

EPAF FIELD REQUIREMENTS



EPAF Field Requirements

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Semi-monthly Assignments

Employee Class	Approval Category	Position Prefix	Pay Schedule
Adjunct (AD)	OHADJ – Original Hire, Adjunct CHADJ – Current Hire, Adjunct OHSUMR –Original Hire, Summer Research CHSUMR – Current Hire, Summer Research	PO FV – faculty overload SP – summer adjunct SF – 9 mo faculty summer teaching SR – Summer Research	Semi-Monthly (SM)
Graduate Research Assistant (GR)	OHGRA – Original Hire, GRA CHGRA – Current Hire, GRA	GR	Semi-Monthly (SM)
Graduate Teaching Assistant, Lecturer, or Graduate Professional Assistant (GA)	OHGTA– Original Hire, GTA or GPA CHGTA – Current Hire, GTA or GPA	GA – Graduate Teaching Assistant GL – Graduate Lecturer GP – Graduate Prof Assistant GS - Summer Graduate Teaching Asst	Semi-Monthly (SM)
Resident Assistant (RA)	OHRA – Original Hire, RA CHRA – Current Hire, RA	RA	Semi-Monthly (SM)
Miscellaneous (MP)	OHMISC– Original Hire, Misc Pay CHMISC – Current Hire, Misc Pay	WM PC – used for instructional faculty	Semi-Monthly (SM)

All semi-monthly assignments processed via EPAF are paid based on the per pay period pay (annual salary/# of pay periods) and do not fill out a timesheet. All Approval Categories for semi-monthly assignments require an end date.

Jobs Effective Date/Begin Date	Jobs Personnel Date	Jobs Effective Date/Job End Date	Factors/Pays
Must begin on the 10 th or 25 th of the month	This can be utilized to indicate true first work date. Does not affect pay.	Must end on the 9 th or 24 th of the month	Must be the # of pay periods in between begin and end dates.

Adjunct (AD) and Graduate Lecturer (GA) – Fall & Spring

Adjunct Position Prefix (Fall & Spring) – PO, FV

Adjunct Position Prefix (Summer) – SP, SF, PO, FV

Graduate Assistants Prefix - GL

Please refer to **Extended Adjunct Hours Chart** if begin/end dates differ from chart, below

Session	Begin Date	End Date	Pays /Factors	# credits	FTE	Hours per Day	Hours per Pay
Fall	08/25/YY	12/09/YY	1/1	0	0	1**	4.57**
				1	.083	1*	6.86
				2	.166	1.27	13.71
				3	.25	1.90	20.57
				4	.33	2.53	27.43
Spring	01/25/YY	05/09/YY	1/1	0	0	1**	4.57**
				1	.083	1*	6.86
				2	.166	1.27	13.71
				3	.25	1.90	20.57
				4	.33	2.53	27.43

*Banner does not accept values less than 1

Calculations based on a zero credit course assume that there are 16 contact hours (time in the classroom) and includes the mandatory one hour of preparation time for each hour in the classroom. If there are more contact hours, please adjust accordingly and include one hour of preparation time for each hour in the classroom. Ex. 32 contact hours + 32 hours of preparation time = **64 total assignment hours. Please refer to the Hours per day/Pay calculator at the end of this document to calculate hours per day/pay.

Adjunct (AD) and Graduate Lecturer (GA) – Summer

Adjunct Position Prefix (Summer) – SP, SF, PO, FV

Graduate Assistants Prefix - GL

Please refer to **Extended Adjunct Hours Chart** if begin/end dates differ from chart, below

