



Teachers College
COLUMBIA UNIVERSITY

ePAF: Recurring Questions and Common Errors

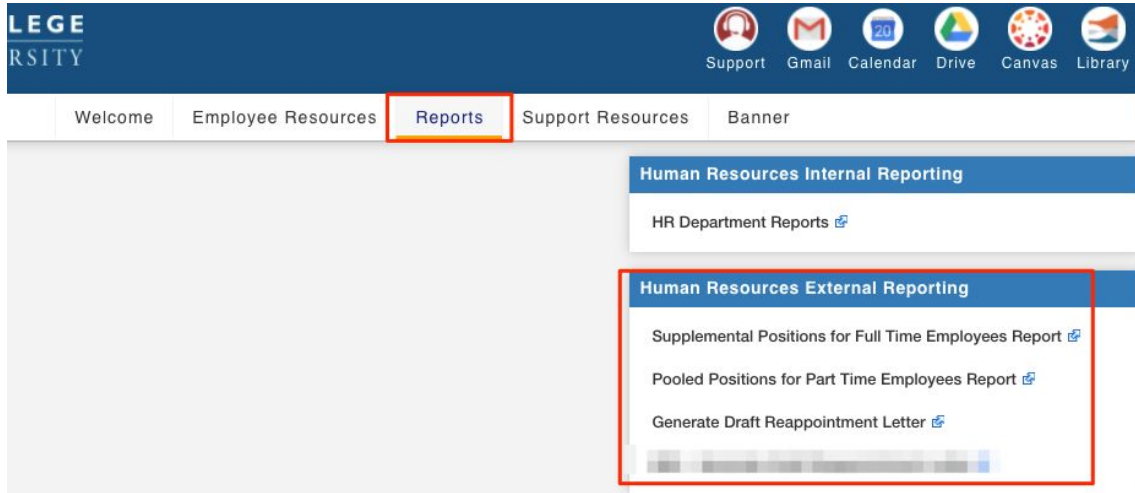
What We'll Cover Today

- Recommended Steps Before Creating a Non-Reappointment ePAF
- Determining Position Numbers
- Recurring Questions
 - One Time Payments
 - Overages
 - Supplements
 - Which ePAF to Use
 - Position Suffix vs Terminated Position
 - Query Date, Effective Date, Personnel Date
 - Hourly Rate
- Common System Errors

Recommended Steps Before Creating a Non-Reappointment ePAF

- Determine type of transaction - nature of the work/job
- Determine funding information – permanent budget or budget transfer needed?
- Determine position
- Review all jobs for the employee
- Determine ePAF approval category

Determining Position Numbers



- run Supplement Positions for Full Time Employees Report (MyTC > Reports > Human Resources External Reporting)

TEACHERS COLLEGE
COLUMBIA UNIVERSITY

Supplemental Positions for Full Time Employees Report

Enter TCID:

Enter Index:

Execute

HELP Document HELP Document button is guidance to determine the correct position type to use.

Please contact your Budget Administrator, the Budget Office, or click on the HELP Document button for guidance on which position type to use.

TCID	Name	Index	Type	Position	Title	Comments
T35475309		111211	2 – Permanently Funded Supplement or Overag...	S10047	Supplement	
T35475309		111211	4 – Temporarily Funded Supplement or Overage	SP0108	Professor	Supplement



Recurring Questions

1. One Time Payments (OTP)

- Payment for working on a short-term assignment, **typically not exceeding three days in duration**.
 - For example, payment for teaching a workshop, music performance, videography, guest speaking, facilitator fees, etc.
- Employees do not need a primary job in order to receive a OTP but they need to have an active employment record. If the person does not have an active employment record, they must be hired in PageUp to be paid OTP.
- **Position: OTP000**
- May only be **paid from account 6571**

Not Eligible:

