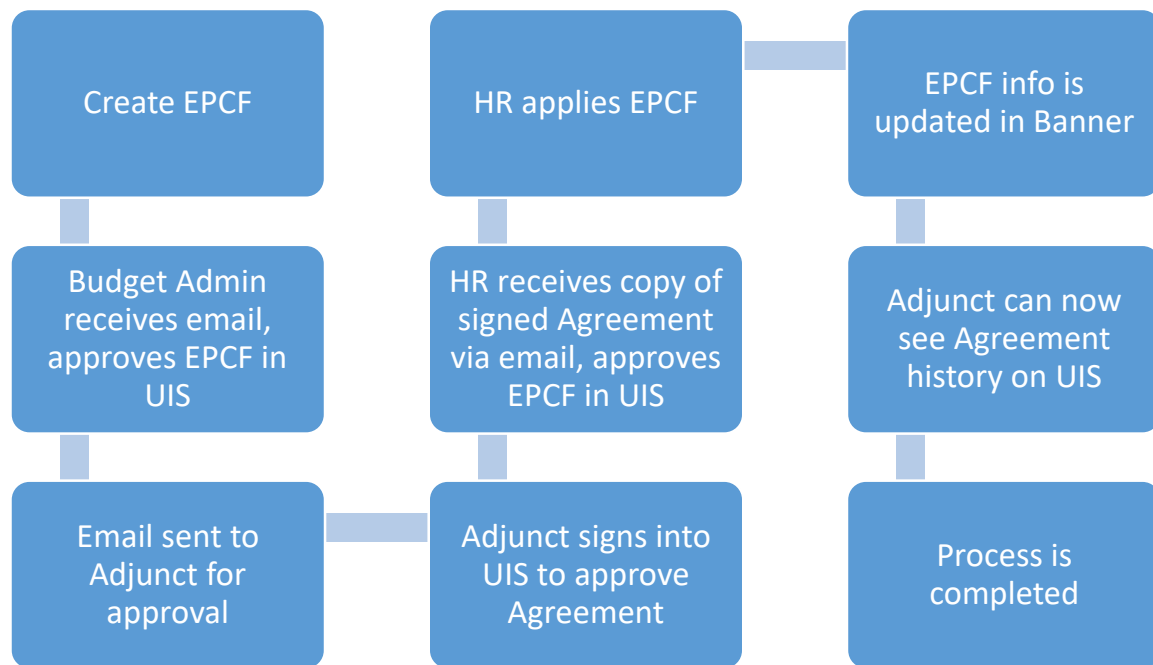


RETURNING ADJUNCT AGREEMENT ENHANCED EPCF PROCESS



CREATE EPCF

New EPCF Person Selection

Enter an ID. Enter the Effective Date in the Query Date Field and select the Approval Category. Select Go.

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY* **QUERY DATE MUST EQUAL 09/01/XX or 02/01/XX**

Approval Category: *

Once you click go, the active jobs will appear. You must click on **ALL JOBS**

ID: Panayiotis S. Andreou, X00697020

Query Date: Feb 01, 2020

Approval Category: Hire Continuing -Returning Adj, HCADJ

Hire Continuing-Returning Adjunct, HCADJ

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	<input type="text"/>	<input type="text"/>							<input checked="" type="radio"/>
	Primary	F01105	00	Adjunct Professor	488, CCPS Administration & Economics	Feb 01, 2020	Dec 31, 2020	Oct 15, 2020	Active	<input type="radio"/>

The active and terminated jobs will appear. If adjunct had this position in the past, select it from the list. If it's a New Job, type in the position and suffix and click Go (a list has been provided with position numbers for your dept(s)).

