The HR/ePAF Date Glossary

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When Starting an ePAF …

Future Dated Records – A department may enter an ePAF for a current employee with a future date. The future dated record will be in a pending status until that date arrives. For example, a department may enter a pay change to start at a future date. Or, some departments submit End Job ePAFs to end student jobs at the end of the semester.

A new ePAF cannot be inserted into the 'pending' period, i.e., an employee who resigns (terminates) during the 'pending' period and before the future dated record becomes active.

The future dated record can be removed by HR Compensation Operations so that the new ePAF can be submitted.

Personnel Date – the official date for the employee record (found in the body of the ePAF), is either the first day of a new job or status, or the last day of a job.

- It's the *first* day of a new job for
  - Starting Primary Jobs group: New Hire, Transfer Gaining, and Job Change Begin
  - Starting Secondary Jobs group: Add Secondary Job, Add Secondary Position, Primary Job Recurring Pay
  - Modifying Jobs group: Change FTE, Change Pay
- It's the *last* day of the job for
  - Ending Jobs group: Terminate, Transfer Lose, and Job Change End
- *Guidelines about entering the Personnel Date:*
  - The Personnel Date entry is in the body of each ePAF mixed in with other entry fields.
  - The true first day or last day should *always* be entered as the Personnel Date.
  - The ePAF field is always open for entry (not pre-populated) so the preparer can type the exact date. The entry is not examined for errors.

New Job Exempt, T95572-00

Item
Job Begin Date: MM/DD/YYYY✱
Job Type: ✱(Not Enterable)
Jobs Effective Date: MM/DD/YYYY✱
Personnel Date: MM/DD/YYYY✱
Step: ✱(Not Enterable)
Annual Salary: ✱
Job Status: ✱(Not Enterable)
Position Title: (Not Enterable)
FTE: ✱

Query Date – is chosen for the pay period where this ePAF will start/change/stop an employee's job, but it cannot be back-dated to an earlier pay period. When the ePAF is late, and the employee's job is not updated on time, the employee might be underpaid or overpaid, and the department must take additional manual steps to rectify the situation.

- The Query Date defaults (pre-fills) other fields on the ePAF
  - If the Query Date is incorrect, the defaulted entry fields will be incorrect also!
  - The only way to correct the Query Date is to start over and enter the correct date, or overtype each fields that is defaulted with the incorrect Query Date.

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an

✱ - indicates a required field.

ID: ✱ [   ] [   ] 👤 🔍

Query Date: MM/DD/YYYY✱ 07/13/2015
Approval Category: ✱ [Not Selected]
[Go]

- The Query Date is found on the first ePAF entry screen and is pre-populated with the current date, which is rarely correct, and must be overtyped as described in the following:

- *If the ePAF will apply in the current or a future pay period, without encountering the following date constraints, the Personnel Date can also be entered in the Query Date field.*

- *If there is a previous Job End Date* (see definition below), the Query Date
  - For *starting* a new job or FTE/Pay Change must be *after* the end date.
  - For *ending* an appointment can be *on or after* the end date.

- *If there is a <u>Last Paid Date</u>* (see definition below), the Query Date
    - For *starting* a new job or FTE/Pay Change must be *after* the Last Paid Date
    - For *ending* a job can be *on or after* the Last Paid Date

- *For the <u>ePAF Due Date</u>* (see definition below),
    - <u>FTE/Pay Change ePAFs</u> must be approved on the Due Date or be returned; change the Query Date to the next pay period, and consider "Late ePAFs and Employee Pay Errors" (below) if the employee will be paid incorrectly.
    - <u>All other ePAFs</u> will update after the ePAF Due Date and apply to the system. Be sure to review the "Late ePAFs and Employee Pay Errors" (below) for employees being incorrectly.

ePAF Due Date – This date is related to the payroll process that creates employee pay checks. It is the final date for receiving new documents to be included in the Payroll processing. EPAFs, EOPS, and Funding Changes must be received by the Due Date in order to be applied to the data base and be active for Payroll processing. The Payroll website includes a Pay Schedule that lists the Due Date for each pay period. The rule of thumb is that if an ePAF is approved at level 75-Compensation on the Due Date, HR and Budget will work to include the ePAF in the Pay Period.

Late ePAFs and Employee Pay Errors – when the ePAF is late, and employee pay is incorrect:
- If the <u>job is ending</u>, an exempt employee might be <u>overpaid</u> – Contact HR Compensation Operations for assistance; several possibilities need to be considered.
- If a new <u>job is starting</u>, an employee may be <u>underpaid</u> – A Manual Check Request (MCR) must be prepared for each pay period back to the Personnel Date, after the ePAF updates the system.

Other Date Definitions …

Job End Date – Ends an employee appointment to a T–position, so that the employee no longer receives that pay. It is the final day of pay for the job. (***NOTE: Terminated*** is used as the <u>job status</u> descriptor for a job that has ended) The Job End Date is very different from the 'Termination Date (below)', because the Job-ended person is considered an active employee of Texas Tech and the insurance benefit status continues, even if the employee does not currently have a paying job.

Last Paid Date – The final day of the Pay Period; pay checks have been distributed. The ePAF Query Date cannot be earlier than the Last Paid Date, see Query Date instructions. Not to be confused with Pay Day, below.

Pay Day – The date that the employee receives the pay check or direct deposit to their bank. Not to be confused with the Last Paid Date, above. Pay Day is not a ePAF date, but is found on the Pay Schedule published by the Payroll Office.

Termination Date – Ends the employee relationship with Texas Tech. Insurance benefits are terminated also. The person is no longer considered an employee of Texas Tech. The underline employee status descriptor may indicate **Terminated, Retired**, etc.
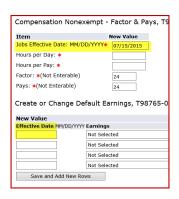
Last Day Worked – Directly related to the Termination Date above, this date indicates the last day an employee performed job duties. This date might be the same as a Termination Date, or it might be followed by a period of leave before a Termination Date.

Original Hire Date – The first day that a person works for Texas Tech. It is kept as a historical reference. If the person later returns to Texas Tech, the job start date is saved as the Current Hire Date, below. The Original Hire Date will never be changed.

Current Hire Date – The most recent rehire date for a person who returns to Texas Tech employment after a termination that ended employee benefits.

Effective Date – This date is related to units of data, usually the Approval Types (sections) of an ePAF. When the unit of data is applied to the data base, the Effective Date is stored with the data to identify when the data base was updated. In the illustration at the right

- The Jobs Effective Date (defaulted from the Query Date) identifies the update for the Compensation Nonexempt Approval Type
- An Effective Date is required with each Earnings Code in Default Earnings. The Originator must type the Query Date on each row where an Earnings Code is entered.

Job Begin Date – This date identifies the employee's first appointment to a T-position and title. The first appointment never changes. When preparing an ePAF, these considerations should be followed:

- The Query Date defaults (pre-populates) the Job Begin Date.
- The Query Date default is correct with first appointment so that the Originator does not need to enter a date,
- However, the Query Date default is incorrect (see illustration) with re-appointments or rehires (following job end). To correct the error, the 'first' appointment date displayed as the Current Value should be typed into (or copied to) the New Value.