- Faculty and Lecturers (Additional work should be processed as Overage or Supplements)
- Non-exempt employees (Non-exempt staff, Interim staff, Administrative Fellow & College Work Study)
 - In general, an employee whose primary job is non-exempt cannot be paid a one time payment. Additional work should be reported on their timesheet

*Full Time & Part Time Exempt employees are not excluded from one-time payments, but payments must be in coordination with guidelines for [Additional Employment or Supplements for Full-Time Positions](#)

1. One Time Payments (OTP)

- Clarification on Part Time instructional work
 - Eligible for OTP as long as it is charged against a different index than the index of their active PT instructor job.
 - For example, Part Time instructor in ORL who is teaching for one program (one index) and is receiving a OTP for helping another program (different index)
 - Instructional Staff/Fee-Based Instructional work (account number 6152/6159; eclass 81) should NOT be processed as OTP
 - This appointment type should be used for anyone paid to teach a course for credit with less than 18 points or a non-credit offering.
 - There are 4 sub-categories: non-credit instructor, academic supervisor, individual and small group instructor, and TCCS teacher. As always, this appointment type is not eligible for tuition remission.

2. Overages

- Overages are paid to Faculty (eclass = 20) and Lecturers (eclass =25) when they do additional academic/research work.
 - Examples of Overage Work:
 - Teaching a workshop, an extra class beyond the 4 course load (5 course load for lecturers), a guest lecture and curriculum work
 - Research work,
 - Professional development coaching
 - Other academic-related tasks such as accreditation work
- Anytime Faculty or Lecturers are receiving additional salary paid from a grant (5-xxxxx) index, the salary is considered overage.
- This additional pay can take place any time of the year and must be charged against the same account as the Faculty/Lecturer's primary job.

2. Overages

- To determine the position number, run **Supplement Positions for Full Time Employees Report** ([See Slide 5](#))
- Dependent on how it is being funded, select the position number with the correct type:

Type	When to Use
1 – Temporarily Funded Overage	Use if overage is not part of permanent budget and a temporary budget transfer is needed to fund
2 – Supplement or Overage (Employee Specific)	Use if supplement applies to the employee named in the comments section. (This is a permanently budgeted position.)
3 – Supplement or Overage (Non Employee Specific)	Use if the supplement is permanently budgeted in which case a budget transfer is not needed to fund. (This is a permanently budgeted position.)

3. Supplements - Eligibility

- Supplemental pay is available to Full Time Professional Staff, Faculty and Lecturers, Full Time Instructors for administrative work.
 - For example:
 - Professional staff - helping out on a long term project or coverage for a vacant job
Note: all requests for an additional appointment or supplemental pay must be approved in advance of the work. See Additional Employment or Supplements for Full-Time Positions
 - Faculty/lecturer - additional administrative work such as running a program like SPA

3. Supplements - Determining Position Numbers

For Professional Staff:

- Run **Supplement Positions for Full Time Employees Report** ([See Slide 5](#))
- Use the position with Type “2 – Supplement or Overage (Employee Specific)” if available based on the comments
- Otherwise, use the position with Type “4- Temporarily Funded Supplement”

For Faculty, Lecturers and Full Time Instructors:

- Run **Supplement Positions for Full Time Employees Report** ([See Slide 5](#)). Up to four different types of positions can be displayed.
- Dependent on how it is being funded, select the position number based on

Type	When to Use
2 – Supplement or Overage (Employee Specific)	Use if supplement applies to the employee named in the comments section. (This is a permanently budgeted position.)
3 – Supplement or Overage (Non Employee Specific)	Use if the supplement is permanently budgeted in which case a budget transfer is not needed to fund. (This is a permanently budgeted position.)
4 – Temporarily Funded Supplement	Use if the supplement is not part of permanent budget and a temporary budget transfer is needed to fund
5 - Department Chair Supplement	Use when paying out a department chair stipend.

