MAIN CAMPUS FACULTY NON-STANDARD PAYMENT (NSP) EPAF

Name and ID: Johnny Test 101000999

Transaction:

Transaction Status:

Approval Category: Faculty NSP w LD Unrestricted, JF0022

Query Date: Oct 01, 2014

Query Date must be the first of the month the NSP will begin paying out. Do not back date to prior pay periods (even if work was performed in previous months). Approval Category should be JF0021 or JF0022

[Save]

Approval Types | Defa

Return to EPAF Menu

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* - indicates a required field.

System removal of end date, F90527-N1 Chairperson, Last Paid Date: Sep 30, 2014

Item	Current Value	New Value
Job End Date: MM/DD/YYYY*****(Not Enterable)	09/30/2014	-

Faculty Non-Standard Payment, F90527-N1 Chairperson, Last Paid Date: Sep 30, 2014

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*****	09/30/2014	
Personnel Date: MM/DD/YYYY*****	09/30/2014	
Job Status: *****(Not Enterable)	Terminated	A
FTE: *****	0	0
Appointment Percent: *****(Not Enterable)	100	100
Job Change Reason: *****(Not Enterable)	JBEND	ADDJB

The Jobs Effective Date and the Personnel Date should be the first of the month the Non-Standard Payment will begin paying. No retroactive Non-Standard Payments will be processed.

Job End Fields, F90527-N1 Chairperson, Last Paid Date: Sep 30, 2014

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*****	09/30/2014	
Job End Date: MM/DD/YYYY*****	09/30/2014	
Job Status: (Not Enterable)	Terminated	T
Job Change Reason: (Not Enterable)	JBEND	JBEND

In the **Job Ends Field** section, the Jobs Effective Date and the Job End Date should be the date the Non-Standard Payment should stop paying.

Monthly scheduled payments?

Enter Special Rate, F90527-N1 Chairperson, Last Paid Date: Sep 30, 2014

Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date

New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
1	Not Selec **2**	**3**		**4**	1	**5**	
	Not Selec				1		
	Not Selected				1		
	Not Selected						

[Save and Add New Rows]

1. Effective Date should be the 1st day of the month the NSP will being paying. **2.** Earnings Code are 2xx **3.** Hours or Units Per Pay should always be 1. **4.** Special Rate should be the amount of the Non-Standard Payment for one month. **5.** End Date should be the 1st day of the month day **after** the Non-Standard Payment should stop paying.

Labor Distribution Change, F90527-N1 Chairperson, Last Paid Date: Sep 30, 2014

Current

Effective Date: 07/01/2014

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
U	456408	2BB10	456A06	200C	P16R	GNACTV				100.00	

New

Effective Date: MM/DD/YYYY 10/01/2014

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
🔍 **1**	🔍 **2**			🔍 **3**						**4**	
	🔍			🔍							
	🔍			🔍							
🔍	🔍			🔍							
									Total:	.00	

[Default from Index] [Save and Add New Rows]

> **1.** COA should always be U. **2.** Index, enter appropriate Index for NSP to pay from. **3.** Account Code should always be from the approved codes in C.140. **4.** Percent should always equal 100. Click to next line if you are adding another Index. All other fields will automatically populate.

Routing Queue

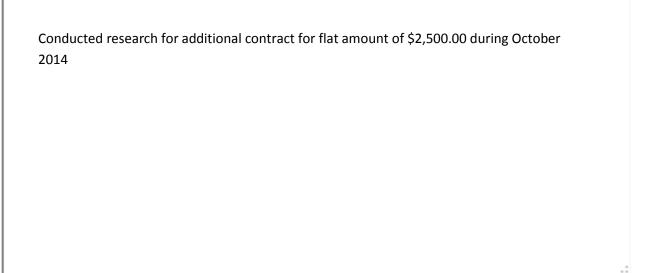| Approval Level	User Name		Required Action
20 - (DFA1) Dept Apprv Level 1 - Faculty	🔍		Approve
40 - (CSO) College/School/Other Approver	🔍		Approve
60 - (EAFAC) Employment Area Faculty	🔍		Approve
93 - (FYIPAY) FYI - Payroll at Approval	🔍		FYI
95 - (APPLY) Applier	🔍		Apply
Not Selected ▾	🔍		Not Selected ▾
Not Selected ▾	🔍		Not Selected ▾
Not Selected ▾	🔍		Not Selected ▾
Not Selected ▾	🔍		Not Selected ▾

> Set appropriate approvers for each Approval Level using the search icon. Please note EPAF Originator and Dept Approver Level 1 cannot be the same person. You must choose 95 for the Applier Approval Level for it to apply in Banner.

Note: Add Routing Queue for Restricted Accounts

Comment

Conducted research for additional contract for flat amount of $2,500.00 during October 2014

Add appropriate comments for NSP. A comment will need to be added otherwise it will be sent back to originator for correction.