### Administration and Finance (A&F)

*A&F Information Systems Management (AFISM)*

#### ePAF Procedures for Summer School Appointments

1. **Which Employees?**
   - 9 Month Faculty with a Spring teaching job that is put on leave for the summer
   - Graduate Student: GPTI / TA / RA / GA
   - Had a Spring appointment

2. **Which ePAFs?**
   - Add Second Job and End, Multi-action ePAFs
   - Begin Date (THE DATE): The first day of the appt
   - End Date: The final day of the appt

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### Choose the Correct Handout:

- **FACULTY** with a Spring teaching job that is put on leave for the summer
- **GPTI/TA** with a Spring teaching job that is put on leave for the summer
- **RA, GA, and “Not Enrolled in Graduate School”**

**Caution:**
- *These slides do not replace the Summer ePAF Instructions.*
- *Follow the Templates provided with the Instructions.*

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### Spring Faculty

**TTU Add Secondary Job and Future End Job – Summer Exempt ePAF (TSJFJE)**

- Use the Faculty Spring Position (T#)
- Suffix of 10
- Funding Program code
  - 100=Instruction
  - 200=Research
- Requires an FTE based on workload
- 9-month Annual Salary, Factors=9, Pays=9
- Earn Code of RGS in Default Earnings, with Hours per Pay, but NO Special Rate
- Provost funding in 6Z2 does not require approval
- *End 9 Mon Overload/Supplements: Avoid Summer Pay*

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**Summer School Appointments?**

- **Which Employees?**
  - 9 Month Faculty with a Spring teaching job that is put on leave for the summer
  - Graduate Student: GPTI / TA / RA / GA
  - Had a Spring appointment

- **Which ePAFs?**
  - Add Second Job and End, Multi-action ePAFs
  - Begin Date (THE DATE): The first day of the appt
  - End Date: The final day of the appt
Spring GPTI / TA

TTU Add Secondary Job and Future End Job – Summer Exempt ePAF (TSJFJE)

- Use the Dept Pooled Position (T#)
  - GPTI/TA for Teaching, 9-month salary, 9/9
  - RA for Research, 12-month salary, 12/12
- Suffix of 10
- Requires an FTE based on workload; FTE split when appointed to two Teaching and Research positions
- Annual Salary (9-mo Teaching versus 12-mo Research)
- Earn Code of RGS in Default Earnings, with Hours per Pay, but NO Special Rate
- Program code: 100=Teaching or 200=Research
- 6Z2 funding does not require Provost approval
- Work Study appointments use W#.

Spring RA/GA Working in the Summer

- Jobs for 12 month employees remain active
- Spring RA, changing to
  - TA appt: put on leave and use the TA instructions
  - Not Working must be put on Leave.
- Spring GA, changing to
  - GPTI/TA or RA: Contact HR Comp-Ops for instructions
  - Not Working can remain active as long as no hours are submitted

A Graduate Student NOT Enrolled is a SA

TTU Add Sec Job And Future EndJob – Summer NonExempt (TSJFJN)

- Spring GPTI/TA is on leave for summer
  - Appoint to Dept pooled SA
  - Add required comment per instructions
- Spring RA appointment continues
  - Put on leave, then appoint to Dept pooled SA
  - Add required comment per instructions
- Spring GA appointment continues
  - Put on Leave with “Between Term”, then appoint to Dept pooled SA
  - Add required comment per instructions

7 Habits of Highly Effective ePAFers

1. Anytime a job begins, the first day (THE DATE) of the appointment is the Query Date (not today’s date).
2. On these multi-action ePAFs, the Job End date is not the First day (not the Query Date); it is the final day of the appointment, and is manually entered.
3. Job Selection screen: Click the ALL JOBS button to select the T#, Suffix-10 from a prior job, if present.
4. If the T# is present from a prior job (last summer), the Job Begin Date must be the prior job, found under Current Value.
5. Build the ePAF type-by-type, clicking the Next Approval Type button.
6. Visually double-check the T#-suffix, Title on each Approval Type before beginning entry.
7. Visually verify Begin (first) Date and End (final) Date before submitting.