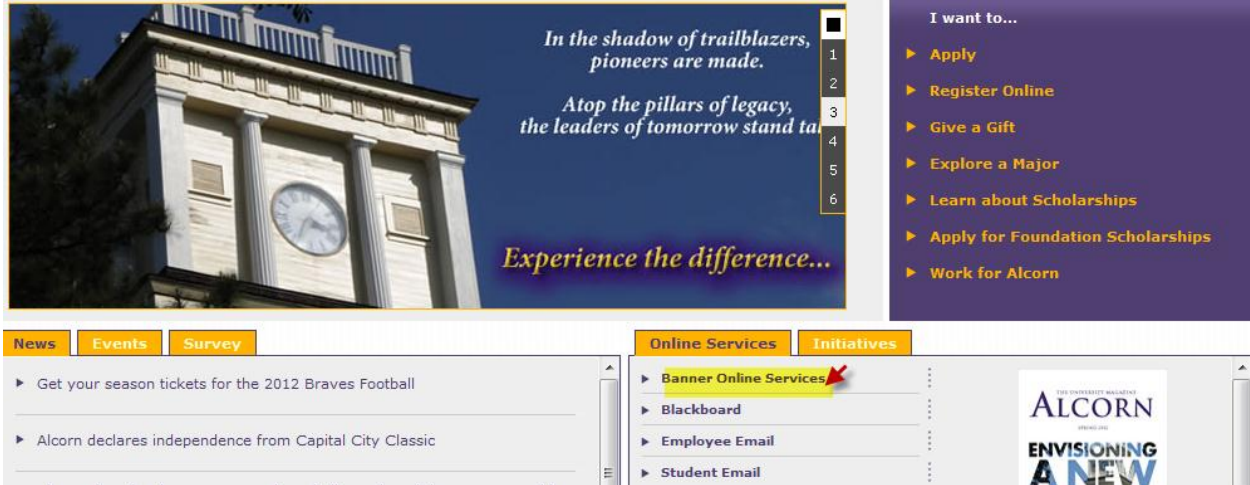# ELECTRONIC PERSONNEL ACTION FORMS (ePAFs)
Training Guide
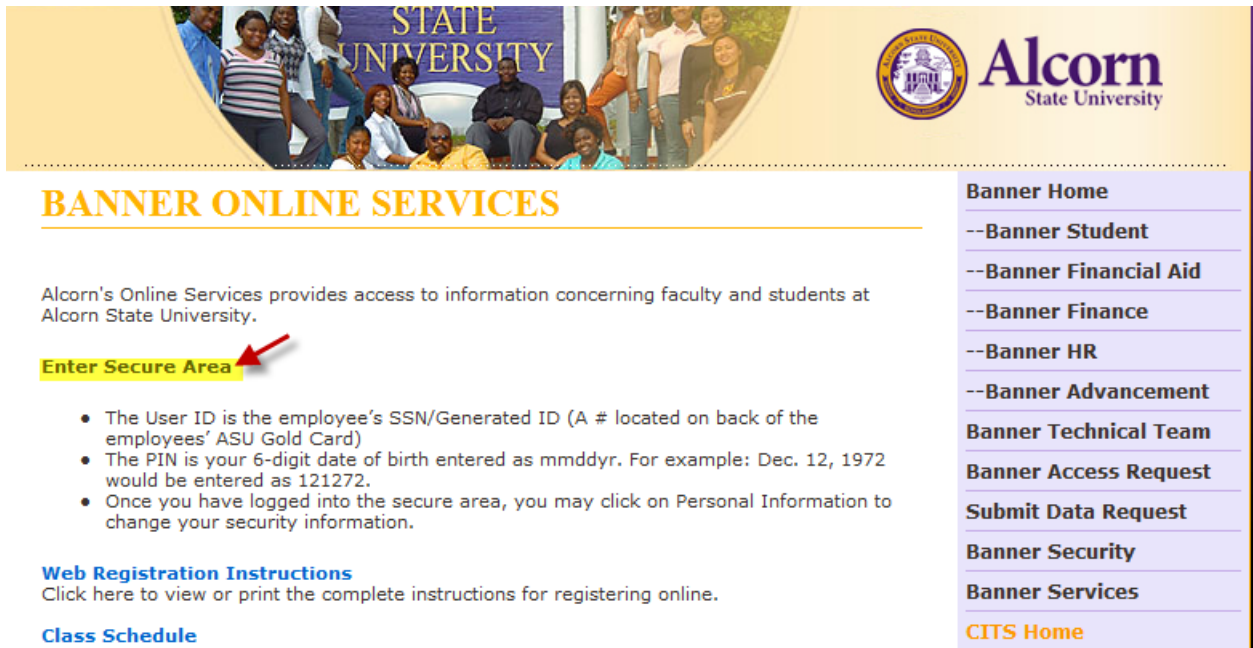
Accessing EPAFS

STEP 1:

EPAFs are accessed through self service.   From the main page of the Alcorn Web site click on "Banner Online Services"
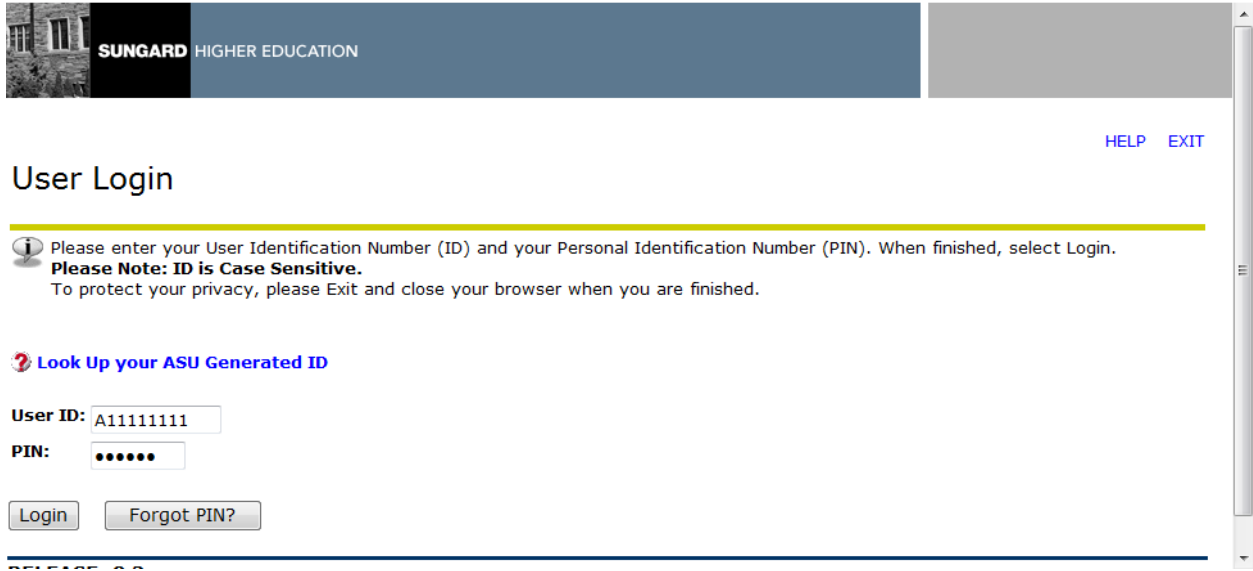

STEP 2:

Once at the Banner Online Services Page click "Enter Secure Area":
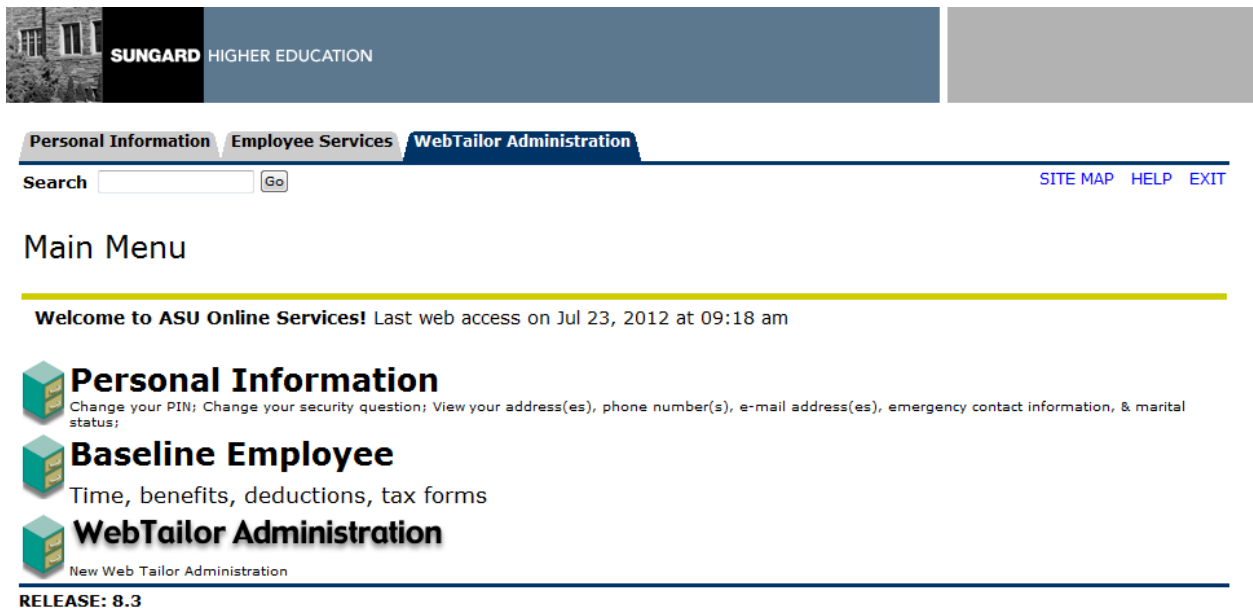
STEP 3:

Enter your A Number and PIN on the log-in page.   Your PIN will have six numbers

SUNGARD HIGHER EDUCATION

HELP   EXIT

User Login

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.
Please Note: ID is Case Sensitive.
To protect your privacy, please Exit and close your browser when you are finished.

Look Up your ASU Generated ID

User ID: `A11111111`
PIN: `••••••`

[Login]   [Forgot PIN?]

STEP 4:

From the Main Menu Click on Baseline Employee

SUNGARD HIGHER EDUCATION

| Personal Information | Employee Services | WebTailor Administration |

Search [   ] [Go]   SITE MAP   HELP   EXIT

Main Menu

Welcome to ASU Online Services! Last web access on Jul 23, 2012 at 09:18 am

Personal Information
Change your PIN; Change your security question; View your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status;

Baseline Employee
Time, benefits, deductions, tax forms

WebTailor Administration
New Web Tailor Administration

RELEASE: 8.3

STEP 5:

On your Main Page you should see a Menu Item called Electronic Approval Action Forms.   If you do not see this link please contact HR to receive access.

Personal Information | Employee Services | WebTailor Administration

Search [   ] Go   RETURN

Employee

Time Sheet
Electronic Personnel Action Forms
Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.
Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.
Tax Forms
W4 information, W2 Form or T4 Form.
Leave Balances

RELEASE: 8.6.1

STEP 6:

Someone who is both an approver and originator will see the menu below

Click New EPAF

Personal Information | Employee Services | WebTailor Administration

Search [   ] Go

Electronic Personnel Action Form

EPAF Approver Summary
EPAF Originator Summary
New EPAF
EPAF Proxy Records
Act as a Proxy

RELEASE: 8.5

Searching for IDs and
Common Matching

Banner is a system that is for running entire Universities. Therefore many people who have never before been an Employee may still be in Banner because they were previously a student, a vendor, or a donor.

When entering a transaction into the system it is critical that you look to determine if the person has been in the system. Banner will assist you in doing this – Banner's attempts to locate matches is called Common Matching.

When you first create any kind of transaction, the ability is there to search for the person in the system or to generate an ID. If you know the person has been an employee or a student in the past; you do not want to generate an ID but rather search for the person.

You can do this search on any kind of transaction

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

❋ - indicates a required field.

ID: ❋ [   ] [   ] 👤 🔍

Query Date: MM/DD/YYYY❋ [08/03/2012]
Approval Category: ❋ [Not Selected   ▾]
[Go]

When you have the search menu remember to check Employee if you know the person is an employee (so that fewer names display). However, do not check the box if the person is not yet an Employee

You can use a % sign at the end of either the first or last name or both if you are not sure of spelling.

Person Search

Check the box to limit the search to an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

Search Criteria

Employee: ☐

Last Name: Smith

First Name: David

Or

ID: _____

Or

SSN/SIN/TIN: _____

Records per Page: 25 ▾

[Go]

Person Search Results

To choose a person, select a link under ID.

ID	Last Name	First Name	Middle Name	Birth Date	Name Type
A10267893	Smith	David	D		
A10220453	Smith	David	E		
371906803	Smith	David	L		
A10231577	Smith	David	W.		
A10109103	Smith	David			
A10343479	Smith	David	Chase		
A10273275	Smith	David	M		
A10127239	Smith	David	F		
A10125887	Smith	David	C		
A10252643	Smith	David	Roy		
A10289621	Smith	David	P		
A10273273	Smith	David	M		

You may choose any of them.   If you do not know which one is the correct one then you should contact Human Resources.   Using the wrong idea causes major problems.

If you are fairly certain the person is NOT in Banner you can Generate an ID by Clicking on Generate ID.   This will only be done when hiring new employees that are not students.

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

＊ - indicates a required field.

ID: ＊ [ ] [ ] 👤 🔍

Query Date: MM/DD/YYYY＊ [07/26/2012]
Approval Category: ＊ [Not Selected ▼]
[Go]

After completing the EPAF and hitting Submit – the system will take a few minutes longer than usual and will bring up any names that it thinks might be the same person with whatever identifying data is available.   If you are certain it is the same person you should select that name.   If not; click the NEW PERSON button.   Either way; the EPAF will proceed.

Duplicate Check

💬 Choose an existing person by selecting a name or select the New Person button to indicate a record for a new person.

[New Person]

Marcus A Johnson
ID:
Mailing:

Mailing:

Marcus D Johnson
ID:
SSN:
Mailing:

Birth Date:
E-mail:

Marcus D Johnson
ID:

Should you have any questions contact Human Resources.   If you realize that you have either created a second ID for a person OR attached a job to a different person then you call Human Resources immediately.   Both are major problems; but the sooner they are caught the easier they are to fix.

Understanding the Last Paid Date and the Query Date:

The Query Date will normally be the date that you want your transaction to be effective. However, because of Banner processing this is not always possible.

Once a Payroll is started in the Payroll Office it is no longer possible to make any changes at all to jobs (except for brand new employees). This is not a Payroll rule but how Banner works. It must actually be applied to the database before the payroll begins. The calendar accompanying this document should provide the dates that documents must be received in Payroll in order to be processed. If this deadline is missed; Payroll has no choice but to return the entire transaction and require it to go through all of the approvals again.

It is therefore crucial that transactions be started as early as possible and that the originators and all the approvers understand the importance of prompt processing of Payroll documents.

Default Routing Queues

For every type of EPAF that you are going to use; it will save you time and possible errors to get up a default routing queue.   A default routing queue allows you to enter the names of the people that approve your transactions in a default location so that they automatically appear on each individual EPAF

You must have a separate default routing queue for each EPAF that you use.

Once established they only need to be changed if someone in your routing queue changes.   Should you need to add someone for a single transaction this can be done in the transaction itself and does not need to be added to the default.

Step 1:   Click on EPAF Originator Summary

Electronic Personnel Action Form

EPAF Approver Summary
EPAF Originator Summary
New EPAF
EPAF Proxy Records
Act as a Proxy

Step 2:   Click on Default Routing Queue

EPAF Originator Summary

| Current | History |

💬 Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status: | All / Waiting | Go

New EPAF | Default Routing Queue | Search | Superuser or Filter Transactions

1 - 2 of 2

EPAF Transactions

△▽ Name	△▽ ID	△▽ Transaction	△▽ Type of Change	△▽ Submitted Date	△▽ Effective Date
Schuelke, Suzanne	SCS101	68	Summer Faculty Overload		Jul 01, 2011

Step 3:

Select an Approval Category and Click Go.   At this point there will be nothing in the fields below.   Make sure you Save.

EPAF Default Routing Queue

💬 Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Promotion of Monthly Employee, PROMO ▾ Go

Approval Queue

Approval Level	User Name		Re
Not Selected ▾ 🔍			Nc

Step 4:

Once a category is selected the required approvals for those categories will be listed. These must be completed with appropriate names.   You may add others (even in the same group) but these are mandatory.

If you add an FYI that person will be notified of the transaction but it will move forward without their acknowledgement.   Any approvers that you add will be mandatory for your transactions.   You cannot add appliers as there can be only one per transaction and this will be payroll;

Approval Category: Promotion of Monthly Employee, PROMO ▾ Go

Approval Queue

Approval Level	User Name		Required Action	Remove
10 - (DEPT) Budgetary Authority ▾ 🔍	DIAMONISHABROWN	Diamonisha Q Brown	Approve ▾	☐
10 - (DEPT) Budgetary Authority ▾ 🔍	HRSUNGARD	Suzanne Schuelke	Approve ▾	☐
20 - (ADMHD) Department Head ▾ 🔍	DWANTRA	Dwantra L Anderson	Approve ▾	☐
30 - (VP) Vice President ▾ 🔍	CARLAWILLIAMS	Carla D Williams	FYI ▾	☐
39 - (BUDGET) Budget Administration ▾ 🔍	PNEAL	Pamela D Neal	Approve ▾	☐
90 - (HR) Human Resources ▾ 🔍	CARLAWILLIAMS	Carla D Williams	Approve ▾	☐
95 - (PAYROL) Payroll ▾ 🔍	BCOLEMAN	Bernadette Coleman	Apply ▾	☐
Not Selected ▾ 🔍			Not Selected ▾	
Not Selected ▾ 🔍			Not Selected ▾	
Not Selected ▾ 🔍			Not Selected ▾	
Not Selected ▾ 🔍			Not Selected ▾	

Save and Add New Rows

Step 5:

Repeat for each EPAF you will be using

Approvers

Each transaction can have multiple approvers and most transactions will.   Approvers must approve in the order that was originally set.   There are three types of approvers in the Approval Queue:

- FYI – Receives a copy of the transaction in their in-box.   FYIs acknowledge transactions.   If the fail to do so; the transaction will still go through.

- Approvers actually Approve the transaction.   These approvals are mandatory. If an approver fails to approve a transaction it will not go through.   If something sits in an approvers in-box for long enough that the due date passes; it will have to be returned and started over.   Late documents cannot be processed.   This is not an Alcorn rule but a system constraint.

- Appliers actually apply the transaction into Banner.   At Alcorn the applier is Payroll

Approvers access transactions through self-service.

Step 1:

Approvers then Click on EPAF Approver Summary

Electronic Personnel Action Form

EPAF Approver Summary
EPAF Originator Summary
New EPAF
EPAF Proxy Records
Act as a Proxy

Step 2:

All approvals ready for the approver signing in appear under the first tab, entitled Current, when the data is accessed.   If there is a red flag next to the name; it has either missed the appropriate payroll or is getting extremely close to it. These are urgent.

EPAF Approver Summary

| Current | In My Queue | History |

Select the link under Name to access details of the transaction.

Queue Status: [All / FYI] [Go]

New EPAF | Update Proxies | Search | Proxy or Superuser or Filter Transactions

[Select All] [Reset] [Save]

1 - 4 of 4
EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links
Greene, Gloria RST STUDENT POOLED RESTRICTED, MBRS01-01	A20000000	160	Research Student - Rehire or Secondary Job	Aug 04, 2012	Sep 06, 2012	Approve	☐	Comments Warnings
Prof of Business Educ & Office, E00210-00		107	Earnings - Starting and Stopping Pay for 9 & 10 Month	May 21, 2012	Jun 01, 2000	FYI	☐	
Carver, Carole Secretary, E00067-00	A10000000	117	Promotion of Monthly Employee	Jul 24, 2012	Jul 31, 2012	FYI	☐	Comments
Green, Carla ..Director of Resources, E00459-00	A10356347	108	Creating a new 9 Month........	May 21, 2012	Sep 01, 2012	FYI	☐	

1 - 4 of 4
Return to Top
**Comments Exist

[Select All] [Reset] [Save]

Items that are under the tab "In My Queue" are incomplete transactions where it is not your turn as the approver.   You can review transactions and determine the status but anything in this tab cannot be approved at this time.

History is a history of transactions.   After a period of time these completed transactions will disappear from view.

Step 3:

Although approvals can be done from the main page; to access detailed information regarding the transaction it is necessary to click on the employee's name.

At this point the transaction can be Approved, Disapproved, or Returned for Correction.   If it is disapproved; the originator cannot make changes or resubmit. If it is returned; it will go back to the originator and will need to go through all approver steps for a second time.

✔ You are acting as an Approver.

Name and ID:	Gloria Greene, A20000000	Job and Suffix:	MBRS01-01, RST STUDENT POOLED RESTRICTED
Transaction:	160	Query Date:	Sep 06, 2012
Transaction Status:	Pending	Last Paid Date:	
Approval Category:	Research Student - Rehire or Secondary Job, RSSRE		

Next ➡

[Approve] [Disapprove] [Return for Correction] [More Info] **Add Comment**

Approval Types | Account Distribution | Errors | Comments | Routing Queue | Transaction History

Errors and Warning Messages

Type	Message Type	Description
New Hourly Job	WARNING	*WARNING* Rate for this job is outside the Table/Grade range.

W2 Address

Enter Changes	Current Value	New Value
Address Type:	W2, Personnel/Payroll	W2, Personnel/Payroll
Address Sequence No.:	1	1
Address From Date:	06/15/2012	08/15/2012
Address Line 1:	16876 Maple	
Address Line 2:		
Address Line 3:		
City:	Vicksburg	
State:	MS, Mississippi	
ZIP or Postal Code:	39180	
County:	075, Warren	

PEAEMPL Change

Enter Changes	Current Value	New Value
Employee Class Code:	RS, Research Student	RS, Research Student
Home Organization:	121003, Biological Sciences-Restricted	
Distribution Orgn:	121003, Biological Sciences-Restricted	
Current Hire Date:	06/15/2012	09/06/2012

New Hourly Job, MBRS01-01 RST STUDENT POOLED RESTRICTED

Enter Changes	Current Value	New Value
Job Begin Date:		09/06/2012
Contract Type:		Secondary
Jobs Effective Date:		09/06/2012
Personnel Date:		09/06/2012
Title:		Biology Lab
Step:		0
Regular Rate:		9.00
Timesheet Orgn:		121003
Job Change Reason:		REHIR

Current

Effective Date: 09/06/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override	End Date

New

Effective Date: 09/06/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override	End Date
A		100000	121003	623000	02					100.00		

Routing Queue

Approval Level	Name	Required Action	Queue Status	Action Date
Budgetary Authority, 10	Suzanne Schuelke, HRSUNGARD	Approve	Pending	
Payroll, 95	Bernadette Coleman, BCOLEMAN	Apply	In the Queue	

Transaction History

Action	Date	User Name
Created:	Aug 04, 2012	Suzanne Schuelke

Proxies

Proxies are people that are authorized by you to approve or acknowledge time in your absence.   No one but you can authorize proxies.   Because this data is so time sensitive; it is crucial that you have at least one and possibly multiple proxies.

