

## UNC Charlotte Part-Time Faculty EPAF Field Descriptions

Field Name	Description						
<b>Query Date</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>If the first pay date is:</b></td> <td style="width: 50%;"><b>Then.....</b></td> </tr> <tr> <td>The 15<sup>th</sup> of the month</td> <td>“XX/01/XXXX”</td> </tr> <tr> <td>The last day of month</td> <td>“XX/16/XXXX”</td> </tr> </table>	<b>If the first pay date is:</b>	<b>Then.....</b>	The 15 <sup>th</sup> of the month	“XX/01/XXXX”	The last day of month	“XX/16/XXXX”
	<b>If the first pay date is:</b>	<b>Then.....</b>					
	The 15 <sup>th</sup> of the month	“XX/01/XXXX”					
The last day of month	“XX/16/XXXX”						
<b>Position Number</b>	EPTF50						
<b>Suffix</b>	Use the next suffix number available. The same Job/Suffix combination can never be used twice.						
<b><u>Employee Information</u></b>	<b>Creates PEAEMPL record in Banner</b>						
<b>Employee Class Code</b> (Not Enterable)	50: The employee class code in Banner that designates the person as part-time faculty						
<b>Home COAS</b> (Not Enterable)	1						
<b>Home Organization</b>	The organizational code of the department employing the part-time faculty member						
<b>Employee Status</b> (Not Enterable)	A						
<b>Current Hire Date</b>	Actual first day of work						
<b><u>Create Assignment</u></b>	<b>Creates active NBAJOBS record in Banner</b>						
<b>Job Begin Date</b>	Same as the Query Date (either the 1 <sup>st</sup> or the 16 <sup>th</sup> )						
<b>Contract Type</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>If....</b></td> <td style="width: 50%;"><b>Then...</b></td> </tr> <tr> <td>The employee does not have a current active job during the same time period</td> <td>Select “Primary”</td> </tr> <tr> <td>If they do have an active job during the same time period</td> <td>Select “Secondary”</td> </tr> </table>	<b>If....</b>	<b>Then...</b>	The employee does not have a current active job during the same time period	Select “Primary”	If they do have an active job during the same time period	Select “Secondary”
	<b>If....</b>	<b>Then...</b>					
	The employee does not have a current active job during the same time period	Select “Primary”					
If they do have an active job during the same time period	Select “Secondary”						
<b>Jobs Effective Date</b>	Same as the Query Date (either the 1 <sup>st</sup> or the 16 <sup>th</sup> )						
<b>Personnel Date</b>	Actual first day of work; Same as Current Hire Date						
<b>Title</b>	Title or brief description of duties						
<b>Job Status</b> (Not Enterable)	A						
<b>Step</b> (Not Enterable)	0						
<b>Annual Salary</b>	Salary for the assignment						
<b>Factor</b>	Number of pay periods						
<b>Pays</b>	Number of pay periods; Same as Factor						
<b>Timesheet Orgn</b>	The organizational code of the department employing the part-time faculty member						
<b>Job Change Reason</b> (Not Enterable)	E102						
<b>FTE</b>	Corresponding FTE that matches the hours per week or Credit hours of course(s) taught						
<b><u>Assignment End Date</u></b>	<b>Creates a terminated NBAJOBS record in Banner</b>						
<b>Jobs Effective Date</b>	Date of the last pay date (either XX/15/XXXX or last day of the month)						
<b>Personnel Date</b>	Actual final day of work						
<b>Job Status</b> (Not Enterable)	T						
<b>Job Change Reason</b> (Not Enterable)	E103						

Field Name	Description								
<b><u>Funding Source</u></b>	<b>Creates labor distribution record on NBAJOBS in Banner</b>								
<b>COA</b>	1								
<b>Index</b>	Index (fund) to be used for employee payment								
<b>Fund</b> (Not Enterable)	Will auto-fill to match the Index entered								
<b>Organization</b> (Not Enterable)	Auto-fills based on Index								
<b>Account</b>	913200								
<b>Program</b> (Not Enterable)	Auto-fill based on Index entered								
<b>Percentage</b>	Percentage of fund if split funded. Must total 100%								
<b><u>Routing Queue</u></b>									
<b>Payroll</b>	FYI – RMURQUHA								
<b>Department</b>	The College / Departmental approver; usually a Business Manager								
<b>Academic Affairs</b>	Approver – FRHAMILT								
<b>Fund Approval</b>	<table border="1"> <thead> <tr> <th><b>If the fund is:</b></th> <th><b>Then choose:</b></th> </tr> </thead> <tbody> <tr> <td>Grant fund (5XXXXXX)</td> <td>Lou Harrell</td> </tr> <tr> <td>Auxiliary fund (3XXXXXX)</td> <td>Hong Vu</td> </tr> <tr> <td>All other funds</td> <td>Franci (Euthelda) Hamilton</td> </tr> </tbody> </table>	<b>If the fund is:</b>	<b>Then choose:</b>	Grant fund (5XXXXXX)	Lou Harrell	Auxiliary fund (3XXXXXX)	Hong Vu	All other funds	Franci (Euthelda) Hamilton
	<b>If the fund is:</b>	<b>Then choose:</b>							
	Grant fund (5XXXXXX)	Lou Harrell							
	Auxiliary fund (3XXXXXX)	Hong Vu							
All other funds	Franci (Euthelda) Hamilton								
<b>Human Resources</b>	Apply -- APPWORX								
<b>Comment</b>	Explain what the person is doing to receive the payment. (e.g. What courses are they teaching, are there any additional responsibilities, etc) <b>Comments <span style="color: red;">cannot</span> be edited or deleted once submitted. Please be careful with what you type in the comments box.</b>								