helping out on a long term project or coverage for a vacant job
      Note: all requests for an additional appointment or supplemental pay must be approved in advance of the work. See Additional Employment or Supplements for Full-Time Positions
    - Faculty/lecturer - additional administrative work such as running a program like SPA
3. Supplements - Determining Position Numbers

For Professional Staff:
- Run **Supplement Positions for Full Time Employees Report** *(See Slide 5)*
- Use the position with Type “2 – Supplement or Overage (Employee Specific)” if available based on the comments
- Otherwise, use the position with Type “4- Temporarily Funded Supplement”

For Faculty, Lecturers and Full Time Instructors:
- Run **Supplement Positions for Full Time Employees Report** *(See Slide 5)*. Up to four different types of positions can be displayed.
- Dependent on how it is being funded, select the position number based on

<table>
<thead>
<tr>
<th>Type</th>
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<tr>
<td>2 – Supplement or Overage (Employee Specific)</td>
<td>Use if supplement applies to the employee named in the comments section. <em>(This is a permanently budgeted position.)</em></td>
</tr>
<tr>
<td>3 – Supplement or Overage (Non Employee Specific)</td>
<td>Use if the supplement is permanently budgeted in which case a budget transfer is not needed to fund. <em>(This is a permanently budgeted position.)</em></td>
</tr>
<tr>
<td>4 – Temporarily Funded Supplement</td>
<td>Use if the supplement is not part of permanent budget and a temporary budget transfer is needed to fund</td>
</tr>
<tr>
<td>5 - Department Chair Supplement</td>
<td>Use when paying out a department chair stipend.</td>
</tr>
</tbody>
</table>
### 4. Which ePAF to use - ADDJB1, ADDJB6 and REAP2/REAP3

<table>
<thead>
<tr>
<th>ePAF Approval Category</th>
<th>Availability</th>
<th>Personnel Transactions</th>
<th>Scope</th>
<th>WHEN TO USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Job or Compensation – Salaried, ADDJB1</td>
<td>Year Round</td>
<td>Supplemental income, overages, one-time payments (OTP), Secondary job</td>
<td>Salaried except for Executive, Student, Union employees</td>
<td>When employee NEVER had a job with the new ePAF position.</td>
</tr>
<tr>
<td>Reinstate Job or Compensation Salaried, ADDJB6</td>
<td>Year Round</td>
<td>Supplemental income, overages, one-time payments (OTP)</td>
<td>Salaried except for Executive, Student, Union employees</td>
<td>When employee has/had a job with the new ePAF position.</td>
</tr>
<tr>
<td>Reappt – Year Round (Salaried), REAP2</td>
<td>Year Round</td>
<td>Reappointment</td>
<td>FT &amp; Exempt PT Professionals, FT Instructors</td>
<td>When employee has/had a job with the new ePAF position.</td>
</tr>
<tr>
<td>Reappt – Year Round (Hourly), REAP3</td>
<td>Year Round</td>
<td>Reappointment</td>
<td>Non Exempt PT Professionals, Admin Fellows &amp; Interim Employees</td>
<td>When employee has/had a job with the new ePAF position.</td>
</tr>
</tbody>
</table>
## 4. Position Suffix vs Terminated Position

<table>
<thead>
<tr>
<th>ePAF Approval Category</th>
<th>Availability</th>
<th>Personnel Transactions</th>
<th>Scope</th>
<th>POSITION SUFFIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reinstate Job or Compensation Salaried, ADDJB6</td>
<td>Year Round</td>
<td>Supplemental income, overages, one-time payments (OTP)</td>
<td>Salaried except for Executive, Student, Union employees</td>
<td>If the position is Terminated as of the effective date of this new ePAF then use the suffix of the terminated position. This is typically 00, 01, etc. (do not use alphanumeric).</td>
</tr>
<tr>
<td>Reappt – Year Round (Salaried), REAP2</td>
<td>Year Round</td>
<td>Reappointment</td>
<td>FT Faculty and Instructional, FT &amp; Exempt PT Professionals</td>
<td></td>
</tr>
<tr>
<td>Reappt – Year Round (Hourly), REAP3</td>
<td>Year Round</td>
<td>Reappointment</td>
<td>Non Exempt PT Professionals, Admin Fellows &amp; Interim</td>
<td>If the position is Active and there are no other terminated suffixes for the position then use ADDJB1 approval category.</td>
</tr>
<tr>
<td>Additional Job or Compensation – Salaried, ADDJB1</td>
<td>Year Round</td>
<td>Supplemental income, overages, one-time payments (OTP), Secondary job</td>
<td>Salaried except for Executive, Student, Union employees</td>
<td>This is typically 00. If suffix 00 for this position is Active then increment suffix ie from 00 to 01.</td>
</tr>
<tr>
<td>Additional Job - Hourly, ADDJB2</td>
<td>Year Round</td>
<td>Secondary job</td>
<td>Non Exempt PT Professionals, Admin Fellows &amp; Interim</td>
<td></td>
</tr>
</tbody>
</table>
5. Query Date, Begin Date, Effective Date, Personnel Date

