

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 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: 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#, OR  Generate a new R#
Query Date		Hint: Click first on the "search" icon before generating the ID. Caution must be taken to verify that the person does not have a Banner R# ID (PIDM). Former employees or students or current vendors may have an R#. If no match is found then use the  Generate icon.
Approval Category		Hint: Enter THE DATE (if it is not today's date) 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!

EMPLOYEE RECORD

Employee Status	<u> A </u>	Default. Not overrideable.
Employee Class Code	<u> </u>	From the approved New Position Request form, or from HR Cognos Report RPT_EMPL_007 - Empl List by Home ORGN
Leave Category	<u> Pick From List </u>	From the approved New Position Request form, or from HR Cognos Report RPT_EMPL_007 - Empl List by Home ORGN
Benefit Category	<u> Pick From List </u>	From the approved New Position Request form, or from HR Cognos Report RPT_EMPL_007 - Empl List by Home ORGN
FT/PT	<u> Pick From List </u>	Indicates the status of the Employee (not the Job)
Home COAS	<u> </u>	Chart of Account, T or S
Home Organization	<u> </u>	Home Organization code such as C11000
Distribution COAS	<u> </u>	Chart of Account, T or S (repeat of above)
Distribution Organization	<u> </u>	Home Organization code such as C11000 (repeat of above)
Current Hire Date (MM/DD/YYYY)	<u> </u>	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.
Location Code	<u> Pick From List </u>	Code of the Building

NEW JOB EXEMPT

Job Begin Date (MM/DD/YYYY)	<u> </u>	Hint: Use the Query Date as the Job Begin Date. Exception: If the employee is a rehire and was previously appointed to this T# position, use the original Job Begin Date displayed in the Current Value Column of the ePAF.
Job Type	<u> Primary </u>	Default. Not overrideable.
Jobs Effective Date (MM/DD/YYYY)	<u> </u>	Hint: Use the Query Date as the Jobs Effective Date.
Personnel Date (MM/DD/YYYY)	<u> </u>	Hint: Follow THE DATE Reminders above.
Step	<u> 0 </u>	Default. Not overrideable.
Annual Salary	<u> </u>	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.
Job Status	<u> A </u>	Default. Not overrideable.
Position Title	<u> </u>	Entry not allowed; defaults AFTER ePAF applies.
FTE	<u> </u>	1.0 is FT; 3 decimals, i.e., .5 (20 hrs); .25 (10 hrs); .375 (15 hrs)
Job Change Reason Code	<u> NEWHI </u>	Default. Not overrideable.
Timesheet COA	<u> </u>	Chart of Account, T or S
Timesheet Orgn	<u> </u>	Home Organization code such as C11000
Premium Pay Code	<u> Pick From List </u>	LONG-Longevity Pay if Full Time Staff Only, else Not Selected
Supervisor ID	<u> </u>	R# ID of the job supervisor, who must have an active job.

ENCUMBRANCE 9 MONTH

Job Begin Date (MM/DD/YYYY)	<u> </u>	Hint: Use the Query Date as the Job Begin Date. Exception: If the employee is a rehire and has been in this same position during the fiscal year, use the original Job Begin Date, in the Current Value Column of the ePAF.
Encumbrance Begin Dt (MM/DD/YYYY)	<u> </u>	Hint: Use the Query Date as the Encumbrance Begin Date.
Encumbrance End Dt (MM/DD/YYYY)	<u> </u>	Hint: Date funding for this position ends.

COMPENSATION Exempt - Factor & Pays

Effective Date MM/DD/YYYY	<u> </u>	Hint: Use the Query Date
Hours per Day	<u> </u>	Use the ePAF Calculator job aid.
Hours per Pay	<u> </u>	Use the ePAF Calculator job aid.
Factor (non-overrideable)	<u> 9 </u>	Default. Cannot enter.
Pays (non-overrideable)	<u> 9 </u>	Default. Cannot enter. Hint: If Factor is different from Pays, example Faculty 9/12, and you receive a 'Contract' error, contact HR Comp Ops for help.

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
	Pick From List					
Use Query Date	HLN	1	Lv Blank	Lv Blank	1	Lv Blank
Use Query Date	RGS	(Hours)	Lv Blank	Lv Blank	1	Lv Blank
					1	

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

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

COA	Fund	Org	Acct	Program	Activity	Location	Percent
T or S							

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
- 20 - Department
- 75 - Compensation
- 80 - Budget
- 95 - HR TTU Approval
- 99 - HR TTU Apply - Upload

- FYI
- Approve
- Approve
- Approve
- Approve
- Apply

HINT: Click the magnifying glass  and choose a name for each level.

HINT: Find the "Default Routing" link in your Originator Summary and save the names of the approvers for 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 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.