


TEXAS TECH UNIVERSITY





Administration and Finance (A&F)
A&F Information Systems Management (AFISM)

ePAF Procedures for
Summer School Appointments

A&F Information System Management (AFISM)
ePAF Procedures for Summer School Appointments




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 (FTE) and End, Multi-action ePAF
 - Begin Date (**THE DATE**): The first day of the appt
 - End Date: The final day of the appt

(2)

A&F Information System Management (AFISM)
ePAF Procedures for Summer School Appointments



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.*


(3)

A&F Information System Management (AFISM)
ePAF Procedures for Summer School Appointments



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**

(4)



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#.

(5)



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*

(6)



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)



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.

(8)