Proxies must have access to your department in order to see the EPAFS.   If they do not already have this access; this must be arranged with Human Resources.

Setting up a proxy will not work unless they also have the correct security.

Step 1:

Select your approval level

Proxies are set up by approval level.   If you have more than one level where you approve or acknowledge, you must set up your proxies for each. Click GO.

EPAF Proxy Records

Approval Level: Department Head, ADMHD   [Go]

EPAF Approver Summary
Return to EPAF Menu

RELEASE: 8.5

Step 2:

Select name from dropdown list. If you begin typing the last name it will go down to that name rather than you having to scroll through a long list. If your chosen proxy is not on the list contact Human Resources.   Click Add and then Save.

EPAF Proxy Records

Approval Level: Department Head, ADMHD ▾ Go

Name	Remove	Add
Williams, Carla D. (CARLAWILLIAMS) ▾		☑

Save

EPAF Approver Summary

Return to EPAF Menu

Acting as a Proxy

Step 1:

When acting as a proxy for someone who has selected you begin by Clicking the "Act as Proxy" Tab

Electronic Personnel Action Form

EPAF Approver Summary
EPAF Originator Summary
New EPAF
EPAF Proxy Records
Act as a Proxy

Step 2:

Select name from dropdown and also complete the dates for submitted from and to. Click GO

Proxy or Superuser or Filter Transactions

💬 Act as a proxy or a superuser and enter the following criteria to filter transactions.

Proxy For: Brown, Diamonisha Q. ▼
Act as a Superuser: ☐
Submitted From Date: MM/DD/YYYY 07/25/2012
Submitted To Date: MM/DD/YYYY 08/05/2012
Transactions Per Page: 25 ▼
Go

Step 3:

Proceed as Approvers

EPAF – New Hire Monthly

(NEW)

NEW is used for hiring monthly employees who have not previously been employees.

If you know that the person has previously been an employee or student at Alcorn you can use their ID or do a Query for it.   However, if you do not know if the person has ever been in Banner then you can.

Step 1:

Click on Generate ID.   You do not need to fill in any other fields.

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

✱ - indicates a required field.

ID: ✱ [ ] [ ] 👥 🔍

Query Date: MM/DD/YYYY ✱ [07/26/2012]
Approval Category: ✱ [Not Selected ▼]
[Go]

Step 2:

> Once the word GENERATED appears – complete the form with
> a) The start date
> b) The type of NEW
> c) Click GO

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

✱ - indicates a required field.

ID: ✱ [GENERATED] [ ] 👥 🔍

Query Date: MM/DD/YYYY ✱ [08/15/2012]
Approval Category: ✱ [New Hire - Monthly, NEW ▼]
[Go]

Step 3:

Select the correct position.   A pull down is available.   However, each full time employee has a unique position so for this type of job you should always know the correct position.   Using the incorrect position means that the transaction will have to be cancelled and redone.

New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: GENERATED
Query Date: Aug 15, 2012
Approval Category: New Hire - Monthly, NEW

New Salaried Job, SALJOB

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍 New Job									⊙

⚠ There are no active jobs based on the Query Date.

[All Jobs]

[Go]

Search Criteria

Position Number: [　　　　　]

Employee Class:
| All |
| BF, BiWeekly Full Time |
| BP, BiWeekly Part Time Staff |

COA:
| All |
| A, Alcorn State University |

Budget Organization:
| All |
| 000000, Non - Departmental |
| 100100, President's Office |

[Go]

Search Results

▲ Position ▼	▲ Title ▼	▲ Employee Class ▼	▲ COA ▼	▲ Budget Organization ▼	Begin Date	End Date
000004	Computer Technician	FS, Full Time Staff	A	902000, Des.-Banner	Jan 01, 1996	
000007	Secretary	FS, Full Time Staff	A	140103, Dean of Division of Business-Rest.	Jan 01, 1996	
000008	Research Technician	FS, Full Time Staff	A	130103, Department of	Jan 01, 1996	

Enter the position with the suffix of 00 and Click GO

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: GENERATED
Query Date: Aug 15, 2012
Approval Category: New Hire - Monthly, NEW

New Salaried Job, SALJOB

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍 New Job	000004	00	Computer Technician	902000, Des.-Banner					⦿

⚠ There are no active jobs based on the Query Date.

[All Jobs]

[Go]

Step 4:

All of the following data appears on one page.   This should be filled out and saved. Because of the amount and importance of the data this is broken into multiple parts

Step 4 (a)

Enter the Personal Data

Note that the Sequence Number for both the Address and Phone Number MUST be left blank. Filling it in will cause the transaction to reject.

Name should be the person's legal name.

The Last Name Prefix defaults to Mr.   Change if appropriate

Enter Last Name

Enter First Name

Enter Middle Name

Enter Social Security Number with no blanks

Enter birthday MM/DD/YYYY

Complete the pull down for Sex

Complete the pull down for Martial Status

Complete the pull down for Citizenship

Complete the pull down for Ethnicity

Complete the pull down for New Ethnicity to list whether or not Hispanic

Under Race Code you will need to list at least the one in Ethnicity, but if you wish to list more than one you may do so

Complete Address.   You will need Line One of the Address, but Two and Three should be used only if needed.

Complete City, State (Mississippi defaults but can be overridden, and County).

Leave Sequence Blank!!

Complete Phone number

New Person

Item	New Value
ID:	GENERATED
Last Name Prefix:	Ms
Last Name:	Jackson
First Name:	Marilyn
Middle Name:	
Name Suffix:	
SSN/SIN/TIN:	567989890
Birth Date: MM/DD/YYYY	08/10/1980
Sex:	Female
Marital Status:	M, Married
Citizenship:	01, US Citizen
Ethnicity:	2, Black, Non-Hispanic
New Ethnicity:	Not Hispanic or Latino
Race Code 1:	2, Black, Non-Hispanic
Race Code 2:	Not Selected
Race Code 3:	Not Selected
Address From Date: MM/DD/YYYY	08/15/2012
Address Sequence No.: (Not Enterable)	
Address Type:	W2, Personnel/Payroll
Address Line 1:	3459 Buena Vista Drive
Address Line 2:	
Address Line 3:	
City:	Port Gibson
State:	MS, Mississippi
ZIP or Postal Code:	39150
County:	011, Claiborne
Telephone Type:	W2, Personnel/Payroll
Telephone Seq. No.: (Not Enterable)	
Area Code:	601
Telephone Number:	789-8787

Step 4(b):

Enter the PEAEMPL information.   This is the Employee Class and the home organization.   There are Query buttons for both of these fields.

Enter the Salary for the Job.   There should be no commas in the salary
If you wish to change the title from the one on the position; add this field.   Otherwise, the title on the position will default

New PEAEMPL, 000004-00 Computer Technician

Item	New Value
Employee Class Code:	FS
Home COAS:	A
Home Organization:	902000
Current Hire Date: MM/DD/YYYY	08/15/2012

New Salaried Job, 000004-00 Computer Technician

Item	New Value
Job Begin Date: MM/DD/YYYY	08/15/2012
Contract Type:	Primary
Jobs Effective Date: MM/DD/YYYY	08/15/2012
Step: (Not Enterable)	0
Annual Salary:	40000
Title:	
Personnel Date: MM/DD/YYYY	08/15/2012
Job Status:	Active
Job Change Reason: (Not Enterable)	ORIGI
Timesheet Orgn:	

Step 4 (c):

Labor may or may not need to be changed.   It defaults from the position. General fund positions are likely to be correct but grant funded ones may well be incorrect.   You may use as many lines as you want but:

The total percentage must add up to 100

If you add lines do not forget that you must also enter the chart of A

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	
A		250000	902000	612000	06					100.00	

Step 4 (d):

Check routing queue and Save

Name and ID: GENERATED
Transaction: **Query Date:** Aug 15, 2012
Transaction Status:
Approval Category: New Hire - Monthly, NEW

Save

Step 5:

Click Submit

✅ Your change was saved successfully.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID: GENERATED
Transaction: 133   **Query Date:** Aug 15, 2012
Transaction Status: Waiting
Approval Category: New Hire - Monthly, NEW

[Save]   [Submit]   [Delete]

Step 6:

If you have generated an ID you will get a duplicate check page.   If the person is already in the system; click on the link next to their name.   Otherwise click "New Person".   If you have doubts about whether or not it is the same person; call Human Resources.

At this point the transaction is ready for the approver.

Duplicate Check

💬 Choose an existing person by selecting a name or select the New Person button to indicate a record for a new person.

[New Person]

Marilyn J Jackson
ID: / ....
SSN: ⁙
Personnel/Payroll: ....
                     Natchez, Mississippi   39120
                     United States
Personnel/Payroll: 601 4
Birth Date: Oct 1

EPAF: New Hire Biweekly

(NEWBW)

NEWBW is used for hiring biweekly employees who have not previously been employees.   A different EPAF is used because these employees are paid by the hour

If you know that the person has previously been an employee or student at Alcorn you can use their ID or do a Query for it.   However, if you do not know if the person has ever been in Banner then you can.

Step 1:

Click on Generate ID.   You do not need to fill in any other fields.

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

✱ - indicates a required field.

ID: ✱ [   ] [   ] ☗ 🔍

Query Date: MM/DD/YYYY✱ [07/26/2012]
Approval Category: ✱ [Not Selected   ▼]
[Go]

Step 2:

Once the word GENERATED appears – complete the form with
a) The start date
b) The type of NEWBW
c) Click GO

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

✱ - indicates a required field.

ID: ✱ [GENERATED] [   ] ☗ 🔍

Query Date: MM/DD/YYYY✱ [08/03/2012]
Approval Category: ✱ [New Hire - Biweekly, NEWBW   ▼]
[Go]

Step 3:

Select the correct position.   A pull down is available.   However, each full time employee has a unique position so for this type of job you should always know the correct position.   Using the incorrect position means that the transaction will have to be cancelled and redone.

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: GENERATED
Query Date: Aug 03, 2012
Approval Category: New Hire - Biweekly, NEWBW

New Hourly Job, JOB

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job								◉

⚠ There are no active jobs based on the Query Date.

[All Jobs]

[Go]

New Position Selection

Enter search criteria and select Go. Then select the link under Position to select it.

Search Criteria

Position Number: [   ]

Employee Class:
```
BF, BiWeekly Full Time
BP, BiWeekly Part Time Staff
E9, Nine Month Employee
```

COA:
```
All
A, Alcorn State University
```

Budget Organization:
```
All
000000, Non - Departmental
100100, President's Office
```

[Go]

Search Results

Position	Title	Employee Class	COA	Budget Organization	Begin Date	End Date
000020	Dairy Program Aide	BF, BiWeekly Full Time	A	130103, Department of Agriculture-Rest.	Jun 30, 1998	
000047	Counselor	BF, BiWeekly Full Time	A	130103, Department of Agriculture-Rest.	Aug 01, 1998	
000079	Night Security	BF, BiWeekly Full Time	A	130303, Cooperative Extension-Restricted	Jul 01, 1998	
000085	Security	BF, BiWeekly Full Time	A	130303, Cooperative Extension-Restricted	Jul 01, 1999	

Enter the Correct Position and Suffix of 00 and Click Go

New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: GENERATED
Query Date: Aug 03, 2012
Approval Category: New Hire - Biweekly, NEWBW

New Hourly Job, JOB

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍 New Job	000085	00	Security	130303, Cooperative Extension-Restricted					◉

⚠️ There are no active jobs based on the Query Date.

[All Jobs]

[Go]

Step 4:

All of the following data appears on one page.   This should be filled out and saved. Because of the amount and importance of the data this is broken into multiple parts

Step 4 (a)

Enter the Personal Data

Note that the Sequence Number for both the Address and Phone Number MUST be left blank. Filling it in will cause the transaction to reject.

Name should be the person's legal name.

The Last Name Prefix defaults to Mr.   Change if appropriate

Enter Last Name

Enter First Name

Enter Middle Name

Enter Social Security Number with no blanks

Enter birthday MM/DD/YYYY

Complete the pull down for Sex

Complete the pull down for Martial Status

Complete the pull down for Citizenship

Complete the pull down for Ethnicity

Complete the pull down for New Ethnicity to list whether or not Hispanic

Under Race Code you will need to list at least the one in Ethnicity, but if you wish to list more than one you may do so

Complete Address.   You will need Line One of the Address, but Two and Three should be used only if needed.

Complete City, State (Mississippi defaults but can be overridden, and County).

Leave Sequence Blank!!

Complete Phone number

New Person

Item	New Value
ID:	GENERATED
Last Name Prefix:	MR
Last Name:	Johnson
First Name:	Marcus
Middle Name:	
Name Suffix:	
SSN/SIN/TIN:	129890989
Birth Date: MM/DD/YYYY	10/01/1980
Sex:	Male
Marital Status:	S, Single
Citizenship:	01, US Citizen
Ethnicity:	2, Black, Non-Hispanic
New Ethnicity:	Not Hispanic or Latino
Race Code 1:	2, Black, Non-Hispanic
Race Code 2:	Not Selected
Race Code 3:	Not Selected
Address From Date: MM/DD/YYYY	08/03/2012
Address Sequence No.:	
Address Type:	W2, Personnel/Payroll
Address Line 1:	23490 Valley Road
Address Line 2:	
Address Line 3:	
City:	Vicksburg
State:	MS, Mississippi
ZIP or Postal Code:	39180
County:	075, Warren
Telephone Type:	W2, Personnel/Payroll
Telephone Seq. No.:	
Area Code:	601
Telephone Number:	123-5678

New PEAEMPL 000085-00 Security

Step 4(b):

Enter the PEAEMPL information.   This is the Employee Class and the home organization.   There are Query buttons for both of these fields.

Enter the Salary for the Job.   There should be no commas in the salary
If you wish to change the title from the one on the position; add this field.   Otherwise, the title on the position will default

New PEAEMPL, 000085-00 Security

Item	New Value
Employee Status: (Not Enterable)	A
Employee Class Code: ∗	🔍 BF
Home COAS: (Not Enterable)	A
Home Organization: ∗	🔍 130103
Current Hire Date: MM/DD/YYYY	08/03/2012

New Hourly Job, 000085-00 Security

Item	New Value
Job Begin Date: MM/DD/YYYY	08/03/2012
Contract Type:	Primary ▾
Jobs Effective Date: MM/DD/YYYY	08/03/2012
Personnel Date: MM/DD/YYYY	08/03/2012
Step: (Not Enterable)	0
Regular Rate:	15.00
Timesheet Orgn:	🔍 130103
Job Change Reason:	ORIGI, Original Appointment/This Posn ▾

New	
Effective Date: MM/DD/YYYY	08/03/2012

Step 4 (c):

Labor may or may not need to be changed. It defaults from the position. General fund positions are likely to be correct but grant funded ones may well be incorrect.   You may use as many lines as you want but:

The total percentage must add up to 100

If you add lines do not forget that you must also enter the chart of A

New

Effective Date: MM/DD/YYYY 08/03/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	E
A		100000	130303	612000	01					100.00	

Step 4 (d):

Check routing queue and Save

Electronic Personnel Action Form

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: GENERATED

Transaction: **Query Date:** Aug 03, 2012

Transaction Status:

Approval Category: New Hire - Biweekly, NEWBW

[Save]

Step 5:

Click Submit

Personal Information | **Employee Services** | **WebTailor Administration**

Search [   ] [Go]

Electronic Personnel Action Form

✔ Your change was saved successfully.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID:	GENERATED
Transaction:	153 **Query Date:** Aug 03, 2012
Transaction Status:	Waiting
Approval Category:	New Hire - Biweekly, NEWBW

[Save] [Submit] [Delete]

Step 6:

If you have generated an ID you will get a duplicate check page.   If the person is already in the system; click on the link next to their name.   Otherwise click "New Person".   If you have doubts about whether or not it is the same person; call Human Resources.

At this point the transaction is ready for the approver.

Duplicate Check

Choose an existing person by selecting a name or select the New Person button to indicate a record for a new person.

New Person

Marcus A Johnson
ID:
Mailing:

Mailing:

Marcus D Johnson
ID:
SSN:
Mailing:

Birth Date:
E-mail:

Marcus D Johnson
ID:

EXTENSION

(EXTEN)

EXTEN is used to extend an existing assignment that has a termination date. This will always be used with an employee who is already in the system. It can ONLY be used on an existing position or suffix

STEP 1:

NEW EPAF Person Selection

The first step in creating an EXTEN EPAF involves completing the New EPAF Person Selection screen. This must be done for every EPAF transaction. The following steps explain how to complete this page.

1) Enter the Employee's Banner ID (A number) and TAB to the Query Date field

   NOTE: Also check the name to be sure you have entered the correct ID!!

2) In the Query DATE field enter the Query Date. This will normally be the date of the extension which is one day after the current termination date.

   a. The exception will be when the paperwork cannot get to Payroll by the date set in the calendar. When this happens you must use the first day after the last paid date.

3) Chose the category of EXTEN

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * A10000000   Elizabeth Extension

Query Date: MM/DD/YYYY * 07/01/2012

Approval Category: * Extension, EXTEN

Go

STEP 2:

Because the employee will be terminated on the date you use – when you first see the positions, the position you wish to extend will not show.   Click on "All Jobs".

Step 3:

All jobs the person has ever had will now show.   Pick the one that needs to be extended and click Go:

Step 4:

Review Data that appears

Electronic Personnel Action Form

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: Elizabeth Extension, A10000000
Transaction: **Query Date:**   Jul 01, 2012
Transaction Status: **Last Paid Date:**
Approval Category: Extension, EXTEN

Save

Approval Types | Account Distribution | Routing Queue | Transaction History

Extension of Employment, E00067-00 Secretary

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	06/30/2012	07/01/2012
Personnel Date: MM/DD/YYYY	06/30/2012	07/01/2012
Job Status:	Terminated	Active
Job Change Reason:	EXTEN	EXTEN, Extension

Current
Effective Date: 06/30/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override End Date
A		100000	121000	612000	01					100.00		

New
Effective Date: MM/DD/YYYY 07/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance
🔍 A	🔍	🔍 100000	🔍 121000	🔍 612000	🔍 01					100.00	
🔍	🔍	🔍	🔍	🔍	🔍						
🔍	🔍	🔍	🔍	🔍	🔍						
🔍	🔍	🔍	🔍	🔍	🔍						
🔍	🔍	🔍	🔍	🔍	🔍						
									Total:	100.00	

✔ Defaulting values for Labor Distribution from the Job records.

Default from Index   Save and Add New Rows

Routing Queue

Approval Level	User Name		Required Action
10 - (DEPT) Budgetary Authority	🔍 DIAMONISHABROWN	Diamonisha Q Brown	Approve
20 - (ADMHD) Department Head	🔍 DWANTRA	Dwantra L Anderson	Approve
30 - (VP) Vice President	🔍 CARLAWILLIAMS	Carla D Williams	FYI
39 - (BUDGET) Budget Administration	🔍 PNEAL	Pamela D Neal	Approve
95 - (PAYROL) Payroll	🔍 BCOLEMAN	Bernadette Coleman	Apply
Not Selected	🔍		Not Selected

STEP 5:

Ensure Routing Queue is correct and complete and make any labor changes needed. Make sure that you enter an A in the Chart of Accounts field for any lines in which you add labor

Electronic Personnel Action Form

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: Elizabeth Extension, A10000000
Transaction: **Query Date:**   Jul 01, 2012
Transaction Status: **Last Paid Date:**
Approval Category: Extension, EXTEN

[Save]

Approval Types | Account Distribution | Routing Queue | Transaction History

Extension of Employment, E00067-00 Secretary

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	06/30/2012	07/01/2012
Personnel Date: MM/DD/YYYY	06/30/2012	07/01/2012
Job Status:	Terminated	Active
Job Change Reason:	EXTEN	EXTEN, Extension

Current
Effective Date: 06/30/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override	End Date
A		100000	121000	612000	01					100.00		

New
Effective Date: MM/DD/YYYY 07/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Overr
🔍 A		🔍 100000	🔍 121000	🔍 612000	🔍 01					50	
🔍 A		🔍 316699	🔍 121000	🔍 612000	🔍 01					50	
🔍		🔍	🔍	🔍	🔍						
🔍		🔍	🔍	🔍	🔍						
🔍		🔍	🔍	🔍	🔍						
									Total:	100.00	

✔ Defaulting values for Labor Distribution from the Job records.

[Default from Index]   [Save and Add New Rows]

Routing Queue

Approval Level	User Name		Required Action
10 - (DEPT) Budgetary Authority	🔍 DIAMONISHABROWN	Diamonisha Q Brown	Approve
20 - (ADMHD) Department Head	🔍 DWANTRA	Dwantra L Anderson	Approve
30 - (VP) Vice President	🔍 CARLAWILLIAMS	Carla D Williams	FYI
39 - (BUDGET) Budget Administration	🔍 PNEAL	Pamela D Neal	Approve
95 - (PAYROLL) Payroll	🔍 BCOLEMAN	Bernadette Coleman	Apply
Not Selected	🔍		Not Selected
Not Selected	🔍		Not Selected
Not Selected	🔍		Not Selected
Not Selected	🔍		Not Selected

[Save and Add New Rows]

STEP 6:

Document will reappear with a Submit button. Click. The document is now ready for the approver.

Electronic Personnel Action Form

✔ Your change was saved successfully.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID:	Elizabeth Extension, A10000000	**Job and Suffix:**	E00067-00, Secretary
Transaction:	114	**Query Date:**	Jul 01, 2012
Transaction Status:	Waiting	**Last Paid Date:**	
Approval Category:	Extension, EXTEN		

[Save] [Submit] [Delete]

Approval Types | Account Distribution | Routing Queue | Transaction History

Extension of Employment, E00067-00 Secretary

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	06/30/2012	07/01/2012
Personnel Date: MM/DD/YYYY	06/30/2012	07/01/2012
Job Status:	Terminated	Active ▼
Job Change Reason:	EXTEN	EXTEN, Extension ▼

EPAF: Rehire Monthly
(REHIRE)

REHIRE is used when rehiring somehow who was formerly a University employee and has ended employment.   It does not matter if their previous job was monthly or not; but to use this EPAF the new assignment should be to a monthly job.

Step 1:

Enter the ID of the Person, the date the reemployment will start and the approval category of REHIRE.   Click GO

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

✱ - indicates a required field.

ID: ✱ A10229183   Marilyn J Jackson   👤 🔍

Query Date: MM/DD/YYYY ✱ 11/01/2012

Approval Category: ✱   Re-Hire-Monthly, REHIRE ▼

Go

Step 2:

At the Address and Telephone Selection click the Personnel/Payroll address that you see and click GO

Address and Telephone Selection

💬 To add a new record, choose New Record. Or, choose the record to be updated under Select.

ID: Marilyn J Jackson, A10229183
Query Date: Nov 01, 2012
Approval Category: Re-Hire-Monthly, REHIRE

PPAIDEN changes for

Type	From and To Date	Address	Primary Telephone	Status	Select
New Record					○
Personnel/Payroll	Aug 15, 2012 to Current Date	3459 Buena Vista Drive Port Gibson, Mississippi 39150	601-789-8787	Active	◉

Show All Addresses

Go ←

Step 3:

Normally the person will have no open positions as of the date of return.   Select the correct position for them.   This may or may not be a position that they have had in the future.   It is critical that the correct position be selected as there is only one that will be correct.   You may search if needed.

