

EPAF Process Guide

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Introduction

The EPAF (Electronic Personnel Action Form) has two functions at PCC:

- The **EMPL EPAF** activates newly hired (and rehired) bi-weekly employees' Employee Status



ID: G02859872 Allison J Hart

General Employee United States Regulatory Canadian Regulatory

EMPLOYEE

General Employee

Employee Status * Active

Employee Class * CE ... Casual Employees

Employee Group ...

Leave Category * OS ... Oregon Sick Leave

Home Department

- And the **Job EPAF** is the Authorization Form that sets up the following particular bi-weekly employees to be paid:

EPAF

- **Casual Job**
- **Student Job** (Not Work Study)
- **Part-Time Instructor** doing the following non-classroom work:
 - **Special Projects** (more than one day of work)
 - **Counseling, Tutoring or Librarian Job**
 - **Substitute** hours
 - **Participation** hours (i.e. TLC Events and Conferences, Trainings, Workshops, Summits and other meetings where compensation is offered)

The following table shows bi-weekly jobs authorized using the MAP and the NWRINAS report:

MAP Form	NWRINAS
<ul style="list-style-type: none"> • New Bi-Weekly Job with Special Pay Rate¹ • Special Project (under eight hours) • Faculty Department Chair • Faculty Assessment • CO-OP • Practicum • Curriculum Development • Leave of Absence • Override Job Labor Account (Change job’s funding to different Account) • Increase Pay Hours • Cancel any other bi-weekly job other than instruction 	<ul style="list-style-type: none"> • Part-Time Instructor classroom hours • AP Stipend

This document serves as an informational resource and step-by-step process guide for every type of EPAF and navigating the EPAF form. It can be used to supplement the *HR 104b: the EPAF* online training course, and as a standalone resource.

For a truncated step-by-step process guide, visit the following quick sheets:

- EMPL EPAF Quick Sheet
- EPAF Quick Sheet – Casual and Student
- EPAF Quick Sheet – Part-Time Instructor

Prerequisites

In order to gain access to the EPAF form, the following trainings must be completed:

- HR 101: Types of Employees, Common HR Terminology and Navigating the HR Website
- HR 102: Setting Up an Employee – the Five Phases
- HR 103: the PR/C and Looking Up Position Information
- HR 104a: the JAF-M, MAP, Looking Up Job Information and Verifying Authorization
- HR 104b: the EPAF
- *Recommended:* HR 105: Common Matching training (Creating G Numbers)

¹ In the scenario where an employee’s job would normally be authorized by an EPAF, but the employee should be paid at an Exceptional Pay Rate (Not Board Approved), a MAP will have to be submitted in place of the EPAF with an EPM attached.

Purpose

1. The **EMPL EPAF** activates any newly hired or re-hired PCC bi-weekly employee (HR 102: Phase Three of the Five Phases of Setting Up an Employee)
2. The **JOB EPAF** authorizes a new bi-weekly job or additional bi-weekly job which enables the employee to submit **Timesheets** for worked hours (HR 102: Phase Four of the Five Phases of Setting Up an Employee)

Exception: Substitute and Participation pay does not require timesheets to ensure employee is paid. The EPAF alone does this.

Use the EPAF table below to determine whether or not the employee submits a timesheet:

Employee Class and Class Code	Type of Work	Submit Bi-Weekly Timesheets?
Casual (CE)	Casual hours	YES
Student (SE) (Non-Work Study)	Student hours	YES
Part-Time Faculty (AJ)	Special Projects – <i>More than One Day of Work</i>	YES
Part-Time Faculty (AJ)	Librarian (1 Term Job) Counseling (1 Term Job) Tutoring (1 Term Job)	YES
Part-Time Faculty (AJ)	Substitute hours	NO
Part-Time Faculty (AJ)	Participation hours (i.e. TLC Events and Conferences, Trainings, Workshops, Summits and other meetings where compensation is offered)	NO

Once the bi-weekly employee is activated (EMPL EPAF has been approved), a **Job EPAF** will need to be submitted to authorize their bi-weekly position (Phase Four of the Five Phases of Setting up an Employee).

The EPAF form includes:

- Position Number and Suffix Number
- Information that a new employee has been hired or an existing employee is to be paid for additional work
- What kind of work/additional work employee is doing

- Employee's start date
- How much employee makes per hour for work/additional work
- If applicable, employee's end date

Conclusion:

- **EMPL EPAFs** activate a new or returning bi-weekly employee in PCC's system.
- **Job EPAFs** authorize bi-weekly employees to be paid. You must submit your department's employees' EPAFs to the HRIS team in order to provide the necessary information about your bi-weekly employee so that the employee can submit timesheets for pay. The exceptions to this are Substitute Instructor hours and Participation hours, whose authorization for pay is through the Job EPAF alone.

NOTE: Part-Time instructors' classroom hours are authorized for pay via the NWRINAS report.

NOTE: If the employee is to be paid a Special Pay Rate (not Approved by the Board), a MAP will need to be submitted in place of the EPAF with an Exceptional Pay Memo attached. See MAP instructions in Additional Resources below.

Intended Learning Outcomes

After reading this guide, you will know:

- Why, when and for whom EPAF submissions are necessary
- How to navigate the EPAF form
- How to determine if an EPAF has been processed and an employee authorized

After reading this guide and access to the EPAF form has been granted, you will be able to:

- Submit an EPAF to activate new or returning bi-weekly employees
- Submit an EPAF to authorize Casual and Student Jobs
- Submit an EPAF to authorize Special Projects, Librarian/Counseling or Tutoring Jobs, Substitute Jobs and Participation Jobs
- Set up your Default Routing Queue

When to Submit an EPAF

EPAF Type	When to Submit																																																																								
<p>EMPL: To activate new bi-weekly employees or returning bi-weekly employees</p>	<p>Prior to the employee’s start date. EMPL EPAFs activate employees’ Employee Status in PEAEMPL.</p>																																																																								
<p>Casual employee</p>	<p>By HR Authorization deadline for the employee’s first pay period.</p> <p>These EPAFs authorize pay within one fiscal year only. If a Casual employee is continuing work from one Fiscal Year into the next, a new EPAF will need to be submitted before the start of the next Fiscal Year (Last BW for FY).</p>																																																																								
<p>Student employee (Not Work Study)</p>	<p>Students must be enrolled in at least 6 credits.</p> <p>By HR Authorization deadline for the employee’s first pay period.</p> <p>These EPAFs authorize pay within one fiscal year only. A new EPAF will need to be submitted before the start of the next Fiscal Year (Last BW for FY).</p>																																																																								
<p>Part-Time instructors doing Special Projects (more than one day of work)</p>	<p>By HR Authorization deadline for the employee’s first pay period.</p> <p>These EPAFs authorize pay within one fiscal year only. A new EPAF will need to be submitted before the start of the next Fiscal Year (Last BW for FY). Submit one EPAF per Special Project.</p>																																																																								
<p>Part-Time instructors doing Counseling, Tutoring or Librarian jobs</p> <table border="1" data-bbox="126 1501 727 1932"> <thead> <tr> <th>Pay Period Begin</th> <th>Pay Period End</th> <th>BW</th> <th>Authorizations Due in HR (generally Fridays)</th> <th>EE Time Sheets SUBMIT by 10 pm (generally Mondays)</th> <th>Term</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;">Summer Term begins 6/22/20</td> </tr> <tr> <td>6/14</td> <td>6/27</td> <td>14</td> <td>June 26</td> <td>June 29</td> <td>Jun</td> </tr> <tr> <td>6/28</td> <td>7/11</td> <td>15</td> <td>July 10</td> <td>July 13</td> <td>Jul</td> </tr> <tr> <td>7/12</td> <td>7/25</td> <td>16</td> <td>July 24</td> <td>July 27</td> <td>Jul</td> </tr> <tr> <td>7/26</td> <td>8/8</td> <td>17</td> <td>August 07</td> <td>August 10</td> <td>Au</td> </tr> <tr> <td>8/9</td> <td>8/22</td> <td>18</td> <td>August 21</td> <td>August 24</td> <td>Au</td> </tr> <tr> <td>8/23</td> <td>9/5</td> <td>19</td> <td>September 04</td> <td>September 08</td> <td>Se</td> </tr> <tr> <td colspan="6" style="text-align: center;">Summer Term ends 9/6/20</td> </tr> <tr> <td>9/6</td> <td>9/19</td> <td>20</td> <td>September 18</td> <td>September 21</td> <td>Se</td> </tr> <tr> <td colspan="6" style="text-align: center;">Fall Term begins 9/21/20</td> </tr> <tr> <td>9/20</td> <td>10/3</td> <td>21</td> <td>October 02</td> <td>October 05</td> <td>Oc</td> </tr> </tbody> </table>	Pay Period Begin	Pay Period End	BW	Authorizations Due in HR (generally Fridays)	EE Time Sheets SUBMIT by 10 pm (generally Mondays)	Term	Summer Term begins 6/22/20						6/14	6/27	14	June 26	June 29	Jun	6/28	7/11	15	July 10	July 13	Jul	7/12	7/25	16	July 24	July 27	Jul	7/26	8/8	17	August 07	August 10	Au	8/9	8/22	18	August 21	August 24	Au	8/23	9/5	19	September 04	September 08	Se	Summer Term ends 9/6/20						9/6	9/19	20	September 18	September 21	Se	Fall Term begins 9/21/20						9/20	10/3	21	October 02	October 05	Oc	<p>These EPAFs authorize pay within one term only.</p> <p>These EPAFs must be submitted by the first authorization date for the applicable term and cannot be submitted earlier than the first pay period for the term.</p> <p>Example: To authorize a Counseling job for the Fall 2019 term, the EPAF would need to be submitted after September 6 and by the Fall Term’s ‘Authorization Due in HR’ deadline for the job’s first pay period.</p>
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EPAF Type

When to Submit

Part-Time Instructors doing Substitute Hours

BI-WEEKLY PAYROLL			
Pay Period Begin	Pay Period End	BW	Authorizations Due in HR (generally Fridays)
Summer Term			
6/14	6/27	14	June 26
6/28	7/11	15	July 10
7/12	7/25	16	July 24
7/26	8/8	17	August 07
8/9	8/22	18	August 21
8/23	9/5	19	September 04

The Substitute EPAF must be created during the same BW payroll period that the substitution takes place. This is because the start and end dates of the current payroll period are built into the Substitute EPAF system.

These EPAFs cannot be submitted to pay someone for work performed in an earlier payroll period, nor can they be submitted for a future payroll period.

If the substitute work is performed through more than one payroll period, an additional EPAF will need to be created to authorize pay for each pay period worked.

Example: Tuyen substitutes a class in BW payroll periods 14, 15 and 16. Three EPAFs will need to be submitted, one within each payroll period.

Note: Late pay must be submitted on a MAP. Payment will be late and will be paid out on the next applicable pay date.

Part-Time Instructors doing Participation Hours

BI-WEEKLY PAYROLL			
Pay Period Begin	Pay Period End	BW	Authorizations Due in HR (generally Fridays)
Summer Term			
6/14	6/27	14	June 26
6/28	7/11	15	July 10
7/12	7/25	16	July 24
7/26	8/8	17	August 07
8/9	8/22	18	August 21
8/23	9/5	19	September 04

The participation EPAF, similar to the SUB EPAF, must be created during the same payroll period that the participation takes place.

