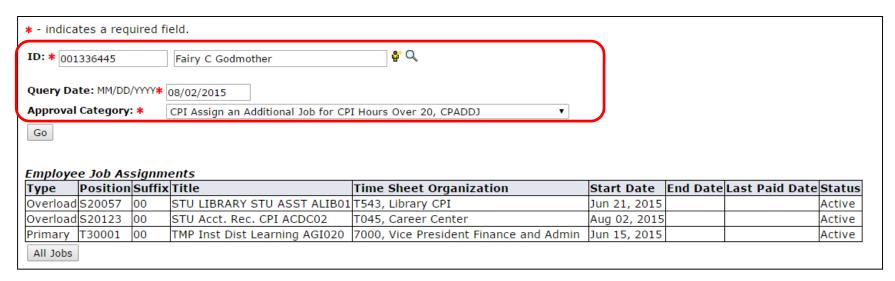
Originating the Required 2nd CPI Position Using Electronic Personnel Action Forms (EPAFs)

- Every CPI student will be <u>required</u> to have at least two CPI positions generated through the EPAF process.
 - 1. The first position is the original CPI position which will be paid from the CPI account ACDC02.
 - Up to 25 hours per week can be paid from this position.
 - This position number will be **\$20123 00**
 - This position will be "originated" first.
 - 2. The CPI student must also have a 2nd CPI position generated through EPAF to add your own department's index. This will notify Payroll of the index you want to pay your CPI student from for any hours worked over 20.
 - Hours over 25 will be paid from one of your department's accounts.
 - This position number will always be \$20123 06

To Originate the EPAF for the Additional CPI Position Step 1

- Click on Create a New Paf
- The **Query Date** will be the same date as the Effective Date. (This is very important. If you do not change the Query Date here, you will receive errors when you try to submit.)
- Select the EPAF Action CPI Assign an Additional Job for CPI Hours Over 25, CPADDJ
- Click GO



• Enter the position number **S20123** and the suffix **06** in the New Job line

• Click Go

ID: Fairy C Godmother, 001336445

Query Date: Aug 02, 2015

Approval Category: CPI Assign an Additional Job, CPADDJ

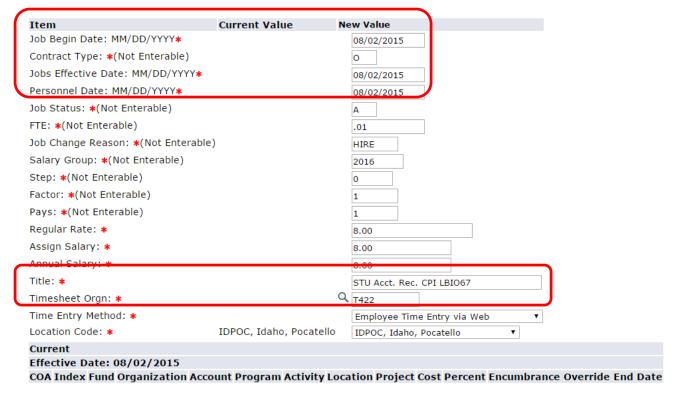
CPI Assign an Over Hours Code for All CPIs, CPADDJ

Searcl	Туре	Position	Suffix	itle	Time Sheet Organization	Start Date	End Date	Last Paid Date S	Status	Select
Q_	New Job	S20123	06	STU Career Path Intern ACDC02	806000, Career Development Center					•
	Overload	S20057	00	TU LIBRARY STU ASST ALIB01	T543, Library CPI	Jun 21, 2015		A	Active	
	Overload	S20123	00	STU Acct. Rec. CPI ACDC02	T045, Career Center	Aug 02, 2015		A	Active	
	Primary	T30001	00	TMP Inst Dist Learning AGI020	7000, Vice President Finance and Admin	Jun 15, 2015		A	Active	