- For All Additional Jobs or Compensation ePAFs
  - Query Date = Begin Date = Effective Date = Personnel Date = Actual Start Date

- For All Reinstate Job or Compensation or Year Round Reappointment ePAFs
  - Query Date = Effective Date = Personnel Date = Actual Reinstate Date

Note: Actual Start Date or Actual Reinstatement Date usually falls on the start of the pay cycle.
# 6. Hourly Rate ePAFs - Total Amount in Comments

<table>
<thead>
<tr>
<th>ePAF Approval Category</th>
<th>Availability</th>
<th>Personnel Transactions</th>
<th>Scope</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Job – Hourly, ADDJB2</td>
<td>Year Round</td>
<td>Secondary job</td>
<td>Hourly except for Student, Union employees</td>
<td>For hourly employees, please specify the Hourly Rate on the ePAF and enter the total amount to be paid in the Comments section. Otherwise the ePAF be will returned for correction.</td>
</tr>
<tr>
<td>Reappt – Year Round (Hourly), REAP3</td>
<td>Year Round</td>
<td>Reappointment</td>
<td>Non Exempt FT &amp; PT Professionals, Admin Fellows &amp; Interim</td>
<td></td>
</tr>
<tr>
<td>Hourly Rate Update, MODJB6</td>
<td>Year Round</td>
<td>Salary Adjustments</td>
<td>Hourly except for Student, Union employees</td>
<td></td>
</tr>
</tbody>
</table>
7. Budget or Grants Approval, or Both

- If Index (see ePAF Funding Allocation section) starts with 5 then Grants approval is required. Otherwise, Budget approval is required. Budget approves the following indices:
  - 1xxxxx - Operating Funded
  - 2xxxxx - Designated Funds
  - 62/4xxxxx - Spendable endowments
  - 65xxxx - Gifts

- If ePAF funding is split between Grants and Non-Grants indexes then both Grants and Budget need to approve. Please refer to the user guide for detailed instructions.
Common System Errors
Common Error #1: Defaulted Values: Salary/Hourly Rate

- Any ePAFs with a Salary or Hourly Rate have been defaulted to “0”
- The ePAF will NOT error out, but be sure to update this to the correct amount - otherwise your employee will not get paid.
Common Error #2: Invalid Value for Salary. Value entered must be numeric.

- If you receive an error that says “Invalid value for Salary. Value entered must be numeric,” this means you have put a “$” (dollar sign) in the salary section on the EPAF. You cannot put a “$” sign in the Salary or Hourly Rate field.

- Be sure to remove the “$” sign and then, after reviewing, click submit.
Common Error #3: End Appointment End date = 01/01/1900

Some ePAFs will have 01/01/1900 defaulted into the date field. Update this field to the end date of the appointment/transaction.
Common Error #4: Incorrect Date Inputs

Be sure manually enter the date on the end appointment. **(Do not use datepicker as it will override the dates in the begin appointment section.)**
Common Error #5: Date Input: Manual Entry

A. Click datepicker. Calendar will appear. Do not select date.

B. Close the calendar by click the datepicker icon again. Calendar will disappear.

C. Click into date field and cursor will appear.

D. Manually type in date in format MM/DD/YYYY
Common Error #5: Funding Allocation: Default From Index

When updating the funding information, you should only update two fields **Index** and **Account**.

**Step 1.** Manually enter the Index field only

**Step 2.** Click Default from Index

**Step 3.** The Fund, Organization and Program fields will automatically populate
Common Error #5 continued: Account Code is required

**Step 4. Enter Account Code**

![Image showing the steps to enter account code]
Other ePAF Tips:

- Do not use Browser or myTC back button.
- Do not have multiple tabs open with ePAFS. Keep it to one browser.
Questions??
Help

Contact: HRISTeam@tc.edu or your HR Rep 😊

** By emailing HRISTeam@tc.edu a ServiceNow ticket will automatically be created. You will receive a follow up email saying that a case has been created along with a case number.

Please correspond with us by replying to the email with the CASE NUMBER.