ePRF SUMBISSION - CHEAT SHEET

A. Creating an Appointment:

1. UO ID (if Major doesn't autofill, contact Registrar's Office to activate student's record)

2. Purpose (select "**Create New Appointment**")

3. Select Appointment Type:

   a. **Hire a New GE** (student has not worked as a GE before)

   b. **Additional Appt** (student has existing appt and this is to add a second appt for the *same term* – must be a *different Org Code* and/or a *different Position*)

   c. **Reappointment** (hiring a student who has worked as a GE before)

   d. **Other** (COLA or one-time payment; student must have an existing appt in same term) – *see additional notes below*.

4. Time Entry Org

5. Appointment Dates

6. GE Level (check records or PWIVERI)

7. Position (options depend on Purpose and Appointment Dates selected; for Summer positions, see *Notes* on last page)

8. Suffix

9. Job Location (defaults to Eugene; change when applicable)

10. FTE (editable terms correspond to Appointment Dates)

11. Labor distribution

Additional Notes:	One-time payments:
	• For Purpose, select "Create New Appointment" and then "Other"
	• "Appointment Dates" will automatically appear as "Other" so you can enter *event date* (e.g., performance date). This could be one day or a *small* range of days.
	• "Position" will automatically appear as "BUOGOP-One Time Payment/Other Pay"
	• For "Payment Amount," enter the **full** amount to be paid.
	• In the "Remarks," add description of the payment purpose.

> **COLA stipends (Physics GEs in CERN):**
> - For Purpose, select "Create New Appointment" and then "Other"
> - "Appointment Dates" will automatically appear as "Other" so please enter the dates that match the corresponding GE appointment.
> - "Position" will automatically appear as "BUOGOP-One Time Payment/Other Pay"
> - For "Payment Amount," enter **monthly** amount to be paid.
> - In the "Remarks," add description of the payment purpose.

B. Changing an Existing Appointment; Required Fields:

1. UO ID (if Major doesn't autofill, contact Registrar's Office to activate student's record)

2. Purpose (select "**Revise existing appointment**")

3. Select Revision Type(s) – You can select more than one.

   a. See Section C for instructions by type.

4. Time Entry Org

5. Appointment Dates

6. GE Level (check records or PWIVERI)

7. Position

8. Suffix

9. FTE (term must correspond to Appt Dates; enter zero for non-applicable terms)

10. Labor distribution

C. Revision ePRF Types:

1. **Level Change**

   i. See [DuckDocs GE PRF User Guide- Appendix B: GE Levels](#)

2. **FTE Change**

   i. For "Appointment Dates," select the term(s) for the FTE change. If it is a *decrease*, please add notes in Remarks so Payroll can expedite processing.

   ii. Do **not** use FTE Change to add or remove an appointment. If a GE is resigning, do not process as an FTE Change ePRF to change the FTE to 0 – it should be a

termination. Also do not increase an FTE from 0 to something above 0 – that is a reappointment.

3. **Position Change**

   i. Identify the Old Position and select the New Position.

   ii. Do **not** use the Position Change option to switch from one department to another.

4. **Labor Distribution Change**

   i. Use "Appointment Dates" that reflect when you want the new labor distribution to start and end – add remarks for clarification.

   ii. You cannot use an ePRF to make LDC to a prior (closed) fiscal year.

   iii. Once the term has started, LDC will just move pay/ope. To move GE's tuition, insurance, and fee charges either use a JV or contact Phil Davis.

5. **Location Change** (if the GE will be working from a location other than Eugene)

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When NOT to use a Revision ePRF:

⊗ **Changing ORG CODES**: You cannot submit a revision ePRF to change D*epartments/Hiring units.*
  ✓ Old Dept must submit a Termination ePRF to remove their appt.
  ✓ New Dept must create a New Appt ePRF with new Org Code.

⊗ **Changing APPT DATES**: You cannot submit a revision ePRF to change *Appointment Dates*.
  ✓ To extend an existing appt, submit a Reappointment ePRF.
  ✓ To end an existing appt early, submit a Termination ePRF.

D. Deleting or Ending an Appointment:

1. UO ID (if Major doesn't autofill, contact Registrar's Office to activate student's record)

2. Purpose (select "**Terminate Appointment**")

3. Time Entry Org

4. Work End Date (enter the *last workday*; if the appt is being terminated before it starts then enter the first day of the appt as the End Date – e.g., if terminating a spring 2023 appt then end date should be 3/15/23 or 3/16/23.)

5. Position

6. Suffix

7. Make a note in the remarks about when the last day of pay should be (either a specific date if terminating mid-appointment, or "end of winter term")

8. Be sure to email both Keri and Gina when you know of a termination/resignation to help prevent an overpayment.

NOTES FOR SUMMER GE APPOINTMENTS

If Summer Research or Admin:
- Complete Steps 1-6 from Section A above
- Select Position "**BUOGSO-Summer Research/Admin**"
- FTE must be in the Summer field

If Summer Teaching:
- Complete Steps 1-6 from Section A above
- Select Position "**BUOGSS-Summer Teaching**"
- In the Summer Teaching section, enter:
  - Course Number (CRN)
  - Assigned FTE
  - Class Start Date (does not need to match appt dates in top section)
  - Class End Date (does not need to match appt dates in top section)
  - Credit Hours
  - Click "Calculate Pay" button

Resources:

➢ DuckDocs (OnBase) Graduate Employee PRF Process User Guide

➢ Faculty/Staff Access and Training