These EPAFs cannot be submitted to pay someone for work performed in an earlier payroll period, nor can they be submitted for a future payroll period.

If the participation takes place in more than one payroll period, an additional EPAF will need to be created to authorize pay for each pay period worked.

If employee participates in two separate, unrelated events within the same pay period, two separate EPAFs are needed; one per event.

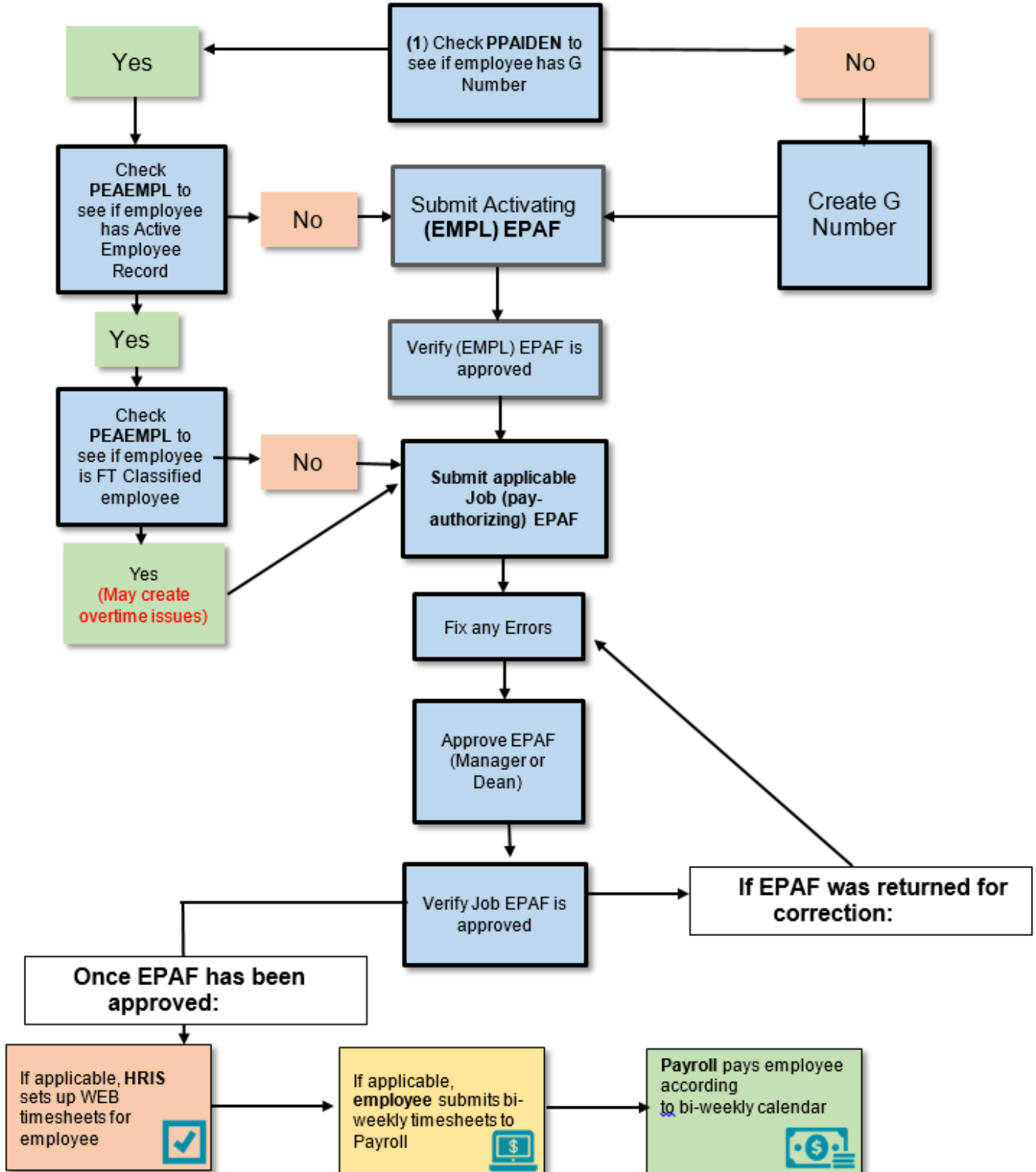
Note: Late pay must be submitted on a MAP. Payment will be late and will be paid out on the next applicable pay date.

Overview: the EPAF Process

1. Department hires a bi-weekly employee or needs to create a new job record for bi-weekly employee
2. Person assigned to submit the EPAF (Originator) completes the **preliminary steps**:
 - a. Originator checks to see if employee has a G Number
 - b. Originator creates G Number if no G Number exists
 - c. Originator checks to see if employee with existing G Number has an Active Employee Record
 - d. If employee has an Active Employee status, originator checks to see if employee is a Full-Time Classified employee
3. If employee DOES NOT have an Active Employee status, originator does the following:
 - a. submits the EMPL EPAF to activate the employee.
 - b. if submitted EPAF has errors, fixes the errors, saves and submits corrected EPAF
 - c. verifies the EMPL EPAF has been approved by HRIS
4. Originator submits the appropriate Job EPAF to authorize the employee's new position
5. If submitted Job EPAF has errors, originator fixes the errors, saves and submits corrected EPAF
6. Submitted EPAF moves on to the submitter's Supervising Manager and HRIS to approve. At any point, any of these approving roles can return the EPAF back to originator if not filled out correctly.
7. Once HRIS fully approves the EPAF, HRIS team updates Banner with employee's Position Number and Position Suffix, and creates Online Timesheets for employee's new bi-weekly position.
8. If applicable, employee submits timesheets every two weeks and is paid bi-weekly according to the bi-weekly payroll calendar (see Additional Resources below).

EPAF Workflow Chart

Use this workflow chart as a visual reference. Action Items required by your department are in blue / **bolded squares**.



Action Items

The following Action Items must be completed by your department or program upon the hiring of a new or returning bi-weekly employee or authorization of a new bi-weekly job. Action Items can be distributed among different members of your department depending on how your department is structured and delegates tasks.

1. Preliminary Steps:
 - Check to see if employee has a G Number in **PPAIDEN**
 - No – Create the G Number
 - Yes – Check to see if employee has active Employee Status in **PEAEMPL**
 - If yes, check to see if Active Employee Records if for Full-Time Classified employee (Full-Time Classified employees will need approval prior to doing additional paid work)
2. Submitting EMPL EPAF if no Employee Status in **PEAEMPL** is inactive
3. Making sure EMPL EPAF has been approved
4. Submitting Job EPAF
5. Fixing Errors (if applicable)
6. Verifying Job EPAF is approved

In the following section, we will cover how to complete all Action Items listed above. Before you move onto the first Action Item (Preliminary Steps), it is a good idea to ensure you have reviewed or completed the 'Getting Started' section below:

Getting Started

Before you fill out your first EPAF:

1. Take the *HR 104b: EPAF* online training. Access to EPAF is granted once HR is notified training has been completed.
2. Once access to EPAF is granted, we recommend that you set up your default approval queue (see instructions below). The approval queue specifies the manager and HRIS representatives who will be approving your EPAFs. Setting up a default approval queue beforehand will auto-fill this information every time you create that EPAF category.
3. You can also set someone up without approval authority as an 'FYI', or someone who can review EPAFs and acknowledge their correction before they move on to the Approval Queue.

Approval Level	User Name
Not Selected	🔍
Not Selected	🔍
Not Selected	🔍
Not Selected	🔍

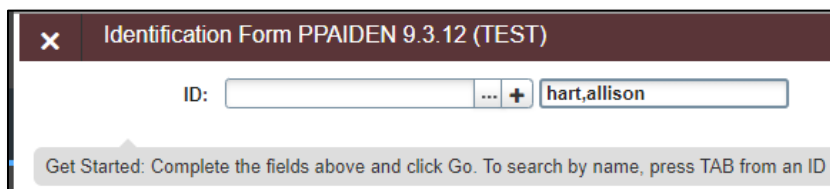
1. Preliminary Steps

NOTE: **Background Checks** for Part-Time Instructors and Casual Employees working with cash, keys or kids (minors under 18) must be complete before submitting an EPAF. Be sure these new employees have passed the background check successfully.

G Number: The employee must have a **G Number**.

Check to See if Employee Already Has a G Number

From the Banner Main Menu, type **PPAIDEN** or **SPAIDEN** and hit Enter on your keyboard. Look up employee name by hitting Tab on your keyboard and typing the employee's, "Last Name, First Name". Then click **Go**.



The screenshot shows a web browser window titled "Identification Form PPAIDEN 9.3.12 (TEST)". It features an "ID:" label followed by a text input field containing "hart,allison". Below the input field is a small grey tooltip that reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID f".

Note: For more information on looking up a G Number, visit 'How to Look Up a G Number' in Additional Resources below.

If Employee Does Not Have a G Number

A G Number will need to be created for the employee before moving forward. If you do not have access to creating G Numbers, this task will need to be delegated to someone within your department who does. HR 105: Common Matching training is required.

Check to See if Employee Already Has an Active Employee Status

In order for a bi-weekly employee to be paid, they must also have an active Employee Status in **PEAEMPL**.

Note: If you had to create a G Number for a new employee, they will not have an active Employee Status.

From the Banner Main Menu, type **PEAEMPL** and hit Enter on your keyboard.

Step 1: Enter the employee's G Number into the ID field and click **Go**.

If your employee has an Employee Status of 'Active' and the Employee Class field is populated, the status is active. **EMPL EPAF does NOT need to be submitted.**

If you receive an Error message from Banner when opening **PEAEMPL**, the employee does **not** have an active Employee Status.

Employee Status field will say 'Active' and **Employee Class** will be populated if employee has an active Employee Status.

If a PCC employee has not worked in approximately 12 months, they may no longer be active and will have an Employee Status of 'Terminated'. This type of employee (a Returning employee) will need to be activated.

The two individuals in the screenshots below do **not** have active Employee Statuses: the first has no Employee Class, and the second has an Employee Status of 'Terminated'.

If your employee does not have an active status, skip down to [Action Item 2: Submit EMPL EPAF](#).

Check to See if Already Active Employee Is a Full-Time Classified Employee

If the employee's status is 'Active' and the Employee Class is populated, it must also be determined whether or not the employee is a Full-Time Classified employee.

Note: Full-Time Classified employees working casual jobs may be eligible for overtime.

In the General Employee tab of **PEAEMPL**, review the employee's 'Employee Class' field.

A full-time Classified employee will have an Employee Class Code of 'CF'.

2. Submitting EMPL EPAF to Activate Employee

If the employee did **not** have an active Employee Status or no Employee Class in **PEAEMPL**, or if you had to create a G Number for a new employee, the next step will be to activate the employee by submitting the EMPL EPAF.

