

## Part-Time Payments

### QUERY DATES (will only be "XX/01/XXXX" or "XX/16/XXXX")

**If Query Date is wrong it cannot be corrected and the EPAF must be voided/deleted and re-entered**

First Paydate = 15th of that month: XX/01/XXXX      First Paydate = Last day of that month: XX/16/XXXX

Query Date, Job Begin Date, Jobs Effective Date (*under Create Assignment*) are always the same date and will either be 1 or 16 of month

Current Hire Date and Personnel Date (*under Create Assignment*) is the date the employee begins the assignment

Job Effective Date (*under Assignment End Date*) will always be 15th of month, or the last day of the month (*even if a weekend or holiday*) of the ending pay period

Personnel Date (*under Assignment End Date*) is the date the assignment ends

### Approval Category

Hire Part-Time Faculty, E50PTF (**For Part-Time Faculty EPTF50**)

Hire Part-Time EPA Staff, E50PTS (**For Part-Time EPA Staff ETMP50**)

Hire Continuing Education Part-Time Employee, E50CE (*Extended Academic Programs Only*).

### Position Number & Suffix

**ETMP50** (for part time EPA Staff)

**EPTF50** (for part time faculty)

**The same Job/suffix combination can never be used twice.**

If the employee has no current part-time assignment with the same position number, the suffix should be 00.

If the employee is being appointed to a new position number the suffix should be 00.

If the employee has a current part-time assignment listed with the same position number as the one being assigned, the suffix should be 01, 02, etc.

### Factor and Pays

Number of pay periods the employee will be paid. Factor and Pays will always be the same number.

### Account Code

913200 - EPA Temp Teaching (*Use with Approval Category E50PTF*)

911200 - EPA Temp Staff (*Use with Approval category E50PTS*)

### Departmental Approvers

Approval of college / admin who controls the funds.

### AA / HR Approvers

Franci (Euthelda) Hamilton - Account Code 913200 (*EPA Temp Teaching*) (EPAF Approval Category E50PTF)

Ann Duplessis -- Account Code 911200 (*EPA Temp Non-Teaching*) (EPAF Approval Category E50PTS)

### Fund Approvers

Grants (5XXXXX) – Lou Harrell

Auxiliary Funds (3XXXXX) - Hong Vu

All other Funds – Account Code 913200 (Teaching, part time faculty): Franci (Euthelda) Hamilton

Account Code 911200 (Non-Teaching, part time EPA Staff): Ann Duplessis

EPAF Documentation can be found on Financial Services Website:

<http://finance.uncc.edu/financial-data-administration-fda/training/electronic-personnel-action-form/electronic-personnel-act>

## Special Payments

### QUERY DATES (will only be "XX/01/XXXX" or "XX/16/XXXX")

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First Paydate = 15th of that month: XX/01/XXXX      First Paydate = Last day of that month: XX/16/XXXX

Query Date, Job Begin Date, Jobs Effective Date (*under Create Assignment*) are always the same date and will either be 1st or Personnel Date (*under Create Assignment*) is the date the employee begins the assignment  
Job Effective Date (*under Assignment End Date*) will always be 15th of the month, or the last day of the month, of the ending Personnel Date (*under Assignment End Date*) is the date the assignment ends

### Approval Category

Special Pays for Full Time Employees, E45SP

### Position Number & Suffix

ESPE45

**The same Job/suffix combination can never be used twice.**

If the employee has never received a special payment then the suffix would be 00.

If the employee has a current or previous special pay assignment, use the next suffix in line, i.e 01, 02, 03, etc.

### Factor and Pays

Number of pay periods the person will be paid. Factor and Pays will always be the same number.

### Account Code

911300 - Non Teaching Special Payment

913300 - Teaching Special Payment (for accredited courses only)

### Departmental Approvers

If paying someone from another department, besides needing Departmental Approver of college/admin who controls the funds, If **SPA Exempt** add Jared Waugh as another Departmental Approver. If **SPA Non-Exempt**, then the person can't be paid by an EPAF - contact HR for payment instructions

12 month permanent employees need a **justification comment added**, i.e. work done is outside normal duties and being done

### AA / HR Approvers

Account Code 911300 (non-teaching) if **EPA Staff** - Ann Duplessis

Account Code 911300 (non-teaching) if **EPA Faculty** - Ellen Keidel

Account Code 913300 (teaching an accredited course only) **EPA Staff and Faculty** - Ellen Keidel

### Fund Approvers

Grants (5XXXXX) – Lou Harrell

Auxiliary Funds (3XXXXX) - Hong Vu

All other Funds – Account Code 911300 (non-teaching) if **EPA Staff** - Ann Duplessis

Account Code 911300 (non-teaching) if **EPA Faculty** - Ellen Keidel

Account Code 913300 (teaching an accredited course) **EPA Staff & Faculty** - Ellen Keidel

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<http://finance.uncc.edu/financial-data-administration-fda/training/electronic-personnel-action-form/electronic-personnel-act>