

Special 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 1st or 16th of the month

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 pay period (*even if a weekend or holiday*)

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 (for full time EHRA employees)

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 employee 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, *also need to add the Departmental Approver of Employee's Home college /admin.*

If **SHRA Exempt** is teaching an accredited course (account code 913300) **add Jared Waugh** as another Departmental Approver. If **SHRA 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 outside normal working hours, or if the work is being done during normal working hours, how the time will be made up.

AA / HR Approvers

Account Code 911300 (non-teaching) if **EHRA Staff** - Sarah Ekis

Account Code 911300 (non-teaching) if **EHRA Faculty** - Elizabeth Moll

Account Code 913300 (teaching an accredited course only) if **EHRA Faculty** - Elizabeth Moll

Account Code 913300 (teaching an accredited course only) if **EHRA Staff** - Elizabeth Moll and Sarah Ekis

Fund Approvers

Grants (5XXXXX) – Valerie Crickard

Auxiliary Funds (3XXXXX) - Hong Vu

All other Funds – Account Code 911300 (non-teaching) if **EHRA Staff** - Sarah Ekis

Account Code 911300 (non-teaching) if **EHRA Faculty** - Elizabeth Moll

Account Code 913300 (teaching an accredited course) if **EHRA Faculty & EHRA Staff** - Elizabeth Moll