EPAF Faculty Overloads
Faculty Overloads

• **Overview**
  • A faculty overload is defined as a faculty member who teaches more courses than their regular course load or works beyond the terms established by their contractual agreement.
  • Faculty are paid extra for teaching these courses.
Creating a Faculty Overload EPAF

• Open Banner 9 Wings Express
• Click on Employee
Creating a Faculty Overload EPAF

• Click on Banner9 Employee Self Service
Creating a Faculty Overload EPAF

• Click on Electronic Personnel Action Forms (EPAF)
Creating a Faculty Overload EPAF

• Click on New EPAF
Creating a Faculty Overload EPAF

- Type First Name, Last Name or ID (UID) or SS Number in the fields to find the employee.
- Click Search.
Creating a Faculty Overload EPAF

- Click on the ID.
Creating a Faculty Overload EPAF

- **Appraisal Category:** Choose category Faculty Overload.
- **Query Date:** Should always be the first day of the month that the Employee should be paid or should have been paid.
Creating a Faculty Overload EPAF

• If the EPAF is to run concurrently in the same semester, you would need to use Suffix S2, S3, S4, etc.

• Check Box by the job you want to create if it is the same position and suffix, just a different year.

• Click Go.
Creating Faculty Overload EPAF

- **Job Begin Date**: Always the first date they ever did this job with this position # and suffix.
- **Job Effective Date**: First date of the month they will be paid.
- **Personnel Date**: Beginning of semester or the first day they will work. It can be the first day of the month if applicable.
- **Contract Type, Job Status, Job Change Reason, Step Factor in Pays, IPEDS, FTE** will all autofill.
- **Annual Salary**: Type in annual salary.
- **Timesheet Org**: Type in applicable Org number.
- **NOTE**: The Timesheet Org must be linked to the V position number at the top of the page.
Creating a Faculty Overload EPAF

**Labor Distribution** will autofill.
If you need to make changes, you can modify Index or Fund, but the Organization must remain the same.
Creating a Faculty Overload EPAF

- **Job Change Reason**: will autofill.
- **Jobs Effective Date**: Must be the last day of the month they will be paid.
- **Personnel Date**: Can be the last day of the month they will be paid or the last day of the semester.
- **Job Status**: Autofills.
Creating a Faculty Overload EPAF

• Use dropdown menus to select Business Managers, Chair, etc.
• Click on Add Row to add additional approval levels.
• Click Save.
Creating a Faculty Overload EPAF

- **Add Comment:** Course Name and #, Credit Hours, Total Pay
- **Click** Save.
Creating a Faculty Overload EPAF

• Click **Submit**.

• This completes the process of creating an EPAF for a Faculty Overload.