

# ePAF Tips

Do not use ePAFs for hiring a new employee to the District or terminating an employee from the District. These require paper PAFs. ePAFs are to be submitted for all other personnel actions like rehiring an employee, new position for existing employee, changes in labor distribution, etc.

You can find very detailed information to assist you in creating ePAFs by referring to the **ePAF User Guide**:

<http://districtazure.clpccd.org/hr/files/docs/hiringpkt/ePAFHandbook.pdf>.

## DEFAULT ROUTING

- Set up your default routing so you will not have to manually enter each person in the queue for each ePAF you create. This will save you time when you are creating 30 ePAFs at one time.

**NOTE:** *The default routing you set must be updated if there are any changes in reporting structure or required approvals.*

- Follow the order that is defaulted in.** Do **NOT** change this order because it will cause errors when submitting the ePAF. If you need to add additional approval levels to the routing queue, do it at the end by selecting the drop down menu in “Not Selected” and make sure to select a “Required Action” (cannot be “Apply”). Once you click on save, it will sort in ascending order.

Approval Level	User Name	Required Action
30 - (ADMIN) Hiring Administrator	DBRADY	Approve
40 - (REV/03) College Business Office	BDELOSSA	Approve
80 - (DO/BS) District Business Services	BYESMOSK	Approve
82 - (HR/MGR) HR Manager/Supervisor	JDRILEY	Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

## HR ROUTING

- HR Initial Review, 10 and HR Data Entry, 95 – Both fields should go to the same person. Do not put one person for 10 and a different person for 95.
- Below is the HR representative who is the primary contact for each category:
  - Kaitlyn Lundell** Full-time faculty, Confidential, Supervisory, and Volunteers
  - Joy Iwashimizu** Permanent Classified, Temps On-Call/Substitutes
  - Jennifer Hanna:** Part-time faculty, Full-time faculty–overload, Stipends and Special Assignments for all faculty, and Professional Experts
  - Denise Marriott Barajas:** Student Assistants

# ePAF Tips

## DATES

- For the query date, **use the date when the assignment is supposed to start or have started.** In the next ePAF screen, you will have the option to make changes to the dates.
- Pay close attention to the dates and when they were last paid because this can cause errors if incorrectly entered.

1) *Stipend, Special Assignment, TFHOUR-07 FAC SA - COP SCFF, Last Paid Date: Jul 31, 2020* ← **Very important to look at this date**

Enter Changes	Current Value	New Value
2) Jobs Effective Date: *	08/01/2020	08/01/2020
3) Personnel Date: *	07/01/2020	07/01/2020
Title:	FAC SA - COP SCFF	FAC SA - COP SCFF
Job Change Reason:	REHIR	REHIR
Regular Rate:	49.27	
I9 Form Indicator:	Received	
Employee Class Code:	F1, FACULTY TENURED 10 PAY	
Job Class Code:	F4, FACULTY PART TIME	
Job Status:	Active	Active
Salary Group:	F2021A	F2021A
Employee Status:	Active	Active
Term Reason Code:		-
Termination Date:		-
Leave Reason Code:		-
Leave Begin Date:		-
Leave End Date:		-

← **At least one day after #1 (Last Paid Date)**  
 ← **Can go back to when ePAF is supposed to start**

**Current**

Effective Date: 08/01/2020

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
1	100004	34910	1480	170100					100.00			

**New**

4) Effective Date: 08/01/2020 ← **Must match #2 (Jobs Effective)**

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
1	100004	34910	1480	170100					100.00			

- For changes in labor distribution, please use the **1<sup>st</sup> of the month** as the date.

***NOTE: Any questions about ePAFs for changes of labor distribution need to be directed to Rosalie Roque.***

# ePAF Tips

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## “REHIRE...” VERSUS “NEW JOB FOR EXISTING EMPLOYEE APPROVAL CATEGORY” ePAF

Check all jobs to make sure that a position, even if terminated, exists. This will help you determine whether to choose “Rehire...” or “New Job...”

