Creating a Substitute Pay EPAF (Electronic Personnel Action Form)

EPAFs are also created to pay faculty for Substitute Pay. (Directions for this process start on Page 2.) **Two kinds** of Substitute Pay EPAFS exist:

- SUB – Sub Pay, Replacing Faculty NOT on Paid Sick Leave
- SUBSL – Sub Pay, Replacing Faculty on Sick Leave

Once a Substitute Pay EPAF is created and approved, the substitute instructor does not need to submit a biweekly timesheet in addition to the EPAF -- it's all covered in the EPAF process.

You may need help creating a Substitute Pay EPAF the first time or two. Feel free to contact your HRIS Specialist or the TSS Training Team for help.

Important Items of Note

WHEN To Create the EPAF

The Substitute Pay EPAF must be created during the same bi-weekly payroll period [link] that the substitution took place. This is because the start and end dates of the current payroll period are built into the Substitute Pay EPAF system. For this reason, you cannot "backdate" substitute pay to pay someone for work performed during an earlier payroll period, and you cannot set up Substitute EPAFs in advance of the payroll period.

If the substitute work is performed through two (or more) biweekly pay periods, a second EPAF will need to be created to cover the second period.

EPAF Query Date

The Query Date for your EPAF must equal the "Begin Date" of the current bi-weekly payroll period [link]. For example, if the substitution took place on January 12, 2016 and the current biweekly payroll period began on January 3, then type 01/03/2016 for the Query Date. (If you do not indicate this date correctly, the EPAF will be sent back to you for correction.)

Single Pay

Substitute Pay is paid on a single pay day; it is not divided over multiple pay periods.

Job Title

When typing in the Title for the job, please use this format: SUB/[Subject and Course Number]/[Org Code]/[CRN]

For Example: "SUB/WR121/B40401/41221"

For a substitution that involves only part of a class (like LAB-A or LAB-B), please note it next to the subject in the Job Title; for example: "SUB/BI101(Lab-B)/B40401/41221."

Brand-New Employees, or Returning After a Long Absence

If you have an employee who is new to PCC, returning after a significant absence, or if you are unsure whether the employee is in the PCC system as an active employee, follow these steps to Prepare to Create an EPAF for a New Employee [*link*] before continuing.

DIRECTIONS are on the following pages…

Directions for Creating a Substitute Pay EPAF:

1. Go to the MyPCC "Employee" tab, click on the link "Banweb Main Menu" on the left side.

2. In Banweb, click on the "Employee Services" tab, then select "Electronic Personnel Action Forms." (EPAF)

3. Click "New EPAF."

4. Enter the following information:

Field	What to Type
ID	Employee's G Number or Social Security Number. • Make sure the "G" of the G Number is capitalized. • You can search for the G Number by clicking on the magnifying glass and searching by name.
Query Date	**Important!** The Query Date MUST equal the first day of the current bi-weekly payroll period. For example, if the substitution took place on January 12, 2016 and the first day of the current payroll period was January 3, then the Query Date would be 01/03/2016. For a list of payroll period begin dates, refer to the *Biweekly Payroll Calendar [link]*.
Approval Category	The type of EPAF you are creating. Choose either: **SUB** – Sub Pay, Replacing Faculty NOT on Paid Sick Leave OR **SUBSL** – Sub Pay, Replacing Faculty ON Sick Leave If you have been made aware that the instructor who was absent has declared and been approved to use Sick Leave, use the "ON Sick Leave" EPAF type. To confirm that an instructor has sick leave available, you can contact Payroll or check the 'current available' column in the Banner form **PEALEAV** (leave code "SICK").