Note: Employee will need to have passed the criminal background check in order to be activated

A. Accessing EPAF on Banweb:

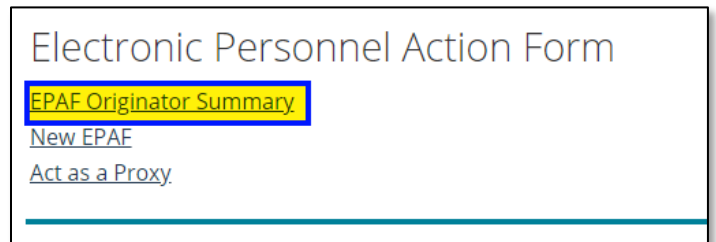
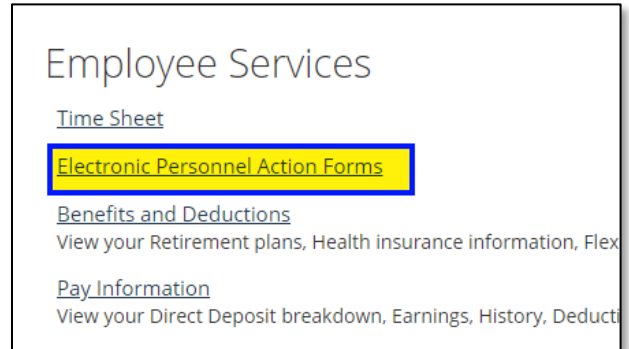
Step 1: In MyPCC, click on the Employee Tab.

Step 2: Under Employment Details, click **Banweb Main Menu**.

Step 3: Click on the **Employee Services** tab.

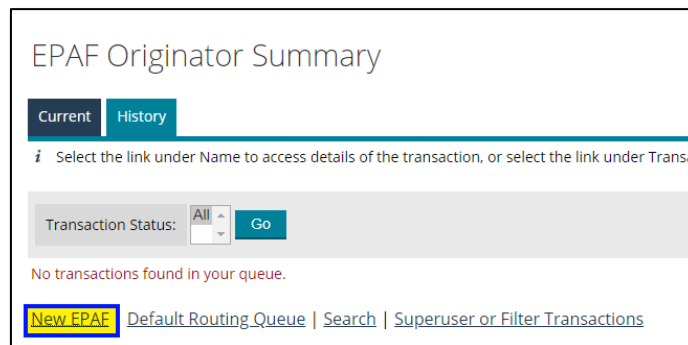
Step 4: Click on **Electronic Personnel Action Forms**.

Step 5: Click **EPAF Originator Summary** to access your EPAF Queue and get started.



B. Filling out the EMPL EPAF:

Step 6: From the EPAF Originator Summary screen, click **New EPAF**.



Step 7: **ID field:** Enter the employee's G number in the ID field. Hit tab on your keyboard to auto-populate the Name field.

Step 8: **Query Date field:** Enter the first day the employee will work in the job in the Query Date field. Use format, mm/dd/yyyy.

Step 9: In the **Approval Category** field, use the drop-down menu to select Employee Create Record/Reactivate EMPL

New EPAF Person Selection

i Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date

* - indicates a required field.

ID: * G02859872 Allison J Hart

Query Date: MM/DD/YYYY* 02/06/2020

Approval Category: * Not Selected

Go

[EPAF Originator Summary](#)

[Return to EPAF Menu](#)

Release: 8.9.0.3

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- Not Selected
- Create a New Casual Job, CENJOB
- Create a New Student Job, SENJOB
- Sub Pay, Replacing Fac NOT on Paid Sick Leave, SUB
- Sub Pay, Replacing Fac ON Sick Leave, SUBSL
- Special Projects, PT Faculty, SPPRO
- PT Faculty Counselor, COUN5
- PT Faculty Librarian, LIBRA
- PT Faculty Tutor, TUTOR
- Distance Learning Development, DLDEV
- New Job AJ, Instit Health Pro, IHPAJ
- Employee Record Create/Reactivate, EMPL**
- Work Study, Term Job, WSTE
- HRIS Only, PT Fac Map, HRAJ
- HRIS Only, Casual MAP, HRCE
- HRIS Only, Student MAP, HRSE

Step 10: Click **Go**.

In the next section, complete the following employee-specific fields:

* - indicates a required field.

Employee Record Create/Reactivate

Item	Current Value	New Value
Employee Status: (Not Enterable)	Active	A
Employee Class Code: *	CE, Casual Employees	
Home COAS: (Not Enterable)	1	1
Home Organization: *	C40316, Trade Extension	
Distribution Orgn: *	C40316, Trade Extension	
Current Hire Date: MM/DD/YYYY*	01/18/2019	

Fields that say “Not Enterable” do not need to be populated.

Step	Field Name	What to Type in 'New Value' Column
N/A	Employee Status (Not Enterable)	Leave as is (A for Active)
Step 11:	Employee Class Code	Enter the correct Class Code: <ul style="list-style-type: none"> • AJ (for Part-Time Instructors) • CE (for Casual Employees) • SE (for Student Employee)
N/A	COAS (Not Enterable)	Leave as is (should be 1)
Step 12:	Home Organization	Enter the budget (Org) code associated with the employee's pay. If you don't know it, click on the magnifying glass to pull up the list of Org codes.
Step 13:	Distribution Orgn	Enter the budget (Org) code associated with the employee's pay. <div style="border: 1px solid black; border-radius: 10px; padding: 5px; background-color: #e1f5fe;"> <p>Note: the "Home Org" and "Distribution Org" codes should be the same.</p> </div>
Step 14:	Current Hire Date	Enter the first day the employee will be working at PCC (dd/mm/yyyy). This should be the same as the Query Date.

C. Setting up the Routing Queue

Steps 15 and 16 apply if you have not set up your Default Approval Queue (see instructions below).

In the last section, enter the routing Queue's HR members who will be approving your EPAF:

Step 15: For Line 1 of Approval Level (HRIS Audit), use the Magnifying Glass icon to search for your Department's HRIS specialist (Determine who your HRIS specialist is in Additional Resources below). Required Action should be 'Approve'.

Step 16: For Line 2 (Applier), use the Magnifying Glass icon to search for the name of the Manager of HR Systems Development (currently Julie Kinney). Only two approval lines are needed for this process. (Your manager does not have to approve this type of EPAF.) Required Action should be 'Apply'.

Routing Queue

Approval Level	User Name	Required Action
20 - (HRIS) HRIS Audit	MMLEE Michelle M Lee	Approve
90 - (APPLY) Applier - HR	JKINNEY Julie B Kinney	Apply

D. Saving and Submitting Your Work:

Step 17: Click **Save**. Look for the message at the top of the screen that says, “Your change was saved successfully.” The **‘Waiting’** Transaction Status means the EPAF is still in your Queue.

Electronic Personnel Action Form

Your change was saved successfully.

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

Name and ID:	Allison J Hart, G02859872
Transaction:	105663
Transaction Status:	Waiting
Approval Category:	Employee Record Create/Reactivate, EMPL

Step 18: Click **Submit**.

If you get **‘Transaction was not submitted. Please review errors’** message:

- read the Errors
- make any changes needed
- click **Save**
- click **Submit**

For more information on how to fix Errors, please visit [Action Item 4: Fixing Errors](#) below

Warning messages can be ignored.

Message Type	Description
WARNING	*WARNING* Encumbrance has been set to 0, because method is Hours Input.
WARNING	*WARNING* Total Enc Hrs do not equal sum of Enc Hrs (0) in fiscal year.
WARNING	*WARNING* Encumbrance hrs for fiscal year will not be balanced w/total.
WARNING	*WARNING* Total FTE for this employee exceeds one as of the eff date.
WARNING	*WARNING* Encumbrance has been set to 0, because method is Hours Input.
WARNING	*WARNING* Total Enc Hrs do not equal sum of Enc Hrs (0) in fiscal year.

Electronic Personnel Action Form

Transaction was not submitted. Please review errors.

Enter the information for the EPAF and either Save or Submit

Name and ID:			Query Date:	15-OCT-2019
Transaction:	103115		Last Paid Date:	
Transaction Status:	Waiting			
Approval Category:	Employee Record Create/Reactivate, EMPL			

Save Submit Delete

[Approval Types](#) | [Errors](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[New EPAF](#) | [EPAF Originator Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

Errors and Warning Messages

Type	Message Type	Description
Employee Record Create/Reactivate	ERROR	Missing mandatory Citizen Code.
Employee Record Create/Reactivate	ERROR	First Name, SSN/SIN or Birth Date are incomplete, or Sex Code is invalid

Step 19: Make sure you receive the message, “The transaction has been successfully submitted” and the Transaction Status is ‘**Pending**’.

Electronic Personnel Action Form

The transaction has been successfully submitted.

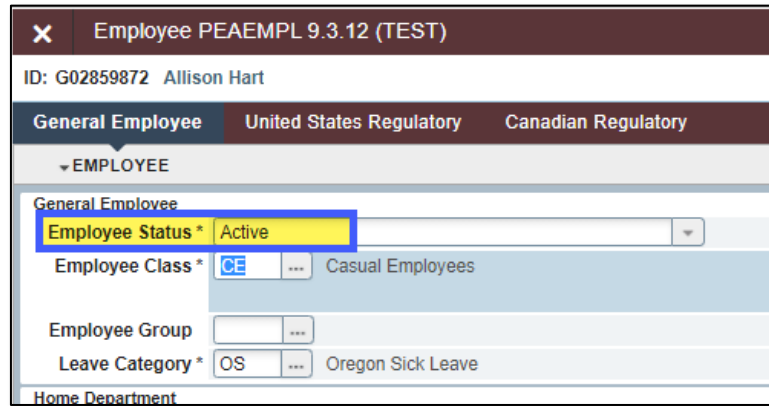
Enter the information for the EPAF and either Save or Submit

Name and ID:	Allison Hart, G02859872	Job and Suffix:	
Transaction:	111475	Query Date:	
Transaction Status:	Pending	Last Paid Date:	
Approval Category:	Create a New Casual Job, CENJOB		

E. Making Sure EMPL EPAF Has Been Approved by HRIS

In order to move forward with authorizing employees for pay via the Job EPAF, the EMPL EPAF must have been approved by HRIS. This means they will have an Active Employee Record. To verify if the employee has an Active Employee record:

1. See if Employee Status in PEAEMPL is Active:



Employee PEAEMPL 9.3.12 (TEST)

ID: G02859872 Allison Hart

General Employee United States Regulatory Canadian Regulatory

EMPLOYEE

General Employee

Employee Status * Active

Employee Class * CE ... Casual Employees

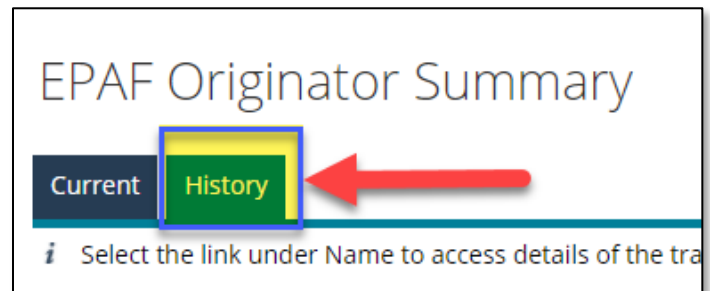
Employee Group ...

