TNHFAC, TTU New Hire - Faculty/TA/GPTI 9 Mo

**Purpose of this ePAF Approval Category:**
For a person coming to Texas Tech as a new faculty employee; also anyone who previously worked at Texas Tech but left to work for another employer, and is now returning to be 'rehired.'

For details and comparison with other ePAFs, please review the [Guide for Choosing an ePAF](#) document on the HR Job Aids webpage.

**The DATE Reminders - New Hire**

The Personnel Date is the first day of the new job, regardless of whether it occurred in the past or is an upcoming date.

The Query Date is pre-populated with today’s date and should be over-typed with the Personnel Date. For a re-hire, the Query Date must be after both the previous Job End Date and the Last Paid Date. The ePAF will apply even after the Due Date.

If the employee has missed a paycheck, a Manual Check Request must be submitted for each pay period missed.

**ePAF Template**

**Hint:** Do not use the browser BACK button

**Hint:** Use Job Aid ePAF Attachment Instructions

**Hint:** Save often

**Hint:** Follow the example for dates input.

**Hint:** No dashes or spaces in numbers

**NEW ePAF PERSON SELECTION Screen. This is the first ePAF entry screen**

**ID**

Enter R#, OR Search for R#, OR Generate a new R#

**Query Date**

Hint: Enter THE DATE (if it is not today's date)

**Approval Category**

TTU New Hire Faculty/TA/GPTI 9 Mo

**ADDRESS and TELEPHONE SELECTION Screen:** This screen only appears if the person already has a TTU work address stored with their R#.

**In the "Type" Column**

HINT: Always choose the line with 'Texas Tech Work' and click the round radial in the "Select" column, then click GO.

IF the person worked previously in your department, click ALL JOBS and select the line with your department.

NEVER choose the "New Record" line!
**NEW ePAF JOB SELECTION** Screen: This is the screen where you enter or select the T# position.

**Hint:** If the person was previously appointed to this T#, click ALL JOBS for a list of prior appointments then click the round radial on the previous appointment line.

**Hint:** Be sure to click the NEXT APPROVAL TYPE button until the GO button remains.

Enter Position Number

**Hint:** Enter Position # for the new job, and TAB to the Suffix.

Suffix 00

00 is the standard entry for New Hire (primary job)

The ePAF entry form opens: Be sure to follow these hints before starting your entry:

**Hint:** Verify the T#, suffix and title appear correctly above each Approval Type.

**Hint:** On a reappointment to a T#, copy the Job Begin Date from the Current Value to the New Value column.

**Hint:** The Effective Date is not defaulted to Default Earnings; each Earn code row must have the Query Date.

**CREATE OR UPDATE GENERAL PERSON**

First Name

**Hint:** Capitalize 1st letter only (Jim) from Biographical Data Form

Middle Name

**Hint:** Capitalize 1st letter only (Bob) from Biographical Data Form

Last Name

**Hint:** Capitalize 1st letter only (Smith) from Biographical Data Form

SSN

**Hint:** SSN, no dashes/spaces, from Biographical Data Form.

Extra caution should be taken to ensure SSN field is correct.

Name Prefix

**Optional**

Name Suffix

**Optional**

Sex

**Pick From List**

Use employee's Biographical Data Form.

Birth Date (MM/DD/YYYY)

**Pick From List**

Use employee's Biographical Data Form.

Citizenship

**Pick From List**

Use employee's Biographical Data Form.

Ethnicity

**Pick From List**

Use employee's Biographical Data Form.

Veteran File Number

Leave blank. Not used

Veteran Category

Leave blank. Not used

Active Duty Sep Date (MM/DD/YYYY)

Leave blank. Not used

Armed Forces Medal

**No**

Not Enterable

The following Address and Phone are the Home Department where the employee receives campus mail (NOT employee's home). This address and phone will be published in the campus directory.

Address Type

**WK**

Default for department work address; not overrideable.

(Note: Personal Biographic form collects home address, etc.)