New EPAF Job Selection

___

📋 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Marilyn J Jackson, A10229183
Query Date: Nov 01, 2012
Approval Category: Re-Hire-Monthly, REHIRE

PPAIDEN changes for, PPRETR

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job								◉

⚠ There are no active jobs based on the Query Date.

[All Jobs]

[Next Approval Type] [Go]

                                                                        New EPAF

Search Criteria

Position Number: [   ]

Employee Class:
```
All
BF, BiWeekly Full Time
BP, BiWeekly Part Time Staff
```

COA:
```
All
A, Alcorn State University
```

Budget Organization:
```
All
000000, Non - Departmental
100100, President's Office
```

[Go]

Search Results

Position	Title	Employee Class	COA	Budget Organization	Begin Date	End Date
000004	Computer Technician	FS, Full Time Staff	A	902000, Des.-Banner	Jan 01, 1996	
000007	Secretary	FS, Full Time Staff	A	140103, Dean of Division of Business-Rest.	Jan 01, 1996	
000008	Research Technician	FS, Full Time Staff	A	130103, Department of	Jan 01, 1996	

Select the appropriate position and enter a suffix of 00.   Click GO.

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Marilyn J Jackson, A10229183
Query Date: Nov 01, 2012
Approval Category: Re-Hire-Monthly, REHIRE

PPAIDEN changes for, PPRETR

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job 000004	00	Computer Technician	902000, Des.-Banner					⦿

⚠ There are no active jobs based on the Query Date.

[All Jobs]

[Next Approval Type] [Go]

STEP 4:

Step 4 (a)

Personal Data Changes:

Enter an address change if one is needed.

PPAIDEN changes for, 000004-00 Computer Technician

Item	Current Value	New Value
Address Type:	W2, Personnel/Payroll	W2
Address Sequence No.: (Not Enterable)	3	
Address Line 1:	1234 Green Avenue	
Address Line 2:		
Address Line 3:		
City:	Vicksburg	
State:	MS, Mississippi	Not Selected ▾
County:	075, Warren	Not Selected ▾
ZIP or Postal Code:	39855 🔍	
Telephone Type:	W2, Personnel/Payroll	W2
Telephone Number:	313-525-1987	525-1987
Area Code:		402
Telephone Seq. No.:	3	3
Marital Status:	M	Not Selected ▾

Step 4 (b) - PEAEMPL and NBAJOBS changes

Data will default from the current PEAEMPL screen and from NBAJOBS if you call up the position that the employee has had before.

If you are using a position that **THIS EMPLOYEE** has had before you must change the Job Begin Date (but not the Job Effective Date). If not these will both be the query date.

PEAEMPL Return, 000004-00 Computer Technician

Item	Current Value	New Value
Employee Status: (Not Enterable)	Terminated	A
Employee Class Code:	FS, Full Time Staff	
Home Organization:	902000, Des.-Banner	160103
Distribution Orgn:	160103, Dean of Divison of Nursing-Rest.	160103
Current Hire Date: MM/DD/YYYY	08/15/2012	11/01/2012

New Salaried Job, 000004-00 Computer Technician

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		11/01/2012
Contract Type: (Not Enterable)		P
Jobs Effective Date: MM/DD/YYYY		11/01/2012
Step: (Not Enterable)		0
Annual Salary:		41000
Title:		Computer Specialist
Personnel Date: MM/DD/YYYY		11/01/2012
Job Status:		Active
Job Change Reason:		Not Selected
Timesheet Orgn:		

Step 4 (c):

Labor may or may not need to be changed. It defaults from the position or if this employee has had the job before (with the same suffix) from that job. General fund positions are likely to be correct but grant funded ones may well be incorrect. You may use as many lines as you want but:

The total percentage must add up to 100

If you add lines do not forget that you must also enter the chart of A

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
🔍 A		🔍 250000	🔍 902000	🔍 612000	🔍 06					100.00
🔍		🔍	🔍	🔍	🔍					

Step 4 (d):

Check routing queue and Save

Name and ID: Marilyn J Jackson, A10229183
Transaction: **Query Date:** Nov 01, 2012
Transaction Status:
Approval Category: Re-Hire-Monthly, REHIRE

Save

Step 5:

Review and Submit. The transaction is now ready for the Approver

Electronic Personnel Action Form

✔ Your change was saved successfully.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Marilyn J Jackson, A10229183
Transaction: 155   **Query Date:** Nov 01, 2012
Transaction Status: Waiting
Approval Category: Re-Hire-Monthly, REHIRE

Save   Submit   Delete

EPAF: REHIRE BIWEEKLY

(REHRBW)

REHRBW is used when rehiring somehow who was formerly a University employee and has ended employment.   It does not matter if their previous job was biweekly or not; but to use this EPAF the new assignment should be to a biweekly job.

Step 1:

Enter the ID of the Person, the date the reemployment will start and the approval category of REHRBW.   Click GO

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * `A10000000`   `Carole Carver`   👤 🔍

Query Date: MM/DD/YYYY* `08/20/2012`

Approval Category: *   `Re-hire- Biweekly, REHRBW ▼`

`Go`

Step 2:

At the Address and Telephone Selection click the Personnel/Payroll address that you see and click GO

Address and Telephone Selection

💬 To add a new record, choose New Record. Or, choose the record to be updated under Select.

ID: Carole Carver, A10000000
Query Date: Aug 20, 2012
Approval Category: Re-hire-Biweekly, REHRBW

PPAIDEN changes for

Type	From and To Date	Address	Primary Telephone	Status	Select
New Record					○
Personnel/Payroll	Aug 15, 2012 to Current Date	2040 Green Port Gibbons, Mississippi 00312	222-123-5675	Active	◉

`Show All Addresses`

`Go`

Step 3:

Normally the person will have no open positions as of the date of return. Select the correct position for them. This may or may not be a position that they have had in the future. It is critical that the correct position be selected as there is only one that will be correct. You may search if needed.

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Carole Carver, A10000000
Query Date: Aug 20, 2012
Approval Category: Re-hire-Biweekly, REHRBW

PPAIDEN changes for, PPRETR

Search Type		Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									⦿

⚠ There are no active jobs based on the Query Date.

[All Jobs]

[Next Approval Type] [Go]

Enter search criteria and select Go. Then select the link under Position to select it.

Search Criteria

Position Number:

Employee Class:
```
All
BF, BiWeekly Full Time
BP, BiWeekly Part Time Staff
```

COA:
```
All
A, Alcorn State University
```

Budget Organization:
```
All
000000, Non - Departmental
100100, President's Office
```

[Go]

Search Results

△ Position ▽	△ Title ▽	△ Employee Class ▽	△ COA ▽	△ Budget Organization ▽	Begin Date	End Date
000020	Dairy Program Aide	BF, BiWeekly Full Time	A	130103, Department of Agriculture-Rest.	Jun 30, 1998	
000047	Counselor	BF, BiWeekly Full Time	A	130103, Department of Agriculture-Rest.	Aug 01, 1998	
000079	Night Security	BF, BiWeekly Full	A	130303, Cooperative Extension-	Jul 01, 1998	

Select the appropriate position and enter a suffix of 00.   Click GO

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Carole Carver, A10000000
Query Date: Aug 20, 2012
Approval Category: Re-hire-Biweekly, REHRBW

PPAIDEN changes for, PPRETR

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	000047	00	Counselor	130103, Department of Agriculture-Rest.					◉

⚠ There are no active jobs based on the Query Date.

[All Jobs]

[Next Approval Type] [Go]

Step 4:

Step 4 (a)

Personal Data Changes:

Enter an address change if one is needed.

PPAIDEN changes for, 000047-00 Counselor

Item	Current Value	New Value
Address Type:	W2, Personnel/Payroll	W2
Address Sequence No.:	1	1
Address From Date: MM/DD/YYYY	08/15/2012	
Address Line 1:	2040 Green	
Address Line 2:		
Address Line 3:		
City:	Port Gibbons	
State:	MS, Mississippi	Not Selected
County:		Not Selected
ZIP or Postal Code:	00312 🔍	
Telephone Type:	W2, Personnel/Payroll	W2
Area Code:	222	
Telephone Number:	123-5675	
Telephone Seq. No.:	1	1
Marital Status:		Not Selected

Step 4 (b) - PEAEMPL and NBAJOBS changes

Data will default from the current PEAEMPL screen and from NBAJOBS if you call up the position that the employee has had before.

If you are using a position that **THIS EMPLOYEE** has had before you must change the Job Begin Date (but not the Job Effective Date).   If not these will both be the query date.

PEAEMPL Return, 000047-00 Counselor

Item	Current Value	New Value
Employee Status: (Not Enterable)	Terminated	A
Employee Class Code:	FS, Full Time Staff	BF
Home Organization:	121000, Biological Sciences	160103
Distribution Orgn:	121000, Biological Sciences	160103
Current Hire Date: MM/DD/YYYY	07/08/2008	08/20/2012

New Hourly Job, 000047-00 Counselor

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		08/20/2012
Contract Type: (Not Enterable)		P
Jobs Effective Date: MM/DD/YYYY		08/20/2012
Personnel Date: MM/DD/YYYY		08/20/2012
Title:		
Step: (Not Enterable)		0
Regular Rate:		20.00
Timesheet Orgn:		160103
Job Change Reason:		REHIR, Rehire

Step 4 (c):

Labor may or may not need to be changed.   It defaults from the position or if this employee has had the job before (with the same suffix) from that job. General fund positions are likely to be correct but grant funded ones may well be incorrect.   You may use as many lines as you want but:

The total percentage must add up to 100

If you add lines do not forget that you must also enter the chart of A

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
A		250000	902000	612000	06					100.00

Step 4 (d):

Check routing queue and Save

Electronic Personnel Action Form

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: Carole Carver, A10000000
Transaction: **Query Date:** Aug 20, 2012
Transaction Status:
Approval Category: Re-hire- Biweekly, REHRBW

[Save]

Step 5:

Review and Submit. The transaction is now ready for the Approver

✔ Your change was saved successfully.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Carole Carver, A10000000
Transaction: 165   **Query Date:** Aug 20, 2012
Transaction Status: Waiting
Approval Category: Re-hire- Biweekly, REHRBW

[Save] [Submit] [Delete]

Nine Month Assignment

(9MTH)

9MTH Assignment is used ONLY for hiring or rehiring a nine month employee. It is not used for putting the employee on the payroll each semester. Payroll will inform you each year about the Query (start) date to use and also what date to end the earnings.

If you know that the person has previously been an employee or student at Alcorn you can use their ID or do a Query for it. However, if you do not know if the person has ever been in Banner then you should start as follows:

Step 1: Click on Generate ID. You do not need to fill in any other fields.

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * [   ] [   ] 👤 🔍

Query Date: MM/DD/YYYY * [07/26/2012]

Approval Category: * [Not Selected ▼]

[Go]

Step 2:

Once the word GENERATED appears – complete the form with
a) The start date
b) The type of 9Mth
c) Click GO

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * GENERATED   👤 🔍

Query Date: MM/DD/YYYY* 09/01/2012

Approval Category: *   Creating a new 9 Month Assignment, 9MTH   ▼

Go

Step 3:

Select the correct position. A pull down is available. However, each full time employee has a unique position so for this type of job you should always know the correct position. Using the incorrect position means that the transaction will have to be cancelled and redone.

New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: GENERATED
Query Date: Sep 01, 2012
Approval Category: 9 Month Assigment, 9MTH

Starting a 9 or 10 Month Job, JOB9

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									⦿

⚠ There are no active jobs based on the Query Date.

All Jobs

Go

Search Criteria

Position Number: [   ]

Employee Class:
All
BF, BiWeekly Full Time
BP, BiWeekly Part Time Staff

COA:
All
A, Alcorn State University

Budget Organization:
All
000000, Non - Departmental
100100, President's Office

[Go]

Search Results

Position	Title	Employee Class	COA	Budget Organization	Begin Date	End Date
000001	Instructor	FN, Faculty Nine/Ten	A	121003, Biological Sciences-Restricted	Jan 01, 1996	

ID: GENERATED
Query Date: Sep 01, 2012
Approval Category: 9 Month Assigment, 9MTH

Starting a 9 or 10 Month Job, JOB9

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Selec
🔍	New Job	000001	00	Instructor	121003, Biological Sciences-Restricted					◉

⚠ There are no active jobs based on the Query Date.

[All Jobs]

[Go]

STEP 4:

All of the following data appears on one page.   This should be filled out and saved. Because of the amount and importance of the data this is broken into multiple parts

Step 4 (a):

Enter the Personal Data

Note that the Sequence Number for both the Address and Phone Number MUST be left blank. Filling it in will cause the transaction to reject.

Name should be the person's legal name.

The Last Name Prefix defaults to Mr.   Change if appropriate

Enter Last Name

Enter First Name

Enter Middle Name

Enter Social Security Number with no blanks

Enter birthday MM/DD/YYYY

Complete the pull down for Sex

Complete the pull down for Martial Status

Complete the pull down for Citizenship

Complete the pull down for Ethnicity

Complete the pull down for New Ethnicity to list whether or not Hispanic

Under Race Code you will need to list at least the one in Ethnicity, but if you wish to list more than one you may do so

Complete Address.   You will need Line One of the Address, but Two and Three should be used only if needed.

Complete City, State (Mississippi defaults but can be overridden, and County).

Leave Sequence Blank!!

Complete Phone number

New Person

Item	New Value
ID:	GENERATED
Last Name Prefix:	MR
Last Name:	Johnson
First Name:	LeRoy
Middle Name:	
Name Suffix:	
SSN/SIN/TIN:	286234123
Birth Date: MM/DD/YYYY	10/05/1964
Sex:	Male
Marital Status:	M, Married
Citizenship:	01, US Citizen
Ethnicity:	2, Black, Non-Hispanic
New Ethnicity:	Not Hispanic or Latino
Race Code 1:	2, Black, Non-Hispanic
Race Code 2:	Not Selected
Race Code 3:	Not Selected
Address From Date: MM/DD/YYYY	09/01/2012
Address Sequence No.:	
Address Type:	W2, Personnel/Payroll
Address Line 1:	23414 Grand Avenue
Address Line 2:	
Address Line 3:	
City:	Natchez
State:	MS, Mississippi
ZIP or Postal Code:	39120
County:	001, Adams
Telephone Type:	W2, Personnel/Payroll
Telephone Seq. No.:	
Area Code:	601
Telephone Number:	67777789

STEP 4 (b):

Enter the PEAEMPL information.   This is the Employee Class and the home organization.   There are Query buttons for both of these fields.

Enter the Salary for the Job.   There should be no commas in the salary

New PEAEMPL, 000001-00 Instructor

Item	Current Value	New Value
Employee Class Code:	🔍	FN
Home COAS: (Not Enterable)		A
Home Organization:	🔍	121003
Current Hire Date: MM/DD/YYYY		09/01/2012

Starting a 9 or 10 Month Job, 000001-00 Instructor

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		09/01/2012
Contract Type:		Primary ▾
Jobs Effective Date: MM/DD/YYYY		09/01/2012
Personnel Date: MM/DD/YYYY		09/01/2012
Annual Salary:		80000
Factor:		9
Pays:		9
Job Change Reason:		ORIGI, Original Appointment/This Posn ▾

Step 4 (c):

Labor may or may not need to be changed.   It defaults from the position. General fund positions are likely to be correct but grant funded ones may well be incorrect.   You may use as many lines as you want but:

The total percentage must add up to 100

If you add lines do not forget that you must also enter the chart of A

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	End Date
A		100000	121003	611000	02					50.00	
A		100000	122003	611000	01					50.00	
									Total:	100.00	

Step 5 (d):

In order to keep the employee from being paid over the summer months you must fill out the earnings as follows:

Start date – which must match the start date of the job

The pull down must ALWAYS be set to REG

Hours or units should be set to 169

The end date should be the last provided by Payroll.

New Value						
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
09/01/2012	REG, Regular Earnings	169			1	05/31/2013	☐
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

Save and Add New Rows

Routing Queue

Approval Level	User Name		Required Action	Remove
10 - (DEPT) Budgetary Authority	DIAMONISHABROWN	Diamonisha Q Brown	Approve	

Step 4 (e):

Go back to top of page and Click Save

Electronic Personnel Action Form

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: GENERATED
Transaction: **Query Date:** Sep 01, 2012
Transaction Status:
Approval Category: Creating a new 9 Month Assignment, 9MTH

Save

Step 5:

Click Submit.

If you have generated a new ID then you will get a list of potential duplicates. Review carefully and if any of them are the correct person – select.   If the new person is not among the choices click NEW PERSON.   Should you have any doubts call Human Resources before selecting the new person.

Duplicate Check

💬 Choose an existing person by selecting a name or select the New Person button to indicate a record for a new person.

[New Person]

Leroy Johnson

ID:	A10
SSN:	
Campus:	Biology Department
	1000 ASU Dr 1075
	Campus, Mississippi 39096
Mailing:	
	Vicksburg, Mississippi 39180

Personnel/Payroll:	
	Vicksburg, Mississippi 39180
Business:	
Remittance:	
Personnel/Payroll:	
Personnel/Payroll:	
Birth Date:	
E-mail:	

Electronic Personnel Action Form

Once the name has been selected the transaction is ready for the approver

EPAF: Ten Month Assignment

(10MTH)

10MTH Assignment is used ONLY for hiring or rehiring a ten month employee.   It is not used for putting the employee on the payroll each semester.   Payroll will inform you of the start and end date for each year.   You should use these dates.

If you know that the person has previously been an employee or student at Alcorn you can use their ID or do a Query for it.   However, if you do not know if the person has ever been in Banner then you should start as follows:

Step 1:   Click on Generate ID.   You do not need to fill in any other fields.

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * [   ] [   ] 👥 🔍

Query Date: MM/DD/YYYY* [07/26/2012]

Approval Category: *   [Not Selected   ▾]

[Go]

Step 2:

Once the word GENERATED appears – complete the form with
a) The start date
b) The type of 10Mth
c) Click GO

New EPAF Person Selection

📑 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

⊦ - indicates a required field.

ID: ⁕ GENERATED   👤 🔍

Query Date: MM/DD/YYYY⁕ 09/01/2012

Approval Category: ⁕   Creating a new 10 Month Assignment, 10MTH   ▼

Go

Step 3:

Select the correct position.   A pull down is available.   However, each full time employee has a unique position so for this type of job you should always know the correct position.   Using the incorrect position means that the transaction will have to be cancelled and redone.

Search Criteria

Position Number: [_____]

Employee Class:
| All |
| BF, BiWeekly Full Time |
| BP, BiWeekly Part Time Staff |

COA:
| All |
| A, Alcorn State University |

Budget Organization:
| All |
| 000000, Non - Departmental |
| 100100, President's Office |

Go

Search Results

△▽ Position	△▽ Title	△▽ Employee Class	△▽ COA	△▽ Budget Organization	Begin Date	End Date
000001	Instructor	FN, Faculty Nine/Ten	A	121003, Biological Sciences-Restricted	Jan 01, 1996	
000043	Instructor	FN, Faculty Nine/Ten	A	200103, Office of Inst. Adv. & Plan.-Rest.	Jan 01, 1996	

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: GENERATED
Query Date: Sep 01, 2012
Approval Category: 10 Month Assignment, 10MTH

Starting a 9 or 10 Month Job, JOB9

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍 New Job	AA0025		Associate Professor of Agricul	130400, Branch Experiment Station					⦿

⚠ There are no active jobs based on the Query Date.

[All Jobs]

[Go]

STEP 4:

All of the following data appears on one page.   This should be filled out and saved. Because of the amount and importance of the data this is broken into multiple parts

Step 4 (a)

Enter the Personal Data

Note that the Sequence Number for both the Address and Phone Number MUST be left blank. Filling it in will cause the transaction to reject.

Name should be the person's legal name.

The Last Name Prefix defaults to Mr.   Change if appropriate

Enter Last Name

Enter First Name

Enter Middle Name

Enter Social Security Number with no blanks

Enter birthday MM/DD/YYYY

Complete the pull down for Sex

Complete the pull down for Martial Status

Complete the pull down for Citizenship

Complete the pull down for Ethnicity

Complete the pull down for New Ethnicity to list whether or not Hispanic

Under Race Code you will need to list at least the one in Ethnicity, but if you wish to list more than one you may do so

Complete Address.   You will need Line One of the Address, but Two and Three should be used only if needed.

Complete City, State (Mississippi defaults but can be overridden, and County).

Leave Sequence Blank!!

Complete Phone number

New Person

Item	New Value
ID:	GENERATED
Last Name Prefix:	MR
Last Name:	Jones
First Name:	Michael
Middle Name:	David
Name Suffix:	
SSN/SIN/TIN:	567298544
Birth Date: MM/DD/YYYY	10/01/1075
Sex:	Male
Marital Status:	S, Single
Citizenship:	01, US Citizen
Ethnicity:	2, Black, Non-Hispanic
New Ethnicity:	Hispanic or Latino
Race Code 1:	2, Black, Non-Hispanic
Race Code 2:	5, American Indian or Alaska Native
Race Code 3:	Not Selected
Address From Date: MM/DD/YYYY	09/01/2012
Address Sequence No.: (Not Enterable)	
Address Type:	W2, Personnel/Payroll
Address Line 1:	1234 Grandview
Address Line 2:	
Address Line 3:	
City:	Natchez
State:	MS, Mississippi
ZIP or Postal Code:	39120
County:	001, Adams
Telephone Type:	W2, Personnel/Payroll
Telephone Seq. No.: (Not Enterable)	
Area Code:	
Telephone Number:	

STEP 4 (b):

Enter the PEAEMPL information.   This is the Employee Class and the home organization.   There are Query buttons for both of these fields.

Enter the Salary for the Job.   There should be no commas in the salary
If you wish to change the title from the one on the position; add this field.   Otherwise, the title on the position will default

New PEAEMPL, AA0025-00 Associate Professor of Agricul

Item	New Value
Employee Class Code:	🔍 FN
Home COAS: (Not Enterable)	A
Home Organization:	🔍 130400
Current Hire Date: MM/DD/YYYY	09/01/2012

Starting a 9 or 10 Month Job, AA0025-00 Associate Professor of Agricul

Item	New Value
Job Begin Date: MM/DD/YYYY	09/01/2012
Contract Type:	Primary ▼
Jobs Effective Date: MM/DD/YYYY	09/01/2012
Personnel Date: MM/DD/YYYY	09/01/2012
Annual Salary:	74000
Factor:	10
Pays:	10
Job Change Reason:	ORIGI, Original Appointment/This Posn ▼

Step 4 (c):

Labor may or may not need to be changed.   It defaults from the position. General fund positions are likely to be correct but grant funded ones may well be incorrect.   You may use as many lines as you want but:

The total percentage must add up to 100

If you add lines do not forget that you must also enter the chart of A

New

Effective Date: MM/DD/YYYY 09/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
A		100000	130400	611000	02					75.00
A		100000	130800	611000	03					25.00

Step 4 (d):

In order to keep the employee from being paid over the summer months you must fill out the earnings as follows:

Start date – which must match the start date of the job

The pull down must ALWAYS be set to REG

Hours or units should be set to 169

The end date should be the date provided by Payroll.

