EPA Selections

SPRING 2017 ADJUNCT RETURNING FOR SUMMER 2017 OR
9-MONTH FACULTY TEACHING SUMMER 2017

Create Type: **New Iteration for PIN**   PIN: **(enter PIN)**
Document Type: **Change Salary, Title, Term, % Effort**
Rec'd Occupant Action: **Change Salary, Term, % Effort**
Current Occupant Action: **Not Applicable**
Position Action: **Change Term/Period (CP)**

FALL 2016 ADJUNCT RETURNING FOR SUMMER 2017

Create Type: **New Iteration for PIN**   PIN: **(enter PIN)**
Document Type: **Occupant Change**
Rec'd Occupant Action: **New Hire**
Current Occupant Action: **Already Vacant**
Position Action: **Other Action**

EPA Selections

FY 2016 ADJUNCT RETURNING FOR SUMMER 2017

Create Type: **Copy PIN to Next FY**   PIN: **(enter PIN)**
Document Type: **Create or Reactivate Position**
Rec'd Occupant Action: **New Hire**
Current Occupant Action: **Already Vacant**
Position Action: **REACTIVATE Position**

FY 2015 OR PRIOR ADJUNCT RETURNING FOR SUMMER 2017

Create Type: **New Budgeted Position**   PIN: **(enter PIN)**
Document Type: **Create or Reactivate Position**
Rec'd Occupant Action: **New Hire**
Current Occupant Action: **Already Vacant**
Position Action: **REACTIVATE Position**

EPA Selections

BRAND NEW ADJUNCT FACULTY

Create Type: **New Position–Copy Existing PIN** PIN: **(use other adjunct PIN)**
Document Type: **Create or Reactivate Position**
Rec'd Occupant Action: **New Hire**
Current Occupant Action: **Already Vacant**
Position Action: **CREATE Position**

EPA JUSTIFICATION/COMMENTS
SAMPLE
TENURE: NO

NEW ADJUNCT TITLE CODE- 7068

MATH 1324-103 3 SCH
MATH 1342-101 3 SCH

TOTAL SCH: 6

Percent Effort Calculations

Faculty Type	Term	Percent Effort
Full-time Faculty	Summer	50% per 3 SCH (6 SCH-Full Load)
Adjunct Faculty	Maymester	20% per 3 SCH (15 SCH-Full Load)
Adjunct Faculty	Summer	40% per 3 SCH (7.5 SCH-Full Load)

Tip: Divide the # of SCH that the faculty is teaching by the full load for that term to calculate percent effort.

Summer Salary Calculations

Faculty Type	Salary Calculations
Full-Time Faculty	Pay 2.77% of 9 mo. salary for 1 SCH
Adjunct Faculty	Dependent on Faculty Contract

Tip: If a faculty's annual salary is more than $60,180, their budgeted salary for Summer courses is $5,000 per 3 SCH

Slide 1

College	Summer 2017 Paying Accounts
Arts & Sciences	130750 – Acct. Analysis 0010
Education	130751 – Acct. Analysis 0010
Nursing	130752 – Acct. Analysis 0010
Business PhD (GATs) PhD (GARs)	210259 – Acct. Analysis 5020 210259 – Acct. Analysis 5020 530104 – Acct. Analysis 5050
University College	121221 – Acct. Analysis 0010

As of 4/17/2017

Slide 2

Term Dates & Months for Payroll Purposes

Term	Term Dates	Term Months
Fall	9/1/20XX– 1/15/20XX	4.5 Months
Wintermester	1/1/20XX – 1/15/20XX	0.5 Months
Spring	1/16/20XX – 5/31/20XX	4.5 Months
Maymester	5/16/20XX – 5/31/20XX	0.5 Months
Summer Session I (SSI)	6/1/20XX – 7/15/20XX	1.5 Months
Summer Session II (SSII)	7/16/20XX – 8/31/20XX	1.5 Months
Summer Session III (SSIII)	6/1/20XX – 8/31/20XX	3.0 Months

Slide 3

EPA, PBAF, or Service Contract?

Service Contract (Supplemental Payment) for NON-FACULTY OVERLOADS	Generally, courses taught by administrators/staff that are not covered by their annual salary (included in their employment contract) are considered non-faculty/administrative overloads and always paid via a Service Contract.
Paper Budget Action Form (PBAF) for FACULTY OVERLOADS	If a faculty is at 100% effort in a given term, courses taught in excess of 100% within the same term (courses above their full course load) for the same dept. are considered faculty overloads and paid via a PBAF. Also used for overlapping terms.
Electronic Personnel Action (EPA) for FACULTY – REG. SUMMER	For Summer payment purposes, EPA's are used to initiate the payment process for full time faculty and adjuncts teaching in the Summer.

Slide 4

EPA, PBAF, or Service Contract?

But Which One Do I Use?? Don't Panic!	
STEP 1:	Is the employee teaching the course faculty or non-faculty in your department? -If non-faculty – SERVICE CONTRACT -If faculty – Go to next step
STEP 2:	Does the faculty already have a full load (at 100% effort) for the term, or are they already teaching courses during a term that overlaps with the term you are trying to pay? -If yes – PBAF -If no – EPA

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