Address Sequence No

Leave Blank

Address Line 1

**Enter Mail Stop with no spaces. Ex: MS1093**

Address Line 2

Optional Department Work Address

Address Line 3

Optional Department Work Address

City

**Enter City (required)**

State

**Pick From List** (TX)

Zip or Postal Code

**79409**

Enter Zip or search list (79409 is TTU Zip)

County

**Pick From List** (48303, Lubbock)

Nation

**Pick From List**

Telephone Type

**WK**

Default for employee work phone; not overrideable.

Telephone Sequence No

Leave Blank

Area Code

Leave Blank

Telephone (No spaces or dashes)

7 digits such as 7421234

Phone Extension
**EMPLEOYEE RECORD**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Class Code</td>
<td>From the approved New Position Request form, or from HR Cognos Report RPT_EMPL_007 - Empl List by Home ORGN</td>
</tr>
<tr>
<td>Leave Category</td>
<td>Pick From List, From the approved New Position Request form, or from HR Cognos Report RPT_EMPL_007 - Empl List by Home ORGN</td>
</tr>
<tr>
<td>Benefit Category</td>
<td>Pick From List, From the approved New Position Request form, or from HR Cognos Report RPT_EMPL_007 - Empl List by Home ORGN</td>
</tr>
<tr>
<td>FT/PT</td>
<td>Pick From List, Indicates the status of the Employee (not the Job)</td>
</tr>
<tr>
<td>Home COAS</td>
<td>Chart of Account, T or S</td>
</tr>
<tr>
<td>Home Organization</td>
<td>Home Organization code such as C11000</td>
</tr>
<tr>
<td>Distribution COAS</td>
<td>Chart of Account, T or S (repeat of above)</td>
</tr>
<tr>
<td>Distribution Organization</td>
<td>Home Organization code such as C11000 (repeat of above)</td>
</tr>
<tr>
<td>Current Hire Date (MM/DD/YYYY)</td>
<td>Hint: Should be the same as the Personnel Date. Actual date of hire. If a rehire, after a break in service, the first day to return to Texas Tech.</td>
</tr>
<tr>
<td>Location Code</td>
<td>Pick From List, Code of the Building</td>
</tr>
</tbody>
</table>

**NEW JOB EXEMPT**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Begin Date (MM/DD/YYYY)</td>
<td>Hint: Use the Query Date as the Job Begin Date.</td>
</tr>
<tr>
<td>Job Type</td>
<td>Primary, Default. Not overrideable.</td>
</tr>
<tr>
<td>Jobs Effective Date (MM/DD/YYYY)</td>
<td>Hint: Use the Query Date as the Jobs Effective Date.</td>
</tr>
<tr>
<td>Personnel Date (MM/DD/YYYY)</td>
<td>Hint: Follow THE DATE Reminders above.</td>
</tr>
<tr>
<td>Step</td>
<td>0, Default. Not overrideable.</td>
</tr>
<tr>
<td>Annual Salary</td>
<td>Use the ePAF Calculator job aid; ePAF is for 9 mo teaching faculty whose annual salary is paid over 9 months. This is not salary for a semester or salary for a month.</td>
</tr>
<tr>
<td>Job Status</td>
<td>A, Default. Not overrideable.</td>
</tr>
<tr>
<td>Position Title</td>
<td>Entry not allowed; defaults AFTER ePAF applies.</td>
</tr>
<tr>
<td>FTE</td>
<td>1.0 is FT; 3 decimals, i.e., .5 (20 hrs); .25 (10 hrs); .375 (15 hrs)</td>
</tr>
<tr>
<td>Timesheet COA</td>
<td>Chart of Account, T or S</td>
</tr>
<tr>
<td>Timesheet Orgn</td>
<td>Home Organization code such as C11000</td>
</tr>
<tr>
<td>Premium Pay Code</td>
<td>Pick From List, LONNG-Longevity Pay if Full Time Staff Only, else Not Selected</td>
</tr>
<tr>
<td>Supervisor ID</td>
<td>R# ID of the job supervisor, who must have an active job.</td>
</tr>
</tbody>
</table>

