Originating the Required 2nd CPI Position Using Electronic Personnel Action Forms (EPAFJs)
• 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**
Step 2

- Enter the position number **S20123** and the suffix **06** in the New Job line
- Click 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.
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**

![Image of the table with COA, Index, Fund, Organization Account, Program, Activity, Location, Project, Cost, Percent, Encumbrance Override columns and a row highlighted with COA 0, Index LB1067, Fund 130619, Organization Account 311600, Program 6204, Activity 01INS, Location, Project, Cost 100.00, Percent 100.00, Encumbrance Override.]

**Time Entry Method:** 
Location Code:  
Current Effective Date: 08/02/2015  
Employee Time Entry via Web  
Current Effective Date: 08/02/2015  
New Effective Date: MM/DD/YYYY 08/02/2015  
Employee Time Entry via Web
Step 4

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