

TSPE, TTU Add Secondary Position - 0 FTE - Exempt

Purpose of this ePAF Approval Category:

For non-FTE pay in addition to an exempt primary job, for a particular responsibility that will last more than 3 months, but is not permanent.


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 - Add Secondary Position

The Personnel Date is the first day of the new job, regardless of whether 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. BUT, when submitting a late ePAF, the Query Date must be after the Last Paid Date. It must be after the previous end date if the employee is being reappointed to the same T#. 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: Save often

Hint: Follow the example for dates input.

Hint: Use Job Aid [ePAF Attachment Instructions](#)

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#. DO NOT Generate a new R#.
Query Date	_____	Hint: Enter THE DATE (if it is not today's date)
Approval Category	_____	TTU Add Secondary Position Exempt

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 to get a list of previous appointments and select the appointment by clicking the round radial in the Select column.

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

Enter Position Number
Suffix

_____	Hint: Enter Position # for the new job, and TAB to the Suffix.
_____ 00	00 is the standard entry for Secondary Positions (secondary 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:** If this is 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.

ADD SECONDARY POSITION EXEMPT - JOB INFORMATION

Job Begin Date: MM/DD/YYYY	_____	Hint: Use the Query Date as the Job Begin Date.
		Exception: If this is a reappointment and the employee was previously appointed to this T# position, use the original Job Begin Date displayed in the Current Value Column of the ePAF.
Job Type: (Not Overrideable)	S	Default. Not overrideable.
Job Effective Date MM/DD/YYYY	_____	Hint: Use the Query Date as the Jobs Effective Date.
Personnel Date: MM/DD/YYYY	_____	Hint: Follow THE DATE Reminders above.
Step (Not Overrideable)	0	Default. Not overrideable.
FTE: (Not Overrideable)	0	Default. Not overrideable.
Annual Salary:	_____	Use the ePAF Calculator job aid. This ePAF is for 12 mon staff whose annual salary is paid over 12 months. This is not salary for a semester or salary for a month.
Hours per Pay: (Not Overrideable)	1	Default. Not overrideable.
Job Status (Not Overrideable)	A	Default. Not overrideable.
Job Change Reason	NEWPO	Default. Not overrideable.
Timesheet COA	_____	Chart of Account, T or S
Timesheet Orgn	_____	Home Organization code such as C11000
Leave Report Method:	T	Default. Not overrideable.

CREATE OR CHANGE DEFAULT EARNINGS

New Value

Effective Date (MM/DD/YYYY)	Earnings	Hrs or Units per Pay	Deemed Hours	Special Rate	Shift	End Date
Use Query Date	Pick from List	1	Lv Blank	\$ Mon Am	1	Lv Blank
					1	
					1	

CAUTION: If this is a reappointment where the Earnings code (ADC, SSR, etc) and Special Rate defaulted from the previous appointment, contact HR Comp & Ops before proceeding.

- Hint:** Four entries are required: Effective Date, Earnings Code, Hrs or Units, and Special Rate. **Effective Date** is Query Date. **Lv Blank** - leave column blank - column is not used).
- Earnings** = ADM - Administrative Supplements, INT - Interim Duties, ECH - Endowed Chair, EPR - Endowed Professor, SDE - Supplemental Distance Ed., ADC - Teaching Duties
- Hrs or Units** = 1, **Special Rate** = Rate per Month

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


Effective Date (MM/DD/YYYY) **Hint:** Date defaults to the Query Date

COA	Fund	Org	Acct	Program	Activity	Location	Per Cent
							100

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

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

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 approvals 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.