- a. Use the “Rehire...” approval category when the position already exists.
  - RHADJC – Rehire Adjunct Faculty / Counselor / Librarian (including full-time faculty on overload – INSTRUCTIONAL Assignments)
  - RHSPCL – Rehire Stipend / Special Assignment (NON-INSTRUCTIONAL Assignments)
  - RHCOAC – Rehire Coach / Forensics
  - RHPROF – Rehire Professional Expert
  - RHTEMP – Rehire Temp on Call / Substitute (Classified only)
  - RHSTUD – Rehire Student Assistant
  - RHVOLN – Rehire Volunteer
  
- b. Use the “New Job for an Existing Employee” if they position has **NEVER** existed before

## “TFHOUR” VERSUS “TFSTIP” ePAF

Use TFHOUR when you are hiring a faculty member to do non-instructional work at the F-Hour rate of \$51.26.

Use TFSTIP for all other rates:

- CAH Hour rate of \$2,242.74 per CAH
- B.1 rate
- D-E rate
- H rate

## NEEDED ePAF INFORMATION

When creating ePAFs, please make sure to include:

- Start Date
- End Date
- Rate of Pay
- Maximum Hours to be Worked – Example: “15 hours per week” is not enough. We need the total maximum hours.
- Brief description of duties to be performed.

# ePAF Tips


## ERRORS AND WARNINGS


If you see **“Warning”** messages in your ePAF, these are **OKAY**. They will not stop you from submitting the ePAF.

<i>Errors and Warning Messages</i>		
Type	Message Type	Description
Stipend, Special Assignment	WARNING	*WARNING* Encumbrance Method is Value Input and salary has changed.
Stipend, Special Assignment	WARNING	*WARNING* Rate for this job is outside the Table/Grade range.

\* - indicates a required field.

**“Error”** messages will stop you from submitting the ePAF and they contain the information that you need to change. If you cannot resolve the issue, please contact me.

 **Transaction was not submitted. Please review errors.**

 Enter the information for the EPAF and either Save or Submit

<i>Errors and Warning Messages</i>		
Type	Message Type	Description
Stipend, Special Assignment	ERROR	*ERROR* New effective date must be greater than last date of 01-AUG-2020.
Stipend, Special Assignment	ERROR	*ERROR* Eff Date must be greater than Last Paid Date of 31-JUL-2020.
Stipend, Special Assignment	ERROR	*ERROR* Effective must be greater than Last Paid Date of 31-JUL-2020.

## TRACKING

ePAFs allow you to know exactly where the ePAF is in the routing and you will know when it is fully approved (it happens once it is applied) because you can see it on the ePAF itself **AND** you will receive an email letting you know that your ePAF was approved. You can track where the ePAFs are in the routing by:

- a. **Class-Web:** In the Originator Summary link, click on Search and type the information in the Search Criteria fields.
  
- b. **Banner:** In the main Banner menu, type “NYQELPW”
  1. Type “MAIL” (all capitals) in “Printer” box under “Printer Control” block
  2. There are no parameters for this report, so leave the “Save Parameter Set as” in the “Submission” block at the bottom of the screen unchecked
  3. Click the “Submit” radio button
  4. Click “Save”

# ePAF Tips

The screenshot displays the 'Process Submission Controls' interface for 'Process: NYQELPW' and 'Parameter Set: NYQELPW'. The interface is divided into three main sections:

- PRINTER CONTROL:** Contains fields for 'Printer' (set to 'MAIL'), 'Special Print', 'Lines', 'Time', 'MIME Type' (set to 'None'), 'PDF Font', 'PDF Font Size', 'Delete After Days', and 'Delete After Date'. A red box highlights the 'MAIL' printer selection, with the annotation '1. "MAIL" Time'.
- PARAMETER VALUES:** A table with columns 'Number \*', 'Parameters', and 'Values'. It shows 'Record 1 of 1' and a pagination control for '10 Per Page'.
- SUBMISSION:** Contains a 'Save Parameter Set as' checkbox (highlighted with a red box and annotation '2. Leave unchecked'), 'Hold / Submit' radio buttons (with 'Submit' selected and highlighted by a red box and annotation '3. Click "Submit" button'), and a 'SAVE' button at the bottom right (highlighted with a red box and annotation '4. "Save"').