Session	Begin Date	End Date	Pays /Factors	# credits	FTE	Hours per Day	Hours per Pay
A	05/25/YY	06/24/YY	2/2	0	0	1.48**	16**
				1	.041	2.22	24
				2	.083	4.43	48
				3	.125	6.65	72
				4	.166	8.86	96
				5	.205	11.08	120
B	06/10/YY	07/24/YY	3/3	0	0	1**	10.67**
				1	.041	1.48	16
				2	.083	2.95	32
				3	.125	4.43	48
				4	.166	5.91	64
				5	.205	7.38	80
C	06/25/YY	07/24/YY	2/2	0	0	1.48**	16**
				1	.041	2.22	24
				2	.083	4.43	48
				3	.125	6.65	72
				4	.166	8.86	96
				5	.205	11.08	120
I	5/25/YY	8/24/YY	6/6	0	0	1**	5.33**
				1	.041	1*	8
				2	.083	1.48	16
				3	.125	2.22	24
				4	.166	2.95	32
				5	.205	3.69	40
D	5/25/YY	7/24/YY	4/4	0	0	1**	8**
				1	.041	1.11	12
				2	.083	2.22	24
				3	.125	3.32	36
				4	.166	4.43	48
				5	.205	5.54	60

To verify check dates for payments, please visit <http://hr.gmu.edu/time/schedule/>.

*Banner does not accept values less than 1

Calculations based on a zero credit course assume that there are 16 contact hours (time in the classroom) and includes the mandatory one hour of preparation time for each hour in the classroom. If there are more contact hours, please adjust accordingly and include one hour of preparation time for each hour in the classroom. Ex. 32 contact hours + 32 hours of preparation time = **64 total assignment hours. Please refer to the Hours per day/Pay calculator at the end of this document to calculate hours per day/pay.

Graduate Research or Professional Assistants (GR or GA) – Fall, Spring, Summer

Position prefix GR or GP

Hours Per Week (Not entered in the EPAF)	Hours Per Day (This field will be determined by the hours per pay)	Hours Per Pay (This field will determine hours per day)
5	1	10.83
10	2	21.67
15	3	32.50
20	4	43.33
25	5	54.17
30	6	65.00
35	7	75.83
40	8	86.67

Semester	Begin Date	End Date	Pays/Factors
Fall	08/25/YY	01/09/YY	9/9
Spring	1/10/YY	05/24/YY	9/9
Academic Yr	08/25/YY	05/24/YY	18/18
Summer	05/25/YY	08/24/YY	6/6
* Begin and End Dates should follow semester dates, but do not always. These dates effect students' full-time status and graduate health eligibility.			

Graduate Research and Graduate Professional Assistants have 0 FTE.

Graduate students are limited to working 20 hours per week (43.33 hours per pay) during the academic year. Exceptions may be made for domestic students only to work up to an additional 10 hours (for a maximum of 30 hours per week). Exceptions may only be granted by the faculty advisor and graduate associate dean of the student's home academic unit. For more information, please consult the Office of the Provost's [Graduate Support Guidelines](#).

Graduate Teaching Assistant– Fall, Spring

Position prefix - GA

# of Credit Hours (not entered in EPAF)	FTE	Hours per Day	Hours per Pay
0	0	1.33	14.39
1	.083	1.33	14.39
2	.166	2.65	28.76
3	.25	4	43.33
4	.33	5.28	57.20
*Values of less than 1 not accepted			

Semester	Begin Date	End Date	Pays/Factors
Fall	08/25/YY	01/09/YY	9/9
Spring	1/10/YY	05/24/YY	9/9
Academic Year	08/25/YY	05/24/YY	18/18
Summer	05/25/YY	08/24/YY	6/6
* Begin and End Dates should follow semester dates, but do not always. These dates effect students' full-time status and graduate health eligibility.			

Graduate students are limited to working 20 hours per week (43.33 hours per pay) during the academic year. Exceptions may be made for domestic students only to work up to an additional 10 hours (for a maximum of 30 hours per week). Exceptions may only be granted by the faculty advisor and graduate associate dean of the student's home academic unit. For more information, please consult the Office of the Provost's [Graduate Support Guidelines](#).