**ENCUMBRANCE 9 MONTH**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Begin Date (MM/DD/YYYY)</td>
<td>Hint: Use the Query Date as the Job Begin Date.</td>
</tr>
<tr>
<td>Encumbrance Begin Dt (MM/DD/YYYY)</td>
<td>Hint: Use the Query Date as the Encumbrance Begin Date.</td>
</tr>
<tr>
<td>Encumbrance End Dt (MM/DD/YYYY)</td>
<td>Hint: Date funding for this position ends.</td>
</tr>
</tbody>
</table>

**COMPENSATION Exempt - Factor & Pays**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date MM/DD/YYYY</td>
<td>Hint: Use the Query Date</td>
</tr>
<tr>
<td>Hours per Day</td>
<td>Use the ePAF Calculator job aid.</td>
</tr>
<tr>
<td>Hours per Pay</td>
<td>Use the ePAF Calculator job aid.</td>
</tr>
<tr>
<td>Factor (non-overrideable)</td>
<td>9, Default. Cannot enter.</td>
</tr>
<tr>
<td>Pays (non-overrideable)</td>
<td>9, Default. Cannot enter.</td>
</tr>
<tr>
<td></td>
<td>Hint: If Factor is different from Pays, example Faculty 9/12, and you receive a 'Contract' error, contact HR Comp Ops for help.</td>
</tr>
</tbody>
</table>
### CREATE OR CHANGE DEFAULT EARNINGS

<table>
<thead>
<tr>
<th>Effective Date (MM/DD/YYYY)</th>
<th>Earnings</th>
<th>Hrs or Units per Pay</th>
<th>Deemed Hours</th>
<th>Special Rate</th>
<th>Shift</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Query Date</td>
<td>HLN</td>
<td>1</td>
<td>Lv Blank</td>
<td>Lv Blank</td>
<td>1</td>
<td>Lv Blank</td>
</tr>
<tr>
<td>Use Query Date</td>
<td>RGS</td>
<td>(Hours)</td>
<td>Lv Blank</td>
<td>Lv Blank</td>
<td>1</td>
<td>Lv Blank</td>
</tr>
</tbody>
</table>

**Hint:** Only make entries in three columns - Effective Date, Earnings Code, and Hrs or Units (Shift is pre-loaded; Lv Blank - leave column blank - column is not used).

**Effective Date:** Use the Query Date. Must be in the format MM/DD/YYYY. Required with each Earnings Code.

**HLN (Not Eligible) for Longevity (or Hazardous Duty):** Enter HLN. Only Full Time Staff are eligible = HLD; all others are HLN. Insert 1 (Unit) in the Hrs or Units column.

**RGS for Exempt Regular Salary:** Type RGS in the Earnings column. Hours or Units per Pay is the same as Hours per Pay entered above.

**CAUTION: Do not 'edit' an Earnings Code that defaults into Default Earnings. If a code is unwanted, click to remove the line and enter the desired Earnings Code on a new line.**

Be sure to click "SAVE and Add New Rows" if you make changes in Default Earnings.

### CREATE OR CHANGE LABOR DISTRIBUTION, FOAPAL

<table>
<thead>
<tr>
<th>COA</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>T or S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Hint:** Effective Date should be query date. Hint: Percent column should total to 100.

**CAUTION: FOAPAL defaults from the Position and only the Percent can be edited. To remove a FOAP, set the percent to 0 and click to remove the line. Add new FOAPs on new line(s) with appropriate percents.**

Be sure to click "SAVE and Add New Rows" if you make changes to the FOAPs.

### ROUTING QUEUE

- **7 - Academic Support TTU:** FYI
- **20 - Department:** Approve
  - **HINT:** Click the magnifying glass and choose a name for each level.
- **75 - Compensation:** Approve
- **80 - Budget:** Approve
  - **HINT:** Find the "Default Routing" link in your Originator Summary and save the names of the approvers for each ePAF Approval Category.
- **95 - HR TTU Approval:** Approve
- **99 - HR TTU Apply - Upload:** Approve

**HINT:** The minimum approvals for most ePAF’s are preloaded in the Routing Queue. If additional approvals are required for a particular employee type such as faculty or students (Grad School, Provost, etc), or if additional approval are required by your department management, or if the transaction is an exception to university policy select the required approvers from the Approval Level pull down list.