



Supplemental Compensation for Faculty - Employee Personnel Action Form Guide

Supplemental Compensation Description

As members of the GW academic community, faculty are expected to contribute in a variety of GW activities and services without additional (supplemental) compensation. For example, supplemental compensation is not warranted for committee service or occasional service outside of the faculty member's school or department that does not require a significant time commitment. However, supplemental compensation may be appropriate if: services are rendered across departmental lines or involve a separate or remote operation; the work performed by the faculty member is in addition to his or her regular responsibilities or; significant contributions to special programs or activities that serve the school/department or university are needed.

Please refer to the [Supplemental Compensation Guide](#) from the Provost for more information on eligibility, considerations and restrictions.

Overview

All supplemental compensation requests must be received by the Faculty Personnel Office (FPO) no later than 5:00pm on the 20th of each month to be included in the monthly payroll cycle.

Email notifications will be sent to individuals listed within the approval queue every Monday and Friday at 9:00am for outstanding supplemental compensation requests requiring his or her approval.

Access to initiate or approve EPAFs requires the user to have Banner access for the relevant organizational accounts. [Banner access requests](#) must be sent to hris@gwu.edu.

If this is your first time submitting an EPAF, setup your Default Approval Queue before beginning (see APPENDIX).

1. EPAF MAIN MENU – NEW EPAF

The electronic personnel action form (EPAF) is located in [GWeb](#) under Employee Information > EPAF Main Menu. To initiate a new request, select the “New EPAF” link from the menu options.

Electronic Personnel Action Form

[EPAF Approver Summary](#)

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Enter the faculty member’s GWID in the ID box. The faculty member’s information will auto populate in the adjacent text box. If the GWID is unknown, click on the magnifying glass icon to search for the faculty member.

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * 

Query Date: MM/DD/YYYY*

Approval Category: *

KEY NOTES:

The current date will default as the query date. The query date **must always be the first of the month**, otherwise you will receive an error and will be unable to submit the request.

The approval category must be Faculty Supplemental Compensation, SUPCOM.

2. NEW EPAF JOB SELECTION

Enter Position Number and Suffix, select Go.

Faculty Supplemental Compensation, SUPCOM

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job									<input type="radio"/>
	Primary	187648	00	Uv Fac Lim Svc	109101, GRADUATE NURSING PROGRAMS	09/01/18	04/30/20	03/31/20	Active	<input type="radio"/>
	Secondary	187648	01	Uv Fac Lim Svc	109101, GRADUATE NURSING PROGRAMS	01/01/20	04/30/20	03/31/20	Active	<input type="radio"/>

KEY NOTES:

Supplemental Compensation positions are “pooled” positions, meaning that all employees being paid from the same Banner index will have the same position number. If you do not have a position number for your Banner index, please contact the Faculty Personnel Office.

If paying the same faculty member concurrently on the same position number, but for another job, you must change the suffix from 00 to 01 (if the faculty member holds multiple jobs concurrently on the same position number continue to increase the suffix by 1).

3. Electronic Personnel Action Form – Supplemental Compensation

Enter Job Begin Date (only for new position): Typically the first day of the month in which the position begins.

Enter Job Effective Date: Must always be the first day of the month in which the position begins.

Enter Personnel Date: The actual start date of the position.

Enter Annual Salary: Total amount to be paid over the duration of the position.

Enter Pays and Factor: The number of months over which the position should be paid.

Faculty Supplemental Compensation, 190701-00 Uv Fac Lim Svc - Non Teaching, Last Paid Date: 11/30/19

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		<input type="text"/>
Jobs Effective Date: MM/DD/YYYY*		<input type="text"/>
Personnel Date: MM/DD/YYYY*		<input type="text"/>
Job Status: *(Not Enterable)		A <input type="text"/>
Contract Type: *(Not Enterable)		0 <input type="text"/>
Annual Salary: *		<input type="text"/>
Pays: *		1 <input type="text"/>
Factor: *		1 <input type="text"/>
Step: *(Not Enterable)		0 <input type="text"/>
Job Change Reason: *		FCOMP, Faculty Contract Supp Comp <input type="text"/>

KEY NOTES:

The Job Begin Date and Jobs Effective must be the same for new positions (the 1st of the month). If the faculty member has been paid from the same position before, the Job Begin Date will default with the original hire date for first job once the form has been saved (this cannot be changed). The job effective date represents when the new assignment and pay will begin and must always be the 1st of the month.

The Personnel Date is a free form date field that does not have any effect on the job payment.

Annual Salary is the total amount to be paid over the duration of the position.

Pays and Factor value must always match (e.g. position lasting from Sept 1 to Dec 31 would be 4/4).

