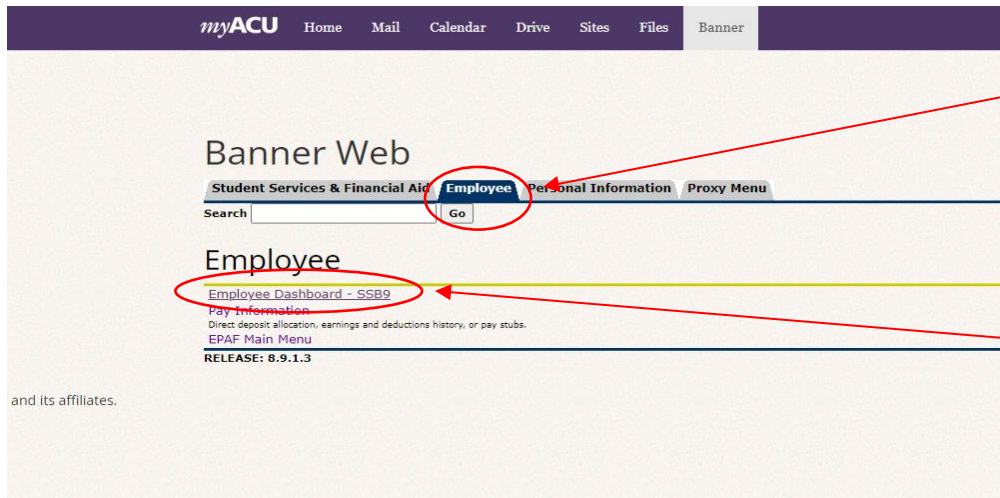
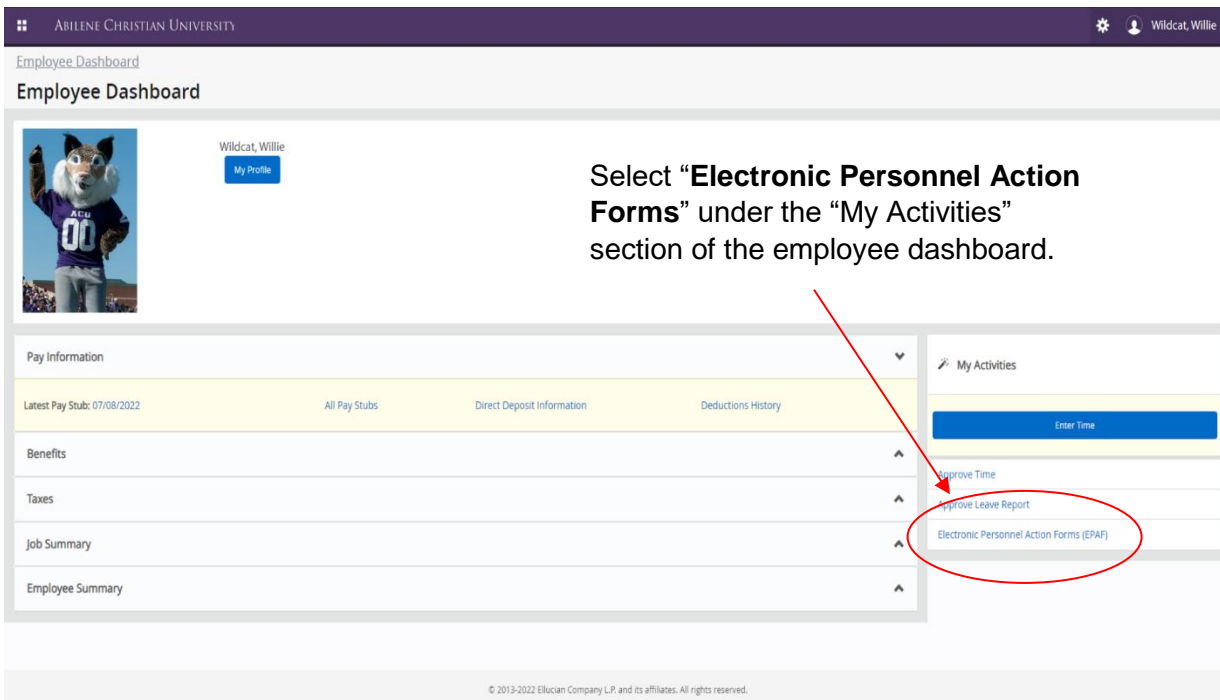


Hire a Faculty Part-time Employee



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	<input type="checkbox"/> Is an employee	or	ID	or	SSN/SIN/TIN	<input type="button" value="Search"/>
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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 student's banner ID # here, and click search

ID *	<input type="text" value="00055933"/>
	<input type="text" value="Willie Wildcat"/>

OR enter banner ID # here, then tab over

Generate new ID	<input type="button" value="Generate"/>
Query Date *	<input type="text" value="07/22/2022"/>

The query date will need to be set to the *first day of the first payroll period* that the employee will start receiving pay. (Note: This date is always defaulted to the current date)

Approval Category *	<input type="text" value="FP - Part Time Faculty (1 or 2 Courses per Semester), FSPTF"/>
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Click on the drop-down menus and select "FP – Part Time Faculty (1 or 2 Courses per Semester)"

<input type="button" value="Go"/>

Then, select the blue "go" button

Details

ID: Willie Wildcat, 000555933 Query Date: 07/22/2022 Approval Category: FP - Part Time Faculty, FSPTF

FS New Job, FSNJB

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				

Enter the position #

The suffix should be 40

Then click "go"

FS New Job, 000007-01 Payroll Test Position

Contract Type *
Not Selected

Select "Primary" – if you receive an error message about this change it to "Secondary"

Job Begin Date
12/20/2015

Enter same date as the query. If stated "last paid date" next to the position above, leave "Job Begin Date" blank

Jobs Effective Date *
12/20/2015

Enter the same date as the query

Job Status *
A

FTE *

Enter the FTE accordingly:
1 Course = .2
2 Courses = .4
3 Courses = .6

Step *
0

Factor *
3

Please be sure to review the Payroll Calendar and set this number to how many payroll cycles the employee will be paid

Pays *
3

Hours per Pay *
173.33

Enter the entire payment amount for the course(s)

Annual Salary *

Enter dept org # here

Timesheet Orgn *

Effective Date MM/DD/YYYY

07/28/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
1		100000	41030	5060	60					100		

+ Default from Index

+ Add Row

Current The effective date should be listed the same as the query date

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

Click the drop-down and select "009, Supplemental Pay"

Enter "173.33"

New Value

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date	Remove
					1		

+ Add Row

New Value

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

+ Add Row

Termination of job, 000007-01 Payroll Test Position

Jobs Effective Date *

03/19/2016

Job Status *

T

Job Change Reason *

VY

Set the termination date to the end of the designated period in which the employee will receive their last payment.

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 - (APPLY) Payroll	Not Selected	Approve	

+ Add Row

Comments

Add Comment

Remaining Characters : 4000

Save

New EPAF - EPAF Originator Summary

Click the drop-down boxes to find the appropriate approver for each category

Add any necessary comments here

Click "Save"

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.