

**Update to the Instant HR topic “EPAF Change” sent out on May 31, 2011 (see below)**

The Personnel Date field is now available for all EPAFs as an optional field and should only be used for GRAs at this time. To address the concern that the start date and end date for a GRA on a grant may need to reflect the actual start date and actual end date, we have created an alternate solution. Please review the information below.

*Graduate Research Assistant EPAF Change*

In order to properly report and pay graduate research assistants (GRA) consideration must be given to their actual physical start and end dates. The following has been established to provide guidance to ensure that the university remains compliant with federal and state regulations while properly paying the GRA. In most cases, GRA positions are established to coincide with the academic semester/year, as per Guidelines for Providing Support to Graduate Students and begin working at the start of the academic semester/year. There are instances, however, where the GRA actually begins or ends work on a date other than the start or end of the start of the academic semester/year. In these situations it is important that the GRA record properly reflects this situation.

Please follow the Graduate Assistant EPAF Manual when entering in a paid assignment for a graduate research assistant. If the assignment needs to begin outside of the 10<sup>th</sup> or 25<sup>th</sup> beginning effective date, please use the PERSONNEL DATE to store the actual start date for the GRA. If you use the personnel date to record the actual start date, please note this in the “Other Information and Comments” section of the EPAF.

For example: If the employees actual start date on the grant is September 1st. Here is what it would look like:

Jobs Effective Date: 08/25/2011

Personnel Date: 09/01/2011

Jobs Begin Date: 08/25/2011

Electronic Personnel Action NOAEPAF (DEVL)

Pending Change

Proxy For:

ID: G0\*

Transaction: 784863 Pending

Approval Category: CHGRA Current Hire, GRA

Approval Type: GENJBF Create general job, fixed-term

Generate ID:

Query Date: 12-OCT-2011

Last Paid Date:

Position: GR0012 Graduate Research Assistant

Suffix: 00

Transaction | Default Earnings | Job Labor Distribution | Routing | Other Information and Comments

Applied Status	Field Name	Current Value	New Value
P	Employee Class Code		
P	Jobs Effective Date		25-AUG-2011
P	Personnel Date		01-SEP-2011
P	Job Begin Date		25-AUG-2011
P	Hours per Day		4
P	Annual Salary		9000
P	Hours per Pay		43.33

If the GRA will terminate prior to the end of the assignment, in certain situations, the termination date can be the last day worked. Banner will prorate the earnings for the pay period if the termination date is not the last day of the pay period. An example of when the situation warrants terminating the assignment outside of the end of the pay period is when the employee's work authorization expires.

The Termination of Job screen for graduate research assistants now has an optional field for PERSONNEL DATE to reflect the actual last day. The Jobs Effective Date and Job End Date fields should remain the payroll end date (9<sup>th</sup> or 24<sup>th</sup>). If the actual last day is the 9<sup>th</sup> or 24<sup>th</sup>, the Personnel Date field can be left blank. If you use the personnel date to record the actual end date, please note this in the "Other Information and Comments" section of the EPAF.

For example: If the employees actual last work date on the grant is December 31<sup>st</sup>. Here is what it would look like:

Jobs Effective Date: 01/09/2012

Personnel Date: 12/31/2011

Jobs End Date: 01/09/2012

Pending Change    Proxy For:

**ID:** G0     **Generate ID:**

**Transaction:** 778739  Waiting    **Query Date:** 14-SEP-2011     **Last Paid Date:**

**Approval Category:** CHGRA  Current Hire, GRA    **Position:** GR0012  Graduate Research Assistant

**Approval Type:** TERMJB  Termination of job    **Suffix:** 00

Transaction    Default Earnings    Job Labor Distribution    Routing    Other Information and Comments

Applied Status	Field Name	Current Value	New Value
P	Jobs Effective Date		09-JAN-2012
P	Personnel Date		31-DEC-2011
P	Job End Date		09-JAN-2012
P	Job Status		T
P	Job Change Reason		CA

If you are an approver, you will receive an e-mail that will look like this (note the circled section):

You have an electronic approval pending for:

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G#: G06
Name:
Position: GR0012, Suffix: 00
Title: EPAF Test
Approval Category: Current Hire, GRA
Transaction ID: 784863
*****
Fiscal Year: 2012
Fund/Org: 10111 101001
*****
Regular Rate: $0
FTE: 0
Hours per Pay: 43.33, Hours per Day: 4
Contract Type (P/O) Overload
Annual Salary: $9000, Factors: 9
(NOTE: Factors apply only to salaried positions)
*****
Assignment/Payroll Begin Date: 25-AUG-2011
Assignment/Payroll End Date: 09-JAN-2012
*****
Personnel Begin Date: 01-SEP-2011
Personnel End Date: 31-DEC-2011
*****
Comments:
*****
  
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If you have any questions on how to complete an EPAF, please contact [Kevin Ford](#) (3x4282) or [Megan Kirk](#) (3x2630).