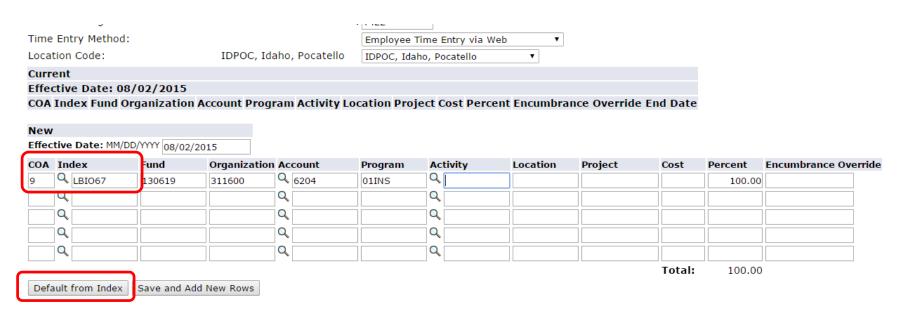
All Jobs

Go

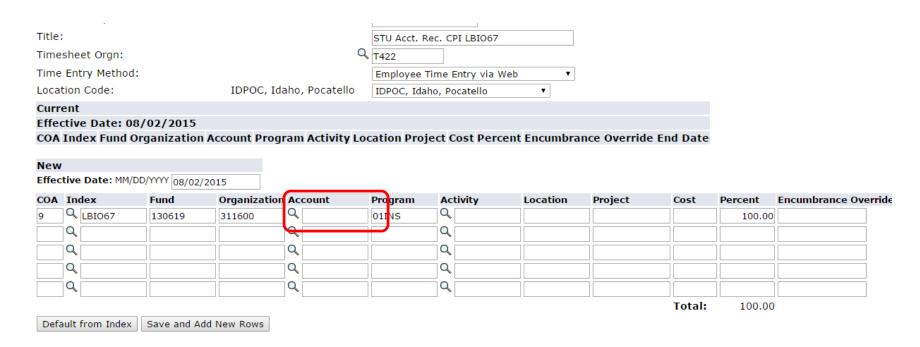
- On the new 2nd CPI Position EPAF page, enter the Job Begin Date (the date the employee starts work or the date the employee originally began this position), the Jobs Effective Date (the date the employee starts work), and Personnel Date (the date you want the employee to begin working for you).
- The title you enter should be the same as the original CPI position except it
 will end in the Account Index from your department. Any additional hours a
 CPI student works beyond 25 in a week will be paid from this index.
- The Timesheet Orgn should be the same as the original CPI position.



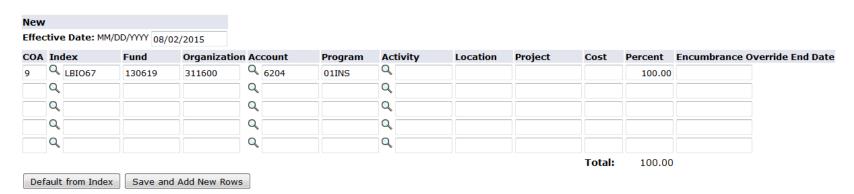
- On the 2nd CPI Position EPAF form you will see a table under the Location Code and above the Routing Queues.
- In this table, enter the **Index Account** you choose to pay for any hours your CPI student works over 25, in the **Index column**. This will be the **same Index** you entered at the end of the title.
- Click on Default from Index



- You will notice the number in the Account column has disappeared.
- Enter 6204 (for Students Non-Work Study) in the Account column.



- Enter the Approvers in the Routing queue.
- The Routing Queue will be the same as the Routing Queue in the original CPI EPAF.
- Save
- Submit As with any EPAF, warnings are okay, but errors must be corrected.



Routing Queue

Approval Level	Us	ser Name		Required Action
10 - (HRCONS) EPAF Appro Authority Hr Action	Q	ROMEJANI	Janice L. Romero	Approve
11 - (HRAPPR) EPAF Dept Appro Authority	Q	LUDWRAY	Ray L Ludwig	Approve
31 - (HRUBO) EPAF UBO HR Action	Q	LANCDEBO	Deborah Lance	Approve
35 - (CPIAPP) EPAF CPI Career Center Approve	Q	SAIGAMBR	Ambri Janell Saighman	Approve
37 - (CPIFYI) EPAF CPI Career Center FYI	Q	JAHSEMIL	Emily Elizabeth Jahsman	FYI
101 - (HRDATA) EPAF HR Data Apply	Q	НАММКАТ3	Katie Joy Hammond	Apply
Not Selected ▼	Q			Not Selected