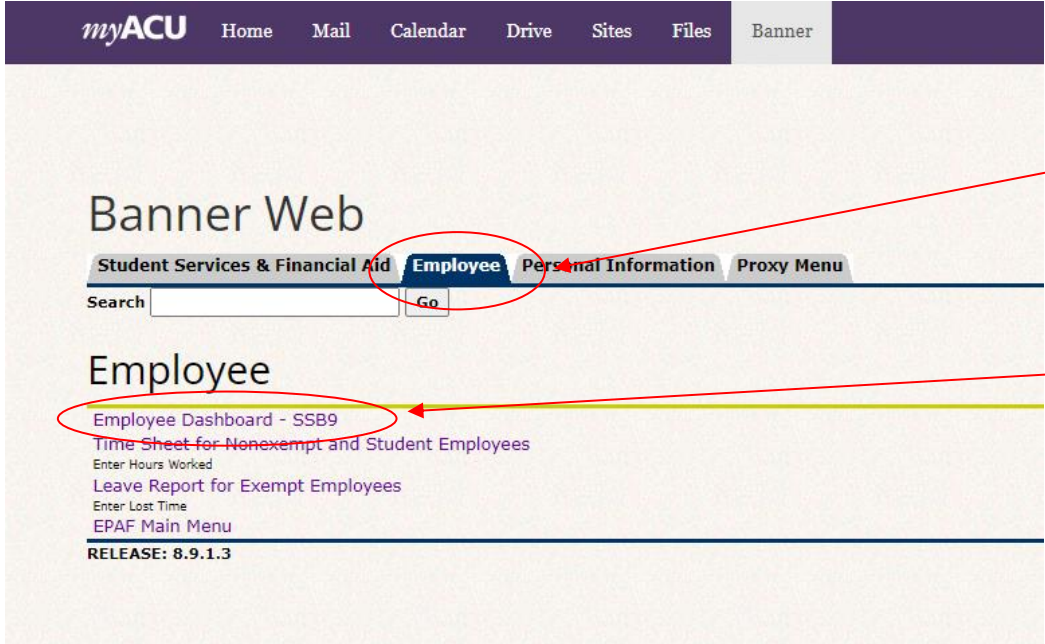
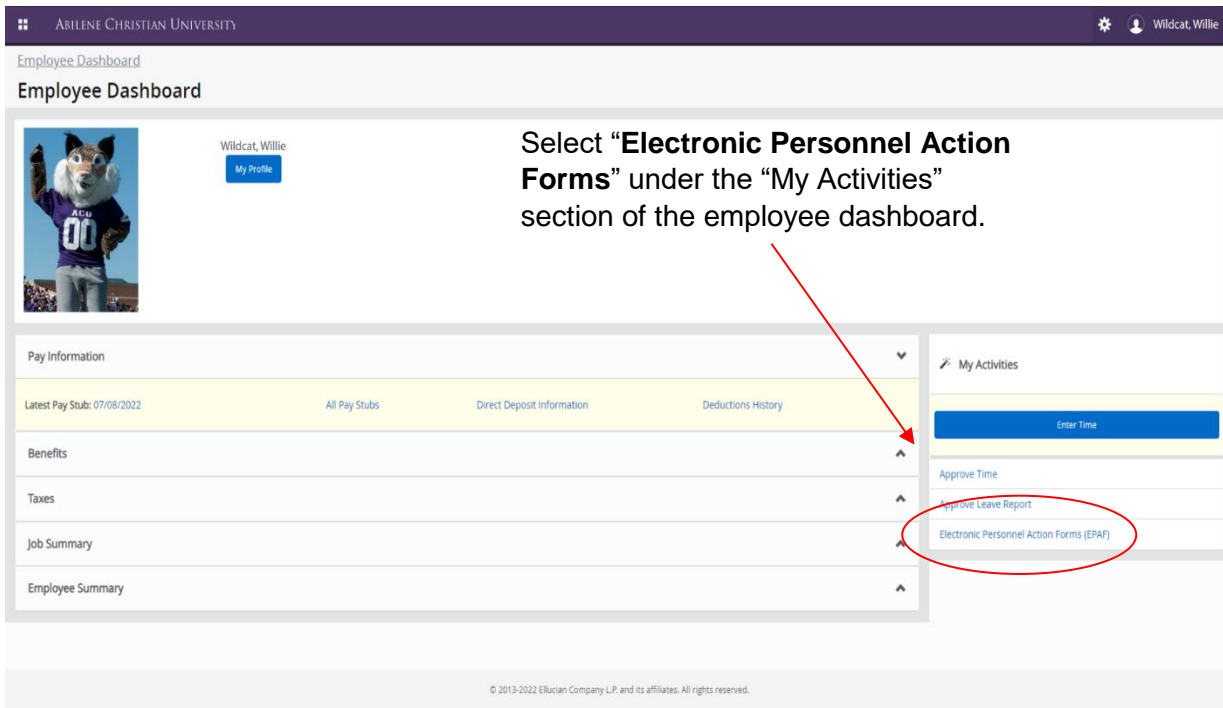