New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
09/01/2012	REG, Regular Earnings ▾	169			1	06/30/2013	
	Not Selected ▾				1		
	Not Selected ▾				1		
	Not Selected ▾				1		

[Save and Add New Rows]

Routing Queue

Approval Level	User Name		Required Action
10 - (DEPT) Budgetary Authority	DIAMONISHABROWN	Diamonisha Q Brown	Approve

Step 4 (e)

Go to the top of form and click SAVE

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID:　　　GENERATED
Transaction:　　　　　　　　　　　　　　　　　**Query Date:** Sep 01, 2012
Transaction Status:
Approval Category: Creating a new 10 Month Assignment, 10MTH

Save

Step 5:

Click Submit.

✔ Your change was saved successfully.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID: GENERATED
Transaction: 131   **Query Date:** Sep 01, 2012
Transaction Status: Waiting
Approval Category: Creating a new 9 Month Assignment, 9MTH

[Save] [Submit] [Delete]

Step 6:

If you have generated an ID you will get a duplicate check page.   If the person is already in the system; click on the link next to their name.   Otherwise click "New Person".   If you have doubts; call Human Resources.

At this point the transaction is ready for the approver.

Duplicate Check

💬 Choose an existing person by selecting a name or select the New Person button to indicate a record for a new person.

[New Person]

Leroy Johnson

ID:	A10
SSN:	
Campus:	Biology Department
	1000 ASU Dr 1075
	Campus, Mississippi 39096
Mailing:	
	Vicksburg, Mississippi 39180
Personnel/Payroll:	
	Vicksburg, Mississippi 39180
Business:	
Remittance:	
Personnel/Payroll:	
Personnel/Payroll:	
Birth Date:	
E-mail:	

Electronic Personnel Action Form

EPAFS: Earnings – Starting and Stopping
Pay for 9 and 10 Month Employees
(EARN)

EARN – this EPAF is used to turn the salary of nine and ten month employees on for the academic year and off for the summer months without taking them off the payroll. Although not complex; there are very few defaults for each field needs to be completed with great care

This is used only for someone who is already in a 9 or 10 month assignment.   It is not designed to put a person in one.   It should always be used to both start the earnings in the fall and stop them in the spring.

Step 1:

Select a name and the EPAF type of EARN.   Query Date does not matter for this EPAF. Click GO

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

✦ - indicates a required field.

ID: ✱ A10356349   LeRoy Johnson

Query Date: MM/DD/YYYY ✱ 08/03/2012
Approval Category: ✱   Earnings - Starting and Stopping Pay for 9 & 10 Month, EARN   ▾

Go

Step 2:

Select the active primary job and Click GO

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: LeRoy Johnson, A10356349
Query Date: Aug 03, 2012
Approval Category: Earnings, EARN

Earnings, EARN

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									○
	Primary	000001	00	Instructor	121003, Biological Sciences-Restricted	Sep 01, 2012			Active	◉

All Jobs

Go

Step 3:

Enter the beginning of the academic year under Effective Date

Change the pull down on earnings to REG

Enter 169 in hours per pay

Enter an end date that is the end of the Academic Year. Payroll will notify you of the date each year. If you know the start and end date for the next year these can be added at the same time.

Ensure that the routing queue is complete

Earnings, 000001-00 Instructor

Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date

New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
09/01/2013	REG, Regular Earnings	169			1	05/31/2014	
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

Save and Add New Rows

Routing Queue

Approval Level	User Name		Required Action
95 - (PAYROL) Payroll	BCOLEMAN	Bernadette Coleman	Apply

Step 4:

Click Save

Enter the information for the EPAF and either Save or Submit.

Name and ID: LeRoy Johnson, A10356349

Transaction: **Query Date:**   Aug 03, 2012

Transaction Status: **Last Paid Date:**

Approval Category: Earnings - Starting and Stopping Pay for 9 & 10 Month, EARN

Save

Step 5:

Click Submit.   The transaction is now ready for the approver

Electronic Personnel Action Form

✔ Your change was saved successfully.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID:	LeRoy Johnson, A10356349	**Job and Suffix:**	000001-00, Instructor
Transaction:	156	**Query Date:**	Aug 03, 2012
Transaction Status:	Waiting	**Last Paid Date:**	
Approval Category:	Earnings - Starting and Stopping Pay for 9 & 10 Month, EARN		

[Save] [Submit] [Delete]

EPAF: Monthly Secondary Job

(MOSEC)

MOSEC is used to give a monthly employee a secondary monthly job.   If needed; titles may be changed at the same time. The Type is always used when a person has a currently active primary job that is going to remain open.   The PEAEMPL form is not changed for these transactions.

STEP 1: NEW EPAF Person Selection

The first step in creating an MOSEC EPAF involves completing the New EPAF Person Selection screen. The following steps explain how to complete this page.

1) Enter the Employee's Banner ID (A number) and TAB to the Query Date field

   NOTE: Also check the name to be sure you have entered the correct ID!!

2) In the Query Date field enter the date that you will be using for the transaction.   This will be the start date of the new job

3) Chose the category of MOSEC

4) Click GO

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * [A10000000] [Carole Carver] 👤 🔍

Query Date: MM/DD/YYYY* [07/24/2012]

Approval Category: * [Creating an second monthly job for existing employee, MOSEC ▼]

[Go]

RELEASE: 8.5.0.5

STEP 2:

Select the position that you will be using.   It is critical that the correct position be used. If the position is known it can be entered and tabbed out.

If you need to search for position use the search criteria to minimize the number of positions to ensure you have selected the correct one.   Then click on that link.

💬 Enter search criteria and select Go. Then select the link under Position to select it.

Search Criteria

Position Number: [   ]

Employee Class:
| All |
| BF, BiWeekly Full Time |
| BP, BiWeekly Part Time Staff ▼ |

COA:
| All |
| A, Alcorn State University |

Budget Organization:
| All |
| 000000, Non - Departmental |
| 100100, President's Office |

[Go]

Search Results

▲ Position ▼	▲ Title ▼	▲ Employee Class ▼	▲ COA ▼	Budget Organization	Begin Date	End Date
000078	Counselor	PS, Part Time Staff	A	160103, Dean of Divison of Nursing-Rest.	Jan 01, 1999	
000081	Research Scientist/Analyst	PS, Part Time Staff	A	160103, Dean of Divison of Nursing-Rest.	Jan 01, 1999	
000082	Co-Director of Alcorn Writing	PS, Part Time Staff	A	124003, English & Foreign Language-Rest.	Jan 01, 1999	
000088	Receptionist	PS, Part Time Staff	A	160103, Dean of Divison of Nursing-Rest.	Sep 01, 1999	
000102	Research Associate	PS, Part Time Staff	A	130103, Department of Agriculture-Rest.	Jul 01, 2000	
000104	Library Technician	PS, Part Time Staff	A	160103, Dean of Divison of Nursing-Rest.	Aug 01, 2000	

Select the position.   Add a suffix of 00 and click GO

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Carole Carver, A10000000
Query Date: Jul 24, 2012
Approval Category: Monthly - Secondary Job, MOSEC

New Salaried Job, SALJOB

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	000088	00	Receptionist	160103, Dean of Divison of Nursing-Rest.					⦿
	Primary	E00067	00	Secretary	121000, Biological Sciences	Jul 01, 2011			Active	◯

[All Jobs]

[Go]

Step 3:

Enter the fields of Salary and Timekeep location.   If the title or labor differs from what defaults from the position; these may be changed.

Electronic Personnel Action Form

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: Carole Carver, A10000000
Transaction: **Query Date:** Jul 24, 2012
Transaction Status:
Approval Category: Creating an second monthly job for existing employee, MOSEC

[Save]

Approval Types | Account Distribution | Routing Queue | Transaction History

New Salaried Job, 000088-00 Receptionist

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		07/24/2012
Contract Type:		Secondary ▾
Jobs Effective Date: MM/DD/YYYY		07/24/2012
Step:		0
Annual Salary:		5000
Title:		Receptionist
Personnel Date: MM/DD/YYYY		07/24/2012
Job Status:		Active ▾
Job Change Reason:		ADDJB, Additional Job Assignment ▾
Timesheet Orgn:	🔍	160103

Current
Effective Date: 07/24/2012
COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New
Effective Date: MM/DD/YYYY 07/24/2012

	COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Ov
🔍	A		🔍 310359	🔍 160103	🔍 612000	🔍 01					100.00	
🔍			🔍	🔍	🔍	🔍						
🔍			🔍	🔍	🔍	🔍						
🔍			🔍	🔍	🔍	🔍						
🔍			🔍	🔍	🔍	🔍						
										Total:	100.00	

✔

[Default from Index] [Save and Add New Rows]

Routing Queue

Approval Level	User Name		Required Action
10 - (DEPT) Budgetary Authority	🔍 DIAMONISHABROWN	Diamonisha Q Brown	Approve
20 - (ADMHD) Department Head	🔍 DWANTRA	Dwantra L Anderson	Approve

Step 4:

Save the transaction

Name and ID: Carole Carver, A10000000
Transaction: **Query Date:** Jul 24, 2012
Transaction Status:
Approval Category: Creating an second monthly job for existing employee, MOSEC

Save

Step 5:

Review and Submit. Document is now ready for approver

Electronic Personnel Action Form

✔ Your change was saved successfully.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID: LeRoy Johnson, A10356349   **Job and Suffix:** 000001-00, Instructor
Transaction: 156   **Query Date:**   Aug 03, 2012
Transaction Status: Waiting   **Last Paid Date:**
Approval Category: Earnings - Starting and Stopping Pay for 9 & 10 Month, EARN

Save   Submit   Delete

EPAF: Secondary Assignment – Single Pay
(SECSL)

Secondary Assignment Single Pay (SECSL) is used to give an existing employee a job that will open and close in a single pay period.

It is critical that the start date of the position be the first day of a pay period and that the end date be the last date.   If any other dates are used the person will be paid incorrectly.

STEP 1:

NEW EPAF Person Selection

The first step in creating a SECSL EPAF involves completing the New EPAF Person Selection screen. This must be done for every EPAF transaction.   The following steps explain how to complete this page.

1) Enter the Employee's Banner ID (A number) and TAB to the Query Date field

    NOTE: Also check the name to be sure you have entered the correct ID!!

2) In the Query Date field enter the date that you will be using for the transaction.   This will be the start date of the new job

3) Chose the category of SECSL

4) Click GO

Search		Go		RETURN TO EMPLOYEE MENU	SITE MAP	HELP	EXIT

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * A10000000 Carole Carver

Query Date: MM/DD/YYYY* 08/01/2012
Approval Category: * Secondary Assignment - Single Pay, SECSL

Go

EPAF Approver Summary | EPAF Originator Summary
Return to EPAF Menu

RELEASE: 8.5.0.5

STEP 2: Select the position that you will be using. It is critical that the correct position be used.   If the position is known it can be entered directly.

If you need to search for position use the search criteria to minimize the number of positions to ensure you have selected the correct one.   Then click on that link.

Step 3: Once the position is selected click "Next Approval Type"

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Carole Carver, A10000000
Query Date: Aug 01, 2012
Approval Category: Secondary Assignment - Single, SECSL

Adjunct or Overload Assignment for Monthly, ADJJB

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍 New Job	000087	00	Part-Time Instructor	160103, Dean of Divison of Nursing-Rest.					●
Primary	E00067	00	Secretary	121000, Biological Sciences	Jul 01, 2011			Active	○

All Jobs

Next Approval Type   Go

Step 4:

At the Next Approval Type the Position will default in.   Make sure it is the one with the Select button and Click GO

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Carole Carver, A10000000
Query Date: Aug 01, 2012
Approval Category: Secondary Assignment - Single, SECSL

Termination of Adjuct or Overload Assignment for Monthly, ADTRM

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍 New Job	000087	00	Part-Time Instructor	160103, Dean of Divison of Nursing-Rest.					●
Primary	E00067	00	Secretary	121000, Biological Sciences	Jul 01, 2011			Active	○

All Jobs

Go

Step 5:

Complete the form.   The only mandatory fields will be the amount to pay and the Effective Date and Termination Date in the Termination Record.   Labor may be changed if desired.   Once done Click Save

Electronic Personnel Action Form

⬜ Enter the information for the EPAF and either Save or Submit.

Name and ID: Carole Carver, A10000000
Transaction: **Query Date:** Aug 01, 2012
Transaction Status:
Approval Category: Secondary Assignment - Single Pay, SECSL

[Save]

Approval Types | Account Distribution | Routing Queue | Transaction History

⊦ - indicates a required field.

Adjunct or Overload Assignment for Monthly, 000087-00 Part-Time Instructor

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		08/01/2012
Contract Type:		Secondary ▾
Job Status:		Active ▾
Jobs Effective Date: MM/DD/YYYY		08/01/2012
Personnel Date: MM/DD/YYYY		08/01/2012
Step: (Not Enterable)		0
Annual Salary:		500.00
Job Change Reason:		ADDJB, Additional Job Assignment ▾
Factor:		1
Pays:		1

Current
Effective Date: 08/01/2012
COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New
Effective Date: MM/DD/YYYY 08/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance
🔍 A		🔍 310359	🔍 160103	🔍 611000	🔍 01					100.00	
🔍		🔍	🔍	🔍	🔍						
🔍		🔍	🔍	🔍	🔍						
🔍		🔍	🔍	🔍	🔍						
🔍		🔍	🔍	🔍	🔍						
									Total:	100.00	

✔

[Default from Index] [Save and Add New Rows]

Termination of Adjuct or Overload Assignment for Monthly, 000087-00 Part-Time Instructor

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		08/31/2012
Personnel Date: MM/DD/YYYY*		08/31/2012
Job Status: *		Terminated ▾
Job Change Reason:		ENASN, End of Work Assignment ▾

Routing Queue

Approval Level	User Name		Required Actio
10 - (DEPT) Budgetary Authority	🔍 DIAMONISHABROWN	Diamonisha Q Brown	Approve
20 - (ADMHD) Department Head	🔍 DWANTRA	Dwantra L Anderson	Approve

Electronic Personnel Action Form

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: Carole Carver, A10000000
Transaction: **Query Date:** Aug 01, 2012
Transaction Status:
Approval Category: Secondary Assignment - Single Pay, SECSL

Save

Approval Types | Account Distribution | Routing Queue | Transaction History

* - indicates a required field.

Adjunct or Overload Assignment for Monthly, 000087-00 Part-Time Instructor

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		08/01/2012
Contract Type:		Secondary ▾
Job Status:		Active ▾
Jobs Effective Date: MM/DD/YYYY		08/01/2012
Personnel Date: MM/DD/YYYY		08/01/2012
Step: (Not Enterable)		0
Annual Salary:		500.00
Job Change Reason:		ADDJB, Additional Job Assignment ▾
Factor:		1
Pays:		1

Current
Effective Date: 08/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override	End Date

New
Effective Date: MM/DD/YYYY 08/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Ov
🔍 A		🔍 310359	🔍 160103	🔍 611000	🔍 01					100.00	
🔍		🔍	🔍	🔍	🔍						
🔍		🔍	🔍	🔍	🔍						
🔍		🔍	🔍	🔍	🔍						
🔍		🔍	🔍	🔍	🔍						
									Total:	100.00	

✔

Default from Index   Save and Add New Rows

Termination of Adjuct or Overload Assignment for Monthly, 000087-00 Part-Time Instructor

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY *****		08/31/2012
Personnel Date: MM/DD/YYYY *****		08/31/2012
Job Status: *****		Terminated ▾
Job Change Reason:		ENASN, End of Work Assignment ▾

Routing Queue

Approval Level	User Name		Required Action
10 - (DEPT) Budgetary Authority	🔍 DIAMONISHABROWN	Diamonisha Q Brown	Approve
20 - (ADMHD) Department Head	🔍 DWANTRA	Dwantra L Anderson	Approve
30 - (VP) Vice President	🔍 HRSUNGARD	Suzanne Schuelke	FYI
39 - (BUDGET) Budget Administration	🔍 PNEAL	Pamela D Neal	Approve
90 - (HR) Human Resources	🔍 CARLAWILLIAMS	Carla D Williams	Approve
95 - (PAYROL) Payroll	🔍 BCOLEMAN	Bernadette Coleman	Apply
Not Selected ▾	🔍		Not Selected ▾
Not Selected ▾	🔍		Not Selected ▾
Not Selected ▾	🔍		Not Selected ▾
Not Selected ▾	🔍		Not Selected ▾

Save and Add New Rows

Comment

Step 6:

Review and Submit.   EPAF is now ready for Approver

Electronic Personnel Action Form

✔ Your change was saved successfully.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Carole Carver, A10000000
Transaction: 123   **Query Date:** Aug 01, 2012
Transaction Status: Waiting
Approval Category: Secondary Assignment - Single Pay, SECSL

[Save] [Submit] [Delete]

EPAF: Adjunct Faculty (Do Not Use for Full Time Employees)

(ADJFAC)

ADJFAC is used to make a payment to an Adjunct Faculty.   It is designed for a person who is already in the system with an address and PEAEMPL screen.

STEP 1: NEW EPAF Person Selection
The first step in creating an MOSEC EPAF involves completing the New EPAF Person Selection screen. The following steps explain how to complete this page.

1) Enter the Employee's Banner ID (A number) and TAB to the Query Date field

   NOTE: Also check the name to be sure you have entered the correct ID!!

2) In the Query Date field enter the date that you will be using for the transaction.   This will be the start date of the new assignment. It will ALWAYS be the first day of the month.

3) Chose the category of ADJFAC

4) Click GO

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * SCS101   Suzanne Schuelke

Query Date: MM/DD/YYYY* 08/01/2012
Approval Category: * Adjunct Faculty (DO NOT USE FOR FULL TIME FACULTY!!), ADJFAC ▼
Go

EPAF Approver Summary | EPAF Originator Summary

STEP 2:
Select the position that you will be using.   It is critical that the correct position be used. If the position is known it can be entered and tabbed out. The person will never have the same combination of position and suffix effective at the same time.

If you need to search for position use the search criteria to minimize the number of positions to ensure you have selected the correct one.   Then click on that link.

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Suzanne Schuelke, SCS101
Query Date: Aug 01, 2012
Approval Category: Adjunct Faculty, ADJFAC

Adjunct or Overload Assignment for Monthly, ADJJB

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									●
	Primary	000008	00	Research Technician	100104, Research	Jan 01, 2011			Active	○
	Secondary	000012	01	Director Traceway CDC	100104, Research	Apr 23, 2012			Leave without Pay, with Benefits	○
	Secondary	BN0023	00	POOLED (Faculty)	100104, Research	May 01, 2012			Active	○
	Secondary	E00623	00	Residence Hall Director	100104, Research	Sep 01, 2011			Active	○

[All Jobs]

New Position Selection

Enter search criteria and select Go. Then select the link under Position to select it.

Search Criteria
Position Number: [ ]

Employee Class:
All
BF, BiWeekly Full Time
BP, BiWeekly Part Time Staff

COA:
All
A, Alcorn State University

Budget Organization:
All
000000, Non - Departmental
100100, President's Office

[Go]

Search Results

Position	Title	Employee Class	COA	Budget Organization	Begin Date	End Date
000069	Instructor	FP, Part Time Faculty	A	200103, Office of Inst. Adv. & Plan.-Rest.	Dec 30, 1998	
000087	Part-Time Instructor	FP, Part Time Faculty	A	160103, Dean of Divison of Nursing-Rest.	Sep 01, 1999	

STEP 3:

Enter the correct position and suffix.   Remember that you cannot use a suffix that the person is currently using for an assignment that will have any cross over dates.   Click GO.

New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Suzanne Schuelke, SCS101
Query Date: Aug 01, 2012
Approval Category: Adjunct Faculty, ADJFAC

Adjunct or Overload Assignment for Monthly, ADJJB

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	000069	00	Instructor	200103, Office of Inst. Adv. & Plan.-Rest.					⦿

[All Jobs]

[Next Approval Type] [Go]

STEP 4:

This to enter is the start and stop of the job.   The job must start on the first of the month, that is your Query Date.   It is set to pay over one month but if you wish to pay over multiple months; you must change the factor and pay to match the number of months over which you are paying.   Make sure that the Termination record ends on the last day of the month in which the assignment ends.

Enter the amount to be paid.

Change Labor as needed

* - indicates a required field.

Adjunct or Overload Assignment for Monthly, 000069-00 Instructor

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		08/01/2012
Contract Type:		Primary
Job Status: (Not Enterable)		A
Jobs Effective Date: MM/DD/YYYY		08/01/2012
Personnel Date: MM/DD/YYYY		08/01/2012
Step: (Not Enterable)		0
Annual Salary:		2500
Job Change Reason:		ADDJB, Additional Job
Factor:		1
Pays:		1

Current

Effective Date: 08/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbra

New

Effective Date: MM/DD/YYYY 08/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location
A		310712	200103	611000	06		

✔ Job Labor Distributions defaulted from the working Position Labor Distributions for fiscal year 2013, po

[Default from Index]   [Save and Add New Rows]

Termination of Adjuct or Overload Assignment for Monthly, 000069-00 Instructo

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		08/31/2012
Personnel Date: MM/DD/YYYY*		08/31/2012
Job Status: *(Not Enterable)		T
Job Change Reason:		Not Selected

Routing Queue

Approval Level	User Name	
10 - (DEPT) Department	HRSUNGARD	Suzanne Schuelke
20 - (ADMHD) Admin Head	HRSUNGARD	Suzanne Schuelke
30 - (VP) Vice President	HRSUNGARD	Suzanne Schuelke

STEP 5:

Click Save

Electronic Personnel Action Form

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: Suzanne Schuelke, SCS101
Transaction: **Query Date:** Aug 01, 2012
Transaction Status:
Approval Category: Adjunct Faculty (DO NOT USE FOR FULL TIME FACULTY!!), ADJFAC

[Save]

STEP 6:

Review and Click Submit

Electronic Personnel Action Form

✅ Your change was saved successfully.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Suzanne Schuelke, SCS101
Transaction: 4   **Query Date:** Aug 01, 2012
Transaction Status: Waiting
Approval Category: Adjunct Faculty (DO NOT USE FOR FULL TIME FACULTY!!), ADJFAC

[Save] [Submit] [Delete]

EPAF: Labor Distribution

(LABOR)

Labor is used when the only thing being processed is a change in labor distribution and there is no other actions happening at the same time

Step 1:

Enter the ID of the Person, the date the change will be effective, and the approval category of LABOR.   Click GO

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * A10229183   Marilyn J Jackson

Query Date: MM/DD/YYYY * 08/01/2012

Approval Category: *   Labor Distribution, LABOR

Go

Step 2:

Select the active position for which you wish to change the labor.   The position should always be active for this type of EPAF.   Click GO

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Marilyn J Jackson, A10229183
Query Date: Aug 01, 2012
Approval Category: Labor Distribution, LABOR

Labor Distribution Change, LABOR

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									○
	Primary	000004	00	Computer Technician	160103, Dean of Divison of Nursing-Rest.	Aug 15, 2012			Active	●

All Jobs

Go

Step 3

Make changes as needed.   For labor changes remember

You may use as many lines as you want but:

- The total percentage must add up to 100
- If you add lines do not forget that you must also enter the chart of A

Before changes the data will appear as follows:

Effective Date: 08/15/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
A		250000	902000	612000	06					100.00	

New

Effective Date: MM/DD/YYYY 09/20/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost
A		250000	902000	612000	06				

The enterable fields can be changed and lines can be added

Labor Distribution Change, 000004-00 Computer Technician

Current

Effective Date: 08/15/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
A		250000	902000	612000	06					100.00	

New

Effective Date: MM/DD/YYYY 09/20/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override Date
A		100000	902000	612000	06					50	
A		100000	103200	612000	06					50	
									Total:	100.00	

Step 4:

Click Save

Name and ID: Marilyn J Jackson, A10229183
Transaction: **Query Date:**   Sep 20, 2012
Transaction Status: **Last Paid Date:** Jul 06, 2001
Approval Category: Labor Distribution, LABOR

Save

Step 5:

Click Submit.   The document is now ready for the approver

Electronic Personnel Action Form

✔ Your change was saved successfully.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Marilyn J Jackson, A10229183 **Job and Suffix:** 000004-00, Computer Technician
Transaction: 134   **Query Date:**   Sep 20, 2012
Transaction Status: Waiting   **Last Paid Date:**
Approval Category: Labor Distribution, LABOR

Save   Submit   Delete

EPAF: Promotion of Monthly Employee

(PROMO)

PROMO is used to give a Monthly Employee a promotion. This EPAF is used when moving to a new position.