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**ORIGINAL Instant HR/Payroll**

**From:** Human Resources & Payroll List [mailto:HR-PAYROLL-L@metis3.gmu.edu] **On Behalf Of** Janet Walker

**Sent:** Tuesday, May 31, 2011 5:26 PM

**To:** HR-PAYROLL-L@metis3.gmu.edu

**Subject:** Instant HR/Payroll: We're in our New Office, EPAF Change Introducing SPAIDEN and an EPAF Change for Graduate Research Assistants

**It's Official: HR & Payroll is in University Hall**

We want to thank all of you for your patience as we relocated to University Hall. Our unpacking is almost completed and we're settling in. We plan to hold an open house for our fabulous HR Liaisons and will keep you posted on the details. In the meantime, if your travels have you in the area, we're now located on the 4th floor of University Hall. Just take a left off the elevator.

**PPAIDEN to SPAIDEN: One Small Letter, One Giant Improvement to Data Security**

Beginning June 1<sup>st</sup>, as part of on-going process improvement and increasing HR Data security, there will be a small change for EPAF submitters. Instead of entering all biographic/demographic information into **PPAIDEN**, EPAF submitters will enter the data into **SPAIDEN**. While the change appears to be a very small one, it will make an important improvement to our data security. We will be putting updated EPAF manuals on line shortly.

**EPAF Change**

We have changed the dates that can be entered to begin a Graduate Research Assistant (GRA) assignment via EPAF. To address the concern that the start date for a GRA on a grant needs to reflect the actual start date, we have created an alternate solution. Please review the information below. If you have any questions, please contact HR & Payroll at (703)993-2600.

*Graduate Research Assistant EPAF Change*

In order to properly report and pay graduate research assistants (GRA) consideration must be given to their actual physical start and end dates. The following has been established to provide guidance to ensure that the university remains compliant with federal and state regulations while properly paying the GRA. In most cases, GRA positions are established to coincide with the academic semester/year, as per Guidelines for Providing Support to Graduate Students and begin working at the start of the academic semester/year. There are instances, however, where the GRA actually begins or ends work on a date other than the start or end of the start of the academic semester/year. In these situations it is important that the GRA record properly reflects this situation.

<u>Academic Pay Calendar</u>	<u>Pay Periods</u>	<u>First Check Date</u>	<u>Last Check Date</u>
<b>Full Academic Year</b>	August 25 <sup>th</sup> - May 24 <sup>th</sup>	September 16 <sup>th</sup>	June 1 <sup>st</sup>
<b>Fall Semester</b>	August 25 <sup>th</sup> - January 9 <sup>th</sup>	September 16 <sup>th</sup>	January 16 <sup>th</sup>
<b>Spring Semester</b>	January 10 <sup>th</sup> - May 24 <sup>th</sup>	January 16 <sup>th</sup>	June 1 <sup>st</sup>
<b>Summer Sessions</b>	May 25 <sup>th</sup> - August 24 <sup>th</sup>	Depends on session	Depends on session

		*Check with Summer Term Office	*Check with Summer Term Office
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Please follow the Graduate Assistant EAPF Manual when entering in a paid assignment for a graduate research assistant. If the assignment needs to begin outside of the 10<sup>th</sup> or 25<sup>th</sup> beginning effective date, please use the PERSONNEL DATE to store the actual date for the GRA. If you use the personnel date to record the actual start date, please note this in the comments section of the EAPF.

Electronic Personnel Action NOAEPAF

Pending Change

Proxy For:

ID:  Ms R i F r d

Transaction:  699938  Waiting

Approval Category:  CHGRA  Current Hire, GRA

Approval Type:  GENJF  Create general job, fixed-term

Generate ID:

Query Date:  14-MAR-2011

Last Paid Date:

Position:  GR^7.  Graduate Research Assistant

Suffix:  00

Transaction | Default Earnings | Job Labor Distribution | Routing | Other Information and Comments

Applied Status	Field Name	Current Value	New Value
<input type="checkbox"/>	Employee Class Code		
<input type="checkbox"/>	Jobs Effective Date		25-AUG-2011
<input type="checkbox"/>	Personnel Date		23-AUG-2011
<input type="checkbox"/>	Job Begin Date		25-AUG-2011
<input type="checkbox"/>	Hours per Day		4
<input type="checkbox"/>	Annual Salary		1500
<input type="checkbox"/>	Hours per Pay		43.33
<input type="checkbox"/>	Title		GRA Grant Name
<input type="checkbox"/>	FTE		0
<input type="checkbox"/>	Appointment Percent		100

Press LIST for valid codes.

If the GRA terminates prior to the end of the assignment, in certain situations, the termination date can be the last day worked. Banner will prorate the earnings for the pay period if the termination date is not the last day of the pay period. An example of when the situation warrants terminating the assignment outside of the end of the pay period is when the employee’s work authorization expires.

If you have any questions, pertaining to the termination date, please contact HR & Payroll for more information.