Graduate Teaching Assistant- Summer

Position prefix - GS

Session	Begin Date	End Date	Pays /Factors	# credits	FTE	Hours per Day	Hours per Pay
A	05/25/YY	06/24/YY	2/2	0	0	1.48**	16**
				1	.041	2.22	24
				2	.083	4.43	48
				3	.125	6.65	72
				4	.166	8.86	96
				5	.205	11.08	120
B	06/10/YY	07/24/YY	3/3	0	0	1**	10.67**
				1	.041	1.48	16
				2	.083	2.95	32
				3	.125	4.43	48
				4	.166	5.91	64
				5	.205	7.38	80
C	06/25/YY	07/24/YY	2/2	0	0	1.48**	16**
				1	.041	2.22	24
				2	.083	4.43	48
				3	.125	6.65	72
				4	.166	8.86	96
				5	.205	11.08	120
1	5/25/YY	8/24/YY	6/6	0	0	1**	5.33**
				1	.041	1*	8
				2	.083	1.48	16
				3	.125	2.22	24
				4	.166	2.95	32
				5	.205	3.69	40
D	5/25/16	7/24/YY	4/4	0	0	1**	8**
				1	.041	1.11	12
				2	.083	2.22	24
				3	.125	3.32	36
				4	.166	4.43	48
				5	.205	5.54	60

*Banner does not accept values less than 1

Calculations based on a zero credit course assume that there are 16 contact hours (time in the classroom). For each hour of class-time there is one hour of preparation time that must be included in hours per pay/day. If there are more contact hours, please adjust accordingly and include one hour of preparation time for each hour in the classroom. Ex. 32 contact hours + 32 hours of preparation time = **64 total assignment hours. Please refer to the Hours per day/Pay calculator at the end of this document to calculate hours per day/pay.

Adjunct (AD) Summer Research

Position Prefix – SR

FTE	Hours per Day	Hours per Pay
0	any	Must correlate with Hours per Day

Summer research assignments are generally held by 9 month faculty and do not impact ACA reporting as these are supplemental positions for currently benefitted faculty.

Resident Assistants (RA)

Position Prefix – RA

Hours Per Week (Not entered in the EPAF)	Hours Per Day (This field will be determined by the hours per pay)	Hours Per Pay (This field will determine hours per day)
5	1	10.83
10	2	21.67
15	3	32.50
20	4	43.33
25	5	54.17

If Resident Assistants are expected to work more or less hours, please refer to the Hours per Day/Hours per Pay calculator at the end of this document to calculate the total number of hours an employee will work divided by the number of pay periods he/she will be paid over.

Miscellaneous Pay (MP)

Position Prefix – PC, WM

Hours per Pay/Day	Factors/Pays
Defaults to 1/1	Should not exceed more than 9 pays.

Miscellaneous pays can only be applied for current exempt employees. Please review the Supplemental Pay Procedures before submitting miscellaneous pays <http://hr.gmu.edu/payguides/>.

Bi-Weekly Assignments

Employee Class	Approval Category	Position Prefix	Pay Schedule
Wage (WG) Referred to as non-student wage	OHWAGE – Original Hire, Wage OHWGTD – Original Hire, Wage w Term Date CHWAGE – Current Hire, Wage CHWGTD – Current Hire, Wage w Term Date	WG	Bi-Weekly (26)
Work Study (WS)	OHWKST– Original Hire, Work Study OHWSTD – Orig Hire, WS w Term Date CHWKST – Current Hire, Work Study CHWSTD – Curr Hire, WS w Term Date	WC	Bi-Weekly (26)
Student Wage (SW)	OHSWAG – Original Hire, Student Wage OHSWAT –Original Hire, Stu Wg W/Term D CHSWAG – Current Hire, Student Wage CHSWTD - Current Hire, Stu Wg w/Term Da	SW	Bi-Weekly (26)

All bi-weekly assignments processed via EPAF are paid based on their hourly rate when the employee submits a timesheet for that pay period. Not all biweekly assignments have an end date, but EPAF submitters may choose to select the EPAF Approval Category that includes a termination date.

Jobs Effective Date/Begin Date	Jobs Personnel Date	Jobs Effective Date/End Date	Hourly Rate
Any date	Should generally match begin date.	Any date – review to ensure End Date is not the same date as the Begin Date.	Student Wage/work study – not to exceed \$30/hour, no exceptions Wage – over \$35/hour requires additional approval by Class and Comp

Hours Per Week (Not entered in the EPAF)	Hours Per Day (This field will be determined by the hours per pay)	Hours Per Pay (This field will determine hours per day)
2	1* (.4)	4
4	1* (.8)	8
5	1	10
8	1.6	16
10	2	20
15	3	30
20	4	40
25	5	50
29	5.8	58
*Values less than one not accepted Wage employees do not have an FTE		

Comments
Must include the timesheet approver information – Name, G# and position # otherwise, the employee will not be able to fill out their timesheet.

