EWU Standard Operating Procedures (SOP) for EPAFs

Additional Appointment (AAPPST)

Refer to the EPAF Glossary for a complete list of term definitions.

Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide step-by-step instructions for completing an Additional Appointment EPAF (Electronic Personnel Action Form) using the EPAF category AAPPST. This EPAF type is used if the employee has not previously held an additional appointment where the position and suffix have been assigned to the employee.

This type of EPAF is not used for adjunct faculty summer appointments; refer to the SOP for Initial Summer Appointments (SUMAPT). This EPAF type is used for department chair summer appointments.

Scope

This SOP applies to all employees involved in originating and approving Banner EPAFs.

Workflow

1. Originator creates and submits "AAPPST" EPAF.
2. Approvers review EPAF for accuracy and either approve or return the action when appropriate; FYI users acknowledge receipt of EPAF.
3. HR applies approved action.

Operating Procedure

Access EPAF Portal

1. Navigate to inside.ewu.edu and access EagleNET.
2. In the EagleNET system, log in with your Username (NetID) and Password.
3. Select Employee.
4. Select Employee Profile.
5. Under "My Activities" select Electronic Personnel Action Forms (EPAF).

   #### Screen 1: *Electronic Personnel Action Forms*

   1. Select New EPAF.

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Screen 2: *New EPAF Person Selection*

1. Input the numerical Employee ID.
   - To search for the Employee ID, enter in the First and Last Name of the employee, select the Is an employee box, and press Search.
   - Once you have located the appropriate Employee from the generated list, click on the ID, and it will populate in the box on the previous page.
2. Input the Query Date by selecting the calendar icon.
   - For faculty, the effective date should be the beginning of the pay period for which the EPAF takes effect (i.e. 1st or 16th).
3. Input the Approval Category as "**AAPPST**" (Additional Appointment-Salaried).
4. Press Go.

Screen 3: *New EPAF Job Selection*

1. Under the Select column, select the box for New Job.
2. Under Position, enter the appropriate Q position number that is related to the Index the appointment is to be paid on.
3. Under Suffix, enter 00 unless EPAF is an additional appointment during the same time period as an existing appointment.
4. Press Go.

Screen 4: *Electronic Personnel Action Form*

Select the following for each box within this page.

Under the *Salary - New Job - 2023* Section

- Job Begin Date: Using the calendar icon, select the first day of the pay period in which the appointment begins (i.e., 1st or 16th) if different from the pre-populated query date.
- Contract Type: Select whether the appointment is Primary, Secondary, or Overload. For an additional appointment EPAF, the contract type will generally always be overload, where benefits will not be pulled for this appointment.
- Jobs Effective Date: Using the calendar icon, select the first day of the pay period in which the appointment begins (i.e. 1st or 16th). Note that this is the same date as the Job Begin Date.
- Personnel Date: Using the calendar icon, select the actual start date of instruction/appointment.
- Employee Class Code: Select whether this appointment is Q1 (Adjunct Faculty) or Q3 (Overload Faculty). Note, classified and exempt employees should always be Q1.

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- Job Status: Use the default A (no update needed).
- FTE: To calculate the FTE, use the Calculations and Comments workbook.
- Appointment Percent: Defaults to 100% but can be updated to reflect actual job percent.
- Job Change Reason: Select AAPP, Additional Appointment.
- Step: Use the default 0 (no update needed).
- Hours per Pay: To calculate the hours per pay period, use the Calculations and Comments workbook.
- Factor: The number of pay periods in an appointment. Note, the Pays and Factors will always be the same.
- Pays: The number of pay periods in an appointment. Note, the Pays and Factors will always be the same.
- Annual Salary: The total amount paid for the appointment.
- Timesheet Orgn: In most cases, the Organization is tied directly to the Index in which the work is performed. Use the Calculations and Comments workbook to determine the Organization.
- Job Location: County in which the work is being performed.

Under the *Labor Distribution - 2023* Section

Under the "Current" Heading: For an Additional Appointment EPAF, this section will not contain data.

Under the "New" Heading: The following information should automatically fill when the Q position number is entered at the beginning of the EPAF process:

- Effective Date null: Using the calendar icon, select the first day of the pay period in which the appointment begins (i.e., 1st or 16th). Note that this is the same date as the Jobs Effective Date.
- COA (Chart of Accounts): Use the default E (no update needed).
- Index: Double check the Index that has been autofilled; if the Index is incorrect, the wrong Q position number was selected during Screen 3 (New EPAF Job Selection), and the EPAF will need to be deleted and restarted using the correct Q position number.
- Fund: Use the default, as this is the fund associated with the Index.
- Organization: Use the default, as this is the organization associated with the Index.
- Account: There are only two accounts that should be used for an Additional Appointment EPAF:
  - 62300 (Q1 - Faculty-Temporary Part time)
  - 62200 (Q3 - Faculty-Overload)
- Program: Use the default, as this is the program associated with the Index.

