

UNC Charlotte Special Payment EPAF Field Descriptions

Field Name	Description						
Query Date	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">If the first pay date is:</td> <td>Then.....</td> </tr> <tr> <td>The 15th 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>	If the first pay date is:	Then.....	The 15 th of the month	“XX/01/XXXX”	The last day of month	“XX/16/XXXX”
	If the first pay date is:	Then.....					
	The 15 th of the month	“XX/01/XXXX”					
The last day of month	“XX/16/XXXX”						
Position Number	ESPE45						
Suffix	Use the next suffix number available. The same Job/Suffix combination can never be used twice.						
<u>Create Assignment</u>	Creates and active NBAJOBS record in Banner						
Job Begin Date	Same as the Query Date (either the 1 st or the 16 th)						
Contract Type	Secondary						
Jobs Effective Date	Same as the Query Date (either the 1 st or the 16 th)						
Personnel Date	Actual first day of work						
Title	Title or brief description of duties						
Job Status (Not Enterable)	A						
Step (Not Enterable)	0						
Annual Salary	Salary for the assignment						
Factor	Number of pay periods; Same as Pays						
Pays	Number of pay periods; Same as Factor						
Timesheet Orgn	The organizational code of the home department who employs the full-time faculty member						
Job Change Reason (Not Enterable)	E102						
FTE	Corresponding FTE that matches the hours per week or credit hours of course(s) taught						
<u>Assignment End Date</u>	Creates a terminated NBAJOBS record in Banner						
Jobs Effective Date	Date of the last pay date (either XX/15/XXXX or last day of the month)						
Personnel Date	Actual final day of work						
Job Status (Not Enterable)	T						
Job Change Reason (Not Enterable)	E103						
<u>Funding Source</u>	Creates labor distribution record on NBAJOBS in Banner						
COA	1						
Index	Index (fund) to be used for employee payment						
Fund (Not Enterable)	Will auto-fill to match the Index entered						
Organization (Not Enterable)	Auto-fills based on Index						
Account	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">If the assignment is:</td> <td>Then use Account:</td> </tr> <tr> <td>Teaching accredited course</td> <td>913300</td> </tr> <tr> <td>Non-teaching</td> <td>911300</td> </tr> </table>	If the assignment is:	Then use Account:	Teaching accredited course	913300	Non-teaching	911300
	If the assignment is:	Then use Account:					
	Teaching accredited course	913300					
Non-teaching	911300						
Program (Not Enterable)	Auto-fill based on Index entered						
Percentage	Percentage of fund if split funded. Must total 100%						

Field Name	Description																						
<u>Routing Queue</u>																							
Payroll	FYI – RMURQUHA																						
Department	The College / Departmental approver; usually a Business Manager If paying someone from another department, also add that department's approver. If SPA Exempt, add Jared Waugh (SPA Exempt personnel can only receive a special payment when approved to teach an accredited course).																						
Academic Affairs	<table border="1"> <thead> <tr> <th>If the Account code is:</th> <th>And the employee is:</th> <th colspan="2">Then choose:</th> </tr> </thead> <tbody> <tr> <td>911300</td> <td>EHRA Staff</td> <td colspan="2">Sarah Ekis</td> </tr> <tr> <td>913300</td> <td>EHRA Staff</td> <td colspan="2">Sarah Ekis and Ellen Keidel</td> </tr> <tr> <td>911300 and 913300</td> <td>Faculty</td> <td colspan="2">Ellen Keidel</td> </tr> </tbody> </table>	If the Account code is:	And the employee is:	Then choose:		911300	EHRA Staff	Sarah Ekis		913300	EHRA Staff	Sarah Ekis and Ellen Keidel		911300 and 913300	Faculty	Ellen Keidel							
If the Account code is:	And the employee is:	Then choose:																					
911300	EHRA Staff	Sarah Ekis																					
913300	EHRA Staff	Sarah Ekis and Ellen Keidel																					
911300 and 913300	Faculty	Ellen Keidel																					
Fund Approval	<table border="1"> <thead> <tr> <th>If the fund is:</th> <th>And the employee is:</th> <th>And the Account Code is:</th> <th>Then choose:</th> </tr> </thead> <tbody> <tr> <td>Grant fund (5XXXXX)</td> <td>EHRA Staff or Faculty</td> <td>All</td> <td>Lou Harrell</td> </tr> <tr> <td>Auxiliary fund (3XXXXX)</td> <td>EHRA Staff or Faculty</td> <td>All</td> <td>Hong Vu</td> </tr> <tr> <td rowspan="3">All other funds</td> <td>EHRA Staff</td> <td>911300</td> <td>Sarah Ekis</td> </tr> <tr> <td>Faculty</td> <td>911300</td> <td>Ellen Keidel</td> </tr> <tr> <td>EHRA Staff or Faculty</td> <td>913300</td> <td>Ellen Keidel</td> </tr> </tbody> </table>	If the fund is:	And the employee is:	And the Account Code is:	Then choose:	Grant fund (5XXXXX)	EHRA Staff or Faculty	All	Lou Harrell	Auxiliary fund (3XXXXX)	EHRA Staff or Faculty	All	Hong Vu	All other funds	EHRA Staff	911300	Sarah Ekis	Faculty	911300	Ellen Keidel	EHRA Staff or Faculty	913300	Ellen Keidel
If the fund is:	And the employee is:	And the Account Code is:	Then choose:																				
Grant fund (5XXXXX)	EHRA Staff or Faculty	All	Lou Harrell																				
Auxiliary fund (3XXXXX)	EHRA Staff or Faculty	All	Hong Vu																				
All other funds	EHRA Staff	911300	Sarah Ekis																				
	Faculty	911300	Ellen Keidel																				
	EHRA Staff or Faculty	913300	Ellen Keidel																				
Human Resources	Apply -- APPWORX																						
Comment	<p>Explain what the person is doing to receive the payment. (e.g. What courses are they teaching, are there any additional responsibilities, etc.)</p> <p>** 12 month employees need supervisor approval and a justification comment added (e.g. work is outside normal duties and being done outside normal hours, OR if being done during normal hours, how they will make up their time).</p> <p>Comments cannot be edited or deleted once submitted. Please be careful with what you type in the comments box.</p>																						