4. Which ePAF to use - ADDJB1, ADDJB6 and REAP2/REAP3

ePAF Approval Category	Availability	Personnel Transactions	Scope	WHEN TO USE
Additional Job or Compensation – Salaried, ADDJB1	Year Round	Supplemental income, overages, one-time payments (OTP), Secondary job	Salaried except for Executive, Student, Union employees	When employee NEVER had a job with the new ePAF position.
Reinstate Job or Compensation Salaried, ADDJB6	Year Round	Supplemental income, overages, one-time payments (OTP)	Salaried except for Executive, Student, Union employees	When employee has/had a job with the new ePAF position.
Reappt – Year Round (Salaried), REAP2	Year Round	Reappointment	FT & Exempt PT Professionals, FT Instructors	When employee has/had a job with the new ePAF position.
Reappt – Year Round (Hourly), REAP3	Year Round	Reappointment	Non Exempt PT Professionals, Admin Fellows & Interim Employees	When employee has/had a job with the new ePAF position.

4. Position Suffix vs Terminated Position

ePAF Approval Category	Availability	Personnel Transactions	Scope	POSITION SUFFIX
Reinstate Job or Compensation Salaried, ADDJB6	Year Round	Supplemental income, overages, one-time payments (OTP)	Salaried except for Executive, Student, Union employees	<p>If the position is Terminated as of the effective date of this new ePAF then use the suffix of the terminated position. This is typically 00, 01, etc. (do not use alphanumeric).</p> <p>If the position is Active and there are no other terminated suffixes for the position then use ADDJB1 approval category.</p>
Reappt – Year Round (Salaried), REAP2	Year Round	Reappointment	FT Faculty and Instructional, FT & Exempt PT Professionals	
Reappt – Year Round (Hourly), REAP3	Year Round	Reappointment	Non Exempt PT Professionals, Admin Fellows & Interim	
Additional Job or Compensation – Salaried, ADDJB1	Year Round	Supplemental income, overages, one-time payments (OTP), Secondary job	Salaried except for Executive, Student, Union employees	<p>This is typically 00. If suffix 00 for this position is Active then increment suffix ie from 00 to 01.</p>
Additional Job - Hourly, ADDJB2	Year Round	Secondary job	Non Exempt PT Professionals, Admin Fellows & Interim	

5. Query Date, Begin Date, Effective Date, Personnel Date

- **For All Additional Jobs or Compensation ePAFs**
 - Query Date = Begin Date = Effective Date = Personnel Date = Actual Start Date
- **For All Reinstatement Job or Compensation or Year Round Reappointment ePAFs**
 - Query Date = Effective Date = Personnel Date = Actual Reinstatement Date

Note: Actual Start Date or Actual Reinstatement Date usually falls on the start of the pay cycle.

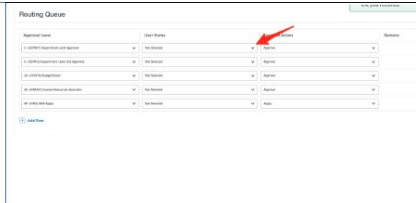
6. Hourly Rate ePAFs - Total Amount in Comments

ePAF Approval Category	Availability	Personnel Transactions	Scope	Total Amount
Additional Job – Hourly, ADDJB2	Year Round	Secondary job	Hourly except for Student, Union employees	For hourly employees, please specify the Hourly Rate on the ePAF and enter the total amount to be paid in the Comments section. Otherwise the ePAF be will returned for correction.
Reappt – Year Round (Hourly), REAP3	Year Round	Reappointment	Non Exempt FT & PT Professionals, Admin Fellows & Interim	
Hourly Rate Update, MODJB6	Year Round	Salary Adjustments	Hourly except for Student, Union employees	