The system will divide the Annual Salary by the Pays and Factor value to determine the pay amount for each month (e.g. lump sum payments would have a Pays and Factor of 1).

4. Job Termination

Enter Jobs Effective Date: This must always be the last day of the month in which the position ends.

Enter Personnel Date: The actual end date of the position.

Job Termination, 190701-00 Uv Fac Lim Svc - Non Teaching, Last Paid Date: 11/30/19

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		<input type="text"/>
Personnel Date: MM/DD/YYYY*		<input type="text"/>
Job Status: *(Not Enterable)		T <input type="text"/>
Job Change Reason: *(Not Enterable)		FCEND <input type="text"/>

5. Review Position Index Distributions

Review Labor Distribution for accuracy.

New Job Labor Distribution for Employee, 190701-00 Uv Fac Lim Svc - Non Teaching, Last Paid Date: 11/30/19

Current

Effective Date: 11/01/2019

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date	PTA Information
Z	109111 (GRADUATE CLINICAL PROGRAMS)	110100	109111	51117	INS	109111			100.00				

New

Effective Date: MM/DD/YYYY 04/01/2020

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date	PTA Information
Q Z	Q PI 109111	110100	109111	Q 51117	INS	109111				100.00				
Q	Q PI			Q										
Q	Q PI			Q										
Q	Q PI			Q										
Q	Q PI			Q										
Total:										100.00				

KEY NOTES:

It is important to review the Labor Distribution information to ensure the correct position number was chosen. This information cannot be changed by the user on the form as it is tied to the position number.

Contact the Faculty Personnel Office if you believe the information tied to the position number is incorrect.

6. Enter Routing Queue of Approvers

Enter appropriate approver "User Names" for each level.

Routing Queue

Approval Level	User Name	Required Action
50 - (DEAN) Dean Designee	Q	Approve
90 - (FACPER) Faculty Personnel	Q	Approve
99 - (PROVST) Provost	Q	Apply
Not Selected	Q	Not Selected
Not Selected	Q	Not Selected
Not Selected	Q	Not Selected
Not Selected	Q	Not Selected

Save and Add New Rows

KEY NOTES:

If you do not know the "User Name" for a specific approver, click on the magnifying glass to search all valid values for that approver level.

7. Required Comments

Describe the purpose of the supplemental compensation request and click save.

Comment

Save

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

KEY NOTES:

Comments regarding the supplemental compensation request are essential in determining the activity and payment. These comments allow Faculty Personnel to ensure the form has been filled out correctly for the stated purpose.

Requests without comments will be returned for correction.

8. Save and Submit Transaction

Click Save once the form has been filled out to see if any errors were made.

Click Submit to submit EPAF for approval.

Electronic Personnel Action Form

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID: [REDACTED]

Transaction: 92126

Query Date: 04/01/20

Transaction Status: Waiting

Approval Category: Faculty Supplemental Compensation, SUPCOM

Save

Submit

Delete

KEY NOTES:

Once the form is "Saved" it will display any errors associated with the request. Correct any errors and save again before submitting.

Once the form is submitted it will be in the approval queue for the first person entered into the routing queue. Please contact that person directly if you notice anything that needs to be changed.

APPENDIX

Setting Up Default Routing Queue

From the EPAF Main Menu, select EPAF Originator Summary.
Select Default Routing Queue.

At the EPAF Default Routing Queue, please select the appropriate Approval Category and click GO.
Under Approval Queue, select the appropriate Approval Levels and Required Actions
Click Save and Add New Rows when complete.

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EPAF Originator Summary

Current History

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status:

No transactions found in your queue.

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)
[Return to EPAF Menu](#)

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EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category:

Approval Queue

Approval Level	User Name	Required Action
<input type="text" value="Not Selected"/>	<input type="text"/>	<input type="text" value="Not Selected"/>
<input type="text" value="Not Selected"/>	<input type="text"/>	<input type="text" value="Not Selected"/>
<input type="text" value="Not Selected"/>	<input type="text"/>	<input type="text" value="Not Selected"/>
<input type="text" value="Not Selected"/>	<input type="text"/>	<input type="text" value="Not Selected"/>

[EPAF Originator Summary](#)
[Return to EPAF Menu](#)

KEY NOTES:

Approval Category should be Faculty Supplemental Compensation, SUPCOM.

All approval queues must have 50 – (DEAN) Dean Designee in their Approval Queue. The Required Action for this level should be Approve (see last column on form).

All approval queues must have 90 – (FACPER) Faculty Personnel as the second to last Approval Level. The Required Action for this level should be Approve (see last column on form).

All approval queues must have 99 – (PROVST) Provost as the final Approval Level. The Required Action for this level should be Apply (see last column on form).