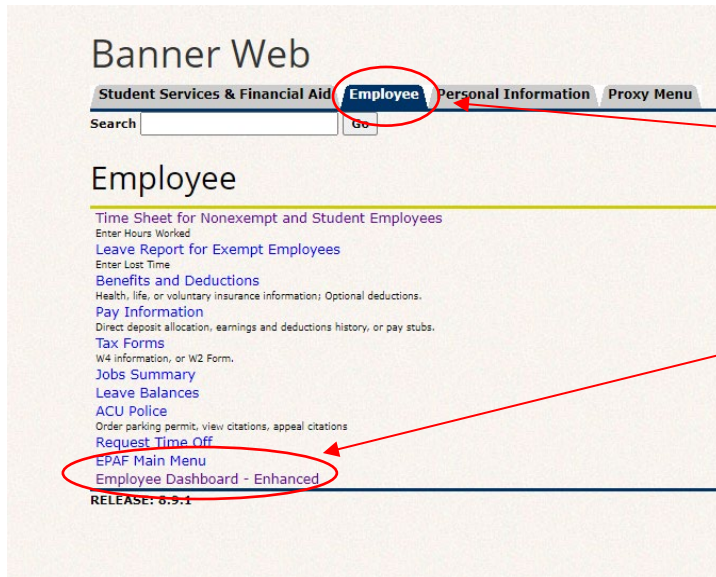
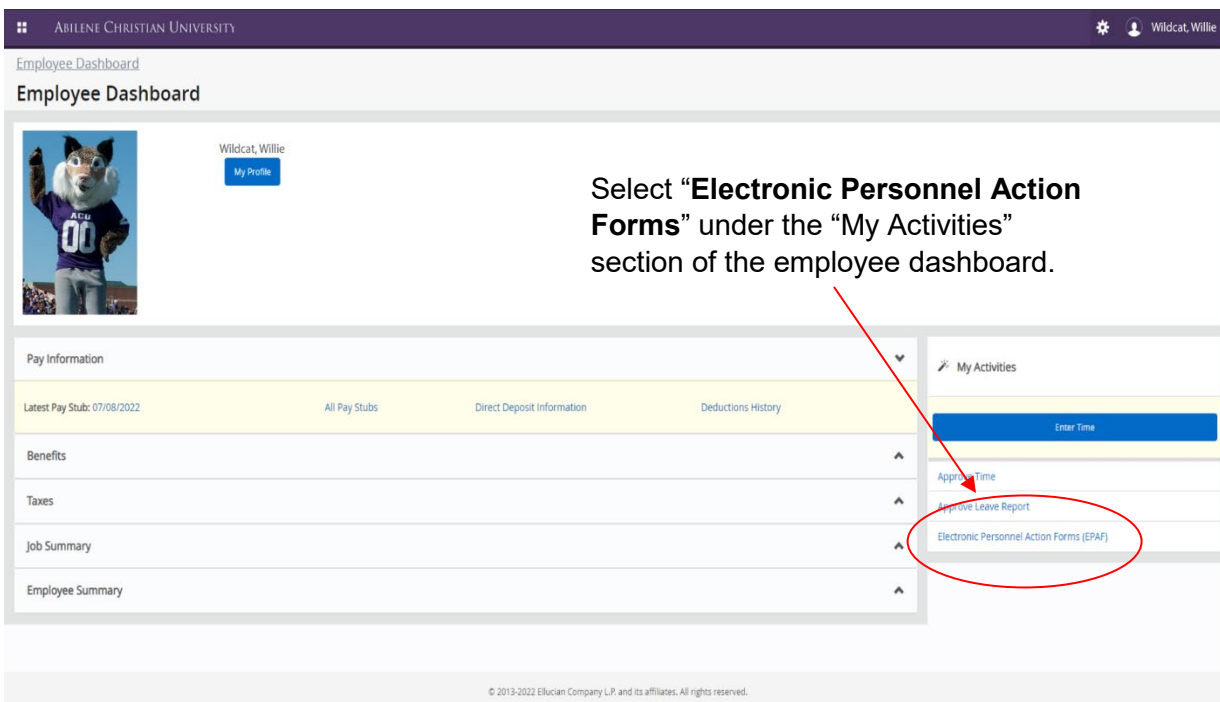


# Changing a Student's Hourly Rate



Navigate to the "Employee" tab in Banner

Open the "Employee Dashboard"



Select "Electronic Personnel Action Forms" under the "My Activities" section of the employee dashboard.

### Electronic Personnel Action Forms

**EPAF Originator Summary**  
Displays only those EPAF transactions that you have originated.

**Act as a Proxy**  
Available to all self-service EPAF users who have been given proxy privilege.

**New EPAF**  
Allows you to create a new transaction.

Click on the "New EPAF" tab to create a new transaction.

### New EPAF Person Selection

Check the box to limit to search 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.

First Name  Last Name   Is an employee or ID  or SSN/SIN/TIN

### Enter or Generate New ID

\* indicates a required field. 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.

ID \*

[Generate new ID](#)

Query Date \*

Approval Category \*

You can either enter the student's banner ID # here, and click search

OR enter banner ID # here, then tab over

Enter the first day of work here

Click on the drop-down menus and select "Change a Student's Hourly Rate"

Then, select the blue "go" button

## New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link next to Position.

### Details

ID  
Willie Wildcat, 000555933

Query Date  
07/28/2022

Approval Category  
Student Pay Change, SPAYCH

### Hourly Rate Change, SPAY

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	000007	01	Payroll Test Position	41030, Payroll				

Select the position that you want to change the rate for

And click "go"

## Electronic Personnel Action Form

### Details

Name and ID  
Willie Wildcat, 000555933

Transaction

Transaction Status

Approval Category  
Change a Student's Hourly Rate, SPAYCH

Query Date  
07/28/2022

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

Hourly Rate Change, 000007-01 Payroll Test Position

Enter the day that the rate change should start

Jobs Effective Date \*

Regular Rate \*

Enter the new hourly rate here

## Routing Queue

Approval Level	User Name	Required Action	Remove
80 - (HR) Human Resources Approval	Not Selected	Approve	
95 - (APPLY) Payroll	Not Selected	Approve	

+ Add Row

## Comments

Add Comment

Remaining Characters : 4000

Save

New EPAF · EPAF Originator Summary

Click on each drop-down selection box to find the appropriate approver for each category

Add any necessary comments here

And click "Save" after reviewing your ePAF

## Comments

Made By  
Wille Wildcat

Date  
07/21/2022 12:50 PM

Comment  
Comments will show up here.

Add Comment

Remaining Characters : 4000

Delete

Save

Submit

New EPAF · EPAF Originator Summary

After you save, click the "submit" button

Next to Transaction Status, which is located at the top of each ePAF, it should say "Pending". If it shows a "Waiting" status there are errors that need to be fixed

If you have errors, review the instructions and make corrections. If you still cannot fix the problem, call HR at x2359.