Step 1:

NEW EPAF Person Selection
The first step in creating a PROMO EPAF involves completing the New EPAF Person

Selection screen. This must be done for every EPAF transaction.   The following steps explain how to complete this page.

1) Enter the Employee's Banner ID (A number) and TAB to the Query Date field

   NOTE: Also check the name to be sure you have entered the correct ID!!

2) In the Query DATE field enter the Query Date.   This will normally be the date of the promotion

   a. The exception will be when the paperwork cannot get to Payroll by the date set in the calendar.   When this happens you must use the first day after the last paid date

3) Chose the category of PROMO

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * `A10000000`   `Elizabeth Extension`   👤 🔍

Query Date: MM/DD/YYYY* `08/01/2012`

Approval Category: *   `Promotion of Monthly Employee, PROMO` ▼

`Go`

Step 2:

Select the position you will be terminating and then click

NEXT APPROVAL TYPE

New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Elizabeth Extension, A10000000
Query Date: Aug 01, 2012
Approval Category: Promotion - Monthly, PROMO

Job Termation, JOBTRM

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									○
	Primary	E00067	00	Secretary	121000, Biological Sciences	Jul 01, 2011			Active	●

[All Jobs]

[Next Approval Type] [Go]

New EPAF
Return to EPAF Menu

RELEASE: 8.5.0.5

Step 3:

Enter the New Position and a suffix of 00 and click select.   This MUST be the correct position.   Then Click GO

New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Elizabeth Extension, A10000000
Query Date: Aug 01, 2012
Approval Category: Promotion - Monthly, PROMO

New Salaried Job, SALJOB

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	000015	00	Banner Data Specialist	902000, Des.-Banner					●
	Primary	E00067	00	Secretary	121000, Biological Sciences	Jul 01, 2011			Active	○

[All Jobs]

[Go]

New EPAF

Step 4:

Make any changes to PEAEMPL that are needed.   It is possible that no changes will be needed.

On the termination record – enter the date one date prior to the new assignment

On the New record – enter the Salary (no commas) and the title if it differs from the title on the position.

Change the labor if it is incorrect.

Make any changes to the default routing queue

Fields that you must always enter are in yellow; those that you may have to change in pink

Electronic Personnel Action Form

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: Elizabeth Extension, A10000000
Transaction: **Query Date:** Aug 01, 2012
Transaction Status:
Approval Category: Promotion of Monthly Employee, PROMO

[Save]

Approval Types | Account Distribution | Routing Queue | Transaction History

PEAEMPL Change, 000015-00 Banner Data Specialist

Item	Current Value	New Value
Employee Class Code:	FS, Full Time Staff 🔍	
Home Organization:	121000, Biological Sciences 🔍	303000
Distribution Orgn:	121000, Biological Sciences 🔍	303000
Current Hire Date: MM/DD/YYYY 07/08/2008		08/01/2012

Job Termation, E00067-00 Secretary

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY 07/01/2012		07/31/2012
Personnel Date: MM/DD/YYYY	07/01/2012	07/31/2012
Job Status:	Active	Terminated ▾
Job Change Reason:	EXTEN	PROMO, Promotion ▾

New Salaried Job, 000015-00 Banner Data Specialist

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		08/01/2012
Contract Type:		Primary ▾
Jobs Effective Date: MM/DD/YYYY		08/01/2012
Step: (Not Enterable)		0
Annual Salary:		40000
Title:		Banner Expert
Personnel Date: MM/DD/YYYY		08/01/2012
Job Status: (Not Enterable)		A
Job Change Reason:		PROMO, Promotion ▾
Timesheet Orgn:	🔍	303000

Current
Effective Date: 08/01/2012
COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New
Effective Date: MM/DD/YYYY 08/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance
🔍 A		🔍 250000	🔍 902000	🔍 612000	🔍 06					100.00	
🔍		🔍	🔍	🔍	🔍						
🔍		🔍	🔍	🔍	🔍						
🔍		🔍	🔍	🔍	🔍						
🔍		🔍	🔍	🔍	🔍						
									Total:	100.00	

✓

[Default from Index] [Save and Add New Rows]

Routing Queue

Approval Level	User Name		Required Actio
10 - (DEPT) Budgetary Authority	🔍 DIAMONISHABROWN	Diamonisha Q Brown	Approve
10 - (DEPT) Budgetary Authority	🔍 HRSUNGARD	Suzanne Schuelke	Approve
20 - (ADMHD) Department Head	🔍 DWANTRA	Dwantra L Anderson	Approve
30 - (VP) Vice President	🔍 HRSUNGARD	Suzanne Schuelke	FYI
39 - (BUDGET) Budget Administration	🔍 PNEAL	Pamela D Neal	Approve
90 - (HR) Human Resources	🔍 CARLAWILLIAMS	Carla D Williams	Approve
95 - (PAYROL) Payroll	🔍 BCOLEMAN	Bernadette Coleman	Apply

Electronic Personnel Action Form

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: Elizabeth Extension, A10000000
Transaction: **Query Date:** Aug 01, 2012
Transaction Status:
Approval Category: Promotion of Monthly Employee, PROMO

[Save]

Approval Types | Account Distribution | Routing Queue | Transaction History

PEAEMPL Change, 000015-00 Banner Data Specialist

Item	Current Value	New Value
Employee Class Code:	FS, Full Time Staff 🔍	
Home Organization:	121000, Biological Sciences 🔍	303000
Distribution Orgn:	121000, Biological Sciences 🔍	303000
Current Hire Date: MM/DD/YYYY 07/08/2008		08/01/2012

Job Termation, E00067-00 Secretary

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY 07/01/2012		07/31/2012
Personnel Date: MM/DD/YYYY	07/01/2012	07/31/2012
Job Status:	Active	Terminated
Job Change Reason:	EXTEN	PROMO, Promotion

New Salaried Job, 000015-00 Banner Data Specialist

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		08/01/2012
Contract Type:		Primary
Jobs Effective Date: MM/DD/YYYY		08/01/2012
Step: (Not Enterable)		0
Annual Salary:		40000
Title:		Banner Expert
Personnel Date: MM/DD/YYYY		08/01/2012
Job Status: (Not Enterable)		A
Job Change Reason:		PROMO, Promotion
Timesheet Orgn:	🔍	303000

Current
Effective Date: 08/01/2012

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New
Effective Date: MM/DD/YYYY 08/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance
🔍 A		🔍 250000	🔍 902000	🔍 612000	🔍 06					100.00	
🔍		🔍	🔍	🔍	🔍						
🔍		🔍	🔍	🔍	🔍						
🔍		🔍	🔍	🔍	🔍						
🔍		🔍	🔍	🔍	🔍						
									Total:	100.00	

✓

[Default from Index] [Save and Add New Rows]

Routing Queue

Approval Level	User Name		Required Actio
10 - (DEPT) Budgetary Authority	🔍 DIAMONISHABROWN	Diamonisha Q Brown	Approve
10 - (DEPT) Budgetary Authority	🔍 HRSUNGARD	Suzanne Schuelke	Approve
20 - (ADMHD) Department Head	🔍 DWANTRA	Dwantra L Anderson	Approve
30 - (VP) Vice President	🔍 HRSUNGARD	Suzanne Schuelke	FYI
39 - (BUDGET) Budget Administration	🔍 PNEAL	Pamela D Neal	Approve
90 - (HR) Human Resources	🔍 CARLAWILLIAMS	Carla D Williams	Approve
95 - (PAYROL) Payroll	🔍 BCOLEMAN	Bernadette Coleman	Apply

Step 5:

Click Save

Step 6:

Click Submit. The EPAF is now ready for the approver.

EPAF: Biweekly Promotion

(PROBW)

PROBW is used to give a biweekly employee a promotion.   This EPAF is used when moving to a new position.

Step 1:

NEW EPAF Person Selection

The first step in creating a PROBW EPAF involves completing the New EPAF Person Selection screen. This must be done for every EPAF transaction.   The following steps explain how to complete this page.

1) Enter the Employee's Banner ID (A number) and TAB to the Query Date field

   NOTE: Also check the name to be sure you have entered the correct ID!!

2) In the Query DATE field enter the Query Date.   This will normally be the date of the promotion

   a. The exception will be when the paperwork cannot get to Payroll by the date set in the calendar.   When this happens you must use the first day after the last paid date

3) Chose the category of PROBW

Step 2:

New EPAF Person Selection

📝 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select G

⭐ - indicates a required field.

ID: * [A10000000] [Carole Carver]   👤 🔍

Query Date: MM/DD/YYYY* [09/15/2012]

Approval Category: * [Biweekly Promotion, PROBW   ▼]

[Go]

Select the position you will be terminating and then click

NEXT APPROVAL TYPE

ID: Carole Carver, A10000000
Query Date: Sep 15, 2012
Approval Category: Promotion - Biweekly, PROBW

Job Termation, JOBTRM

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									○
	Primary	000047	00	Counselor	160103, Dean of Divison of Nursing-Rest.	Aug 20, 2012			Active	◉

[All Jobs]

[Next Approval Type] [Go]

Step 3:

Enter the New Position and a suffix of 00 and click select.   You may do a query but it is critical to select the correct position. This MUST be the correct position.   Then Click GO

ID: Carole Carver, A10000000
Query Date: Sep 15, 2012
Approval Category: Promotion - Biweekly, PROBW

Job Termation, JOBTRM

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									○
	Primary	000047	00	Counselor	160103, Dean of Divison of Nursing-Rest.	Aug 20, 2012			Active	⦿

[All Jobs]

[Next Approval Type] [Go]

☞ Enter search criteria and select Go. Then select the link under Position to select it.

Search Criteria

Position Number: [ ]

Employee Class:
All
BF, BiWeekly Full Time
BP, BiWeekly Part Time Staff

COA:
All
A, Alcorn State University

Budget Organization:
All
000000, Non - Departmental
100100, President's Office

[Go]

Search Results

▲ Position ▽	▲ Title ▽	▲ Employee Class ▽	▲ COA ▽	▲ Budget Organization ▽	Begin Date	End Date
000020	Dairy Program Aide	BF, BiWeekly Full Time	A	130103, Department of Agriculture-Rest.	Jun 30, 1998	
000047	Counselor	BF, BiWeekly Full Time	A	130103, Department of Agriculture-Rest.	Aug 01, 1998	
000079	Night Security	BF, BiWeekly Full	A	130303, Cooperative Extension-	Jul 01, 1998	

New Hourly Job, JOB

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	AMIE01	00	Prfessional General	200103, Office of Inst. Adv. & Plan.-Rest.					⦿
	Primary	000047	00	Counselor	160103, Dean of Divison of Nursing-Rest.	Aug 20, 2012			Active	○

[All Jobs]

[Go]

Step 4:

Make any changes to PEAEMPL that are needed.   It is possible that no changes will be needed.

On the termination record – enter the date one date prior to the new assignment

On the New record – enter the hourly rate and the title if it differs from the title on the position.

Change the labor if it is incorrect.   It will have defaulted from the position.

Make any changes to the default routing queue

Fields that you must always enter are in yellow; those that you may have to change in pink

New Hourly Job, AMIE01-00 Prfessional General

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		09/15/2012
Contract Type:		Primary
Jobs Effective Date: MM/DD/YYYY		09/15/2012
Personnel Date: MM/DD/YYYY		09/15/2012
Title:		Senior Counselor
Step: (Not Enterable)		0
Regular Rate:		22.00
Timesheet Orgn:		200103
Job Change Reason: (Not Enterable)		PROMO

Current
Effective Date: 09/15/2012
COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New
Effective Date: MM/DD/YYYY 09/15/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbranc
A		100000	200103	612000	01					100.00	

Total: 100.00

✔

[Default from Index] [Save and Add New Rows]

Routing Queue

Approval Level	User Name		Required Action
10 - (DEPT) Budgetary Authority	DIAMONISHABROWN	Diamonisha Q Brown	Approve
20 - (ADMHD) Department Head	DWANTRA	Dwantra L Anderson	Approve

Step 5:

Click Save

Electronic Personnel Action Form

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: Carole Carver, A10000000
Transaction: **Query Date:** Sep 15, 2012
Transaction Status:
Approval Category: Biweekly Promotion, PROBW

[Save]

Step 6:

Click Submit. The EPAF is now ready for the approver.

Electronic Personnel Action Form

✔ Your change was saved successfully.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Carole Carver, A10000000
Transaction: 167   **Query Date:** Sep 15, 2012
Transaction Status: Waiting
Approval Category: Biweekly Promotion, PROBW

[Save] [Submit] [Delete]

EPAF: Title Change Only
(TITLE)

TITLE is used to change the title on the job when there is no salary change

STEP 1:

 NEW EPAF Person Selection

The first step in creating a TITLE EPAF involves completing the New EPAF Person Selection screen. This must be done for every EPAF transaction.   The following steps explain how to complete this page.

1) Enter the Employee's Banner ID (A number) and TAB to the Query Date field

   NOTE: Also check the name to be sure you have entered the correct ID!!

2) In the Query Date field enter the date that you will be using for the transaction.   This will normally be the date of the change.

   a. The exception will be when the paperwork cannot get to Payroll by the date set in the calendar.   When this happens you must use the first day after the last paid date.

3) Chose the category of TITLE

4) Click GO

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * A10000000   Elizabeth Extension

Query Date: MM/DD/YYYY* 07/24/2012
Approval Category: *   Title Change Only, TITLE
Go

EPAF Approver Summary | EPAF Originator Summary
Return to EPAF Menu

Step 2:

Select the correct position. It will always be listed. Click GO

New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Elizabeth Extension, A10000000
Query Date: Jul 24, 2012
Approval Category: Title Change, TITLE

Title Change, TITLE

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									○
	Primary	E00067	00	Secretary	121000, Biological Sciences	Jul 01, 2011			Active	◉

[All Jobs]

Step 3:

Change the Title to the desired title.   Save

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: Elizabeth Extension, A10000000
Transaction: **Query Date:**   Jul 24, 2012
Transaction Status: **Last Paid Date:**
Approval Category: Title Change Only, TITLE

[Save]

Approval Types | Routing Queue | Transaction History

* - indicates a required field.

Title Change, E00067-00 Secretary

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	07/01/2012	07/24/2012
Personnel Date: MM/DD/YYYY*	07/01/2012	07/24/2012
Title: *	Secretary	Confidential Assistant
Job Change Reason: *	EXTEN	TITLE, Title Change Only ▼

Routing Queue

Approval Level	User Name		Required Action
10 - (DEPT) Budgetary Authority	🔍 DIAMONISHABROWN	Diamonisha Q Brown	Approve
20 - (ADMHD) Department Head	🔍 DWANTRA	Dwantra L Anderson	Approve
30 - (VP) Vice President	🔍 HRSUNGARD	Suzanne Schuelke	FYI
39 - (BUDGET) Budget Administration	🔍 PNEAL	Pamela D Neal	Approve
90 - (HR) Human Resources	🔍 CARLAWILLIAMS	Carla D Williams	Approve
95 - (PAYROL) Payroll	🔍		Apply

Step 4:

Click Submit. The EPAF will now go to the approver.

Electronic Personnel Action Form

✔ Your change was saved successfully.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID:	Elizabeth Extension, A10000000	**Job and Suffix:**	E00067-00, Secretary
Transaction:	120	**Query Date:**	Jul 24, 2012
Transaction Status:	Waiting	**Last Paid Date:**	
Approval Category:	Title Change Only, TITLE		

[Save] [Submit] [Delete]

EPAF: SALARY ADJUSTMENT – MONTHLY

(SALADJ)

SALADJ is used to adjust a monthly employee's salary.   If needed; titles may be changed at the same time.

STEP 1:

NEW EPAF Person Selection

The first step in creating an SALADJ EPAF involves completing the New EPAF Person Selection screen. This must be done for every EPAF transaction.   The following steps explain how to complete this page.

1) Enter the Employee's Banner ID (A number) and TAB to the Query Date field

     NOTE: Also check the name to be sure you have entered the correct ID!!

2) In the Query Date field enter the date that you will be using for the transaction.   This will normally be the date of the change.

   a. The exception will be when the paperwork cannot get to Payroll by the date set in the calendar.   When this happens you must use the first day after the last paid date.   The Personnel Date should always be the actual date of the raise.

3) Chose the category of SALADJ

4) Click GO

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: ***** `A10000000`   `Elizabeth Extension`

Query Date: MM/DD/YYYY***** `08/01/2012`

Approval Category: *****   `Salary Adjustment - Monthly, SALADJ`

`Go`

STEP 2:

Select the correct position. It will always be listed. Click GO

New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Elizabeth Extension, A10000000
Query Date: Aug 01, 2012
Approval Category: Salary Adjustment - Monthly, SALADJ

Salary Adjustment, SALADJ

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍 New Job									○
Primary	E00067	00	Secretary	121000, Biological Sciences	Jul 01, 2011			Active	●

[All Jobs]

[Go]

STEP 3:

     a) Change Salary.   Do not use commas.
     b)   Change Title if Desired.
     c) Change Personnel Date if the Effective Date is later than the actual start date
     d) Click Save

Electronic Personnel Action Form

📝 Enter the information for the EPAF and either Save or Submit.

Name and ID: Elizabeth Extension, A10000000

Transaction: **Query Date:**   Aug 01, 2012

Transaction Status: **Last Paid Date:**

Approval Category: Salary Adjustment - Monthly, SALADJ

[Save]

Approval Types | Routing Queue | Transaction History

✱ - indicates a required field.

Salary Adjustment, E00067-00 Secretary

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY ✱	07/01/2012	08/01/2012
Personnel Date: MM/DD/YYYY ✱	07/01/2012	08/01/2012
Title:	Secretary	Administrative Assistant
Annual Salary: ✱	28000	32000
Job Change Reason: ✱	EXTEN	SLADJ, Salary Adjustment

Routing Queue

Approval Level		User Name		Required Action
10 - (DEPT) Budgetary Authority	🔍	DIAMONISHABROWN	Diamonisha Q Brown	Approve
20 - (ADMHD) Department Head	🔍	DWANTRA	Dwantra L Anderson	Approve
30 - (VP) Vice President	🔍	HRSUNGARD	Suzanne Schuelke	FYI
39 - (BUDGET) Budget Administration	🔍	PNEAL	Pamela D Neal	Approve
90 - (HR) Human Resources	🔍	CARLAWILLIAMS	Carla D Williams	Approve
95 - (PAYROL) Payroll	🔍	BCOLEMAN	Bernadette Coleman	Apply
Not Selected	🔍			Not Selected
Not Selected	🔍			Not Selected
Not Selected	🔍			Not Selected
Not Selected	🔍			Not Selected

STEP 4:

Click Submit. The EPAF will now go to the approver.

Electronic Personnel Action Form

✔ Your change was saved successfully.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID:	Elizabeth Extension, A10000000	**Job and Suffix:**	E00067-00, Secretary
Transaction:	121	**Query Date:**	Aug 01, 2012
Transaction Status:	Waiting	**Last Paid Date:**	
Approval Category:	Salary Adjustment - Monthly, SALADJ		

[Save] [Submit] [Delete]

EPAF: SALARY ADJUSTMENT – BIWEEKLY

(SALABW)

SALABW is used to change the hourly rate of a biweekly employee.   If needed; the title may be changed at the same time.

Step 1:

NEW EPAF Person Selection

The first step in creating an SALABW EPAF involves completing the New EPAF Person Selection screen. This must be done for every EPAF transaction.   The following steps explain how to complete this page.

1) Enter the Employee's Banner ID (A number) and TAB to the Query Date field

   NOTE: Also check the name to be sure you have entered the correct ID!!

2) In the Query Date field enter the date that you will be using for the transaction.   This will normally be the date of the change.

   a. The exception will be when the paperwork cannot get to Payroll by the date set in the calendar.   When this happens you must use the first day after the last paid date.   The Personnel Date should always be the actual date of the raise.

3) Chose the category of SALABW

4) Click GO

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

✱ - indicates a required field.

ID: ✱ A10356353   Marcus Johnson

Query Date: MM/DD/YYYY✱ 08/15/2012
Approval Category: ✱   Salary Adjustment - Biweekly, SALABW

Go

Step 2:

Select the correct position. It will always be listed. Click GO

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Marcus Johnson, A10356353
Query Date: Aug 15, 2012
Approval Category: Salary Adjustment - Biweekly, SALABW

Rate Change (with or without Title), RTCHG

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									○
	Primary	000085	00	Security	130103, Department of Agriculture- Rest.	Aug 03, 2012			Active	●

[All Jobs]

[Go]

Step 3:

a) Change Hourly Rate
b) Change Title if Desired.
c) Change Personnel Date if the Effective Date is later than the actual start date
d) Click Save

Rate Change (with or without Title), 000085-00 Security

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY✱	08/03/2012	08/15/2012
Personnel Date: MM/DD/YYYY✱	08/03/2012	08/15/2012
Regular Rate: ✱	15	18.00
Title:	Security	Security Foreman
Job Change Reason: ✱	ORIGI	SLADJ, Salary Adjustment

Routing Queue

Approval Level	User Name		Required Action
10 - (DEPT) Budgetary Authority	🔍 HRSUNGARD	Suzanne Schuelke	Approve
20 - (ADMHD) Department Head	🔍 DWANTRA	Dwantra L Anderson	Approve

Step 4:

Click Save

Enter the information for the EPAF and either Save or Submit.

Name and ID:	Marcus Johnson, A10356353		
Transaction:		**Query Date:**	Aug 15, 2012
Transaction Status:		**Last Paid Date:**	
Approval Category:	Salary Adjustment - Biweekly, SALABW		

Save

Step 5:

Click Submit. The EPAF will now go to the approver.

Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID:	Marcus Johnson, A10356353	**Job and Suffix:**	000085-00, Security
Transaction:	159	**Query Date:**	Aug 15, 2012
Transaction Status:	Waiting	**Last Paid Date:**	
Approval Category:	Salary Adjustment - Biweekly, SALABW		

Save   Submit   Delete

EPAF – Summer Faculty Overload

(SUMMER)

SUMMER is used to pay Summer Overload to full time faculty during a summer month. Payroll will normally set the start and end date. The default will be one pay but this can be changed if need. In this situation this will always be a secondary job and the PEAEMPL record will never be changed.

STEP 1:

NEW EPAF Person Selection

The first step in creating an SUMMER EPAF involves completing the New EPAF Person Selection screen. The following steps explain how to complete this page.

1) Enter the Employee's Banner ID (A number) and TAB to the Query Date field

   NOTE: Also check the name to be sure you have entered the correct ID!!

2) In the Query Date field enter the date that you will be using for the transaction. This will always be the first of the month in which the employee will be paid.

3) Chose the category of SUMMER

4) Click GO

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * A10356351   Michael David Jones

Query Date: MM/DD/YYYY* 07/01/2012

Approval Category: * Summer Faculty Overload, SUMMER

Go

EPAF Approver Summary | EPAF Originator Summary

STEP 2:

Select the position that you will be using.   It is critical that the correct position be used. If the position is known it can be entered and tabbed out. The person will never have the same combination of position and suffix effective at the same time.   Also, their primary position will never be used for this; no matter what the suffix.

If you need to search for position use the search criteria to minimize the number of positions to ensure you have selected the correct one.   Then click on that link.

New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Michael David Jones, A10356351
Query Date: Jul 01, 2012
Approval Category: Summer Faculty Overload, SUMMER

Adjunct or Overload Assignment for Monthly, ADJJB

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									⦿
	Primary	AA0025	00	Associate Professor of Agricul	130400, Branch Experiment Station	Sep 01, 2012			Active	○

All Jobs

New Position Selection

💬 Enter search criteria and select Go. Then select the link under Position to select it.

Search Criteria
Position Number: [   ]
Employee Class:
```
All
BF, BiWeekly Full Time
BP, BiWeekly Part Time Staff
```
COA:
```
All
A, Alcorn State University
```
Budget Organization:
```
All
000000, Non - Departmental
100100, President's Office
```
[Go]

Search Results

△ Position ▽	△ Title ▽	△ Employee Class ▽	△ COA ▽	△ Budget Organization ▽	Begin Date	End Date
000069	Instructor	FP, Part Time Faculty	A	200103, Office of Inst. Adv. & Plan.-Rest.	Dec 30, 1998	
000087	Part-Time Instructor	FP, Part Time Faculty	A	160103, Dean of Divison of Nursing-Rest.	Sep 01, 1999	

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Michael David Jones, A10356351
Query Date: Jul 01, 2012
Approval Category: Summer Faculty Overload, SUMMER

Adjunct or Overload Assignment for Monthly, ADJJB

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	ADJF01	00	POOLED (Faculty)	170701, Adjunct Faculty					⦿
	Primary	AA0025	00	Associate Professor of Agricul	130400, Branch Experiment Station	Sep 01, 2012			Active	○

[All Jobs]

[Next Approval Type] [Go]

New EPAF

STEP 3

The only item that you should need to enter into this form is the salary. This will be paid in one pay.

If the employee is to be paid over more than one pay; the Factor and Pays must be changed from 1 to the correct number of pays.   These numbers must be the same and must match the number of pays.

If there is a labor change from the labor on the position you must do that here.

Adjunct or Overload Assignment for Monthly, ADJF01-00 POOLED (Faculty)

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		07/01/2012
Contract Type:		Secondary
Job Status:		Active
Jobs Effective Date: MM/DD/YYYY		07/01/2012
Personnel Date: MM/DD/YYYY		07/01/2012
Step:		0
Annual Salary:		2400
Job Change Reason:		OVERL, Overload
Factor:		1
Pays:		1

Current

Effective Date: 07/01/2012

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New

Effective Date: MM/DD/YYYY 07/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
A		100000	170701	611000	01					100.00

STEP 4:

Click Save

Electronic Personnel Action Form

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: Michael David Jones, A10356351
Transaction: **Query Date:** Jul 01, 2012
Transaction Status:
Approval Category: Summer Faculty Overload, SUMMER

[Save]

STEP 5:

Review and Submit. Document is now ready for approver

Electronic Personnel Action Form

✅ Your change was saved successfully.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Michael David Jones, A10356351
Transaction: 172   **Query Date:** Jul 01, 2012
Transaction Status: Waiting
Approval Category: Summer Faculty Overload, SUMMER

[Save] [Submit] [Delete]

EPAF: SEPARATION FROM UNIVERSITY EMPLOYMENT

(SEPAR)

The EPAF SEPAR is used when the employee will no longer be employed by the institution.   SEPAR may be used even if someone remains as a student; but they can have no jobs of any kind that will remain open after this date.

STEP 1:

Enter the ID of the Person, the date the change will be effective, and the approval category of SEPARATION.   Click GO

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

★ - indicates a required field.

ID: ✱ A10229183   Marilyn J Jackson

Query Date: MM/DD/YYYY✱ 09/30/2012

Approval Category: ✱ Separation from University Employment, SEPAR ▼

Go

STEP 2:

For this step you will always select the active position.   Select and click GO

Step 3:

 Review the data.   If you have used the correct Query Date and have your default queue set up correctly.   You need only click SAVE

Name and ID: Marilyn J Jackson, A10229183
Transaction: **Query Date:** Sep 30, 2012
Transaction Status:
Approval Category: Separation from University Employment, SEPAR

Save

Approval Types | Routing Queue | Transaction History

Job Termation, 000004-00 Computer Technician

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	08/15/2012	09/30/2012
Personnel Date: MM/DD/YYYY	08/15/2012	09/30/2012
Job Status: (Not Enterable)	Active	T
Job Change Reason: (Not Enterable) ORIGI		TERM

Employment Termination, 000004-00 Computer Technician

Item	Current Value	New Value
Employee Status: (Not Enterable)	Active	T
Term Reason Code:		V, Voluntary
Termination Date: MM/DD/YYYY		09/30/2012

Routing Queue

Approval Level	User Name		Required Action
10 - (DEPT) Budgetary Authority	DIAMONISHABROWN	Diamonisha Q Brown	Approve
20 - (ADMHD) Department Head	DWANTRA	Dwantra L Anderson	Approve
30 - (VP) Vice President	HRSUNGARD	Suzanne Schuelke	FYI
39 - (BUDGET) Budget Administration	PNEAL	Pamela D Neal	Approve

Step 4:

Click Submit.   The EPAF is now ready for the approver

Electronic Personnel Action Form

✔ Your change was saved successfully.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Marilyn J Jackson, A10229183
Transaction: 135   **Query Date:** Sep 30, 2012
Transaction Status: Waiting
Approval Category: Separation from University Employment, SEPAR

Save   Submit   Delete

EPAF: Termination of Job

(Still Working at University)

(TERM)

The TERM EPAF is used to terminate a job when the employee will remain a University Employee

Step 1:

NEW EPAF Person Selection

The first step in creating a TERM EPAF involves completing the New EPAF Person Selection screen. This must be done for every EPAF transaction.   The following steps explain how to complete this page.

1) Enter the Employee's Banner ID (A number) and TAB to the Query Date field

   NOTE: Also check the name to be sure you have entered the correct ID!!

2) In the Query Date field enter the date that you will be using for the transaction.   This will normally be the date of the termination.

   a. The exception will be when the paperwork cannot get to Payroll by the date set in the calendar.   When this happens you must use the first day after the last paid date.   The Personnel Date should always be the actual date of the end of the job.

3) Chose the category of TERM.

4) Click GO

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

✱ - indicates a required field.

ID: ✱ A10356353   Marcus Johnson

Query Date: MM/DD/YYYY✱ 10/15/2012

Approval Category: ✱ Termination of Job (still working at University), TERM

Go

Step 2:

Select the Position that you wish to terminate. It should always be one of the choices.

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Marcus Johnson, A10356353
Query Date: Oct 15, 2012
Approval Category: Termination of job, TERM

Job Termation, JOBTRM

Search Type		Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									○
	Primary	000085	00	Security	130103, Department of Agriculture-Rest.	Aug 03, 2012			Active	◉

All Jobs

Go

Step 3:

Select the correct position. It will always be listed. Click GO

\

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Elizabeth Extension, A10000000
Query Date: Aug 01, 2012
Approval Category: Salary Adjustment - Monthly, SALADJ

Salary Adjustment, SALADJ

Search Type		Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									○
	Primary	E00067	00	Secretary	121000, Biological Sciences	Jul 01, 2011			Active	◉

All Jobs

Go

Step 4:

Review data to ensure it is correct.   Generally no entry will be required.   Click Save

Electronic Personnel Action Form

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: Marcus Johnson, A10356353
Transaction: **Query Date:**   Oct 15, 2012
Transaction Status: **Last Paid Date:**
Approval Category: Termination of Job (still working at University), TERM

[Save]

Approval Types | Routing Queue | Transaction History

Job Termation, 000085-00 Security

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	08/03/2012	10/15/2012
Personnel Date: MM/DD/YYYY	08/03/2012	10/15/2012
Job Status: (Not Enterable)	Active	T
Job Change Reason: (Not Enterable)	ORIGI	TERM

Routing Queue

Approval Level	User Name		Required Action
10 - (DEPT) Budgetary Authority	🔍 DIAMONISHABROWN	Diamonisha Q Brown	Approve
20 - (ADMHD) Department Head	🔍 DWANTRA	Dwantra L Anderson	Approve
	🔍		

Step 5:

Click Submit. The EPAF will now go to the approver.

Electronic Personnel Action Form

✔ Your change was saved successfully.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID:	Marcus Johnson, A10356353	**Job and Suffix:**	000085-00, Security
Transaction:	157	**Query Date:**	Oct 15, 2012
Transaction Status:	Waiting	**Last Paid Date:**	
Approval Category:	Termination of Job (still working at University), TERM		

Save   Submit   Delete

Introduction to Processing Student EPAFs

When processing transactions for a Student Employee there are a few basics to remember

1) The Student will always be in Banner since Student Services will have entered them.
2) The Student may be missing some pieces of data needed for Employment. These EPAFS will allow you to enter data if necessary
3) If the Student has never been employed before you will need to enter a W2 address.   You may also need to change it if they have been previously employed.
4) The EPAFS do not include I-9 and tax data.   These documents will still need to be provided to Payroll
5) Each Department has its own position numbers.   It is extremely important that when creating a new record that you use the correct position number.   If you do not the document will have to be cancelled and started over.   IT CANNOT BE CHANGED!!!.

EPAF: WORK STUDY– NEW HIRE

(WKSTU)

Work Study Student – New Hire (WKSTU) is used when hiring a Work Study student who has not previously been employed by the institution.

Step 1:

NEW EPAF Person Selection

The first step in creating a WKSTU EPAF involves completing the New EPAF Person Selection screen. This must be done for every EPAF transaction. The following steps explain how to complete this page.

1) Enter the Employee's Banner ID (A number) and TAB to the Query Date field

   NOTE: Also check the name to be sure you have entered the correct ID!!

2) In the Query DATE field enter the Query Date. This will be the start date of Employment (even if it is in the past)

3) Chose the category of WORK STUDY – NEW HIRE (WKSTU)

4) Click Go

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * A10364431   David James   👤 🔍

Query Date: MM/DD/YYYY* 09/06/2012

Approval Category: * Work Study - New Hire, WKSTU   ▾

Go

STEP 2:

There should not be a W2 address so make sure W2 is selected and click GO

Address Selection

💬 To add a new record, choose New Record. Or, choose the record to be updated under Select.

ID: David James, A10364431
Query Date: Sep 06, 2012
Approval Category: Work Study, WKSTU

W2 Address

Type	From and To Date	Address	Status	Select
New Record				⦿

[Show All Addresses]

[Go]

STEP 3:

The position number will always be CW0001 or CW0002.   Enter the position number and suffix.   Even when selecting a position through a Query, the suffix will need to be entered manually.   This will normally be 00.   Enter it and click GO

New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: David James, A10364431
Query Date: Sep 06, 2012
Approval Category: Work Study, WKSTU

W2 Address, W2ADD

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍		New Job	00	Students	130103, Department of Agriculture-Rest.					⦿

⚠ There are no active jobs based on the Query Date.

[All Jobs]

[Next Approval Type] [Go]

STEP 4:

Fill in all the yellow fields.   If needed; you may change labor or your default routing queue. Click Save   <mark>Leave Sequence Blank!!!!</mark>

Name and ID: David James, A10364431

Transaction: **Query Date:** Sep 15, 2012

Transaction Status:

Approval Category: Work Study - New Hire, WKSTU

Save

Approval Types | Routing Queue | Transaction History

＊ - indicates a required field.

W2 Address, BTC003-00 Students

Item	Current Value	New Value
Address From Date: MM/DD/YYYY		09/15/2012
Address Type: (Not Enterable)		W2
Address Sequence No.:		
Address Line 1:		2665 Woodward
Address Line 2:		
Address Line 3:		
City:		Detroit
State:		MI, Michigan
ZIP or Postal Code:		48202
County:		124, Michigan

New PEAEMPL, BTC003-00 Students

Item	Current Value	New Value
Employee Status: (Not Enterable)		A
Employee Class Code: ＊(Not Enterable)		WS
Home COAS: (Not Enterable)		A
Home Organization: ＊		130850
Current Hire Date: MM/DD/YYYY		09/15/2012

Work Study Job, BTC003-00 Students

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		09/15/2012
Contract Type:		Primary
Jobs Effective Date: MM/DD/YYYY		09/15/2012
Step:		0
Regular Rate:		7.25
Job Change Reason:		ORIGI, Original Appointment/This Posn
Timesheet Orgn:		130850

Routing Queue

Approval Level	User Name	
10 - (DEPT) Department	HRSUNGARD	Suzanne
95 - (PAYROL) Payroll	BCOLEMAN	Bernadet
Not Selected		
Not Selected		
Not Selected		
Not Selected		

Save and Add New Rows

Comment

STEP 5:

Submit – the EPAF is now ready for the approver.

Electronic Personnel Action Form

✔ Your change was saved successfully.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID: David James, A10364431
Transaction: 2   **Query Date:** Sep 15, 2012
Transaction Status: Waiting
Approval Category: Work Study - New Hire, WKSTU

| Save | Submit | Delete |

RESEARCH STUDENT – NEW HIRE

(RSSTU)

RESEARCH STUDENT – NEW HIRE (RSSTU) is used when hiring a Research Student who has not previously been employed by the institution.

Step 1:

 NEW EPAF Person Selection

The first step in creating a RSSTU EPAF involves completing the New EPAF Person Selection screen. This must be done for every EPAF transaction.   The following steps explain how to complete this page.

1) Enter the Employee's Banner ID (A number) and TAB to the Query Date field

   NOTE: Also check the name to be sure you have entered the correct ID!!

2) In the Query DATE field enter the Query Date.   This will be the start date of Employment (even if it is in the past)

3) Chose the category of RESEARCH STUDENT – NEW HIRE (RSSTU)

4) Click Go

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * `A20000000` `Gloria Greene`

Query Date: MM/DD/YYYY * `06/15/2012`

Approval Category: * `Research Student - New Hire, RSSTU`

`Go`

EPAF Approver Summary | EPAF Originator Summary
Return to EPAF Menu

Step 2:

There should not be a W2 address so make sure W2 is selected and click GO

Address Selection

To add a new record, choose New Record. Or, choose the record to be updated under Select.

ID: Gloria Greene, A20000000
Query Date: Jun 15, 2012
Approval Category: Research Student, RSSTU

W2 Address

Type	From and To Date	Address	Status	Select
New Record				●
Permanent	Jul 24, 2012 to Current Date	16876 Maple Vicksburg, Mississippi 39180	Active	○

[Show All Addresses]

[Go]

Step 3:

If you know the position you may enter it directly here.   If not you may click to get a click on position options.   Be sure to select the correct one!!   Use a suffix of 00

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Gloria Greene, A20000000
Query Date: Jun 15, 2012
Approval Category: Research Student, RSSTU

W2 Address, W2ADD

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									●

⚠ There are no active jobs based on the Query Date.

[All Jobs]

[Next Approval Type] [Go]

If you do a Query you will get the following menu.   Select the RS Employee Class and your Department and Click GO

Step 4:

New Position Selection

💬 Enter search criteria and select Go. Then select the link under Position to select it.

Search Criteria

Position Number: [   ]

Employee Class:
PS, Part Time Staff ▲
RS, Research Student 🗐
WS, Work Study Student ▼

COA:
All
A, Alcorn State University

Budget Organization:
121000, Biological Sciences ▲
121003, Biological Sciences-Restricted 🗐
122000, Chemistry ▼

[Go]

Select the correct position and Click on the link

💬 Enter search criteria and select Go. Then select the link under Position to select it.

Search Criteria

Position Number: [   ]

Employee Class:
All ▲
BF, BiWeekly Full Time 🗐
BP, BiWeekly Part Time Staff ▼

COA:
All
A, Alcorn State University

Budget Organization:
All ▲
000000, Non - Departmental 🗐
100100, President's Office ▼

[Go]

Search Results

▲ Position ▼	▲ Title ▼	▲ Employee Class ▼	▲ COA ▼	Budget Organization	Begin Date	End Date
MBRS01	RST STUDENT POOLED RESTRICTED	RS, Research Student	A	121003, Biological Sciences-Restricted	Jul 01, 1997	

Step 5:

Even when selecting a position through a Query, the suffix will need to be entered manually.   This will normally be 00.   Enter it and click GO

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Gloria Greene, A20000000
Query Date: Jun 15, 2012
Approval Category: Research Student, RSSTU

W2 Address, W2ADD

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍 New Job	MBRS01	00	RST STUDENT POOLED RESTRICTED	121003, Biological Sciences-Restricted					⦿

⚠ There are no active jobs based on the Query Date.

[All Jobs]

[Next Approval Type] [Go]

Step 6:

Fill in all the yellow fields.   If needed; you may change labor or your default routing queue. Click Save

Leave Sequence Blank!!!!

Electronic Personnel Action Form

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: Gloria Greene, A20000000
Transaction: **Query Date:** Jun 15, 2012
Transaction Status:
Approval Category: Research Student - New Hire, RSSTU

Save

Approval Types | Account Distribution | Routing Queue | Transaction History

W2 Address, MBRS01-00 RST STUDENT POOLED RESTRICTED

Item	Current Value	New Value
Address Type:		W2, Personnel/Payroll ▾
Address Sequence No.:		
Address From Date: MM/DD/YYYY		06/15/2012
Address Line 1:		16876 Maple
Address Line 2:		
Address Line 3:		
City:		Vicksburg
State:		MS, Mississippi ▾
ZIP or Postal Code:		39180
County:		075, Warren ▾

New PEAEMPL, MBRS01-00 RST STUDENT POOLED RESTRICTED

Item	Current Value	New Value
Employee Class Code:		RS
Home COAS:		A
Home Organization:		121003
Current Hire Date: MM/DD/YYYY		06/15/2012

New Hourly Job, MBRS01-00 RST STUDENT POOLED RESTRICTED

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		06/15/2012
Contract Type:		Primary ▾
Jobs Effective Date: MM/DD/YYYY		06/15/2012
Personnel Date: MM/DD/YYYY		06/15/2012
Step: (Not Enterable)		0
Regular Rate:		7.5
Timesheet Orgn:		121003
Job Change Reason:		ORIGI, Original Appointment/This Posn ▾

Current
Effective Date: 06/15/2012
COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New
Effective Date: MM/DD/YYYY 06/15/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override
A		310279	121003	623000	02					100.00	
										Total:	100.00

✔

Default from Index   Save and Add New Rows

Routing Queue

Approval Level	User Name		Required Action
10 - (DEPT) Budgetary Authority	DIAMONISHABROWN	Diamonisha Q Brown	Approve
95 - (PAYROL) Payroll	BCOLEMAN	Bernadette Coleman	Apply
Not Selected ▾			Not Selected ▾
Not Selected ▾			Not Selected ▾
Not Selected ▾			Not Selected ▾
Not Selected ▾			Not Selected ▾

Save and Add New Rows

Comment

Step 7:

Submit – the EPAF is now ready for the approver.

Electronic Personnel Action Form

✔ Your change was saved successfully.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID:	Gloria Greene, A20000000
Transaction:	115 **Query Date:** Jun 15, 2012
Transaction Status:	Waiting
Approval Category:	Research Student - New Hire, RSSTU

Save   Submit   Delete

EPAF – Work Study – Rehire or Secondary Job

(WKREH)

Work Study Student – Rehire or Secondary Job (WKREH) is used when hiring a Work Study Student who has a current or past job at Alcorn.

Step 1:

NEW EPAF Person Selection

The first step in creating an WKREH EPAF involves completing the New EPAF Person Selection screen. This must be done for every EPAF transaction.   The following steps explain how to complete this page.

1) Enter the Employee's Banner ID (A number) and TAB to the Query Date field

   NOTE: Also check the name to be sure you have entered the correct ID!!

2) In the Query DATE field enter the Query Date.   This will be the start date of Employment (even if it is in the past)

3) Chose the category of Work Study – Rehire or Secondary Job (WKREH)

4) Click Go

SUNGARD HIGHER EDUCATION

| Personal Information | **Employee Services** |

Search [   ] [Go]

RETURN TO EMPLOYEE MENU   SITE MAP   HELP   EXIT

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * [A10364431] [David James] 👤 🔍

Query Date: MM/DD/YYYY * [10/15/2012]

Approval Category: * [Work Study - Rehire or Secondary Job, WKREH ▼]

[Go]

EPAF Approver Summary | EPAF Originator Summary

Return to EPAF Menu

RELEASE: 8.5.0.5

Step 2:

Select the existing W2 address and then Click Go

Address Selection

To add a new record, choose New Record. Or, choose the record to be updated under Select.

ID: David James, A10364431
Query Date: Oct 15, 2012
Approval Category: Work Study, WKREH

W2 Address

Type	From and To Date	Address	Status	Select
New Record				○
Permanent	Jun 01, 2012 to Current Date	2222 Green Livonia, Michigan 48154	Active	○
Personnel/Payroll	Sep 15, 2012 to Current Date	2665 Woodward Detroit, Michigan 48202	Active	⦿

Show All Addresses

Go

STEP 3:

The position will always be CW0001 or CW0002.   Make sure that the suffix you are using is not used with the same open position.   Use 00 if there is no open CW position with that suffix.   The click Next Approval Type

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: David James, A10364431
Query Date: Oct 15, 2012
Approval Category: Work Study, WKREH

W2 Address, W2ADD

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	CW0001	00	Community Service Student	540000, College Work Study					⦿

⚠ There are no active jobs based on the Query Date.

All Jobs

Next Approval Type   Go

Step 4:

You MAY get exactly the same screen.   IF so, Click Next Approval Type a second time!!

Step 5:

You will again get the same screen, but without the Next Approval Type link. Now Click Go:

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: David James, A10364431
Query Date: Oct 15, 2012
Approval Category: Work Study, WKREH

Work Study Job, WSJOB

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	CW0001	00	Community Service Student	540000, College Work Study					⦿

⚠ There are no active jobs based on the Query Date.