Leave Category * OS ... Oregon Sick Leave

Home Department

2. You can also visit your EPAF History tab to see if your EPAF was approved:

- Login to Electronic Personnel Action Form via Banweb Main Menu
- Click EPAF Originator Summary
- Click on the History tab near the top
- Find the Employee Record
Create/Reactivate EPAF you created on the list.
- Review the Transaction status.



If it says 'Pending', it has not been approved yet.

If it says 'Completed', the EPAF has been approved.

EPAF Transactions							
Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
		93860	Employee Record Create/Reactivate	10-DEC-2018	07-JAN-2019	Voided	**Comments
SUB/9LAN615A/V40504/31066, 997024-30		89878	Sub Pay, Replacing Fac NOT on Paid Sick Leave	14-AUG-2018	12-AUG-2018	Completed	Warnings
		93801	Employee Record Create/Reactivate	05-DEC-2018	01-APR-2019	Completed	

Once the employee has a G Number and an Active Employee Status, you are ready to submit their Job EPAF, NWRINAS or MAP to authorize the job.

3. Submitting the Job EPAF

Job EPAFs must be submitted in order to authorize the following bi-weekly jobs:

- Casual Job
- Student Job
- Part-Time Instructor doing
 - Special Project
 - Tutoring job
- Counseling job
- Librarian job
- Substitute job
- Participation (TLC Events and Conferences, Trainings, Workshops, Summits and other meetings where compensation is offered)

This section will provide instructions in completing and submitting the Job EPAF for each of the jobs listed above.

A. Preliminary Steps:

Complete Action Item 1 (Preliminary Steps) and if applicable, Action Item 2 (Submit EMPL EPAF) to ensure that employee has:

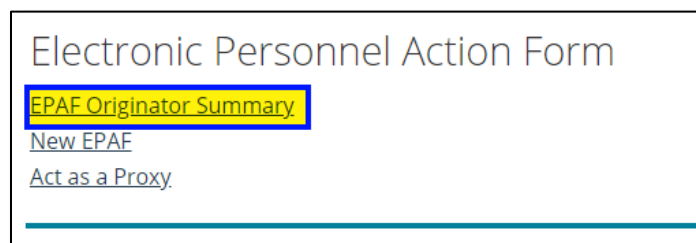
- a G Number
- an Active Employee Record in **PEAEMPL**

B. Accessing EPAF on Banweb

Step 1: Access EPAF on the Banweb Main Menu: MyPCC → Employee tab → Banweb Main Menu → Employee Services → Electronic Personnel Action Form

Step 2: Click **EPAF Originator Summary**

*At this point, if you have not already done so, it is a good idea to set up your Default Routing Queue (See instructions below).



C. Filling out the Job EPAF

a) Entering 'Person Selection' Information

Step 1: From the EPAF Originator Summary screen, click **New EPAF**

Step 2: Enter the employee's G Number in the ID field. Make sure the G of the G Number is capitalized.

Step 3: Hit tab to autofill the employee's name

Step 4: Enter the **Query Date** based on the following parameters:

Substitute or Participation EPAF	Counseling, Tutoring or Librarian EPAF	Casual, Student or Special Project EPAF
<p>Enter the 'Begin Date' of the current bi-weekly pay period.</p> <p>For example, if the work takes place on October 12, 2020 and the bi-weekly pay period begins on October 4th, then enter 10/04/2020 as the Query Date.</p> <p>Use the format: MM/DD/YYYY</p>	<p>Enter the 'Begin Date' of the first bi-weekly payroll period of the term.</p> <p>Use the format: MM/DD/YYYY</p>	<p>Enter the first day of work of the employee's new job.</p> <p>The Query Date must be the same as the 'Job Begin' and 'Job Effective' dates in future screens.</p> <p>Use the format: MM/DD/YYYY</p>

Step 5: Select the **Approval Category:**

If the Job Type is:	Then Select Approval Category:
Casual	Create a new Casual Job, CENJOB
Student	Create a new Student Job, SENJOB
Special Project	Special Projects, PT Faculty, SPPRO
Counseling	PT Faculty Counselor, COUNS
Librarian	PT Faculty Librarian, LIBRA
Tutoring	PT Faculty Tutor, TUTOR
Substitute Instructor substituting for instructor not taking Paid Sick Leave	Sub Pay, replacing Fac NOT on Paid Sick Leave, SUB
Substitute Instructor substituting for instructor taking Paid Sick Leave	Sub Pay, replacing Fac ON Paid Sick Leave, SUBSL
Participation	PT Faculty Participation, PRTCAJ

Step 6: Click **Go**.

b) Position Number and Suffix Number

Create a New CE/SE Job, CENJOB

Search	Type	Position	Suffix	Title
🔍	New Job	996375	<input type="text"/>	Casual/V40401/Pool
	Primary	996375	03	CLIMB - Front Desk

Step 1: In the New Job field at the top, enter the new job's Position Number (Gather from **NBAPOSN** via **NBIPORG**).

Step 2: Click **All Jobs**. This will pull up a list of all bi-weekly jobs this employee has previously held at PCC.

	Primary	996375	03
--	---------	--------	----

All Jobs

Next Approval Type Go

Step 3: Determine and enter the new job's Suffix Number. Review the list of previous jobs and the Position Numbers – are there previous jobs with the same Position Number as the new job?

Position Number	Suffix Number
If there is a previous job listed with the SAME Position Number, the new Suffix Number will be the next highest number for that Position Number:	type the new suffix number in the Suffix field.
If there is NO job with the same Position Number:	type ' 01 ' in the Suffix field.

Type	Position	Suffix
New Job	996375	<input type="text"/>
Primary	995806	01
Primary	995806	02
Secondary	995806	03
Secondary	996375	01
Secondary	996375	02
Primary	996375	03

In this scenario, the new Suffix Number will be **04**.

Note: If you are submitting a Substitute or Participation EPAF, it is a good idea to write down the new job's Suffix Number. This is because the Suffix Number you enter won't appear until after your EPAF has been processed by HRIS, and you may need to submit more EPAFs under the same Position Number in upcoming Pay Periods.

Step 4: Once you've entered the Suffix Number, hit Tab and click **Go**

More about Suffix Numbers

For employees who have held many jobs at PCC, the 'All Jobs' list may be very long. Once an employee reaches 99 for a Suffix, we switch to alpha-numeric Suffix Numbers. The scheme works like this:

- 01-99
- A0-A9
- B0-B9...etc. until Z9
- AA-AZ
- BA-BZ...etc. until ZZ

c) Entering Details about the Job

You'll note that at the top of the next screen, there will be a verification of information you entered in earlier screens.

Electronic Personnel Action Form

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

Name and ID:	Allison J Hart, G02859872		
Transaction:		Query Date:	06-FEB-2020
Transaction Status:			
Approval Category:	Create a New Casual Job, CENJOB		

Save

When entering the following fields:

- Use all CAPS
- Do not adjust fields labeled as 'Not Enterable'

In the following section, we will cover what to enter in each adjustable field depending on the type of Job.

The Job Details for a **Casual** or **Student** Job EPAF will look like this:

Create a New CE/SE Job, 996375-03 Casual/V40401/Pool

Item	Current Value	New Value
Timesheet Orgn: *		<input type="text"/>
Job Begin Date: MM/DD/YYYY*(Not Enterable)		<input type="text" value="09/13/2019"/>
Jobs Effective Date: MM/DD/YYYY*(Not Enterable)		<input type="text" value="09/13/2019"/>
Contract Type: *		<input type="text" value="Secondary"/>
Total Encum Hrs: *		<input type="text" value="599"/>
Total Contract Hrs: *		<input type="text" value="599"/>
Encumbrance Hours: *		<input type="text" value="599"/>
Job Change Reason: *(Not Enterable)		<input type="text" value="EP001"/>
Job Location: *		<input type="text" value="Not Selected"/>
Step: (Not Enterable)		<input type="text"/>
Salary Grade:		<input type="text"/>
Regular Rate:		<input type="text"/>
Title:		<input type="text"/>

Let's start with how to fill out Job Details for the Casual / Student Job EPAF.

Casual and Student Job Details

Step	Field	What to Enter	Notes
Step 1:	Timesheet Orgn	Type in your department's budget code (Org Code). If you do not know your department's Org code, click on the Magnifying Glass icon to pull up the list of PCC Org Codes	This is the budget code the employee will be paid from
N/A	Job Begin Date Jobs Effective Date	Do not adjust	This information is carried over from what was entered as the 'Query Date'.
Step 2:	Contract Type	Primary – if this is employee's first job at PCC or they are returning after not working for 16 months Secondary – if employee is already an active employee with PCC	N/A
Step 3:	Total Encum Hrs: Total Contract Hrs: Encumbrance Hours:	Enter maximum number of hours the employee will be authorized to work this year. If you change the number from the default, make sure the numbers are the same for all 3 fields.	These numbers default to the maximum number of hours to work in a year for most casual positions. Reference the Compensation Schedules in the Casual Employee Guidelines .
N/A	Job Change Reason	Do not adjust	N/A
Step 4:	Job Location	Use the drop-down menu to indicate the employee's job location.	N/A

Create a New CE/SE Job, 996375-04 Casual/V40401/Pool

Item	Current Value	New Value
Timesheet Orgn: *		<input type="text"/>
Job Begin Date: MM/DD/YYYY*(Not Enterable)		11/15/2019
Jobs Effective Date: MM/DD/YYYY*(Not Enterable)		11/15/2019
Contract Type: *		Secondary ▾
Total Encum Hrs: *		599
Total Contract Hrs: *		599
Encumbrance Hours: *		599
Job Change Reason: *(Not Enterable)		EP001
Job Location: *		Not Selected ▾

All three Hrs fields should be the same

Step	Field	Casual Job	Student Job
Step 5:	Step	Do not adjust	Enter 1, 2 or 3 depending on the level. Refer to the Salary Schedule (see Additional Resources) for more information.
Step 6:	Salary Grade	<p>Enter one of the following values:</p> <ul style="list-style-type: none"> • CLER = Clerical/Administrative Support • SERV = Service Assistant/Maintenance • TECH = Technical Assistant • PROF = Professional • MGMT = Management 	Do not adjust
Step 7:	Regular Rate	Based on the Salary Grade, type in the hourly pay rate for this employee. For more information, refer to the Casual Compensation Schedules for the type of job you are originating.	Do not adjust
Step 8:	Title	Type in the Job Title (using ALL CAPS) such as, "WRC OFFICE ASST". The title should not be shared with a different classification's job.	Type in the Job Title (using ALL CAPS) such as, "SE LINKS TUTOR ESL"

Note: If paying a Casual employee a special pay rate above the Board approved rates, submit a MAP in place of an EPAF and include an Exceptional Pay Memo. See the MAP process guide in Additional Resources.

The next section will cover how to fill out Job Details for special projects, counseling, tutoring, and librarian work, substitute or participation jobs.

EPAF for Part-Time Instructor Job Details


The Job Details for a **Special Project, Counseling, Tutoring, Librarian, Substitute** and **Participation** Job EPAF will look like this:

* - indicates a required field.