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- Activity: Select the appropriate Activity Code related to this Additional Appointment.
- Location: Not used by EWU, leave blank.
- Project: Not used by EWU, leave blank.
- Cost: Not used by EWU, leave blank.
- Percent: Defaults to 100%.
  - This should only be adjusted if there is an additional activity code that needs to be included for the EPAF using the same index.
  - If this is required, type in the correct percent related to the activity code entered, press the + icon to Add Row, and enter the same information as the above row, but update the activity code and percent fields.
- Encumbrance Override End Date: Not used by EWU, leave blank.

Under the *End Job - 2023* Section

- Jobs Effective Date: Using the calendar icon, select the last day of the pay period in which the appointment ends (i.e., 15th or last day of the month).
- Personnel Date: Using the calendar icon, select the actual end date of instruction/appointment.
- Job Status: Use the default T (no update needed).
- Job Change Reason: Use the default AEND (no update needed).

Under the *Routing Queue* Section

As of September 2025, the following are the appropriate approvers and FYI users for this EPAF type:

Approval Level	User Name	Required Action
5 – (APROV1) Approval Level 1	College/Dept Budget Officer	Approve
10 – (APROV2) Approval Level 2	Supervisor of Level 1 Approver	Approve
80 – (BUDGET) Budget Office	TFELICIJAN – Felicijan, Tammy	Approve
90 – (HRAPPR) HR Approval	CLINCOLN – Lincoln, Caren	Approve
95 – (PAYROL) Payroll	LGLAZE – Glaze, Loretta	FYI
99 – (APPLY) Apply Level HR	LSTEELE3 – Steele, Logan	Apply

If an EPAF is for a person that is paid on a grant index, the Grants Office needs to added to the Routing Queue as an FYI User.

Approval Level	User Name	Required Action
70 – (GRANTS) Grants Office	Grant Specialist	FYI

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Note: EPAF Originators are responsible for knowing where the EPAF data is coming from.

The Departmental Approvers (Level 1 and Level 2) are responsible for validating the pay is for work performed and all input is accurate.

The Budget Office is responsible for validating the following during their approval process:
- Index
- Q position number
- Fund
- Organization
- Program
- Account

The HR Office will validate all fields during the approval and apply process. Once applied, HR will validate NBAJOBS in Banner.

Under the *Comments* Section

- The Academic Affairs Office requires the following information to validate and approve an EPAF:
  - Assignment(s)
  - Compensation Formula
  - Term(s)
  - Other information

- The Budget Office requires the following information to validate and approve an EPAF:
  - Index

- If applicable, the Payroll Office requires the following information to process a retroactive EPAF:
  - Course Information (Subject, Course Number, Section)
    - Note, if the appointment is for multiple courses, course information needs to be included in the comment section for each course.
  - Job location for tax purposes

- The HR Office requires the following information to validate and approve an EPAF:
  - Account Percent (if not referenced above)
  - Calculation used to obtain FTE and Hours per Pay

- ○ Dates of Appointment (if different from [Job Effective Begin](#) and [Job Effective End Date](#))
- ○ Additional Compensation Form added to Google Drive for classified and exempt staff teaching courses

Once information has been verified to be correct, <u>Save</u> the EPAF.

Once saved, <u>Submit</u> EPAF for approval and action.

Monitoring Transaction Status and Required Actions

<u>Originator</u>: Once the EPAF has been submitted, the originator should monitor the History queue under the Originator Summary section for the EPAF's status. If an EPAF has been returned for corrections, it will be listed in the Current queue under the Originator Summary.

<u>Approvers and FYI Users</u>: In the Approval Summary for Required Actions, approvers and FYI users should monitor the Current queue for submissions.

Completion (Apply) of EPAF

Once an Approver approves the assigned EPAF, the Originator should verify that the EPAF has been processed by checking the Originator Summary Status.

Conclusion

By following the previous steps, you have now successfully and efficiently applied the *Additional Appointment* EPAF and have ensured that EWU's employee information is up-to-date and compliant with its organizational policies and procedures.