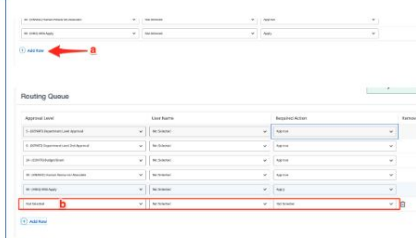
7. Budget or Grants Approval, or Both

- If Index (see ePAF Funding Allocation section) starts with 5 then Grants approval is required. Otherwise, Budget approval is required. Budget approves the following indices:
 - 1xxxxx - Operating Funded
 - 2xxxxx - Designated Funds
 - 62/4xxxxx - Spendable endowments
 - 65xxxx - Gifts
- If ePAF funding is split between Grants and Non-Grants indexes then both Grants and Budget need to approve. Please refer to the user guide for detailed instructions.

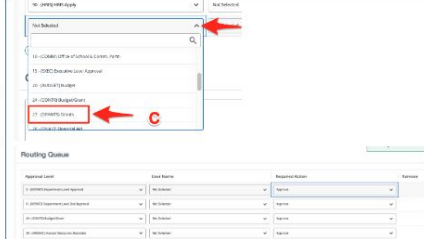
STEP 6: Input Routing Queue.
Click on the drop down menu to enter the approver for each approval level.
Do not touch the "Required Action"
If this transaction needs both Budget AND Grants approval, enter the budget approver in level 24 – (CONTR) Budget/Grant then go to step 6A.



STEP 6A: Include Budget AND Grants as approvers in the routing queue.
a. Click Add Row.
b. Go to the empty row



STEP 6A (continued)
c. From the drop down, select 27- Grants.
d. In User Name, select John Hernandez as the approver.
e. In Required Action, select Approve.





Common System Errors

Common Error #1: Defaulted Values: Salary/Hourly Rate

Begin Appointment, A00044-00 Adj/PTVisiting Prof/PTLe,

Salary *

0

Job Status

A

Effective Date *

01/16/2023

Personnel Date *

01/16/2023

Job Change Reason

- Any ePAFs with a Salary or Hourly Rate have been defaulted to “0”
- The ePAF will NOT error out, but be sure to update this to the correct amount - otherwise your employee will not get paid.

Common Error #2: Invalid Value for Salary. Value entered must be numeric.

The screenshot shows the LUMBIA UNIVERSITY personnel action form. The breadcrumb trail is "Home > Personnel Actions > New Personnel Action". The form title is "Begin Appointment, C00010-00 Course Assistant - Fall/, Last Paid Date: 12/15/2022". The "Salary" field contains "\$4500" and is circled in red. The "Job Status" field contains "A". The "Hours per Pav" field is empty. An error message box on the right side of the form reads: "Begin Appointment - Invalid value for Salary. Value entered must be numeric." and "Error(s) occurred." A red arrow points from the error message to the "Begin Appointment" text in the form title.

- If you receive an error that says “Invalid value for Salary. Value entered must be numeric.,” this means you have put a “\$” (dollar sign) in the salary section on the EPAF. You cannot put a “\$” sign in the Salary or Hourly Rate field.
- Be sure to remove the “\$” sign and then, after reviewing, click submit.

Common Error #3: End Appointment End date = 01/01/1900

End Appointment, D00001-00 Doctoral Research Fellow, Last Paid Date: 02/28/2023

Job Status
T

Effective Date *
Due to a known defect, do not use the datepicker tool. Type the date into the field.
01/01/1900

Personnel Date *
Due to a known defect, do not use the datepicker tool. Type the date into the field.
01/01/1900

Job Change Reason
EAP

Some ePAFs will have 01/01/1900 defaulted into the date field. Update this field to the end date of the appointment/transaction.

