

# ePRF SUBMISSION - 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 (for Summer positions, see *Notes* on last page)
8. Suffix
9. Job Location (defaults to Eugene; change when applicable)
10. FTE (term must correspond to Appt Dates; enter zero for non-applicable terms)
11. Labor distribution

### Additional Notes:



#### One-time payments:

- For "Position," select "BUOGOP-One Time Payment/Other Pay"
- For "Appointment Dates," select "Other" and use *event date* (e.g., performance date). This could be one day or a small range of days.
- 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 "Position," select "BUOGOP-One Time Payment/Other Pay"
- For "Appointment Dates," use drop down menu and match to the corresponding GE appointment.
- 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 a level. If a GE is resigning, do not do 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. If no position auto-fills in the Old Position field, you will need to type it in manually.
- iii. 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)



##### When **NOT** to use a Revision ePRF:

- ⊗ **Changing ORG CODES:** You cannot submit a revision ePRF to change *Departments/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. Appointment Dates (enter the *term(s) that you are terminating* – e.g., if you want to cancel a spring appt then only enter spring term dates)
5. 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.)
6. Position
7. Suffix
8. FTE (enter zero)

9. 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”)
10. 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](#)