AJ Job / One Time Pay, 997026-01 AdjOvr/V40503/NonCred

Item	Current Value	New Value
Title: *		<input type="text"/>
Timesheet Orgn: *		<input type="text"/>
Contract Type: *		Secondary ▾
Total Encum Hrs: *		<input type="text"/>
Total Contract Hrs: *		<input type="text"/>
Hours per Pay: *		70
Job Location: *		Not Selected ▾
Salary Table: *(Not Enterable)		IS
Salary Grade: *(Not Enterable)		COUNS
Step: *		<input type="text"/>
Regular Rate: (Not Enterable)		<input type="text"/>
Salary Encumbrance: *		<input type="text"/>
Job Begin Date: MM/DD/YYYY*		06/16/2019
Jobs Effective Date: MM/DD/YYYY*		06/16/2019
Factor: (Not Enterable)		26
Pays: (Not Enterable)		26
Job Change Reason: (Not Enterable)		EP022

In the following pages, we'll address how to fill out these fields one by one, starting with the Title field.

Item	Current Value	New Value
Title: *		<input type="text"/>
Timesheet Orgn: *		<input type="text"/>

Step	Field	Special Project	Counseling Tutoring Librarian Job	Substitute Job	Participation
Step 1:	Title	Type in the Job Title in all CAPs, such as CONFERENCE COORDINATION	Type in the Job Title in all CAPs. This is the job title which will appear on the employee's online timesheet.	<p>Use this format to type in the Job Title all as one word: SUB/ Subject Code and Course No/ Org Code/ CRN</p> <p>Example: SUB/WRI121/B40401/41221</p> <p>For a substitution that involves only part of a class (like LAB-A or LAB-B), please note it in parentheses next to the Subject Code and Course Title in the Job Title.</p> <p>Example: SUB/BI101(Lab-B)/B40401/41221</p>	<p>Enter a description of the training or event in all CAPS.</p> <p>Example: DEPARTMENT TRAINING SPRING 2020</p>
Step 2:	Time-sheet Orgn	Type in your department's Org Code. If you do not know it, click on the Magnifying Glass icon to pull up the list of PCC Org Codes.	Type in your department's Org Code. If you do not know it, click on the Magnifying Glass icon to pull up the list of PCC Org Codes.	Type in your department's Org Code. If you do not know it, click on the Magnifying Glass icon to pull up the list of PCC Org Codes.	Type in your department's Org Code. If you do not know it, click on the Magnifying Glass icon to pull up the list of PCC Org Codes.

Contract Type: *

Secondary ▾

Total Encum Hrs: *

Total Contract Hrs: *

Hours per Pay: *

70

Step	Field	Special Project	Counseling Tutoring Librarian Job	Substitute Job	Participation
Step 3:	Contract Type	Secondary if employee is already an active employee at PCC. Otherwise, Primary .	Secondary if employee is already an active employee at PCC. Otherwise, Primary .	Secondary if employee is already an active employee at PCC. Otherwise, Primary .	Secondary if employee is already an active employee at PCC. Otherwise, Primary .
Step 4:	Total Encum Hrs Total Contract Hrs	For these two fields, enter the maximum number of hours authorized for this job. They should both be the same.	For these two fields, enter the maximum number of hours authorized for this job. They should both be the same.	For these two fields, enter the total number of hours the employee substituted (during this pay period).	Do not adjust
Step 5:	Hours Per Pay	Do not adjust	Do not adjust	This field should be the same number of hours as the Total Encum Hours and Total Contract Hours fields.	Do not adjust

Job Location: *

Not Selected

Salary Table: *(Not Enterable)

IS

Step	Field	Special Project	Counseling Tutoring Librarian Job	Substitute Job	Participation Job
Step 6:	Job Location	Use the drop-down menu to indicate where the job is performed	Use the drop-down menu to indicate where the job is performed	Use the drop-down menu to indicate where the job is performed	Use the drop-down menu to indicate where the job is performed
Step 7:	Salary Table	Do not adjust. Should be IS (Instructional Special)	Do not adjust. Should be IS (Instructional Special)	Choose ' IH ' in most cases. Details below: <ul style="list-style-type: none"> • IH = Instructional Hourly Pay for part-time Faculty • IO = Overload pay, used for full-time Faculty, Daily Rate Faculty, and Academic Professional Pay. (If choosing this option, make sure to choose Step '1' in the Step field below) 	Do not adjust. Should be IS (Instructional Special)

Salary Grade: *(Not Enterable)

COUNS

Step	Field	Special Project	Counseling Tutoring Librarian Job	Substitute Job	Participation Job
Step 8:	Salary Grade	Do not adjust	Do not adjust	<p>Refer to the How to Determine Sub Pay Rate section of this document and the Faculty Part-Time Salary Schedule (Department Use) to determine the Grade and Hourly Rate.</p> <p>You can find the Grade for the class being taught by accessing the Banner form SCACRSE and clicking Next Block four times to the "Schedule Type" tab, then using this chart to determine the Salary Grade.</p> <p>Example: Schedule in SCACRSE is 'E' and description is 'Lecture'. An instructor substituting for this course would have Grade, 'LEC'.</p> <p>Classes with Schedule 'L' and Description 'Lecture/Lab' have Grade, 'RANGE'.</p> <p>If the class is a mix of Lecture and Lab but not the standard 25% / 75% (RANGE), enter CALC for the Salary Grade. For more details about these types of classes, refer to the instructions in the CALC Rate Calculator Tool.</p> <p>*Note: Trade Extension classes have Grade APPRN</p>	Do not adjust

Step: *

Regular Rate:

Step	Field	Special Project	Counseling Tutoring Librarian Job	Substitute Job	Participation Job
Step 9:	Step	Do not adjust. The Special Project rate has only one step – Step 1.	Enter the employee's current Faculty Pay Yrs Step according to the Banner form PWAPLVL . Tutors, Counselors and Librarians are paid according to their Years of Service (Refer to the Faculty and Academic Professional Agreement). This group has only five steps.	Enter the employee's current Faculty Pay Step. You can confirm a faculty member's current pay step using the Banner form PWAPLVL . <ul style="list-style-type: none"> If you entered CALC for the Salary Grade (see above), enter 0 for the Step. Classes with Grade APPRN use the Yrs Step. If you entered IO for the Salary Table (see above), enter 1 for the Step. For all other scenarios, enter the instructor's Hrs Step. 	*Enter the Step number for the corresponding total payment dollar amount: Step 1 - \$50 Step 2 - \$75 Step 3 - \$100 Step 4 - \$150 Step 5 - \$200
Step 10:	Regular Rate	Do not adjust	Do not adjust	Leave blank UNLESS you indicated ' CALC ' for Salary Grade and ' 0 ' for Step above. (If the Step is 0 , Regular Rate is a required field). If you entered CALC for the Salary Grade above, you will need to do some math. Refer to the instructions in the CALC Rate Calculator .	Do not adjust

Salary Encumbrance: *

Job Begin Date: MM/DD/YYYY*(Not Enterable)

Jobs Effective Date: MM/DD/YYYY*(Not Enterable)

Step	Field	Special Project	Counseling Tutoring Librarian Job	Substitute Job	Participation Job
Step 11:	Salary Encumbrance	Enter the maximum amount to be paid for this employee, based on the Total (maximum) Contract Hours you indicated above (Rate of Pay multiplied by Total Encum. Hrs). To look up the Rate of Pay, refer to the Part-Time Faculty Pay Schedule (Department Use)	Enter the maximum amount to be paid for this employee, based on the Total (maximum) Contract Hours you indicated above (Rate of Pay multiplied by Total Encum. Hrs). To look up the Rate of Pay, refer to the Part-Time Faculty Pay Schedule (Department Use)	Enter the TOTAL amount to be paid for this employee (regular rate x number of hours worked).	Enter the total dollar amount that corresponds to the Step entered in the Step field: \$50, \$75, \$100, \$150, or \$200
N/A	Job Begin Date Job Effective Date	Do not adjust	Do not adjust	Do not adjust	Do not adjust



Personnel Date: MM/DD/YYYY*	06/14/2020
Factor: (Not Enterable)	1
Pays: (Not Enterable)	1
Job Change Reason:	EP024, EPAF-FAC STIPND Begin ▼

Step	Field	Special Project	Counseling Tutoring Librarian Job	Substitute Job	Participation Job
Step 12:	Personnel Date	N/A	N/A	N/A	Enter the day on which participation occurred. If participation takes place over multiple days, enter the first day. Be sure to add the last day of work into the Comment block .
N/A	Factor	Do not adjust	Do not adjust	Do not adjust	Do not adjust
N/A	Pays	Do not adjust	Do not adjust	Do not adjust	Do not adjust
N/A	Job Change Reason	Do not adjust	Do not adjust	Do not adjust	Do not adjust

Additional Step for Substitute Pay for Faculty on Sick Leave EPAF

If you are creating a Substitute Pay EPAF for Faculty ON Sick Leave, in the section just below the 'AJ Job / One Time Pay' section, an additional section appears called, 'Jobs Labor Distribution'.

Jobs Labor Distribution, 997022-06 AdjOvr/V40505/NonCred

Current										
Effective Date: 11/18/2019										
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Perc

New

Effective Date: MM/DD/YYYY

COA	Index	Fund	Organization	Account	Program
<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1974"/>	<input type="text" value="V40505"/>	<input type="text" value="01903"/>	<input type="text" value="21"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 1: Due to a glitch in the system, click **Save** first

Step 2: Change the Account Code to **01903**

Step 3: Click **Save** again

d) Entering the Terminate a Job section

This section determines when the job will end.

Terminate a Job, 994884-01 HR Business Process Specialist

Item	Current Value	New Value
Job End Date: MM/DD/YYYY*		<input type="text" value="06/13/2020"/>
Jobs Effective Date: MM/DD/YYYY*		<input type="text" value="06/13/2020"/>
Job Status: *(Not Enterable)		<input type="text" value="T"/>
Job Change Reason: (Not Enterable)		<input type="text" value="EP002"/>
Encumbrance Hours: (Not Enterable)		<input type="text" value="0.00"/>

Substitute and Participation Job EPAF	All Other EPAFs
<p>All fields should be left un-altered.</p> <p>The 'Job End Date' should default to the last day of the bi-weekly pay period in which the work took place.</p>	<p>The 'Job End Date' will default to end of the Fiscal Year (e.g. mid-June).</p> <p>The only alterable fields are:</p> <ul style="list-style-type: none"> • Job End Date • Jobs Effective Date <p>Only adjust these fields if the last day of the job ends prior to the default date.</p>

e) Setting Up the Routing Queue and the Comment Block

If you have not set up your Default Routing Queue (see instructions below), you will need to set up your EPAF's routing queue.

- Step 1:** For Line 1 of Approval Level (HRIS Audit), use the Magnifying Glass icon to search for your Department's HRIS specialist (to determine who your specialist is, visit '[Who is my HRIS Representative?](#)' in [Additional Resources](#) below). Required Action should be '**Approve**'.
- Step 2:** For Line 2 (Authorized Signature), use the Magnifying Glass icon to search for or type in the name of the employee's Managing Supervisor. Required Action should be '**Approve**'.
- Step 3:** For Line 3 (Applier – HR), use the Magnifying Glass icon to search for or type in the name of the Manager of HR Systems development (currently Julie Kinney). Required Action should be '**Apply**'.