Hours per day/hours per pay are the average hours a department expects an employee to work each pay period. This does not affect how many hours he/she can fill out on the timesheets. However, they are subject to the 1500-hour and the 29-hour average per week maximum work allowed during each measurement period.

Terminations

Semi-monthly Assignments

End Date
<p>To end an assignment early, please use the 9th or the 24th. In order to cancel an assignment that has not already been paid, please use the begin date of the assignment, which will be the 10th or 25th. In special circumstances, such as a grant ending, an assignment can be terminated on a date that does not correlate with the end of the pay period; however, please insert a comment to explain the circumstance. This will prorate the employee's last pay.</p>

Biweekly Assignments

End Date
Any date, but cannot be before the last paid date.

Hours Per Day/Pay Calculator

Enter *Total Hours* and *# of Pay Periods* to calculate HPD/HPP

****Please use in Internet Explorer for accurate calculations****

Total Hours employee will work on assignment or course (Including course preparation time)	# of pay periods employee will be paid over	Hours per Day (if less than 1, enter 1)	Hours per Pay

Extended Adjunct Hours Chart

Adjunct hours per pay/day are based on the total number of hours assumed for a course, depending on the number of credits and pay periods he/she will be paid over. While most adjuncts are paid over 7 pay periods, hours per pay/day must be adjusted to reach the **total semester hours** by the time the assignment ends. Please use this chart when adjusting the number of pay periods an adjunct will be paid over.

Session	# credits	FTE AY	FTE Summer Session	Contact Hours	ACA prep Hours	TOTAL SEMESTER HOURS Contact +ACA prep
Academic Year	0	0	0	16+	16+	32+
	1	.083	.041	16	32	48
	2	.166	.083	32	64	96
	3	.25	.125	48	96	144
	4	.33	.166	64	128	192
	5	.41	.205	80	160	240
	6	.50	.25	96	192	288

Credits	FTE AY	FTE Summer	Total Hours	7/7 hpd/hpp	6/6 hpd/hpp	5/5 hpd/hpp	4/4 hpd/hpp	3/3 hpd/hpp	2/2 hpd/hpp	1/1 hpd/hpp
0 credit	0	0	32+	1/4.57	1/5.33	1/6.40	1/8	1/10.67	1.48/16+	2.95/32+
1 credit	.083	.041	48	1/6.86	1/8	1/9.60	1.11/12	1.48/16	2.22/24	4.43/48
2 credit	.166	.083	96	1.27/13.71	1.48/16	1.77/19.20	2.22/24	2.95/32	4.43/48	8.86/96
3 credit	.25	.125	144	1.90/20.57	2.22/24	2.66/28.80	3.32/36	4.43/48	6.65/72	13.29/144
4 credit	.33	.166	192	2.53/27.43	2.95/32	3.54/38.40	4.43/48	5.91/64	8.86/96	17.72/192
5 credit	.41	.205	240	3.16/34.29	3.69/40	4.43/48	5.54/60	7.38/80	11.08/120	22.15/240
6 credit	.50	.25	288	3.80/41.14	4.43/48	5.32/57.60	6.65/72	8.86/96	13.29/144	26.58/288

EPAF Resources

EPAF Training Manuals – http://hr.gmu.edu/approvals/train_manuals.php

EPAF Refresher Training - <http://hr.gmu.edu/learning/online.php> (Please click on myMasonHR, login using your net ID and email password, click on “myLearning” from the menu box on the left, and click online learning.)

Guidelines from the Provost office for hiring adjuncts and graduate assistants -

<http://provost.gmu.edu/geninfo.html>

Payroll Schedules - <http://hr.gmu.edu/time/schedule/>

Class and Compensation Supplemental Pay Policies - <http://hr.gmu.edu/workforceplanning/>

Class and Compensation Position Prefix Decision Tree - <http://hr.gmu.edu/payguides/>

Timesheet Approver/Supervisor Change Form -

http://hr.gmu.edu/forms_standard/talent_acquisition/TimeSheetLandscape.pdf