

TPJAE, TTU Primary Job Recurring Pay Exempt

Purpose of this ePAF Approval Category:

A non-FTE allowance or overload for responsibilities related to an exempt primary job.

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

Recurring Pay Suffixes are as follows:

Earnings Type & Code	Use this suffix with the primary job T#
Special Pays (RESPA):	
Special Augmentation (SPA)	P1
Supplemental Retirement (SRC)	P2
Car Allowance (CAR)	P3
Housing Allowance (HOU)	P4
Cost of Living Differential (COL)	P5
Cell Phone Allowance (CPA)	P6
Overload Pays, Temporary Job Duties (OVRD):	
General Overload Job (ADC)	L1
Supplemental Distance Learning (SDE)	L2


The DATE Reminders - Primary Job Recurring Pay

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 Primary Job Recurring Pay 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 _____ **Hint:** Enter the Primary position number (should be listed on the Existing Jobs list); choose a suffix above; click GO.
Suffix _____ Choose appropriate Suffix from the list above (Overload jobs).

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.

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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 _____ O Overload Default. Not overrideable.
Jobs 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 _____ 0 Default. Not overrideable.
FTE (Not Overrideable) _____ 0 Default. Not overrideable.
Annual Salary _____ Use the ePAF Calculator job aid. Faculty use 9 month annual salary. Staff use 12 month annual salary. Not salary for a semester or salary for a month.
Hours Per Pay (Not Overrideable) _____ 1 Default. Not overrideable.
Job Status _____ A Default. Not overrideable.
Job Change Reason Code _____ Pick From List See Earning Type List above: RESPA-Recurring Special Pay; or OVRLD-Overload.
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	

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).

Select **Earnings** type from Earnings List (see list in Heading above).

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
T or S							100


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

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.