Approval Level	User Name		Required Action
20 - (HRIS) HRIS Audit	MMLEE	Michelle M Lee	Approve
80 - (AUTHSG) Authorized Signature	JPETERS	Joshua Peters McBride	Approve
90 - (APPLY) Applier - HR	JKINNEY	Julie B Kinney	Apply
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected

Save and Add New Rows

The Comment Block

Use the Comment block to explain any details about the job you need to include. All comments go into the Banner form **NBAJOBS** where they can be accessed later.

Note: Comments entered into the Comments box will become part of the employee's permanent Banner EPAF record and cannot be changed.

For a **Substitute job**, it is recommended to add the details of the substitution here: dates, class and which instructor is being substituted for.

For a **Participation job** that extends beyond one day, add the last day of the job into the Comment block.

Comment

[Large text input area]

f) Saving and Submitting Your Work:

Step 1: Click **Save**. Look for the message at the top of the screen that says, “Your change was saved successfully.”

The **Transaction Status** will change to **Waiting**.

Step 2: 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:	Allison J Hart, G02859872	Job and Suffix:	
Transaction:	105664	Query Date:	
Transaction Status:	Waiting	Last Paid Date:	
Approval Category:	Create a New Casual Job, CENJOB		

Save Submit Delete

If you get ‘Transaction was not submitted. Please review errors’ message:

- read the Errors
- make any changes needed
- click **Save**
- click **Submit**

For more information on how to fix Errors, visit [Action Item 4: Fixing Errors](#) below

Warning messages can be ignored unless

Message Type	Description
WARNING	*WARNING* Encumbrance has been set to 0, because method is Hours Input.
WARNING	*WARNING* Total Enc Hrs do not equal sum of Enc Hrs (0) in fiscal year.
WARNING	*WARNING* Encumbrance hrs for fiscal year will not be balanced w/total.
WARNING	*WARNING* Total FTE for this employee exceeds one as of the eff date.
WARNING	*WARNING* Encumbrance has been set to 0, because method is Hours Input.
WARNING	*WARNING* Total Enc Hrs do not equal sum of Enc Hrs (0) in fiscal year.

you see the warning, “WARNING* Rate for this job is outside the Table/Grade range.” If you see this warning, correct the Regular Rate field to correct pay amount, or submit a MAP with an Exceptional Pay Memo in place of the EPAF for pay rates beyond the range.

Step 3: Make sure you receive the message, “The transaction has been successfully submitted”. The **Transaction Status** will change to **Pending**.

Electronic Personnel Action Form

The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

Name and ID:	Allison Hart, G02859872	Job and Suffix:	
Transaction:	111475	Query Date:	
Transaction Status:	Pending	Last Paid Date:	
Approval Category:	Create a New Casual Job, CENJOB		

4. Fixing Errors

This section will cover how to identify and fix errors that prevent you from successfully submitting your EPAF transaction.

Name and ID:	[blurred]	
Transaction:	103117	Query Date:
Transaction Status:	Waiting	
Approval Category:	Sub Pay, Replacing Fac ON Sick Leave, SUBSL	

Some error messages in the EMPL EPAF are a result of missing information from the employee's Person Record in **PPAIDEN**.

Common occurrences of this type of error are:

Type	Message Type	Description
Employee Record Create/Reactivate	ERROR	Missing mandatory Citizen Code.
Employee Record Create/Reactivate	ERROR	First Name, SSN/SIN or Birth Date are incomplete, or Sex Code is invalid. Valid Values M(ale), F(emale) or N(ot available).

* - indicates a required field.

- Missing Citizenship Code
- First Name, SSN/SIN or Birth Date are incomplete, or Sex Code is invalid. Valid Values M(ale), F(emale) or N(ot available)

Missing Citizenship Code Error or First Name, SSN/SIN or Birth Date are incomplete, or Sex Code is invalid Error

These errors mean that there is missing required information from the person record in Banner. To fix it, go into **PPAIDEN**, pull up the employee's record, and insert any of the missing pieces of the information.

All Other Errors

The remaining errors, found in the Job EPAF, are likely related to how the EPAF was entered, such as the Job Effective Date not matching the Job Query date, or the wrong Position Number being entered. If you have questions about EPAF errors and are unsure how to fix them, please reference the [EPAF FAQs document](#) or contact your HRIS representative.

Once the Errors Have Been Fixed

If you were able to correct your EPAF without having to delete it and start over with a new one, you must resave and resubmit that same EPAF.

Step 1: Locate the original EPAF. In the EPAF Originator Summary, find your EPAF Transaction. This may be located on your Current tab or your History tab.

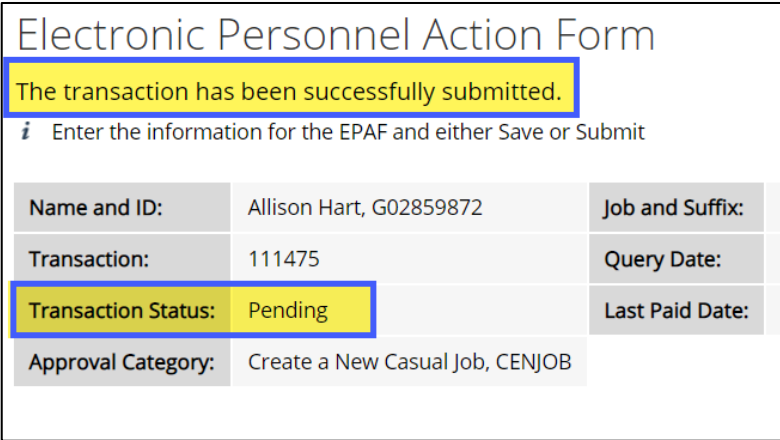
Step 2: Open the EPAF by clicking on the Transaction number.

Step 3: Click **Save**. Look for the message at the top of the screen that says, “Your change was saved successfully.”

Step 4: Click **Submit**.

Step 5: Make sure you receive the message, “The transaction has been successfully submitted.”

The **Transaction Status** will change to **Pending**.



Electronic Personnel Action Form

The transaction has been successfully submitted.

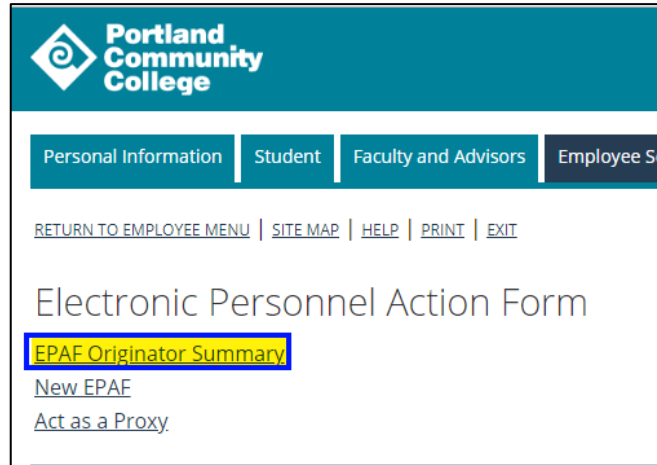
i Enter the information for the EPAF and either Save or Submit

Name and ID:	Allison Hart, G02859872	Job and Suffix:
Transaction:	111475	Query Date:
Transaction Status:	Pending	Last Paid Date:
Approval Category:	Create a New Casual Job, CENJOB	

5. Verifying EPAF Is Approved

After submitting an EPAF, the originator must ensure it was approved. It is possible it was returned to the originator during the approval process for correction.

Step 1: Log back into Electronic Personnel Action Form: in MyPCC, select the Employee tab. Click on the **Banweb main menu** link. Click on **Employee Services**. Click on **Electronic Personnel Action Forms**.



Step 2: Click on **EPAF Originator Summary**

Step 3: If you have unresolved EPAFs, they will appear in your EPAF Queue. Make sure you are on the Current tab and review the Transaction Status of any EPAFs in your queue.

- EPAFs with a status of **'Waiting'** have not been submitted for approval yet and are still in your queue.
- EPAFs with a status of **'Return for Correction'** will need to be fixed and resubmitted.

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:

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)

[Return to EPAF Menu](#)

1 - 3 of 3
[Jump to Bottom](#)

EPAF Transactions

▲ Name ▼	▲ ID ▼	▲ Transaction ▼	▲ Type of Change ▼	▲ Submitted Date ▼	▲ Effective Date ▼	▲ Transaction Status ▼	Links
Flintstone, Fred	G03463146	103115	Employee Record Create/Reactivate		15-OCT-2019	Waiting	Comments Errors
		82547	Employee Record Create/Reactivate	13-DEC-2017	03-APR-2018	Return for Correction	**Comments

Step 4: If your EPAF does not appear in your queue, click on the **History** tab.

Step 5: Locate the EPAF you created on the list (EPAFs are listed in alphabetical order by employee last name).

Step 6: Review the Transaction status.

- If it says ‘Pending’, it has not been approved yet.
- If it says ‘Complete’, your EPAF has been approved.

EPAF Transactions							
▲ Name ▼	▲ ID ▼	▲ Transaction ▼	▲ Type of Change ▼	▲ Submitted Date ▼	▲ Effective Date ▼	▲ Transaction Status ▼	Links
[Redacted]	[Redacted]	93860	Employee Record Create/Reactivate	10-DEC-2018	07-JAN-2019	Voided	**Comments
SUB/9LAN615A/V40504/31066, 997024-30	[Redacted]	89878	Sub Pay, Replacing Fac NOT on Paid Sick Leave	14-AUG-2018	12-AUG-2018	Completed	Warnings
[Redacted]	[Redacted]	93801	Employee Record Create/Reactivate	05-DEC-2018	01-APR-2019	Completed	
[Redacted]	[Redacted]	92410	Employee Record Create/Reactivate	19-OCT-2018	01-APR-2019	Completed	
[Redacted]	[Redacted]	90099	Employee Record Create/Reactivate	27-AUG-2018	07-JAN-2019	Completed	
Casual/V40401/Pool, 996375-04	[Redacted]	103116	Create a New Casual Job	15-OCT-2019	15-OCT-2019	Pending	Comments Warnings

To View Approver’s Reason to Return EPAF for Correction

If an EPAF has been returned for Correction:

Step 1: Click on the **Comments** link under the Links column to view the approver’s reason for returning the EPAF.

EPAF Transactions							
▲ Name ▼	▲ ID ▼	▲ Transaction ▼	▲ Type of Change ▼	▲ Submitted Date ▼	▲ Effective Date ▼	▲ Transaction Status ▼	Links
[Redacted]	[Redacted]	103115	Employee Record Create/Reactivate		15-OCT-2019	Waiting	Comments Errors
[Redacted]	[Redacted]	82547	Employee Record Create/Reactivate	13-DEC-2017	03-APR-2018	Return for Correction	**Comments

To Re-open the EPAF for Correction

Step 1: To reopen the EPAF, click on the Transaction number.

Step 2: Make any necessary corrections, then click **Save**.

Step 3: Click **Submit**.

Step 4: Make sure you receive the message, “The transaction has been successfully submitted”.

Step 5: Repeat [Action Item 5](#) and verify the EPAF has been approved.

