



Staff Assignments

EPAF Approval Categories:

SH Staff Assignment, SHASN ▼

SM Staff Employee Assignment, SMASN ▼

MO Staff Assignment, MOASN ▼

The Staff Assignments form is used to create new assignments for current staff employees.

Step 1 Define Employee, Query Date, and Approval Category

Notes

- In the **New EPAF Person Selection** Screen, provide employee's **CWID** or search for employee.
- **Query Date** is the start date of the new assignment.
- Select the appropriate Staff Assignment **Approval Category** (pictured above).
- Click "Go".

Step 2 Job Selection

In the **New EPAF Job Selection** screen, input the appropriate **Position** number:

[RETURN TO EMPLOYEE MENU](#) [SITE M.](#)

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Minnie M Mouse, 20159551
Query Date: Jul 21, 2008
Approval Category: MO Staff Assignment, MOASN

New Job
Position: Associate Provost
Suffix:

There are no active jobs based on the Query Date.

To determine the **Suffix**, click the **All Jobs** button in the bottom left, survey the employee's **Existing Jobs** and note the other jobs *with the same position number* assigned to that employee.

Select the suffix number next in sequence that is not already used (e.g. If you are creating an assignment with position # R99999, and there already exist **Active** jobs R99999-00 and R99999-01, use the suffix of 02 for the new assignment that you are creating). If employee has no existing jobs, begin the sequence with "00".

Note: Stipend and Part-Time Faculty assignments that have a "Terminated" **Status** (shown bottom right under **Existing Jobs**) can be reactivated by adding a new effective date. If the position # for the new assignment is the same as a previously held position, simply click on the "Terminated" position under **Existing Jobs** and enter new information in Step 2.

For more details about **Position** number and **Suffix**, see Appendix document titled *Student Position Numbers and Accounts*.

Step 3 Enter Main Job Information

Employee Assignment

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY	06/06/2008	06/06/2008
Job End Date: MM/DD/YYYY	07/15/2008	-
Jobs Effective Date: MM/DD/YYYY	07/15/2008	07/16/2008
Job Status:	Terminated	Active
Contract Type:	Overload	Primary
Contract Begin Date: MM/DD/YYYY		
Contract End Date: MM/DD/YYYY		
Factor:	24	
Pays:	24	
Step:	0	0
Regular Rate:	38.461538	
Assign Salary:	3125	
Annual Salary:	75000	
Title:	Assistant Manager	
FTE:	1	1.00
Timesheet Orgn:	541001	
Job Change Reason:	TERM	ADJOB, Add

If a date is listed in the **Current Value** column next to **Job Begin Date**, this date should be reentered in the **New Value** field (as pictured).

The **Factor**, **Pays**, **Contract Begin** and **Contract End Date** fields are reserved for stipend and staff teaching assignments. Otherwise, these fields should be left blank.

Timesheet Organization (or Payroll Organization, abbrev. P-ORG) links the employee's jobs record to their E-Timesheet and, in turn, their E-Timesheet to their specific supervisor/timesheet approver. This does not apply for stipend assignments.

Notes

Current Value populates to guide the user to determine the *New Value*.

- **Job Begin Date** is always the start date of a pay period for hourly assignments, or the first day worked on the new assignment for salary assignments. However, if there exists a date in the **Current Value** column, reenter this date in the open **New Value** field (as above).
- **Job End Date** must be left blank unless the E-PAF modifies an assignment that already has an end date in the *Current Value*. In this case, type "-" (minus sign) to override the termination of the assignment.
- **Jobs Effective Date** is the first day of a pay period for hourly assignments, or the first day worked on the new assignment for salary assignments (this date

should also match the Query Date).

- **Job Status** must indicate *Active*.
- Options for **Contract Type**:
 - Primary: Every employee must have a "Primary" job. If employee already has a primary job, select "Overload".
 - Secondary: Indicate "Secondary" only for union faculty.
 - Overload: Select "Overload" for additional staff or stipend assignments.
- **Contract Begin Date** is reserved for stipends and staff teaching assignments. It should always equal the first date of a pay period.
- **Contract End Date** is reserved for stipends and staff teaching assignments. It should always equal the last date of the final pay period of the assignment.
- The **Factor** and **Pays** fields should specify the number of pay periods across which this stipend is to be paid. These two fields should always be equivalent. Example: If a stipend begins on 07/06/2008 and ends on 08/05/2008, the **Factor** and **Pays** should both equal 2, as the time period specified covers 2 pay periods (07/06-07/20 & 07/21-08/05).
- If the employee is paid an hourly rate, enter this amount in the **Regular Rate** field and leave **Assign** and **Annual Salary** blank.
- If the employee is paid an **Annual Salary**, enter this amount and leave **Regular Rate** field blank.
- The **Assign Salary** field is reserved for stipends and staff teaching assignments. For these assignments, enter the amount that the employee is to be paid *per pay period* in the **Assign Salary** field (hint: this should equal the **Annual Salary** amount divided by the **Pays**).
- Enter the employee's **Timesheet Organization** number in the field of the same name. This applies only to hourly assignments – not stipends.
- Select appropriate **Job Change Reason** from drop-down list (e.g. "ADJOB" to add a new assignment). Also refer to Appendix.

For instructions on **Steps 4-7**, including:

- Confirming or Revising FOAP
- Defining Approval Routing Queue
- Adding Comments
- Saving, Confirming & Submitting your EPAF

please refer to the section of this guide entitled Part II "EPAFs for Faculty and Staff."