

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

- Every CPI student will be required 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 **S20123 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 **S20123 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**

* - indicates a required field.

ID: *  

Query Date: MM/DD/YYYY*

Approval Category: *

Employee Job Assignments

| Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status |
|----------|----------|--------|-------------------------------|--|--------------|----------|----------------|--------|
| Overload | S20057 | 00 | STU LIBRARY STU ASST ALIB01 | T543, Library CPI | Jun 21, 2015 | | | Active |
| Overload | S20123 | 00 | STU Acct. Rec. CPI ACDC02 | T045, Career Center | Aug 02, 2015 | | | Active |
| Primary | T30001 | 00 | TMP Inst Dist Learning AGI020 | 7000, Vice President Finance and Admin | Jun 15, 2015 | | | Active |

Step 2

- 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

| Search | Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status | Select |
|--------|----------|----------|--------|-------------------------------|--|--------------|----------|----------------|--------|----------------------------------|
| Q | New Job | S20123 | 06 | STU Career Path Intern ACDC02 | 806000, Career Development Center | | | | | <input checked="" type="radio"/> |
| | Overload | S20057 | 00 | STU LIBRARY STU ASST ALIB01 | T543, Library CPI | Jun 21, 2015 | | | Active | <input type="radio"/> |
| | Overload | S20123 | 00 | STU Acct. Rec. CPI ACDC02 | T045, Career Center | Aug 02, 2015 | | | Active | <input type="radio"/> |
| | Primary | T30001 | 00 | TMP Inst Dist Learning AGI020 | 7000, Vice President Finance and Admin | Jun 15, 2015 | | | Active | <input type="radio"/> |

All Jobs

Go

Step 2

- 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.

| Item | Current Value | New Value |
|-------------------------------------|-------------------------|-----------------------------|
| Job Begin Date: MM/DD/YYYY* | | 08/02/2015 |
| Contract Type: *(Not Enterable) | | 0 |
| Jobs Effective Date: MM/DD/YYYY* | | 08/02/2015 |
| Personnel Date: MM/DD/YYYY* | | 08/02/2015 |
| Job Status: *(Not Enterable) | | A |
| FTE: *(Not Enterable) | | .01 |
| Job Change Reason: *(Not Enterable) | | HIRE |
| Salary Group: *(Not Enterable) | | 2016 |
| Step: *(Not Enterable) | | 0 |
| Factor: *(Not Enterable) | | 1 |
| Pays: *(Not Enterable) | | 1 |
| Regular Rate: * | | 8.00 |
| Assign Salary: * | | 8.00 |
| Annual Salary: * | | 8.00 |
| Title: * | | STU Acct. Rec. CPI LBIO67 |
| Timesheet Orgn: * | | T422 |
| Time Entry Method: * | | Employee Time Entry via Web |
| Location Code: * | IDPOC, Idaho, Pocatello | IDPOC, Idaho, Pocatello |

Current
Effective Date: 08/02/2015

| COA Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance | Override | End Date |
|-----------|------|--------------|---------|---------|----------|----------|---------|------|---------|-------------|----------|----------|
|-----------|------|--------------|---------|---------|----------|----------|---------|------|---------|-------------|----------|----------|

Step 3

- 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**

Time Entry Method: Employee Time Entry via Web

Location Code: IDPOC, Idaho, Pocatello IDPOC, Idaho, Pocatello

Current

Effective Date: 08/02/2015

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New

Effective Date: MM/DD/YYYY 08/02/2015

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance | Override |
|---------------|---------|--------|--------------|---------|---------|----------|----------|---------|------|---------|-------------|----------|
| 9 | L BIO67 | 130619 | 311600 | 6204 | 01INS | | | | | 100.00 | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Total: | | | | | | | | | | 100.00 | | |

Step 4

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

Title:

Timesheet Orgn:

Time Entry Method:

Location Code: IDPOC, Idaho, Pocatello

Current

Effective Date: 08/02/2015

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New

Effective Date: MM/DD/YYYY

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance | Override |
|----------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------------------|------------------------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------------|----------------------|----------------------|
| 9 | <input type="text" value="LBIO67"/> | <input type="text" value="130619"/> | <input type="text" value="311600"/> | <input type="text"/> | <input type="text" value="01INS"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="100.00"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Total: 100.00

Step 5

- 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.

New

Effective Date: MM/DD/YYYY 08/02/2015

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance | Override | End Date |
|---------------|--------|--------|--------------|---------|---------|----------|----------|---------|------|---------|-------------|----------|----------|
| 9 | LBIO67 | 130619 | 311600 | 6204 | 01INS | | | | | 100.00 | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Total: | | | | | | | | | | 100.00 | | | |

Default from Index Save and Add New Rows

Routing Queue

| Approval Level | User Name | Required Action |
|--|-------------------------------------|-----------------|
| 10 - (HRCONS) EPAF Appro Authority Hr Action | ROMEJANI Janice L. Romero | Approve |
| 11 - (HRAPPR) EPAF Dept Appro Authority | LUDWRAY Ray L Ludwig | Approve |
| 31 - (HRUBO) EPAF UBO HR Action | LANCDEBO Deborah Lance | Approve |
| 35 - (CPIAPP) EPAF CPI Career Center Approve | SAIGAMBR Ambri Janell Saighman | Approve |
| 37 - (CPIFYI) EPAF CPI Career Center FYI | JAHSEMIL Emily Elizabeth Jahsman | FYI |
| 101 - (HRDATA) EPAF HR Data Apply | HAMMKAT3 Katie Joy Hammond | Apply |
| Not Selected | | Not Selected |