EPAF Transactions			
▲ Name ▼	▲ ID ▼	▲ Transaction ▼	▲ Type of Change ▼
Flintstone, Fred	G03463146	103115	Employee Record Create/Reactivate

Three Ways to Determine if an EPAF Has Been Processed

Once an EMPL EPAF has been processed, HRIS activates the employee record in **PEAEMPL**.

Once a JOB EPAF has been approved, HRIS confirms the new Suffix Number and enters the job details into **NBAJOBS**.

Once an employee's information is processed and entered into **NBAJOBS**, they are eligible to submit timesheets to Payroll, or, in the case of Substitute and Participation EPAFs, receive a paycheck.

There are three ways to determine if an EPAF submitted by someone other than yourself has been approved and processed:

1. NWREPRV (EPAF review)

Step 1: In Banner, go to **NWREPRV** and click **Go**.

Step 2: Next Block () to Parameter Values, and enter in your parameters.

- a. Originator User-Name: enter the submitter's username, or leave blank.
- b. Transaction Number: look up the transaction number in your queue and enter it, or leave blank.
- c. FROM effective date: enter Job Effective Date, or leave blank
- d. TO effective date: leave blank, or enter Job End Date
- e. Employee G-ID: enter employee's G Number
- f. Transaction Status: Enter Transaction Number or leave blank

PARAMETER VALUES		
Number *	Parameters	Values
01	Originator User-Name	
02	Transaction Number	
03	FROM effective date	
04	TO effective date	
05	Employee G-ID	G02859872
06	Transaction Status	

Step 3: Next Block () to Submission and click **Save**.

Step 4: In Banner Report Viewer, locate your **NWREPRV** report and click '**L**' to view it in Landscape mode.

Step 5: If you did not specify the transaction number in Parameters, the Report will reveal every EPAF created for that employee. Scroll through until you locate the correct one.

Step 6: The 'Trans Status' located at the top of the report should say 'Complete' if the EPAF was approved and processed.

```

Name and ID: ██████████, G0 ██████████
Transaction: 98985
Trans Status: Complete
Posn-suff: 997017-19
Query Date: 14-JUN-2019
Last Paid Date: 09-AUG-2019
Approval Category: Create a New Casual Job, CENJOB
-----
CENJOB, Create a New CE/SE Job, 997017-19
Timesheet Orgn          V40507
Job Begin Date          14-JUN-2019
Jobs Effective Date     14-JUN-2019
Contract Type           S
Total Encum Hrs         425
Total Contract Hrs     425
Encumbrance Hours      425
Job Change Reason       EP001
Job Location            WCC
Step
Salary Grade            TECH
Regular Rate            13.75
Title                   DE - Tech

CETJOB, Terminate a Job, 997017-19
Job End Date            13-JUN-2020
Jobs Effective Date     13-JUN-2020
Job Status              T
Job Change Reason       EP002
Encumbrance Hours      0.00

ROUTING QUEUE
Approval Level Name          Action  ST  Action DT
HRIS, 20         Melissa D Morton, MMORTON    A      A   17-JUN-19
AUTHSG, 80       Bonny A Vosu, BVOSU        A      A   20-JUN-19
APPLY, 90        Julie B Kinney, JKINNEY    L      L   21-JUN-19

TRANSACTION HISTORY
Action      Date      User Name
Created:    14-JUN-2019 ██████████
Submitted:  17-JUN-2019 ██████████
Applied:    21-JUN-2019 ██████████
  
```

2. NBAJOBS

Step 1: In Banner, go to **NBAJOBS**, enter in the employee's G Number.

Step 2: Click on the ellipsis on the Position field to pull up all positions associated to that employee on the Query date.



Step 3: Select List of Employee's Jobs (**NBIJLST**)



Banner will pull up a list of all Position Numbers and Suffix Numbers associated to that employee at the time of the Query date in Banner form **NBIJLST**. If you see your employee's Position Number and Suffix Number, your EPAF has been processed and the employee is eligible to submit timesheets.

ID: G02859872 Allison Hart Query Date: 22-DEC-2020			
EMPLOYEE JOB INQUIRY			
Position *	Suffix *	Begin Date *	
995735	04	14-JUN-2020	
997047	04	14-JUN-2020	
DETAILS			
Effective Date	Job Status	Description	Employee Class
01-JUL-2020	Active	Academic Resource Specialist	CE
12-JUN-2021	Terminated	Academic Resource Specialist	CE
23-JUN-2021	Active	CE OFFICE HELP	CE

Note: If the EPAF is submitted at the same time as NWINRAS reports, and the EPAF is for the same position number as the NWRINAS position, there is a chance the NWRINAS report will be processed before the EPAF and HRIS will change the Suffix Number entered in the EPAF to the next available Suffix Number.

3. PWRROST

PWRROST is a report that lists either bi-weekly or monthly employees authorized to be paid by payroll in a particular pay period.

Step 1: In Banner, go to **PWRROST**, click **Go** and enter in the parameters.

- Pay Period Type: Enter BW for bi-weekly employees
- Pay Number: Enter the desired pay period to view authorization for payment. Use the applicable [payroll calendar](#) and corresponding pay period number (BW column in the bi-weekly payroll calendar)
- Use Timesheet or Position Orgn: Enter 1 for timesheet or 2 for the Position Org Code
- Orgn Code: Enter the Org code
- Sort Order: Enter E to sort the employees by e class first, then alphabetically

PARAMETER VALUES		
Number *	Parameters	Values
01	Year	2022
02	Pay Period Type	BW
03	Pay Number	3
04	Use Timesheet<or>Position Orgn	2
05	Orgn Code	U10000
06	Sort order	E

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
A = Orgn,Alpha, E = Orgn,ECLS,Alpha, L = Alpha

Step 2: In Report Viewer, pull up the **PWRROST** report in Landscape (L) mode

Step 3: The list of employees authorized for payment for the specified pay period will appear in the report.

Employee Name	Position	Effective Date	Status	Empl Class	ID	Employee Class	Coas	Home Department	Rate	TS-Roster	TS-Entry
Adelina, Erica E	998616-01	19-SEP-2021	A Active	AJ	G04034257	AJ Part-Time Faculty	1	C40316 Trade Extension	33.60	ORG Timesheet	P
Jayant, Raul K	998616-01	19-SEP-2021	A Active	EF	G00873101	AJ Part-Time Faculty	1	T90000 Online Learning Division	33.60	ORG Timesheet	P
Nanna, Shani	998616-01	19-SEP-2021	A Active	CF	G00475850	AJ Part-Time Faculty	1	C40316 Trade Extension	33.60	ORG Timesheet	P
Brooks, Darryl H	997047-01	01-JUL-2021	A Active	CE	G04067445	CE Casual Employees	1	C40316 Trade Extension	19.12	Time-sheet	W
Hart, Allison	997047-06	01-JUL-2021	A Active	CE	G02859872	CE Casual Employees	1	C40316 Trade Extension	21.50	Time-sheet	W

How to View Your EPAF Queue and EPAF History

EPAF Queue

Note: You can look up future authorized jobs and past authorized jobs in **NBIJLST** by changing the Query Date to a date relevant to the desired job. For example, to look up an old job, change the query Date to a date that the old job was worked on. For a future job, change the Query Date to a day the new job will begin.

Your EPAF Queue displays any EPAFs that are unresolved, meaning incomplete or returned to you for correction. For this reason, it is recommended that you view your queue when entering the Electronic Personnel Action Form.

To view your queue:

Step 1: Log into Electronic Personnel Action Form: in MyPCC, select the Employee tab. Click on the **Banweb main menu** link. Click on **Employee Services**. Click on **Electronic Personnel Action Forms**.

Step 2: Click on **EPAF Originator Summary**.

Your queue will appear under 'EPAF Transactions'.

EPAF History

Your EPAF History displays all EPAFs you have submitted in the past.

Step 1: To view your EPAF history, in the EPAF Originator Summary page, click on the History tab.

Click on Current tab to view your open, unresolved EPAFS

Click on the History tab to view your EPAF history EPAFS

View Transaction Status to view your EPAFs' status

Click on New EPAF to create a new EPAF

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
Flintstone, Fred	G03463146	103115	Employee Record Create/Reactivate		15-OCT-2019	Waiting	Comments Errors
		82547	Employee Record Create/Reactivate	13-DEC-2017	03-APR-2018	Return for Correction	**Comments

How to Void an EPAF

You can void an EPAF that you have already submitted for approval in the event that you feel you filled it out incorrectly, if the EPAF is no longer needed, if you are asked to void the EPAF etc.

To void an EPAF:

- Step 1:** In your EPAF Originator Summary page, locate the EPAF. It will either be in your Current tab or the History tab. Note: EPAFs are listed in alphabetical order by the employee's last name.
- Step 2:** Open the EPAF by clicking on the employee's name. An EPAF preview should appear at the top.

[Jump to Bottom](#)

EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
Hart, Allison Casual/C40315/Pool, 997047-05	G02859872	109365	Create a New Casual Job		21-MAR-2021	Waiting	Comments

1 - 1 of 1

Step 3: Click **Void**.

EPAF Preview

Name and ID:	Allison J Hart, G02859872
Transaction:	105663
Transaction Status:	Pending
Approval Category:	Employee Record Create/Reactivate, EMPL

⏪ Previous Next ⏩

[Return for Correction](#) [Void](#) [Add Comment](#)

EPAF Preview

Transaction successfully completed.

Name and ID:	Allison J Hart, G02859872
Transaction:	105663
Transaction Status:	Voided
Approval Category:	Employee Record Create/Reactivate, EMPL

⏪ Previous Next ⏩

The transaction status should appear as Voided.

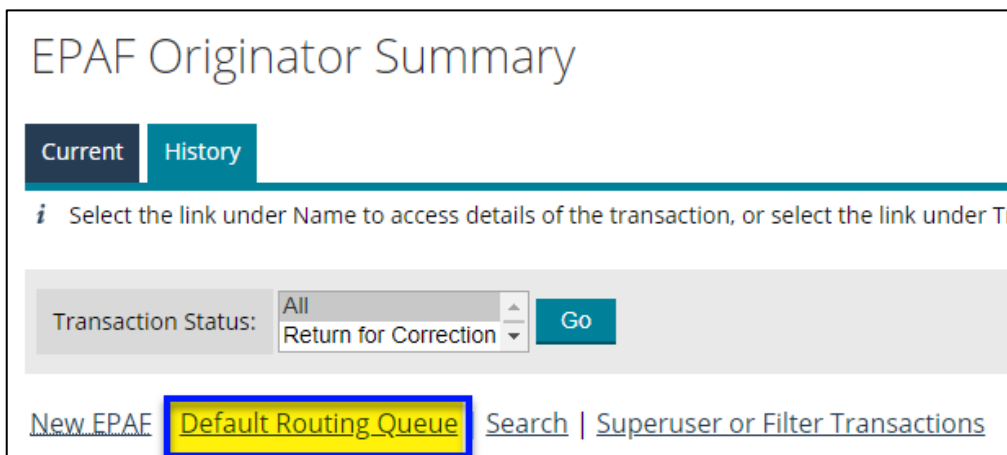
How to Set Up Your Default Approval Queue

The Approval Queue, also known as the Routing Queue, specifies the manager(s) and HR representatives who will be approving your EPAFs. Setting up a default queue beforehand will auto-populate this portion for you every time you create a new EPAF.