ID: Panayiotis S. Andreou, X00697020
Query Date: Feb 01, 2020
Approval Category: Hire Continuing -Returning Adj, HCADJ

Hire Continuing-Returning Adjunct, HCADJ

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job									<input checked="" type="radio"/>
	Primary	F01105	00	Adjunct Professor	488, CCPS Administration & Economics	Feb 01, 2020	Dec 31, 2020	Oct 15, 2020	Active	<input type="radio"/>
	Primary	F01108	00	Adjunct Associate Professor	488, CCPS Administration & Economics	Feb 01, 2014	Dec 31, 2019	Dec 31, 2019	Terminated	<input type="radio"/>
	Secondary	F01108	01	Substitute Teaching	488, CCPS Administration & Economics	Mar 01, 2014	Mar 15, 2014	Mar 15, 2014	Terminated	<input type="radio"/>
	Secondary	F02840	00	Adj Associate Professor	443, Department of Accountancy	Sep 01, 2005	May 31, 2016	May 31, 2016	Terminated	<input type="radio"/>
	Secondary	F03379	00	Adj Assistant Professor	488, CCPS Administration & Economics	Sep 01, 2011	Dec 31, 2013	Dec 31, 2013	Terminated	<input type="radio"/>

Select the position then click on Go

	Primary	F01108	00	Adjunct Associate Professor	488, CCPS Administration & Economics	Feb 01, 2014	Dec 31, 2019	Dec 31, 2019	Terminated	<input checked="" type="radio"/>
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Complete the highlighted fields

* - indicates a required field.

Hire Continuing-Returning Adjunct, F01108-00 Adjunct Associate Professor, Last Paid Date: Dec 31, 2019

Item	Current Value	New Value
Employee Class Code: (Not Enterable)	16, Part-Time Faculty	16
Home Organization: *	488, CCPS Administration & Economics	
Distribution Orgn: *	488, CCPS Administration & Economics	
Contract Type:	Primary	Not selected
Job Begin Date: MM/DD/YYYY	02/01/2014	
Jobs Effective Date: MM/DD/YYYY(Not Enterable)	12/31/2019	02/01/2021
Current Hire Date: MM/DD/YYYY*(Not Enterable)	09/01/2020	02/01/2021
Last Work Date: MM/DD/YYYY*(Not Enterable)	12/31/2020	05/31/2021
FTE: *	.5	
Salary: *	0	
Pays: *(Not Enterable)	8	8
Job Status: (Not Enterable)	Terminated	A
Factor: *(Not Enterable)	8	8
Step: *(Not Enterable)	0	0
Home COAS: *(Not Enterable)	9	9
Distribution COA: *(Not Enterable)	9	9

Tip: If you see "Last Paid Date" displayed, DO NOT enter Job Begin date

Completed Example:

Item	New Value
Employee Class Code: (Not Enterable)	16
Home Organization: *	488
Distribution Orgn: *	488
Contract Type:	Primary
Job Begin Date: MM/DD/YYYY	
Jobs Effective Date: MM/DD/YYYY(Not Enterable)	02/01/2021
Current Hire Date: MM/DD/YYYY*(Not Enterable)	02/01/2021
Last Work Date: MM/DD/YYYY*(Not Enterable)	05/31/2021
FTE: *	.5
Salary: *	4500
Pays: *(Not Enterable)	8
Job Status: (Not Enterable)	A
Factor: *(Not Enterable)	8
Step: *(Not Enterable)	0
Home COAS: *(Not Enterable)	9
Distribution COA: *(Not Enterable)	9

Please note that Job Begin Date is not filled in. This is because this adjunct already has had this position. You would fill in Job Begin Date for an adjunct's first time in a particular position.



VERY IMPORTANT



COMMENT SECTION MUST BE EXACT- OTHERWISE CONTRACT WILL NOT POPULATE AND YOU WILL NEED TO RECREATE EPCF FROM BEGINNING. Do not add any other words or punctuations after the format. If more than one CRN, separate by a dash, no spaces. EX 202110-70553-71721

Format = 202110-70553
Year Term CRN

TERM
10 – SPRING
70 – FALL
30 – SUMMER
05 – WINTER

Routing Queue

Approval Level	User Name
15 - (BUDGET) Budget Approval	KJAMES Kevin Tyrone James
20 - (APPROV) HR Approval	KWHITTON Karen Ann Whitton
90 - (APPLY) HR Applier	KWHITTON Karen Ann Whitton
Not Selected	
Not Selected	
Not Selected	
Not Selected	
Save and Add New Rows	

Comment

202110-70553-71721

Click Save

Click Submit