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

a. 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.

b. *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.

HR ROUTING

a. 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.

b. 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

a. 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.

b. Pay close attention to the dates and when they were last paid because this can cause errors if incorrectly entered.

c. For changes in labor distribution, please use the **1st 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

"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.

ERRORS AND WARNINGS

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

Errors and Warning Messages		
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.

> ❶ Transaction was not submitted. Please review errors.
> 💬 Enter the information for the EPAF and either Save or Submit

Errors and Warning Messages		
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