5. Click "Go" to get to the next screen.

2nd Screen -- Position Number and Suffix Number

The second screen is where you enter the position and suffix number for the job you are originating. You must know the position number beforehand; using the 'magnifying glass' to search for it is not recommended. Use the position number associated with Part Time Faculty instructional pay for your department. (Accessing NBIPORG *[link]* is one way to obtain this information if you have the required access.)
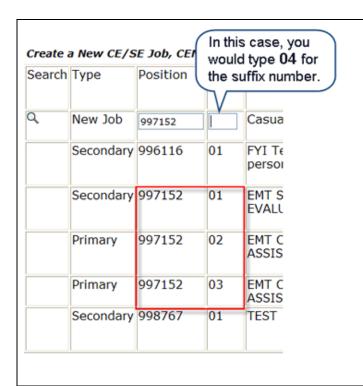
6. Type in the position number your department uses for this job type.

7. Click the **All Jobs** button.

8. Determine the Suffix Number and type it in (more information below).

9. Click **Go**.

The Suffix Number

To determine the Suffix Number, click the "All Jobs" button (as described above) to view a list of all positions the employee has held at PCC.

Look at the employee's jobs -- are there any with the same position number you typed for the new job?

If you DO see jobs on the list with the same position number as the one you just typed for the new job, look at the suffix number. For your new job, type in the suffix number that is one above the highest suffix number already listed for that position.

Search	Type	Position		
🔍	New Job	997152		Casua
	Secondary	996116	01	FYI Te person
	Secondary	997152	01	EMT S EVALU
	Primary	997152	02	EMT C ASSIS
	Primary	997152	03	EMT C ASSIS
	Secondary	998767	01	TEST

In this case, you would type **04** for the suffix number.

For example, in the screen shot at left you see that there are three position numbers listed which are the same as the one typed in for the new job (997152). Since suffixes 01, 02 and 03 have already been used for this position number, you would type '04' for the new job suffix number.

If there is no position number that is the same as the one you typed, you would type '01'.

Once you've typed in the Suffix Number, press the "Go" button. (No need to click the "Next Approval Type" button -- it is not used at PCC.)

3rd Screen – Job Details, End Date, Approvals

The next section is where you type in the details of the substitute pay event, such as the Job Title, Orgn. Code, number of hours worked and more. Fields that say "Not Enterable" should be left as they are.

10. Use this table to help you decide what to type in each field:

Field Name	What To Type
Title	**Use this format** to type in the Job Title: SUB/[Subject and Course Number]/[Org Code]/[CRN] For Example: "SUB/WR121/B40401/41221" For a substitution that involves only part of a class (like LAB-A or LAB-B), please note it next to the subject in the Job Title; for example: "SUB/BI101(Lab-B)/B40401/41221."
Timesheet ORGN	Type in your ORG code (Dept. budget code). You can use the "magnifying glass" icon to search for the Org. if you don't know it.
Contract Type	Always select "S" (Secondary) unless this is a brand-new PCC employee who has never worked at PCC before, or you have recently activated the employee's record due to an extended absence. (Choose "P" -- Primary if this is the case.)

Total Encum Hours (and other "Hours" fields)	For all three of these fields ("Total Encum Hours," "Total Contract Hours" and "Hours Per Pay,") enter the total number of hours the employee substituted (during this pay period).
Job Location	Use the drop-down list to indicate where the work will be performed.
Salary Group	("Not Enterable" -- leave as is)
Salary Table	Choose 'IH' in most cases. (Details below) • **IH** = Instructional hourly pay, for Part Time Faculty • IO = OverLoad pay rate, used for Full Time Faculty, Daily Rate, and Academic Professional Pay. (If choosing this option, make sure to choose Step '1' in the "Step" field below.) • IS: Instructional Special, used for Special Projects, Tutors, Counselors, and Librarians.
Salary Grade	Refer to the Salary Schedule *[PDF]* to determine the Grade and Hourly Rate. An instructor substituting for a straight lecture course, for example, would have the Grade "LEC." You can find the Grade for the class being taught by accessing the Banner form SCACRSE *[INTRANET]*. (Press Next Block four times to get to the "Schedule Type" screen.) If the class is a mix of Lecture and Lab but *not* the standard 25% / 75% (called 'Range'), type '**CALC**' for the Salary Grade. For more details about these types of classes, refer to the FAQ section regarding substitute EPAFs.
Step	Enter the Faculty Pay Step. If you are using 'CALC' for the Salary Grade (see above), type '0' for the Step. You can confirm a faculty member's current pay step using the Banner form PWAPLVL *[INTRANET]*. If you chose 'IS' for "Salary Table" above: The Special Project rate is has only one step – Step 1. Tutors, Counselors, and Librarians are paid according to their Years of Service and this group has only four steps.

