Electronic Personnel Action Form (EPAF)

When to use the EPAF system and special conditions with an EPAF

EPAF is an online system that is used to process payroll for hiring of part-time faculty, special pay to full time employees including summer pay, temporary employees, and students.

EPAF’s are originated by the college/department and submitted thru a multiple approval process. Part-Time Faculty and Faculty Summer Salary, the following conditions must be met:

- For EPAF Query dates of the 1st of the month, the EPAF must be submitted by the 4th day of the month.
- For EPAF Query dates of the 16th of the month, the EPAF must be submitted by the 19th day of the month.

For Student and Temporary Employees, EPAFs can be submitted and approved within the month for the EPAF dates. (ex. For EPAF Query date of 09/01/XX, the EPAF must be approved by 09/30/XX, or before).

Please refer to the Payroll calendar, located on the UNCC website under Payroll, as the dates may change each fiscal year.

Procedure for an EPAF

Login to the EPAF system through ‘My UNC Charlotte’ located on the top right hand of the UNCC homepage. Click on Banner Self-Serve and if prompted to login, use the same login and password as your system login.

The EPAF system is located under the ‘Employee’ tab in Banner Self-Serve.

Click on ‘EPAF – Electronic Personnel Action Form’, then ‘New EPAF’

For detailed EPAF instructions, please consult the University EPAF manual. This manual will provide detailed instructions for requirements in each field of the EPAF.

For Faculty Summer Salary, please review/complete the following steps to ensure that summer salary is allowed and allocated correctly per grant and PI guidelines:

- Check the award for the inclusion of the EPAF payment. The employee or position should be listed in the award and amount that has been budgeted.
- Review the BANNER screens FRIGITD and FRAGRNT to check for availability of funding and dates of the award. An EPAF payment should not extend past the end date of the award even if there is an extension forthcoming but not processed.
• Review the salary in Banner screen NBAJOBS. The annual salary should be calculated accordingly to the length of time. Ex. $75,000 for a 9-month employee would be $4,166.67 per pay period as their contract is only for 9 months, but are paid over 12 months.

• The amount of pay for full-time faculty should not be more than their per pay period amount multiplied by the number of pay periods. Ex. EPAF with dates of 7/1-7/30/XX equals two pay periods. 9 Month Employee with an annual salary of $90,000 should not be paid more than $10,000 for this period.

• For summer pay, the dates should between 5/16/XX-8/15/XX.

For part-time faculty, the following applies:

• The pay for part-time faculty will be the same as their contract. Review the dates on the EPAF. The Job Effective Dates will be the dates the employee worked for the special pay. The Personnel Dates will be the dates that the employee will be paid for the work. Ideally these dates should be the same, but in some circumstances the dates will be different.

For all EPAFs on 5XXXXX funds (grant funds) the following applies:

• Please ensure that your College Research Office is listed as an approver and that Valerie Crickard is listed as the fund approver for Grants and Contracts. If not, the EPAF will be returned for correction by Academic Affairs. All the GCA Research Administrators and the Associate Director are proxies for Valerie Crickard.