# Exempt Staff Supplemental – 1x Pay



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.

#### New EPAF

Allows you to create a new transaction.

#### Act as a Proxy

Available to all self-service EPAF users who have been given proxy privilege.

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.

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

OR enter banner ID # here, then tab over

ID \*

#### Generate new ID

Query Date \*

The query date should **always** be the starting date of the pay period that you want the employee to be paid on

Approval Category \*

Click on the drop-down menus and select "Exempt Staff - 1x Pay"

Then, select the blue "go" button

Details

ID: Willie Wildcat, 000555933      Query Date: 07/22/2022      Approval Category: Exempt - 1x Pay, EX1XP

New 1X Pay Job, 1XJOB

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	000009	01	TEST 1X pay	10000, Presidents Office				

All Jobs    Next Approval Type    **Go**

Enter the position # here (Note: the suffix should always be 40)

Click "go"

Details

Name and ID: Willie Wildcat, 000555933      Transaction:      Transaction Status:      Approval Category: Exempt Staff - 1x Pay, EX1XP

Query Date: 07/31/2022

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

New 1X Pay Job, 000009-01 TEST 1X pay

Contract Type \*  
Not Selected

Job Begin Date

Jobs Effective Date \*

Job Status \*  
A      Old Value:

FTE \*  
.1      Old Value:

Factor \*  
1      Old Value:

Pays \*  
1      Old Value:

Hours per pay  
173.33      Old Value:

Annual Salary \*

Timesheet Orgn \*

The contract type should be Secondary

Enter same date as the query if there is no "last paid date" next to the position above

Enter the same date as the query date

The FTE is always .1 and the factor and pays will be defaulted at "1", but it can be changed if necessary

Enter the payment amount below (\*\* see note below)

Enter department org here

**\*\*\*NOTE:**

If you are paying someone **multiple payments** from the same POS # during the same month, you need to **combine all the payments on one ePAF**. If you generate more than one ePAF for the same person using the same POS # and dates, the original ePAF will be overridden by the new one.

(Example: A full-time, exempt employee in the registrar's office helped the athletics dept at 3 games during the pay cycle and is going to be paid \$50 for each game. The athletics dept will create **one** ePAF using the correct POS # and dates for a total payment of \$150.

New

Effective Date MM/DD/YYYY

07/31/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
1		100000	10000	5009	60					100		

Default from Index

Add Row

Click the drop down and select: **009, Supplemental Pay**

Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
No Results Found						

The effective date is the same as the query date

Enter "173.33"

New Value

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date	Remove
07/31/2022	009, Supplemental Pay	173.33			1		

Add Row

The term date should reflect the end of one of the designated pay periods.

(Example)

Query date: 05/22/2022

Term date: 06/04/2022

Termination of job, 000009-01 TEST 1X pay

Jobs Effective Date \*

Job Status \*

Old Value:

Job Change Reason \*

Old Value:

Routing Queue

Approval Level	User Name	Required Action	Remove
40- (APPR1) 1st Approver-Level 4 or Higher	Not Selected	Approve	
50- (APPR2) 2nd Approver-Level 3 or Higher	Not Selected	Approve	
60- (BUDGET) Budget Approval	Not Selected	Approve	
80- (HR) Human Resources Approval	Not Selected	Approve	
95- (APPLV) Payroll	Not Selected	Apply	

Add Row

Click the drop-down arrows to fine the appropriate approver for each category.

[+ Add Row](#)

## Comments

Add Comment

Add any necessary comments here

Remaining Characters : 4000

Save

Click "Save" after reviewing your ePAF

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

## Comments

Made By  
Wille Wildcat

Date  
07/21/2022 12:50 PM

Comment  
Comments will show up here.

After you save, click the "submit" button

Add Comment

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

Remaining Characters : 4000

Delete

Save

Submit

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

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