Common Error #4: Incorrect Date Inputs

[Home](#) • [Personnel Actions](#) • [EPAF Originator Summary](#) • [Update Personnel Action](#)

End Appointment, OTP000-00 One Time Payment, Last Paid Date: 09/15/2019

Job Status

T

Effective Date *

01/01/1900

Personnel Date *

01/01/1900

Job Change Reason

EAP

- *WARNING* The future dated Job record will be deleted before ending Job.
- *ERROR* Date cannot be prior to the Base Job Begin Date of 01-SEP-2019.
- *ERROR* Eff Date must be greater than Last Paid Date of 15-SEP-2019.
- *ERROR* End Date must be later than Begin Date.
- *ERROR* Job Effective Date is not within a defined fiscal year.
- *ERROR* Job Effective Date cannot be prior to Job Begin Date; 01-SEP-2019 .

Be sure manually enter the date on the end appointment. (Do not use datepicker as it will override the dates in the begin appointment section.)

Common Error #5: Date Input: Manual Entry

- A. Click datepicker. Calendar will appear. Do not select date.
- B. Close the calendar by click the datepicker icon again. Calendar will disappear.
- C. Click into date field and cursor will appear.
- D. Manually type in date in format MM/DD/YYYY

End Appointment, D00001-00 Doctoral Research Fellow, Last Paid Date: 02/28

Job Status
T

Effective Date *
Due to a known defect, do not use the datepicker icon. Type the date into the field.

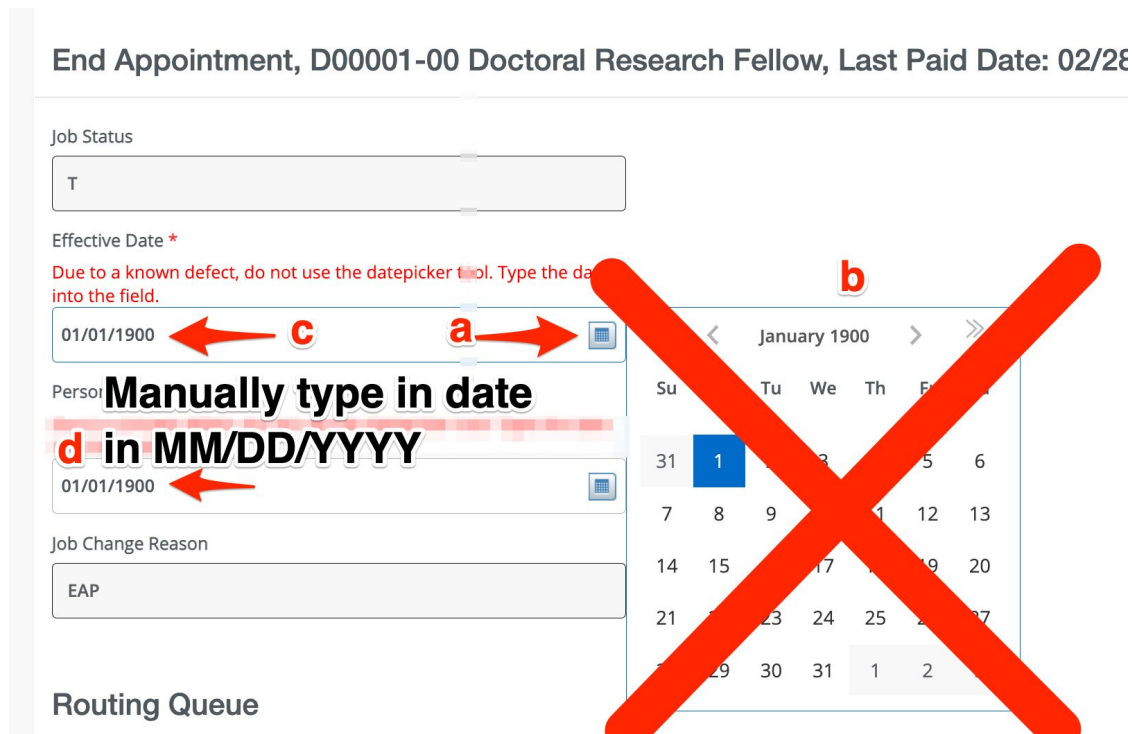
01/01/1900 ← c → a →

Personnel **Manually type in date**
d in MM/DD/YYYY

01/01/1900 ←

Job Change Reason
EAP

Routing Queue



Common Error #5: Funding Allocation: Default From Index

When updating the funding information, you should only update two fields **Index** and **Account**.

