EPA 101

**Employee Payroll Action**

The EPA is a payment document. The effective from-to date determines the amount of payment.

- **Vacating a position** - The next day AFTER the employee's last day of employment
- **New hire/rehire** - The FIRST date the employee works

For Faculty this remains consistent:
- 9 month: 9/1-5/31
- Fall: 9/1-1/15
- Spring: 1/16-5/31
- Summer I: 6/1-7/15
- Summer II: 7/16-8/31
- 10 week: 6/1-8/31

**Online Help**

- When an EPA has been fully approved, Completed status, a record is created for the employee in the Payroll system (BPP)
• Because work study positions are temporary and end before August, an EPA is required at the beginning of every fiscal year, even if you are hiring the same work study from the prior term.

• Positions with a year round term, those with no pre-assigned end date, do not require an EPA every fiscal year, only when the occupant changes. These position records roll over in BPP from one year to the next during the budget process.

• Student workers should be terminated if not working during the summer or not returning in the subsequent semester.

• For student workers, dates dictated by Financial Aid for FWS may determine effective dates. Because awards are based on semester(s), the work study employee must be moved out of the FWS classification via an EPA based on the award semester(s). We do not track this.

• Work study students are approved for set amounts. The department MUST keep up with the amount paid to the employee carefully. Be aware of the processing dates and pay periods and make sure to either switch that employee back to student worker or terminate the employee if no longer working.
HELPFUL HINTS

To view the PINS assigned to your Adloc for the current or prior year(s):

- Sign in to Canopy
- Select the EPA module
- Enter your departmental Adloc next to Search for
- Click “Search”
- Position and Document results will be displayed
<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Comment</th>
<th>Title Code</th>
<th>Monthly Salary</th>
<th>Percentage effort</th>
</tr>
</thead>
</table>

**Justification/Comments:**
- Who is the replacing (Replacement for John Doe) or where the employee is transferring to
- Salary and percentage
- Start date-Last day of work; last day for payment
Tips for Creating EPA Documents

- If PIN existed in prior year – Re-activate in current year:

- If new position (PIN does not exist) – Create new position:
ADJUNTS

Effective Date  Comment  Title Code  Monthly Salary  Percentage effort
Adjuncts  Salary/term/annual term months

Justification/Comment: Semester detail: Fall, Spring, Summer 1-2-10wk, May Mini, 7 wee
Course – Mgt 395
Contract Amount

Reminders:
• Delegation of Authority- Due 5:00 Monday, September 9th Email sent out yesterday. The form is on the Payroll Services website under Payroll Forms

• Extended Pay Plan deadline- September 19th

• Supplemental payment dates for faculty: We will return to processing supplemental faculty payments with the normal semester processing except when the class is not running the typical semester.

  Fall - 4.5 payments Oct-Feb
  Spring – 4.5 payments Feb-June

If receiving one payment, this will be processed last biweekly in January.

This keeps payment equitable and consistent between faculty.

• Check your wage accounts in the FY15 budget. Funding sources may have changed.

• Communication allowances- forms available in VPFA Office. Payroll receives them after all signature approvals are obtained.

• Always use the form from the Payroll Services website – this will be the latest version – do not save and reuse

• Check the Payroll website for information, deadlines, schedules

• Timetraq