

EPAF ROUTING

Updated April 2022

Before you create an EPAF, you must first set up the routing.

- In an effort to track grant funding, please note the changes in Level 20. Select one of the following individuals:
 - Vicki Shipman (only if the ORG is 33402); or
 - Shawn Taylor (only if the FUND is 333127); or
 - Alesia High (all other grants - Fund number starts with 3xxxxx)
- When hiring staff from other departments for special projects, Administrators from both departments must be included as approvers at Level 30. (2 Level 30s)

Adjunct Rehires – RHADJC

10 – Jennifer Hanna
15 – Sharon Davidson
20 – (use only if funded from grant/categorical)
30 – Hiring Administrator
60 – Vice President
75 – President
82 – Jennifer Druley
95 – Jennifer Hanna (Applies)

Stipends (Faculty F-Hour Assignments) - RHSPCL

10 – Jennifer Hanna
15 – Sharon Davidson
20 – (use only if funded from grant/categorical)
30 – Hiring Administrator
40 – Sui Song
60 – Vice President
75 – President
84 – Wyman Fong
95 – Jennifer Hanna (Applies)

Professional Experts – RHPROF

10 – Jennifer Hanna
15 – Sharon Davidson
20 – (use only if funded from grant/categorical)
30 – Hiring Administrator
40 – Sui Song
60 – Vice President
75 – President
82 – Jennifer Druley
95 – Jennifer Hanna (Applies)

Temporary On-Call, Subs – RHTEMP

10 – Joy Iwashimizu (Kaitlyn Lundell)
15 – Sharon Davidson
20 – (use only if funded from grant/categorical)
30 – Hiring Administrator
40 – Sui Song
60 – Vice President
75 – President
82 – Jennifer Druley
95 – Joy Iwashimizu (Applies) (Kaitlyn Lundell)

Volunteers – RHVOLN

10 – Denise Marriott
15 – Sharon Davidson
30 – Hiring Administrator
60 – Vice President
75 – President
82 – Jennifer Druley
93 – Denise Marriott

Students – RHSTUD

10 – Denise Marriott
15 – Sharon Davidson
20 – (use only if funded from grant/categorical)
30 – Hiring Administrator
82 – Jennifer Druley
95 – Denise Marriott (Applies)

Routing for change in labor distribution ONLY

- Any changes (including budget number and percentage breakdowns) in the FOAP for permanent employees (assigned position numbers) must be done via a hard copy PAF.
- Please submit the fully approved paper PAF to Sui Song for processing. If you have any questions, please contact Sui at ssong@laspositascollege.edu (Ext. 1634).

For all others, the EPAF routing is as follows:

10 – **DO NOT** include this level
15 – Sharon Davidson
20 – Lisa High if funded from grant/categorical
20 - Sui Song If funded from general funding
30 – Hiring Administrator
40 – College Business Services (Sui Song)
80 – District Business Services (Rosalie Santos Roque)
82 – HR Manager (Jennifer Druley)

New Job for Existing Employee

10 – HR initial (Approve)

15 – Sharon Davidson

20 – Lisa High if funded from grant/categorical.

20 – Sui Song if new job is a stipend for adjunct Faculty.

30 – Hiring Administrator

60 – VP Academic/Student Services

70 – VP Administrative Services

75 – President

82 – Jennifer Druley

95 – HR applies (Applies)

Terminate a job for an existing employee

15 – Sharon Davidson

30 – Hiring Administrator

60 – Vice President

70 – VP Administrative Services

75 – President

82 – Jennifer Druley

95 – HR applies

Remember to follow the approval level order as it is defaulted in and add any new people at the bottom under "Not Selected". Once the "Save and Add New Rows" button is clicked, it will sort it in the correct numeric order.

For example: For "New Job for an Existing Employee, JNEW" the first approval level defaulted in is "15 (Review Level 01)." If this is changed to "10 (HR Initial Review)" and you put it in numeric order, you will not be able to save it. Please refer to the ePAF User Guide for the defaulted in routing.