Regular Rate	*Leave blank*, UNLESS you indicated "CALC" for Salary Grade and '0' for the Step above. (If the Step is 0, Regular Rate is a required field.) If you typed 'CALC' for the Salary Grade above, you will need to do some math. Refer to the [FAQ](#) for information about calculating the Regular Rate for CALC EPAFs.)
Salary Encumbrance	Enter the TOTAL amount to be paid for this employee (regular rate x number of hours worked).

Fields that say "Not Enterable" in parentheses cannot be changed and should not be altered.

Please note: If you are creating an EPAF for Substitute Pay replacing faculty **ON Sick Leave**, see the last page of this document to learn about an extra step.

'Terminate a Job' Section

You should not have to make any changes in the "Terminate a Job" Section. The "Job End Date" should reflect the last day of the current bi-weekly payroll period (automatically). For the fields that say "Not Enterable", remember that you can leave them as they are -- they are hardcoded into the system and should not be altered.

'Routing Queue' Section

The Routing Queue section is for specifying who will approve your EPAF. If you have already set up your default routing queue beforehand, you can disregard this section.

11. In the "Routing Queue" Section, use the 'Magnifying Glass' icons to specify the following three levels of approval:

- Your **HRIS Representative** on the first line
- Your **Managing Supervisor** on the second line
- The **Manager of HR systems development** (currently Julie Kinney) on the third line

Comments

In the Comment section, we highly recommend that you type in the details of the substitution: the dates, class and instructor being substituted for. This way you will have this information for your records in case you need to refer to it later.
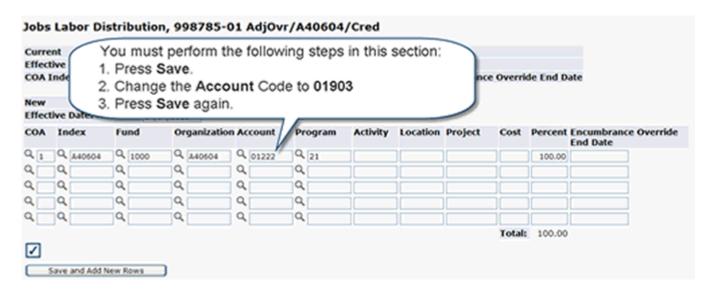
Please note that comments will become part of the employee's permanent Banner EPAF record and cannot be changed.

12. Click "Save" at the top (or bottom) of the screen.

13. Click Submit. If submitted successfully, your EPAF now moves to the Approver's queue for approval.

Extra Instructions -- Substitute Pay **for Faculty ON Sick Leave**

These extra instructions are only for Substitute Pay EPAFs for Faculty ON Sick Leave. If you are not creating this EPAF type, you will not see fields like those in the picture below.

If you are creating a Substitute Pay EPAF for Faculty ON sick leave, in the Section just below the "One Time Pay Type AJ Job" section, you will see an extra section called "Jobs Labor Distribution."

Due to glitches in the system, you must SAVE the work you have done thus far (by pressing either "Save" or "Save and Add New Rows") then change the Account Code to *01903*, then save your work again. This insures that the correct budget Account Code is used to pay the employee.

Now you can continue with the remainder of your EPAF, which includes typing in the job End Date (last date of the current payroll period) and specifying who will Approve your EPAF.

For more information: Go to the EPAF Help Page: http://www.pcc.edu/hr/compensation/epaf

12/2/15 TSS Training Team