Only authorized managers are allowed to serve as approvers.

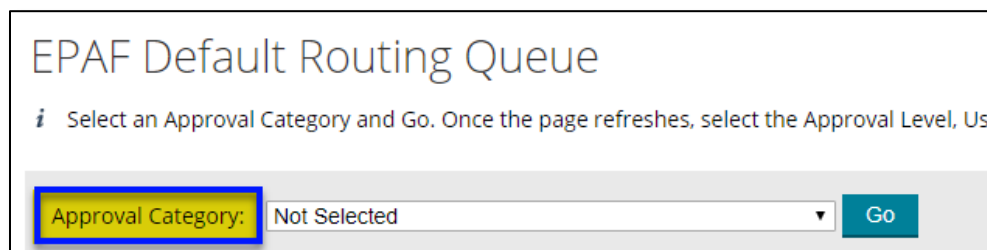
To set up your default queue:

- Step 1:** Log into Electronic Personnel Action Form: in MyPCC, select the Employee tab. Click on the **Banweb main menu** link. Click on **Employee Services**. Click on **Electronic Personnel Action Forms**.
- Step 2:** Click on **EPAF Originator Summary**.
- Step 3:** Click on **Default Routing Queue** located in the menu.



The screenshot shows the 'EPAF Originator Summary' page. At the top, there are two tabs: 'Current' and 'History'. Below the tabs is a navigation bar with the following links: 'New EPAF', 'Default Routing Queue' (highlighted with a yellow box), 'Search', and 'Superuser or Filter Transactions'. There is also a 'Transaction Status' filter dropdown set to 'All' with a 'Go' button next to it.

- Step 4:** **Approval Category:** select the type of EPAF you'd like the Routing Queue to default to.



The screenshot shows the 'EPAF Default Routing Queue' page. Below the title is a navigation bar with the following links: 'New EPAF', 'Default Routing Queue' (highlighted with a yellow box), 'Search', and 'Superuser or Filter Transactions'. There is also a 'Transaction Status' filter dropdown set to 'All' with a 'Go' button next to it.

- Step 5:** Click **Go**.

Step 6: Approval Level: Select the three following Approval Levels, their approvers, and the approvers' Required Action:

- a. **20 – (HRIS) HRIS Audit:** click on the magnifying glass icon to locate your department's HRIS representative. (Refer to 'Who is my HR Representative?' under Additional Resources).
- b. Required Action: **Approve**
- c. **80 – (AUTHSG) Authorized Signature:** click on the magnifying glass icon to locate the employee's supervising manager
- d. Required Action: **Approve**
- e. **90 – (APPLY) Applier – HR:** click on the magnifying glass icon to locate the Manager of HR Systems Development (currently Julie Kinney).
- f. Required Action: **Apply**

Approval Queue			
Approval Level		User Name	Required Action
20 - (HRIS) HRIS Audit	🔍	MMLEE	Michelle M Lee
80 - (AUTHSG) Authorized Signature	🔍	DHOYT	Dawn Elizabeth Hoyt
90 - (APPLY) Applier - HR	🔍	JKINNEY	Julie B Kinney

Step 7: Click **Save and Add New Rows**.

How to Set Up an 'FYI'

You can set someone up without approval authority as an FYI – someone who can review EPAFs and acknowledge that they are correct without approving them.

Step 1: The employee's manager will need to submit a ticket requesting the employee be set up as an EPAF FYI. Once employee has been added as an FYI, HR will notify the manager.

Step 2: Click on **Default Routing Queue** located in the EPAF menu.

EPAF Originator Summary

Current History

Select the link under Name to access details of the transaction, or select the link under Tr

Transaction Status: All Return for Correction Go

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

Step 3: Approval Category: select the type of EPAF you'd like the Routing Queue to default to.

EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, Use

Approval Category: Not Selected Go

Step 4: Click **Go**.

Step 5: Approval Level: add an additional approval level of **10 – (FYI) FYI – Non Mgmt**, then click the magnifying glass to locate the FYI employee.

Step 6: Required Action: **FYI**

Approval Level	User Name	Required Action
20 - (HRIS) HRIS Audit	MMLEE Michelle M Lee	Approve
80 - (AUTHSG) Authorized Signature	DHOYT Dawn Elizabeth Hoyt	Approve
90 - (APPLY) Applier - HR	JKINNEY Julie B Kinney	Apply
10 - (FYI) FYI - Non Mgmt	ELANN	FYI

Step 7: Click **Save and Add New Rows**.

How to Return an EPAF Back to Yourself for Correction

If you were the originator of an EPAF and submitted it for approval, you can send it back to yourself for correction prior to final approval.

Step 1: In the EPAF Originator Summary, click **Search**.

EPAF Originator Summary

Current History

i Select the link under Name to access details of the transaction, or select the link under Transaction t

Transaction Status: All Go

No transactions found in your queue.

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)

[Return to EPAF Menu](#)

Step 2: Enter the search criteria, such as the employee's name, G Number or the EPAF transaction number.

Transaction Search

i Enter the Last Name and or First Name of the person or an ID. Or, enter a Transaction number. Select

Search Criteria

Last Name: Hart

First Name: Allison

Or

.ID:

Or

Transaction Number:

Transactions per Page: 25

Go

Step 3: Click **Go**.

Step 4: Click on the option to Return for Correction

How to Determine Sub Pay Rates and Other Sub EPAF FAQs

How do I figure out a Part-Time Instructor's Sub Pay?

You will need to determine two pieces of information:

1. The class schedule type
2. The part-time instructor's Step

To determine the Grade of the Class:

Step 1: In Banner, go to **SCACRSE** and Next Block four times to the Schedule Type tab.

The screenshot shows the 'Basic Course Information Form SCACRSE 9.3.15 (PROD)'. The course details are: Subject: ART Art, Course: 131A, Term: 201904, Course Title: Drawing I. The 'SCHEDULE TYPE' tab is selected. Below this, the 'From Term' is set to 201303. A table with two columns, 'Schedule *' and 'Description', is visible. The first row in the table shows 'L' in the 'Schedule *' column and 'Lecture/Lab' in the 'Description' column. The 'L' and the 'Lecture/Lab' row are highlighted in yellow in the original image.

If the Schedule Type:	And the Description is:	Then the GRADE would be:
is A	Lab A	LAB
is B	Lab B	RANGE
is E	Lecture	LEC
is 9	Non-Credit	COMED
is L	Lecture/Lab (standard 25% Lecture / 75% Lab)	RANGE
is N	Clinical (Directly Supervised)	RANGE
is R	Recitation	LEC
has more than one: i.e. both A and E	Multiple i.e. both (Lab) and (Lecture)	CALC

To Determine the Part-Time Instructor's Step:

Step 1: In Banner, open **PWAPLVL**, enter the instructor's G Number and click **Go**.

Step 2: The majority of classes will require using the current **Hrs Step** in the top row.

- *APPRN (Trade Extension) classes and Librarian/ Tutoring/Counseling jobs use the Yrs Step.

All other classes use the Hrs Step.

Classes with grade APPRN use the Yrs Step.

Step 3: Pull up the Part-Time Instructor Salary Schedule (See Additional Resources) and use the Grade and Step to determine the hourly pay rate.

Salary Table	Salary Grade	Step	Hourly Rate		
IH	<i>PT Faculty whose rate would have gone down in the new schedule will maintain their academic year 2020 rate for academic year 2022.</i>	108	\$60.41		n/a
		109	\$62.53		n/a
		110	\$64.71		n/a
		111	\$66.98		n/a
IH	RANGE (25% LEC / 75 % LAB or LAB B)	1	\$55.04	0 - 499.99	n/a
		2	\$56.83	500 - 999.99	n/a
		3	\$58.68	1000 - 1499.99	n/a
		4	\$60.59	1500 - 1999.99	n/a
		5	\$62.56	2000 - 2499.99	n/a
		6	\$64.59	2500 - 2999.99	n/a
		7	\$66.69	3000 - 3499.99	n/a
		8	\$68.86	3500 - 3999.99	n/a

This is the Fiscal Year 2021-2022 Part-Time Instructor Salary Schedule

In the sample above, if the class has Schedule Type 'RANGE' and the Substitute Instructor is at Step 2, the substitute hourly rate will be **\$56.83**.

If the Schedule Type Is "CALC," how do I calculate the Pay Rate?

What if the class has two or more Schedule Types and the pay rate has to be calculated? Use the [CALC Rate Calculator Tool](#) available on the HRIS website under the Forms tile. More information on how to calculate Sub Pay Rates can be found in the [Summary: Calculating Sub Pay Coffee Talk with HRIS](#) document (See Additional Resources).

How do I know if I'm filling out an EPAF replacing faculty ON Sick Leave or NOT ON Sick Leave?

- If you know the absent instructor declared and was approved to use Sick Leave, use the 'ON Sick Leave' EPAF type
- Information on how instructors can accrue and use sick leave is in Article 19.22 in the Faculty Contract. To confirm that an instructor has sick leave available, you can contact Payroll or check the current available SICK hours in Banner form, **PEALEAV** (Employee Leave Balances)

What if a Sub instructor works additional hours AFTER I submit the Substitute EPAF?

You will need to submit an additional EPAF.

What happens if my Substitute Pay EPAF is approved AFTER the Bi-Weekly Payroll cutoff date?

The Bi-weekly payroll cutoff date is the 'Authorization Due in HR' date. If you have an EPAF pending approval after the cutoff date, it will not be processed until the next pay period. Please make every effort to get them approved before the deadline.

Why can't I see the Substitute Pay Options on the Dropdown list?

Each month after the HR Authorization Due Deadline, the option to submit SUB/SUBSL EPAFs will be shut off for a short period. This is so HR can process any existing EPAFS for the current bi-weekly pay period. Once they have completed their auditing for the current pay period, the option will be turned back on, with the payroll dates for the NEW biweekly pay period as defaults for the newly created SUB/SUBSL EPAFs.

Additional Resources

I need to look up an employee's

- [Step – In Banner form PWAPLVL](#)
- [Position Number – In Banner form NBIPORG followed by NBIPINC](#)

[Banner Form SCACRSE](#)

[Banner Report Help](#)

[Bi-Weekly Payroll Calendar](#)

[Casual Employee Compensation Schedules](#)

[Contracts, Handbooks and Policies](#)

[EPAF FAQs](#)

[HR Compensation Webpage](#)

[HRIS Website](#)

[How to look up a G Number](#)

[MAP Process Guide \(Miscellaneous Authorization Pay\) and Instructions](#)

[NWRINAS Process Guide](#)

[Part-time Faculty Pay Schedules](#)

[CALC Rate Calculator Tool](#)

[Curriculum Development, Special Projects and Faculty Department Chair rates](#)

Who is my HRIS Specialist?

- [Melissa Morton \(Org Codes A, S, T\)](#)
- [Michelle Lee \(Org Codes B, C, E, R, U and V\)](#)

Who do I ask general business process questions?

- [Emily McNamara](#)