

COS Administration EPAF Process

1. The Direct supervisor provides notice of need for new/renewal wage or affiliate appointment
 - The Jr. Finance Analyst will initiate the appointment memos and EPAF for any of the paid temp appointments for the units that receive direct support from the college administration (direct support teams) except for CSISS and BMED.
 - Direct support teams within COS Deans Administration include HR, Finance, Development, Marketing, Administration, IT, AA, and SA.
 - The HR Specialist will initiate EPAFs for the paid temp appointments in CSISS and BMED.
 - The Office Manager will initiate EPAFs for unpaid affiliate appointments (including LCPS and Governor's School).
 - The Department HR Administrators will initiate EPAFs for their respective departments' paid appointments.
2. The Direct Supervisor provides contingencies for Wage appointments regarding number of hours of work per week (10-20 for student-wage; up to 29 for non-student wage), wage status (student vs non-student), hourly rate, and title.
 - NOTE: All rates > \$30 p/h must be approved by the COS Director of Human Resources and Employee Relations.
3. The COS Finance team members will approve the EPAFs for their respective Departments/Centers
4. The Financial Services Specialist I approves the EPAFs for COS Administration direct support.
5. All Wage & Student Wage appointment/re-appointment letters are saved on the shared drive. (*cos.hr/_Wage Appointments*)
6. All Affiliate appointment/re-appointment letters are saved on the shared drive. (*cos.hr/Affiliates*)
7. Physical Wage and Affiliate personnel folders are kept with the HR Specialist or Department HR Department Administrators.