[All Jobs]

Step 7:

Fill in all the yellow fields.   Pink fields need only be filled in if they are changing.   If needed; you may change address, labor or your default routing queue. Never change the sequence in the address.

W2 Address, CW0001-00 Community Service Student

Item	Current Value	New Value
Address From Date: MM/DD/YYYY	09/15/2012	
Address Type:	W2, Personnel/Payroll	W2
Address Sequence No.:	1	1
Address Line 1:	2665 Woodward	111 Cass Avenue, Apt 22
Address Line 2:		
Address Line 3:		
City:	Detroit	
State:	MI, Michigan	Not Selected
ZIP or Postal Code:	48202	
County:	124, Michigan	Not Selected

PEAEMPL Change, CW0001-00 Community Service Student

Item	Current Value	New Value
Employee Class Code:	WS, Work Study Student	WS
Home Organization:	130850, Ag Biotechnology Research Center	
Distribution Orgn:	130850, Ag Biotechnology Research Center	
Current Hire Date: MM/DD/YYYY	09/15/2012	10/15/2012

Work Study Job, CW0001-00 Community Service Student

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		10/15/2012
Contract Type:		Primary
Jobs Effective Date: MM/DD/YYYY		10/15/2012
Step: (Not Enterable)		0
Regular Rate:		7.25
Job Change Reason:		ADDJB, Additional Job
Timesheet Orgn:		

Routing Queue

Approval Level	User Name	
10 - (DEPT) Department	HRSUNGARD	Suzanne Schuelke
95 - (PAYROL) Payroll	BCOLEMAN	Bernadette Coleman

Step 8:

Click Save

Enter the information for the EPAF and either Save or Submit.

Name and ID: David James, A10364431
Transaction: **Query Date:** Oct 15, 2012
Transaction Status:
Approval Category: Work Study - Rehire or Secondary Job, WKREH

Save

Step 9:

Submit – the EPAF is now ready for the approver.

Electronic Personnel Action Form

Your change was saved successfully.
Enter the information for the EPAF and either Save or Submit

Name and ID: David James, A10364431
Transaction: 5   **Query Date:** Oct 15, 2012
Transaction Status: Waiting
Approval Category: Work Study - Rehire or Secondary Job, WKREH

Save   Submit   Delete

EPAF – Research Student – Rehire or Secondary Job

(RSSRE)

Research Student – Rehire or Secondary Job (RSSRE) is used when hiring a Research Student who has a current or past job at Alcorn.

Step 1:

 NEW EPAF Person Selection

The first step in creating an RSSRE EPAF involves completing the New EPAF Person Selection screen. This must be done for every EPAF transaction.   The following steps explain how to complete this page.

1) Enter the Employee's Banner ID (A number) and TAB to the Query Date field

   NOTE: Also check the name to be sure you have entered the correct ID!!

2) In the Query DATE field enter the Query Date.   This will be the start date of Employment (even if it is in the past)

3) Chose the category of Research Student – Rehire or Secondary Job (RSSRE)

4) Click Go

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

✱ - indicates a required field.

ID: ✱ A20000000   Gloria Greene   👤 🔍

Query Date: MM/DD/YYYY ✱ 09/06/2012
Approval Category: ✱   Research Student - Rehire or Secondary Job, RSSRE   ▾
Go

Step 2:

Select the existing W2 address and then Click Go

Address Selection

To add a new record, choose New Record. Or, choose the record to be updated under Select.

ID: Gloria Greene, A20000000
Query Date: Jun 15, 2012
Approval Category: Research Student - Rehire, RSSRE

W2 Address

Type	From and To Date	Address	Status	Select
New Record				○
Personnel/Payroll	Aug 15, 2012 to Current Date	16876 Maple Vicksburg, Mississippi 39180	Active	◉

✔ Address Type defaulted from Electronic Approval Category Form (NTRACAT).

Show All Addresses

Go

STEP 3:

If you know the position you may enter it directly here. If not you may click to get a click on position options. Be sure to select the correct one!! Use a suffix of 00 IF the student does not already have a job with the same position number. If they do; use 01

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Gloria Greene, A20000000
Query Date: Jun 15, 2012
Approval Category: Research Student - Rehire, RSSRE

PEAEMPL Change, PEEMPL

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job			RST STUDENT POOLED RESTRICTED	121003, Biological Sciences-Restricted					◉
	Primary	MBRS01	00	RST STUDENT POOLED RESTRICTED	121003, Biological Sciences-Restricted	Jun 15, 2012			Active	○
	Secondary	MBRS01	01	Biology Lab	121003, Biological Sciences-Restricted	Sep 06, 2012			Active	○

All Jobs

Next Approval Type   Go

If you do a Query you will get the following menu.   Select the RS Employee Class and your Department and Click GO

New Position Selection

💬 Enter search criteria and select Go. Then select the link under Position to select it.

Search Criteria

Position Number: [   ]

Employee Class:
```
PS, Part Time Staff
RS, Research Student
WS, Work Study Student
```

COA:
```
All
A, Alcorn State University
```

Budget Organization:
```
121000, Biological Sciences
121003, Biological Sciences-Restricted
122000, Chemistry
```

[Go]

Return to EPAF Menu

Select the correct position and Click on the link

💬 Enter search criteria and select Go. Then select the link under Position to select it.

Search Criteria

Position Number: [   ]

Employee Class:
```
All
BF, BiWeekly Full Time
BP, BiWeekly Part Time Staff
```

COA:
```
All
A, Alcorn State University
```

Budget Organization:
```
All
000000, Non - Departmental
100100, President's Office
```

[Go]

Search Results

Position	Title	Employee Class	COA	Budget Organization	Begin Date	End Date
MBRS01	RST STUDENT POOLED RESTRICTED	RS, Research Student	A	121003, Biological Sciences-Restricted	Jul 01, 1997	

Return to EPAF Menu

Step 4:

Even when selecting a position through a Query, the suffix will need to be entered manually.   This will normally be 00 except if the student already has another job with the same position number – then use 01.   Enter it and click NEXT APPROVAL TYPE

New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Gloria Greene, A20000000
Query Date: Jun 15, 2012
Approval Category: Research Student - Rehire, RSSRE

PEAEMPL Change, PEEMPL

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	MBRS01	02	RST STUDENT POOLED RESTRICTED	121003, Biological Sciences-Restricted					⦿
	Primary	MBRS01	00	RST STUDENT POOLED RESTRICTED	121003, Biological Sciences-Restricted	Jun 15, 2012			Active	○
	Secondary	MBRS01	01	Biology Lab	121003, Biological Sciences-Restricted	Sep 06, 2012			Active	○

[All Jobs]

[Next Approval Type] [Go]

New EPAF

Step 5:

You will get exactly the same screen.   Click Next Approval Type a second time!!

Step 6:

You will again get the same screen, but without the Next Approval Type link. Now Click Go:

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Gloria Greene, A20000000
Query Date: Jun 15, 2012
Approval Category: Research Student - Rehire, RSSRE

New Hourly Job, JOB

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	MBRS01	02	RST STUDENT POOLED RESTRICTED	121003, Biological Sciences-Restricted					⦿
	Primary	MBRS01	00	RST STUDENT POOLED RESTRICTED	121003, Biological Sciences-Restricted	Jun 15, 2012			Active	○
	Secondary	MBRS01	01	Biology Lab	121003, Biological Sciences-Restricted	Sep 06, 2012			Active	○

[All Jobs]

[Go]

Step 7:

Fill in all the yellow fields.   Pink fields need only be filled in if they are changing.   If needed; you may change address, labor or your default routing queue. Never change the sequence in the address.

W2 Address, MBRS01-02 RST STUDENT POOLED RESTRICTED

Item	Current Value	New Value
Address From Date: MM/DD/YYYY(Not Enterable)	08/15/2012	06/15/2012
Address Type: (Not Enterable)	W2, Personnel/Payroll	W2
Address Sequence No.:	1	1
Address Line 1:	16876 Maple	
Address Line 2:		
Address Line 3:		
City:	Vicksburg	
State:	MS, Mississippi	Not Selected
ZIP or Postal Code:	39180	
County:	075, Warren	Not Selected

PEAEMPL Change, MBRS01-02 RST STUDENT POOLED RESTRICTED

Item	Current Value	New Value
Employee Class Code:	RS, Research Student	RS
Home Organization:	121003, Biological Sciences-Restricted	
Distribution Orgn:	121003, Biological Sciences-Restricted	
Current Hire Date: MM/DD/YYYY	09/06/2012	06/15/2012

New Hourly Job, MBRS01-02 RST STUDENT POOLED RESTRICTED

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		06/15/2012
Contract Type:		Secondary
Jobs Effective Date: MM/DD/YYYY		06/15/2012
Personnel Date: MM/DD/YYYY		06/15/2012
Title:		
Step: (Not Enterable)		0
Regular Rate:		10.00
Timesheet Orgn:		121003
Job Change Reason:		REHIR, Rehire

Current

Effective Date: 06/15/2012

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New

Effective Date: MM/DD/YYYY 06/15/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Over
A		310279	121003	623000	02					100.00	

Total: 100.00

✔

[Default from Index] [Save and Add New Rows]

Routing Queue

Approval Level	User Name		Required Action
10 - (DEPT) Budgetary Authority	DIAMONISHABROWN	Diamonisha Q Brown	Approve

Step 8:

Click Save

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID: Gloria Greene, A20000000
Transaction: **Query Date:** Jun 15, 2012
Transaction Status:
Approval Category: Research Student - Rehire or Secondary Job, RSSRE

Save

Approval Types | Account Distribution | Routing Queue | Transaction History

Step 9:

Submit – the EPAF is now ready for the approver.

Electronic Personnel Action Form

Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID: Gloria Greene, A20000000
Transaction: 115   **Query Date:** Jun 15, 2012
Transaction Status: Waiting
Approval Category: Research Student - New Hire, RSSTU

Save   Submit   Delete

EPAF: Change in Web Time Entry Department

(TIMEK)

TIMEK (Timekeep) is used to change the department on the job. It does not change the labor from which an employee is paid. This will be particularly important once the University moves to Web Time entry since this is the field that will determine the supervisor,

Step 1:

NEW EPAF Person Selection

The first step in creating a TIMEK EPAF involves completing the New EPAF Person Selection screen. This must be done for every EPAF transaction. The following steps explain how to complete this page.

1) Enter the Employee's Banner ID (A number) and TAB to the Query Date field

   NOTE: Also check the name to be sure you have entered the correct ID!!

2) In the Query Date field enter the date that you will be using for the transaction. This will normally be the date of the change.

   a. The exception will be when the paperwork cannot get to Payroll by the date set in the calendar. When this happens you must use the first day after the last paid date.

3) Chose the category of TIMEK

Step 2:

Click on the job you want to change.   This will always be a currently active job. Click GO

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Elizabeth Extension, A10000000
Query Date: Aug 15, 2012
Approval Category: Change in Timekeep Department, TIMEK

Change in Job Department (Web Time Entry), TIMEK

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍 New Job									○
Primary	E00067	00	Secretary	121000, Biological Sciences	Jul 01, 2011			Active	●

[All Jobs]

[Go]

Step 3:

Change the Timekeeping Department and Click Save

Enter the information for the EPAF and either Save or Submit.

Name and ID: Elizabeth Extension, A10000000
Transaction: **Query Date:**   Aug 15, 2012
Transaction Status: **Last Paid Date:**
Approval Category: Change in Web Time Entry Department, TIMEK

[Save]

Approval Types | Routing Queue | Transaction History

Change in Job Department (Web Time Entry), E00067-00 Secretary

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	07/01/2012	08/15/2012
Timesheet Orgn:	121000 🔍	303000
Job Change Reason:	EXTEN	TIMEK, Timekeep Change ▾

Routing Queue

Approval Level	User Name		Required Action
10 - (DEPT) Budgetary Authority	🔍 DIAMONISHABROWN	Diamonisha Q Brown	Approve
95 - (PAYROL) Payroll	🔍 BCOLEMAN	Bernadette Coleman	Apply

Step 4:

Click Submit. The EPAF will now go to the approver.

Electronic Personnel Action Form

✔ Your change was saved successfully.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID:	Elizabeth Extension, A10000000	**Job and Suffix:**	E00067-00, Secretary
Transaction:	118	**Query Date:**	Aug 15, 2012
Transaction Status:	Waiting	**Last Paid Date:**	
Approval Category:	Change in Web Time Entry Department, TIMEK		

Save   Submit   Delete

EPAF: LEAVE or RETURN FROM LEAVE

(LEAVE)

LEAVE is used to put employees on leave or to return them to work.   Leave may be paid or unpaid.   Leave is not used for vacation or regular sick time but for sabbaticals and other leaves approved by the Provost Office or Human Resources

Step 1:

NEW EPAF Person Selection

The first step in creating a LEAVE EPAF involves completing the New EPAF Person Selection screen. This must be done for every EPAF transaction.   The following steps explain how to complete this page.

1) Enter the Employee's Banner ID (A number) and TAB to the Query Date field

   NOTE: Also check the name to be sure you have entered the correct ID!!

2) In the Query Date field enter the date that you will be using for the transaction.   This will normally be the date of the leave or the return to work.

   a. The exception will be when the paperwork cannot get to Payroll by the date set in the calendar.   When this happens you must use the first day after the last paid date.   The Personnel Date should always be the actual date of the leave or return.

3) Chose the category of LEAVE

4) Click GO

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

✱ - indicates a required field.

ID: ✱ A10229183   Marilyn J Jackson   👤 🔍

Query Date: MM/DD/YYYY ✱ 09/15/2012

Approval Category: ✱   Leave or Return From Leave, LEAVE ▼

Go

Step 2:

Select the correct position. It will always be listed. Click GO

New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Marilyn J Jackson, A10229183
Query Date: Sep 15, 2012
Approval Category: Leave or Return from Leave, LEAVE

Change to or from Leave Status, LEAVE

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									○
	Primary	000004	00	Computer Technician	160103, Dean of Divison of Nursing-Rest.	Aug 15, 2012			Active	●

[All Jobs]

[Go]

Step 3:

a) Enter the Type of Leave from the drop down menu.
b) Change Personnel Date if the Effective Date is later than the actual date of the leave or return. Otherwise it will match effective date
c) Enter the Job Change reason from the drop down menu.
d) Ensure Default Approval Queue is correct

Change to or from Leave Status, 000004-00 Computer Technician

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY✶	08/15/2012	09/15/2012
Job Status: ✶	Active	Leave without Pay, without Benefits ▾
Personnel Date: MM/DD/YYYY✶	08/15/2012	09/15/2012
Job Change Reason: ✶	ORIGI	LVWOP, Leave Without Pay ▾

Routing Queue

Approval Level	User Name		Required Action
10 - (DEPT) Budgetary Authority	🔍 DIAMONISHABROWN	Diamonisha Q Brown	Approve
20 - (ADMHD) Department Head	🔍 DWANTRA	Dwantra L Anderson	Approve
30 - (VP) Vice President	🔍 HRSUNGARD	Suzanne Schuelke	FYI

Step 4:

Click Save.

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID: Marilyn J Jackson, A10229183
Transaction: **Query Date:** Sep 15, 2012
Transaction Status: **Last Paid Date:** Jul 06, 2001
Approval Category: Leave or Return From Leave, LEAVE

[Save]

Step 5:

Click on Submit.   The EPAF will now go to the approver.

Electronic Personnel Action Form

✔ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID: Marilyn J Jackson, A10229183 **Job and Suffix:** 000004-00, Computer Technician
Transaction: 158   **Query Date:** Sep 15, 2012
Transaction Status: Waiting   **Last Paid Date:**
Approval Category: Leave or Return From Leave, LEAVE

[Save] [Submit] [Delete]

EPAF –TEMP New Hire

(TEMPHR)

TEMP NEW-HIRE is used for hiring employees who will work less than 4 ½ months and who have not previously been employees.

If you know that the person has previously been an employee or student at Alcorn you can use their ID or do a Query for it. However, if you do not know if the person has ever been in Banner then you can.

Step 1:

Click on Generate ID. You do not need to fill in any other fields.

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

Note: Please remember to choose a new Position Number for all Second Assignment and Adjunct Faculty EPAFs.

✱- indicates a required field.

ID: ✱ [   ] [   ] 👤 🔍

Query Date: MM/DD/YYYY✱ [10/01/2013]

Approval Category: ✱ [Not Selected ▼]

[Go]

Step 2:

Once the word GENERATED appears –complete the form with

a) The start date

b) The type of NEW

c) Click GO

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

Note: Please remember to choose a new Position Number for all Second Assignment and Adjunct Faculty EPAFs.

✱- indicates a required field.

ID: **✱** [GENERATED] [   ] 👤 🔍

Query Date: MM/DD/YYYY✱ [10/01/2013]

Approval Category: ✱ [Temp New-Hire - Seasonal (Less than 4 1/2 months), TEMPHR ▼]

[Go]

Step 3:

Select the correct position. A pull down is available. However, each part time employee has a unique position so for this type of job you should always know the correct position. Using the incorrect position means that the transaction will have to be cancelled and redone.

New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: GENERATED
Query Date: Oct 01, 2013
Approval Category: Temp New-Hire - Seasonal, TEMPHR

Temporary Assignment (Less than 4 1/2 months), TEMP

Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job [ ]	[ ]								◉

⚠ **There are no active jobs based on the Query Date.**

[All Jobs]

[Next Approval Type] [Go]

Position Number: [   ]

Employee Class:

All
BF, BiWeekly Full Time
BP, BiWeekly Part Time Staff

COA:

All
A, Alcorn State University

Budget Organization:

All
000000, Non - Departmental
100100, President's Office

[Go]

Search Results

▲Position ▼	▲Title ▼	▲Employee Class ▼	▲COA ▼	▲Budget Organization ▼	Begin Date	End Date
E00459	Director of Human Resources	FS, Full Time Staff	A	303000, Human Resources	Jan 01, 1996	
E00460	Compensation & Benefits Manage	FS, Full Time Staff	A	303000, Human Resources	Jan 01, 1996	
E00461	Benefits Specialist	FS, Full Time Staff	A	303000, Human Resources	Jan 01, 1996	
E00464	HR Assistant/Employment	FS, Full Time Staff	A	303000, Human Resources	Jan 01, 1996	
E01072	Administrative Assistant	FS, Full Time Staff	A	303000, Human Resources	May 30, 2008	
E01075	POOLED (Staff)	PS, Part Time Staff	A	303000, Human Resources	Apr 01, 2007	

Step 3 (b):

Enter the position with the suffix of 00 and Click Next Approval Type

New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: GENERATED

Query Date: Oct 01, 2013

Approval Category: Temp New-Hire - Seasonal, TEMPHR

Job Termination, JOBTRM

Search Type		Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	E01075	00	POOLED (Staff)	303000, Human Resources					⦿

⚠ **There are no active jobs based on the Query Date.**

[All Jobs]

[Go]

Step 4:

All of the following data appears on one page. This should be filled out and saved. Because of the amount and importance of the data this is broken into multiple parts

Step 4 (a)

Enter the Personal Data Note that the Sequence Number for both the Address and Phone Number MUST be left blank. Filling it in will cause the transaction to reject.

Name should be the person's legal name.

The Last Name Prefix defaults to Mr. Change if appropriate

Enter Last Name

Enter First Name

Enter Middle Name

Enter Social Security Number with no blanks

Enter birthday MM/DD/YYYY

Complete the pull down for Sex

Complete the pull down for Martial Status

Complete the pull down for Citizenship

Complete the pull down for Ethnicity

Complete the pull down for New Ethnicity to list whether or not Hispanic

Under Race Code you will need to list at least the one in Ethnicity, but if you wish to list more than one you may do so

Complete Address. You will need Line One of the Address, but Two and Three should be used only if needed.

Complete City, State (Mississippi defaults but can be overridden, and County).
Leave Sequence Blank!!

Complete Phone number

New Person

Item	New Value
ID:	GENERATED
Last Name Prefix:	MRS
Last Name:	WEATHERLY
First Name:	MAPLE
Middle Name:	SUE
Name Suffix:	
SSN/SIN/TIN:	123456789
Birth Date: MM/DD/YYYY	08/11/1983
Sex:	Female
Marital Status:	M, Married
Citizenship:	01, US Citizen
Ethnicity:	1, White, Non-Hispanic
New Ethnicity:	Not Hispanic or Latino
Race Code 1:	1, White, Non-Hispanic
Race Code 2:	Not Selected
Race Code 3:	Not Selected
Address From Date: MM/DD/YYYY	10/01/2013
LEAVE BLANK:	
Address Type:	W2, Personnel/Payroll
Address Line 1:	63 WATERPROOF ROAD
Address Line 2:	
City:	RED LICK
State:	MS, Mississippi
ZIP or Postal Code:	39155
County:	032, Jefferson
Telephone Type:	W2, Personnel/Payroll
LEAVE BLANK:	
Area Code:	601
Telephone Number:	8888989

Step 4 (b):

Enter the PEAEMPL information. This is the Employee Class and the home organization. There are Query buttons for both of these fields.

Enter the Salary for the Job. There should be no commas in the salary
Based upon the position that you've selected, the title on the position will default
Enter the Factor and Pays (i.e., employee will work 4 months and get paid monthly; both factor and pays should be 4).

New PEAEMPL, E01075-00 POOLED (Staff)

Item	New Value
Employee Class Code: (Not Enterable)	PS
Home COAS: (Not Enterable)	A
Home Organization:	303000
Current Hire Date: MM/DD/YYYY	10/01/2013

Temporary Assignment (Less than 4 1/2 months), E01075-00 POOLED (Staff)

Item	New Value
Job Begin Date: MM/DD/YYYY	10/01/2013
Contract Type: (Not Enterable)	P
Job Status: (Not Enterable)	A
Jobs Effective Date: MM/DD/YYYY	10/01/2013
Personnel Date: MM/DD/YYYY	10/01/2013
Step: (Not Enterable)	0
Annual Salary:	4000
Job Change Reason: (Not Enterable)	TEMP
Factor:	4
Pays:	4
COA Code: (Not Enterable)	

Step 4 (c):

Labor may or may not need to be changed. It defaults from the position. General fund positions are likely to be correct but grant funded ones may well be incorrect. You may use as many lines as you want but:

The total percentage must add up to 100

If you add lines do not forget that you must also enter "A" in the Chart of Account (COA) column.

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
A		🔍 100000	🔍 303000	🔍 612000	🔍 06					100.00
		🔍	🔍	🔍	🔍					
		🔍	🔍	🔍	🔍					
		🔍	🔍	🔍	🔍					
		🔍	🔍	🔍	🔍					

Total: 100.00

Click Save and Add New Rows

Step 4 (d):

The only mandatory fields will be the Jobs Effective and Personnel Dates, which should be the same and the date that the employee's assignment will end.