Step 1. Manually enter the Index field only

Step 2. Click Default from Index

Step 3. The Fund, Organization and Program fields will automatically populate

COA	Index	Fund	Organization	Account	Program	Act
1	133100	500000	500000	6462	6000	

1

2 Default from Index

COA	Index	Fund	Organization	Account	Program
1	133100	1	133100		720

3

Common Error #5 continued: Account Code is required

Step 4. Enter Account Code

Teachers College
COLUMBIA UNIVERSITY

Hannah Masbad 2

Personnel Actions • New Personnel Action

Effective Date: 11/16/2023

4

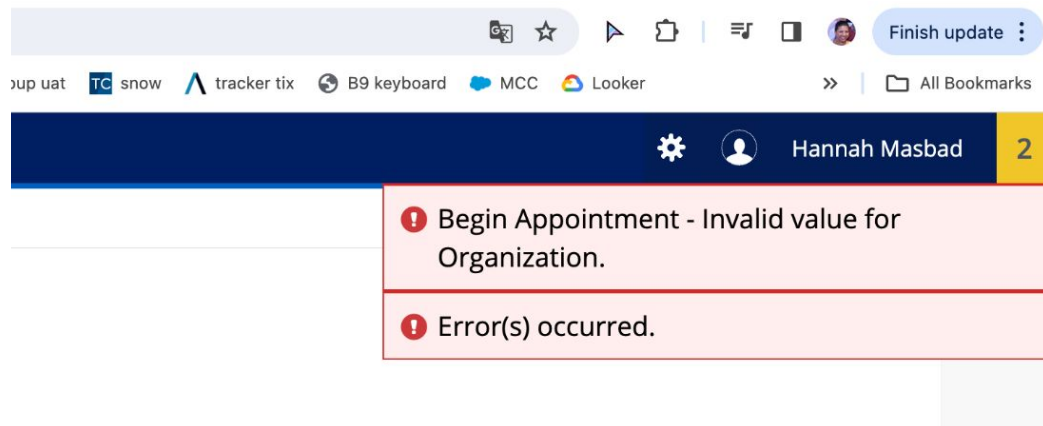
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
1	133100	1	133100		720					100		

Funding Allocation - Account code is required.

Error(s) occurred.

Common Error #6: Timesheet Orgn Field Defect

Defect: The Timesheet Orgn field causes error (shown below)



A screenshot of a form with several fields. The 'Timesheet COA *' field contains the value '1'. The 'Timesheet Orgn' field is empty and has a blue arrow pointing to it. Below this field, a red text message reads: 'Due to defect, please leave the Timesheet Orgn field blank.' Other fields include 'Job Change Reason *' with a dropdown menu showing 'SUP, Supplemental', 'Supervisor TC ID/UNI *' which is empty, and 'Factor *' which is partially visible.

Resolution: Leave field Null

Other ePAF Tips:

- Do not use Browser or myTC back button.
- Do not have multiple tabs open with ePAFS. Keep it to one browser

Questions??

Help

Contact: HRISTeam@tc.edu or your HR Rep 😊

** By emailing HRISTeam@tc.edu a ServiceNow ticket will automatically be created. You will receive a follow up email saying that a case has been created along with a case number.

Please correspond with us by replying to the email with the CASE NUMBER.

Case **Created** | HR0018683 | Additional [REDACTED]



TC Information Technology

to me, map2312 ▾

This email is to confirm that we have received your request for assistance and have opened HR incident

Here is a short description of your request: Additional ACAT codes to add to epaf reports

[View the status of your incidents](#)

From: Johanna Masbad

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]