EPAF Category Information Sheet

**CATEGORY:** NAOVL - Non-Academic Overload Payment (Faculty or Staff only)

**USAGE:** Used to create a new Non-Academic Overload Contract such as Athletic camps or program work for WGCU for current faculty, A&P or SP employee (non-grant funded).

**Information Required:** Originators of this EPAF Category are asked to gather this information below before attempting to create and submit this EPAF. EPAF originators will find it helpful to have a current payroll calendar and EPAF manual accessible when creating and submitting any EPAF.

**Recipe Sheet**

**EPAF Field Name** | **Required Data Entry**
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**CREATE AN EMPLOYEE ASSIGN/JOB**
Job Begin Date | Query Date from “New EPAF Person Selection” will default.
Job Effective Date | Query Date from “New EPAF Person Selection” will default.
Personnel Date | Query Date from “New EPAF Person Selection” will default. See additional instructions below if assignment effective date is different than the default date.
Contract Amount | Enter Contract amount.
FTE | Enter FTE.
Hours Per Pay | Enter calculated hours per pay based on FTE.
Factor | Enter number of pays.
Pays | Enter same number as Factor above
Timesheet Orgn | Enter Timesheet Orgn.

**TERMINATE AN ASSIGN/JOB**
Jobs Effective Date | Enter end date
Personnel Date | End date of assignment; may be prior to termination effective date above if appointment is retroactive. See additional instructions below.

**CREATE A LABOR DISTRIB RECORD**
Index | Enter index code to which payroll expenses are to be charged.
Account | Enter Account Code

**Routing Queue:**

<table>
<thead>
<tr>
<th>#</th>
<th>Approver Level</th>
<th>Action</th>
<th>Required/Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>HRR</td>
<td>Approve</td>
<td>Required</td>
</tr>
<tr>
<td>5</td>
<td>DEPT 1</td>
<td>Approve</td>
<td>Required</td>
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<td>10</td>
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<td>15</td>
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<tr>
<td>20</td>
<td>Additional Departmental Approvers</td>
<td>Approve or FYI</td>
<td>Optional</td>
</tr>
<tr>
<td>90</td>
<td>HR</td>
<td>Approve</td>
<td>Required</td>
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<tr>
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<td>PYRR</td>
<td>FYI</td>
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<td>HR3</td>
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<tr>
<td>100</td>
<td>APPLY</td>
<td>Apply</td>
<td>Required</td>
</tr>
</tbody>
</table>

**Required Comments:** For non-teaching assignment, describe the work to be performed in sufficient detail for reviewers. In addition, if work is being performed in department outside of employee’s home department, approval from home department head is required; originator must note in the comments section that approval has been given.

**Additional Instructions:** Personnel date would be different than the corresponding effective date if the actual assignment dates are less than a two week period or if the appointment is for an assignment that is already completed. Please contact Human Resources if assistance is needed. You may also include any other comments you wish to make in order to give more information about the personnel action. Please do not add personal or medical information into the EPAF. Remember this is a public record.

Updated November 13