Enter and Check Routing Queue

Click Save and Add New Rows

Job Termination, E01075-00 POOLED (Staff)

Item	New Value
Jobs Effective Date: MM/DD/YYYY	02/01/2013
Personnel Date: MM/DD/YYYY	02/01/2013
Job Status: (Not Enterable)	T
Job Change Reason: (Not Enterable)	ENASC

Step 5:

Add any comments and Click Save

✅ Your change was saved successfully.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Maple Sue Weatherly, A10412345

Transaction: 5362 **Query Date:** Oct 01, 2013

Transaction Status: Waiting

Approval Category: Temp New-Hire - Seasonal (Less than 4 1/2 months), TEMPHR

Save	Submit	Delete

Step 6:

Review and SUBMIT! EPAF is now ready for the approver.

✅ The transaction has been successfully submitted.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Maple Sue Weatherly, A10412345

Transaction: 5362   **Query Date:** Oct 01, 2013

Transaction Status: Pending

Approval Category: Temp New-Hire - Seasonal (Less than 4 1/2 months), TEMPHR

EPAF –TEMP Re-Hire

(TEMPRH)

TEMP RE-HIRE is used for rehiring someone who was formerly a University a will work less than 4 ½ months and was formerly a University employee and has ended employment.

Step 1:

Enter the ID of the Person, the date the reemployment will start and the approval category of TEMP RE-HIRE. Click GO

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

Note: Please remember to choose a new Position Number for all Second Assignment and Adjunct Faculty EPAFs.

✱- indicates a required field.

ID: ✱ [A10422588] [Jill Ann Scott] 👤 🔍

Query Date: MM/DD/YYYY✱ [10/15/2013]

Approval Category: ✱ [Temp Re-Hire - Seasonal (Less than 4 1/2 months), TEMPRH ▼]

[Go]

Step 2:

At the Address and Telephone Selection click the Personnel/Payroll address that you see and click GO

Address and Telephone Selection

💬 To add a new record, choose New Record. Or, choose the record to be updated under Select.

ID: Jill Ann Scott, A10422588
Query Date: Oct 15, 2013
Approval Category: Temp Re-Hire - Seasonal, TEMPRH

PPAIDEN changes for Returning					
Type	**From and To Date**	**Address**	**Primary Telephone**	**Status**	**Select**
New Record					○
Personnel/Payroll	Sep 20, 2000 to Current Date	5200 Lakeview Front Union Church, Mississippi 39668 United States	6018889899	Active	⊙

[Show All Addresses]

[Go]

Step 3:

Select or enter the correct position and suffix. Click "Next approval Type"

New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Jill Ann Scott, A10422588

Query Date: Oct 15, 2013

Approval Category: Temp Re-Hire - Seasonal, TEMPRH

PPAIDEN changes for Returning, PPRETR

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍 New Job	E00139	00	POOLED Sciences	121000 Biological (Staff)					⦿

⚠ **There are no active jobs based on the Query Date.**

[All Jobs]

[Next Approval Type] [Go]

Step 4:

On the screen for Job Termination, JOBTRM, enter a suffix of 00 and Click GO.

New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Jill Ann Scott, A10422588

Query Date: Oct 15, 2013

Approval Category: Temp Re-Hire - Seasonal, TEMPRH

Job Termination, JOBTRM

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍 New Job	E00139	00	POOLED (Staff)	121000, Biological Sciences					⦿

⚠ **There are no active jobs based on the Query Date.**

[All Jobs]

[Go]

Step 5:

Step 5 (a)

Enter an address, telephone or marital status change if one is needed.

PPAIDEN changes for Returning, E00139-00 POOLED (Staff)

Item	Current Value	New Value
Address Type:	W2, Personnel/Payroll	W2
LEAVE BLANK:	1	1
Address Line 1:	5200 Lakeview Front	
Address Line 2:		
Address Line 3:		
City:	Union Church	
State:	MS, Mississippi	Not Selected
County:	032, Jefferson	Not Selected
ZIP or Postal Code:	39668	
Telephone Type:	W2, Personnel/Payroll	W2
Telephone Number:	8889899	60188889899
LEAVE BLANK:	1	1
Marital Status:	S	M, Married

Step 5 (b)

Data will default from the current PEAEMPL screen and from NBAJOBS if you call up the position that the employee has had before.

If you are using a position that THIS EMPLOYEE has had before, you must change the Job Begin Date (but not the Job Effective Date). If not, these will both be the query date.

PEAEMPL Return, E00139-00 POOLED (Staff)

Item	Current Value	New Value
Employee Status: (Not Enterable)	Active	A
Employee Class Code: (Not Enterable)	PS, Part Time Staff	PS
Home Organization:	160103, Dean of Division of Nursing-Rest.	121000
Distribution Orgn:	160103, Dean of Division of Nursing-Rest.	121000
Current Hire Date: MM/DD/YYYY	11/04/2000	10/15/2013

Temporary Assignment (Less than 4 1/2 months), E00139-00 POOLED (Staff)

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		10/15/2013
Contract Type: (Not Enterable)		S
Job Status: (Not Enterable)		A
Jobs Effective Date: MM/DD/YYYY		10/15/2013
Personnel Date: MM/DD/YYYY		10/15/2013
Step: (Not Enterable)		0
Annual Salary:		
Job Change Reason: (Not Enterable)		TEMP
Factor:		
Pays:		
COA Code: (Not Enterable)		A

Step 5 (c):

Labor may or may not need to be changed. It defaults from the position. General fund positions are likely to be correct but grant funded ones may well be incorrect. You may use as many lines as you want but:

The total percentage must add up to 100

If you add lines do not forget that you must also enter the chart of A

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
A		100000	303000	612000	06					100.00
									Total:	100.00

Click Save and Add New Rows

Step 5 (d):

The only mandatory fields will be the Jobs Effective and Personnel Dates, which should be the same and the date that the employee's assignment will end.

Job Termination, E00139-00 POOLED (Staff)

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY		12/15/2014
Personnel Date: MM/DD/YYYY		12/15/2014
Job Status: (Not Enterable)		T
Job Change Reason: (Not Enterable)		TEMP

Step 5 (e):

Enter and Check Routing Queue

Click Save and Add New Rows

Electronic Personnel Action Form

✔ Your change was saved successfully.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Jill Ann Scott, A10422588
Transaction: 5382   **Query Date:** Oct 15, 2013
Transaction Status: Waiting
Approval Category: Temp Re-Hire - Seasonal (Less than 4 1/2 months), TEMPRH

Save	Submit	Delete

Step 6:

Review and Submit. The transaction is now ready for the Approver

Electronic Personnel Action Form

✔ The transaction has been successfully submitted.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Jill Ann Scott, A10422588
Transaction: 5382   **Query Date:** Oct 15, 2013
Transaction Status: Pending
Approval Category: Temp Re-Hire - Seasonal (Less than 4 1/2 months), TEMPRH

EPAF –TRANSER to Monthly Assignment

(TFRMO)

TRANSFER to Monthly Assignment is used for transferring a monthly employee from their current position to another position. It can ONLY be used for an existing employee.

Step 1:

Enter the ID of the Person, the date the transfer will start and the approval category of TRANSFER to Monthly Assignment. Click GO

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

Note: Please remember to choose a new Position Number for all Second Assignment and Adjunct Faculty EPAFs.

* - indicates a required field.

ID: *****   [A10422588]   [Jill Ann Scott]   👤 🔍

Query Date: MM/DD/YYYY*****   [11/01/2013]

Approval Category: *****   [Transfer- to Monthly Assignment, TFRMO ▼]

[Go]

Step 2:

Enter the ID of the Person, the date the transfer will start and the approval category of TRANSFER to Monthly Assignment. Click GO

For the Job Termination, JOBTRM, be sure to select the employee's primary job and Click Next Approval Type.

New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Jill Ann Scott, A10422588
Query Date: Nov 01, 2013
Approval Category: Transfer Monthly, TFRMO

Job Termination, JOBTRM

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍 New Job									⭕
Primary	E00461	00	Benefits Specialist	303000, Human Resources	Jan 01, 2013		Aug 31, 2013	Active	⦿

[All Jobs]

[Next Approval Type]   [Go]

Step 3:

For the employee's New Position, select the correct position for them. It is critical that the correct position be selected as there is only one that will be correct. You may search if needed.

Select the correct position and Click GO

New Position Selection

💬 Enter search criteria and select Go. Then select the link under Position to select it.

Search Criteria

Position Number: [   ]

Employee Class:
All
BF, BiWeekly Full Time
BP, BiWeekly Part Time Staff

COA:
All
A, Alcorn State University

Budget Organization:
All
000000, Non - Departmental
100100, President's Office

[Go]

⚠️Position ▽	⚠️Title ▽	⚠️Employee Class ▽	⚠️COA ▽	⚠️Budget Organization ▽	Begin Date	End Date
000008	Research Technician	FS, Full Time Staff	A	130103, Department of Agriculture-Rest.	Jan 01, 1996	
000009	Associate Director of the Entr	FS, Full Time Staff	A	130103, Department of Agriculture-Rest.	Jul 01, 1996	
000010	Resource Center Recruiter/Coun	FS, Full Time Staff	A	130103, Department of Agriculture-Rest.	Jul 01, 1996	
000011	Post-Doctoral Research Assoc.	FS, Full Time Staff	A	130103, Department of Agriculture-Rest.	Jan 01, 1996	

Step 4:

Enter a suffix of 00 and Click GO!

New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Jill Ann Scott, A10422588

Query Date: Nov 01, 2013

Approval Category: Transfer Monthly, TFRMO

New Salaried Job, SALJOB									
Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	000009	00	Associate Director of the Entr	130103, Department of Agriculture-Rest.					◉
	Primary	E00461	00	Benefits Specialist	303000, Human Resources	Jan 01, 2013		Aug 31, 2013	Active	◯

All Jobs

Go

Step 5:

Step 5 (a):

Data will default from the current PEAEMPL screen and from NBAJOBS if you call up the position that the employee has had before.

Enter the New Values for the employee's PEAEMPL Change, Job Termination of current primary position, and the New Salaried Job records.

PEAEMPL Change, 000009-00 Associate Director of the Entr

Item	Current Value	New Value
Employee Class Code:	FS, Full Time Staff	FS
Home Organization:	303000, Human Resources	130103
Distribution Orgn:	303000, Human Resources	130103
First Work Date: MM/DD/YYYY 06/01/2000		11/01/2013

Job Termination, E00461-00 Benefits Specialist, Last Paid Date: Aug 31, 2013

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	09/01/2013	10/30/2013
Personnel Date: MM/DD/YYYY	09/01/2013	10/30/2013
Job Status: (Not Enterable)	Active	T
Job Change Reason: (Not Enterable) REHIR		ENASC

New Salaried Job, 000009-00 Associate Director of the Entr

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		11/01/2013
Contract Type:		Primary
Jobs Effective Date: MM/DD/YYYY		11/01/2013
Step: (Not Enterable)		0
Annual Salary:		65000
Title:		
Personnel Date: MM/DD/YYYY		11/01/2013
Job Status: (Not Enterable)		A
Job Change Reason:		TRNFR, Transfer
Timesheet Orgn:		130103
Factor:		12
Pays:		12

Step 5 (b):

Labor distribution may or may not need to be changed. It defaults from the position. General fund positions are likely to be correct but grant funded ones may well be incorrect. You may use as many lines as you want but:

The total percentage must add up to 100

If you add lines do not forget that you must also enter the chart of accounts (COA)

Click Save and Add New Rows

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
A		310588	130103	612000	01					100.00

Total: 100.00

[Default from Index] [Save and Add New Rows]

Step 5 (c):

Enter and Check Routing Queue

Click Save and Add New Rows

Enter any comments if any and Click Save

Electronic Personnel Action Form

✔ Your change was saved successfully.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Jill Ann Scott, A10422588

Transaction: 5402   **Query Date:** Nov 01, 2013

Transaction Status: Waiting

Approval Category: Transfer- to Monthly Assignment, TFRMO

[Save] [Submit] [Delete]

Step 6:

Review and Submit. This transaction is now ready for the Approvers
Electronic Personnel Action Form

✔ The transaction has been successfully submitted.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Jill Ann Scott, A10422588

Transaction: 5402   **Query Date:** Nov 01, 2013

Transaction Status: Pending

Approval Category: Transfer- to Monthly Assignment, TFRMO

EPAF –TRANSER to Bi-Weekly Assignment

(TFRBW)

TRANSFER to Bi-Weekly Assignment is used for transferring a bi-weekly employee from their current position to another position. It can ONLY be used for an existing employee.

Step 1:

Enter the ID of the Person, the date the transfer will start and the approval category of TRANSFER to Bi-Weekly Assignment. Click GO

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

Note: Please remember to choose a new Position Number for all Second Assignment and Adjunct Faculty EPAFs.

* - indicates a required field.

ID: * | A10422588 | Jill Ann Scott | 👤 🔍

Query Date: MM/DD/YYYY***** | 11/01/2013

Approval Category: * | Transfer- to Bi-weekly Assignment, TFRBW ▼

Go

Step 2:

Enter the ID of the Person, the date the transfer will start and the approval category of TRANSFER to Monthly Assignment. Click GO

For Job Termination, JOBTRM, be sure to select the employee's primary job and Click Next Approval Type.

New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Jill Ann Scott, A10422588
Query Date: Nov 01, 2013
Approval Category: Transfer Bi-weekly, TFRBW

Job Termination, JOBTRM

Search Type		Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									○
	Primary	E00568	00	Custodian	310100, Administration-Physical Plant	Jul 20, 2013		Aug 30, 2013	Active	⦿

[All Jobs]

[Next Approval Type] [Go]

Step 3:

For the employee's New Position, select the correct position for them. It is critical that the correct position be selected as there is only one that will be correct. You may search if needed.

Select the correct position and Click GO.

New Position Selection

💬 Enter search criteria and select Go. Then select the link under Position to select it.

Search Criteria

Position Number: [   ]

Employee Class:
```
All
BF, BiWeekly Full Time
BP, BiWeekly Part Time Staff
```

COA:
```
All
A, Alcorn State University
```

Budget Organization:
```
All
000000, Non - Departmental
100100, President's Office
```

[Go]

▲Position▼	▲Title▼	▲Employee Class▼	▲COA▼	▲Budget Organization▼	Begin Date	End Date
E00530	Night Custodial Supervisor	BF, BiWeekly Full Time	A	310200, Custodial Services	Jan 01, 1996	
E00568	Custodian	BF, BiWeekly Full Time	A	310200, Custodial Services	Jan 01, 1996	
E00569	Supervisor-Janitors Group II	BF, BiWeekly Full Time	A	310200, Custodial Services	Jan 01, 1996	

Step 4:

Enter a suffix of 00 and Click GO!

New EPAF Job Selection

💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Jill Ann Scott, A10422588
Query Date: Nov 01, 2013
Approval Category: Transfer Bi-weekly, TFRBW

New Salaried Job, SALJOB

Search Type		Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	E00569	00	Supervisor-Janitors Group II	310200, Custodial Services					⦿
	Primary	E00568	00	Custodian	310100, Administration-Physical Plant	Jul 20, 2013		Aug 30, 2013	Active	◯

All Jobs

Go

Step 5:

Step 5 (a):

Data will default from the current PEAEMPL screen and from NBAJOBS if you call up the position that the employee has had before.

Enter the New Values for the employee's PEAEMPL Change, Job Termination of current primary position, and the New Salaried Job records.

PEAEMPL Change, E00569-00 Supervisor-Janitors Group II

Item	Current Value	New Value
Employee Class Code:	BF, BiWeekly Full Time	BF
Home Organization:	330600, Laundromat	310100
Distribution Orgn:	310100, Administration-Physical Plant	310100
First Work Date: MM/DD/YYYY		11/01/2013

Job Termination, E00568-00 Custodian, Last Paid Date: Aug 30, 2013

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	07/20/2013	10/30/2013
Personnel Date: MM/DD/YYYY	07/20/2013	10/30/2013
Job Status: (Not Enterable)	Active	T
Job Change Reason: (Not Enterable)		ENASC

New Salaried Job, E00569-00 Supervisor-Janitors Group II

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		11/01/2013
Contract Type:		Primary
Jobs Effective Date: MM/DD/YYYY		11/01/2013
Step: (Not Enterable)		0
Annual Salary:		35000
Title:		Supervisor-Janitors Group II
Personnel Date: MM/DD/YYYY		11/01/2013
Job Status: (Not Enterable)		A
Job Change Reason: (Not Enterable)		TRNFR
Timesheet Orgn:		
Factor:		26
Pays:		26

Step 5 (b):

Labor Distribution may or may not have to be changed. It defaults from the position. General fund positions are likely to be correct but grant funded ones may well be incorrect. You may use as many lines as you want, but:

The total percentage must add up to 100

If you add lines, do not forget that you must also enter the chart of accounts (COA)

Click Save and Add New Rows

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
A		🔍 310588	🔍 130103	🔍 612000	🔍 01					100.00
		🔍	🔍	🔍	🔍					
		🔍	🔍	🔍	🔍					
		🔍	🔍	🔍	🔍					
		🔍	🔍	🔍	🔍					

Total: 100.00

[Default from Index] [Save and Add New Rows]

Step 5 (c):

Enter and Check Routing Queue

Click Save and Add New Rows

Enter any comments, if any, and Click Save

Electronic Personnel Action Form

✔ Your change was saved successfully.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Jill Ann Scott, A10422588

Transaction: 5422   **Query Date:** Nov 01, 2013

Transaction Status: Waiting

Approval Category: Transfer- to Bi-weekly Assignment, TFRBW

[Save] [Submit] [Delete]

Step 6:

Review and Submit. This transaction is now ready for the Approver

Electronic Personnel Action Form

✔ The transaction has been successfully submitted.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Jill Ann Scott, A10422588

Transaction: 5422   **Query Date:** Nov 01, 2013

Transaction Status: Pending

Approval Category: Transfer- to Bi-weekly Assignment, TFRBW

EPAF: Creating a second hourly job for an existing bi-weekly employee (APHS)

APHS is used to give a biweekly employee a secondary biweekly job. If needed; titles may be changed at the same time. The Type is always used when a person has a currently active primary job that is going to remain open.   The PEAEMPL form is not changed for these transactions.

STEP 1: NEW EPAF Person Selection

The first step in creating an APHS EPAF involves completing the New EPAF Person Selection screen. The following steps explain how to complete this page.

1) Enter the Employee's Banner ID (A number) and TAB to the Query Date field

   Note: Also check the name to be sure you have entered the correct ID!!

2) In the Query Date field enter the date that you will be using for the transaction. This will be the start date of the new job.

3) Chose the category of APHS

4) Click GO

New EPAF Person Selection

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

✱ - indicates a required field.

ID: ✱ [A10000000]   [Carole Carver]   👤 🔍

Query Date: MM/DD/YYYY✱ [07/24/2012]
Approval Category: ✱   [Creating an second monthly job for existing employee, MOSEC   ▾]
[Go]

RELEASE: 8.5.0.5

Step 2:

Select the position that you will be using. It is critical that the correct position be used. If the position is known, it can be entered and tabbed out.

If you need to search for position, use the search criteria to minimize the number of positions to ensure you have selected the correct one. Then click on that link.

Enter search criteria and select Go. Then select the link under Position to select it.

Search Criteria

Position Number:

Employee Class:
All
BF, BiWeekly Full Time
BP, BiWeekly Part Time Staff

COA:
All
A, Alcorn State University

Budget Organization:
All
000000, Non - Departmental
100100, President's Office

Go

Search Results

Position	Title	Employee Class	COA	Budget Organization	Begin Date	End Date
000078	Counselor	PS, Part Time Staff	A	160103, Dean of Divison of Nursing-Rest.	Jan 01, 1999	
000081	Research Scientist/Analyst	PS, Part Time Staff	A	160103, Dean of Divison of Nursing-Rest.	Jan 01, 1999	
000082	Co-Director of Alcorn Writing	PS, Part Time Staff	A	124003, English & Foreign Language-Rest.	Jan 01, 1999	
000088	Receptionist	PS, Part Time Staff	A	160103, Dean of Divison of Nursing-Rest.	Sep 01, 1999	
000102	Research Associate	PS, Part Time Staff	A	130103, Department of Agriculture-Rest.	Jul 01, 2000	
000104	Library Technician	PS, Part Time Staff	A	160103, Dean of Divison of Nursing-Rest.	Aug 01, 2000	

Select the position. Add a suffix of 00 and click GO

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Carole Carver, A10000000
Query Date: Jul 24, 2012
Approval Category: Monthly - Secondary Job, MOSEC

New Salaried Job, SALJOB

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	000088	00	Receptionist	160103, Dean of Divison of Nursing-Rest.					⦿
	Primary	E00067	00	Secretary	121000, Biological Sciences	Jul 01, 2011			Active	○

All Jobs

Go

Step 3:

Enter the fields of Salary and Timekeep location. If the title or labor differs from what defaults from the position, these may be changed.

Electronic Personnel Action Form

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: Carole Carver, A1000000
Transaction:
Transaction Status: **Query Date:** Jan 01, 2021
Approval Category: Creating a second hourly job for existing bi-weekly employee, APHS

Save

Approval Types | Account Distribution | Routing Queue | Comments | Transaction History

New EPAF | EPAF Originator Summary

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New Salaried Job, E00559-00 Grounds Crewman

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		01/01/2021
Contract Type:		Secondary ⌄
Jobs Effective Date: MM/DD/YYYY		01/01/2021
Step:		0
Annual Salary:		5000
Title:		Groundskeeper
Personnel Date: MM/DD/YYYY		01/01/2021
Job Status:		Active ⌄
Job Change Reason:		TEMP, Temporary Assignment ⌄
Timesheet Orgn:	🔍	310400
Factor:		5
Pays:		5

Current
Effective Date: 01/01/2021
COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New
Effective Date: MM/DD/YYYY 01/01/2021

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Perc
🔍 A	🔍	🔍 100000	🔍 310400	🔍 622000	🔍 07					
🔍 A	🔍	🔍 200000	🔍 440000	🔍 622000	🔍 00					
🔍	🔍	🔍	🔍	🔍	🔍					
🔍	🔍	🔍	🔍	🔍	🔍					
🔍	🔍	🔍	🔍	🔍	🔍					
🔍	🔍	🔍	🔍	🔍	🔍					

Total:

✅ Job Labor Distributions defaulted from the working Position Labor Distributions for fiscal year 2021, position E00559.

Default from Index   Save and Add New Rows

Job Termination, E00559-00 Grounds Crewman

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY		06/30/2021
Personnel Date: MM/DD/YYYY		06/30/2021

Job Status: (Not Enterable)   `T`

Job Change Reason: (Not Enterable)   `TEMP`

Routing Queue

Approval Level		User Name	
10 - (DEPT) BUDGETARY AUTHORITY	🔍	(Add users according to your routing queue)	
20 - (ADMHD) DEPARTMENT HEAD	🔍		
39 - (VICEPR) Vice Presidents	🔍		
42 - (BUDGET) BUDGET ADMINISTRATION	🔍		
90 - (HR) HUMAN RESOURCES	🔍		
95 - (PAYROL) Payroll	🔍		
Not Selected	🔍		
Not Selected	🔍		
Not Selected	🔍		
Not Selected	🔍		

[Save and Add New Rows]

Comment

```
      (Add comments if desired)



```

Approval Types | Account Distribution | Routing Queue | Comments | Transaction History

[Save]

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New EPAF | EPAF Originator Summary

Return to EPAF Menu

RELEASE: 8.18