

Non-Exempt Additional Job ePAF

Q: What is this ePAF for?

A: To assign an additional position to a benefits eligible employee whose primary job is non-exempt (hourly). If they record their hours for their primary job, they will need to record their hours for any additional job as well.

Q: Who would we use this ePAF for?

A: Any benefits eligible hourly employee (CN, UN, PD) that is adding an additional position. For example, an Administrative Assistant is asked by a College to help teach a class on a topic that he or she is educated in. Their primary job is hourly as an Administrative Assistant, so they must record their hours worked for the new job and cannot be paid in a stipend amount like a typical Lecturer.

Q: Do I need trained on this new ePAF?

A: Yes, each originator who intends to use this new ePAF will need to go through a specific training to understand who and when this ePAF is intended for. Budget Officers will be required to attend with their Originators as well, to make sure the labor costs are fully understood.

Q: Who has to approve this ePAF?

A: The same approvers are listed in this ePAF as are listed on the Add Comp ePAF with the addition of the home org's Budget Officer. Both the requesting Budget Officer and the employee's home Budget Officer have to approve the ePAF so that both are aware of the overtime labor costs associated with the additional job.

Q: How does the employee's home org know about this?

A: The employee's home org budget officer must approve the ePAF. The Originator can look up the home Budget Officer by reviewing the employee's home org on the Enrollment-Employment Verification Report and reviewing the FWABROF screen in Banner for that org to find the Budget Officer's name.

Q: Will this ePAF result in Overtime labor costs?

A: Most likely, any hours worked in the additional job will be paid at a blended overtime rate (1.5 times the average hourly rate of the primary and additional job). It is important that the additional job is

budgeted at 1.5 times the hourly rate that is listed on the ePAF since the employee is already working a full time schedule in their primary job. If the employee does not physically work 40 hours in their primary job that week, the additional job will not be charged at an overtime rate, so the earned wage may be less than budgeted. For example, an employee works 40 hours a week in their primary job and 10 hours a week in their additional job, the additional job will be 10 hours at the overtime rate. If the employee works 30 hours a week in their primary job and takes 10 hours of vacation, then works 10 hours a week in their additional job, the additional job will be 10 hours at the regular rate since they have not complete "40 hours physically worked" to make it overtime.

Q: How do we budget for this labor cost?

A: The requesting org needs to budget 1.5 times the hourly rate they submit on the ePAF for all hours (if the employee's primary job is paid at a higher rate than the additional job, it may be slightly higher).