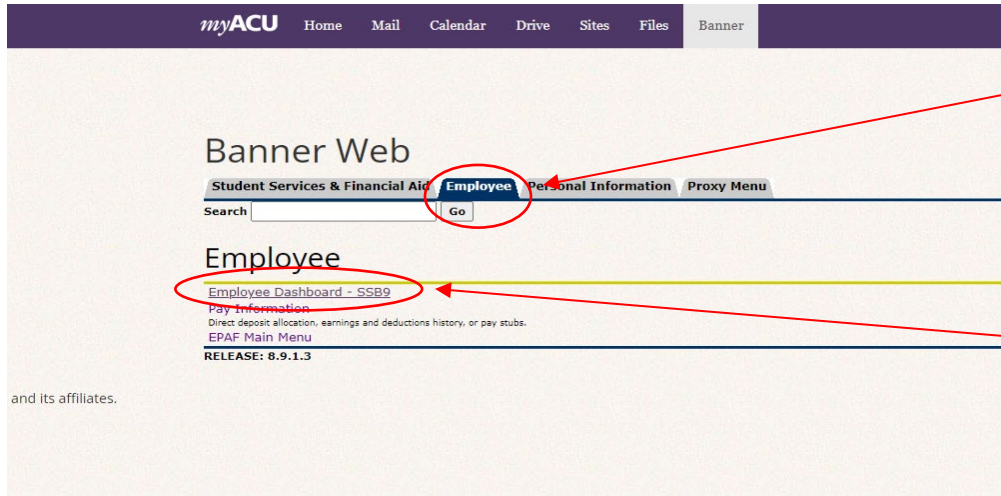
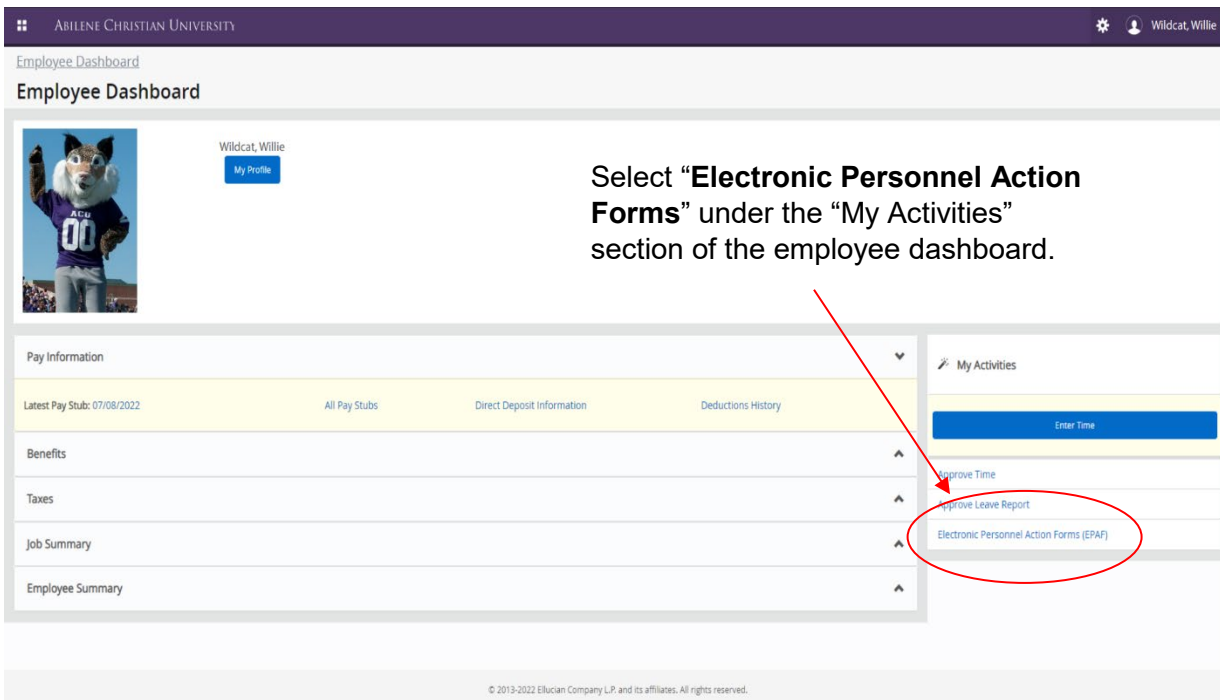


# Hiring Faculty for a Summer Course



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.

- My Activities
  - Enter Time
  - Approve Time
  - Approve Leave Report
  - Electronic Personnel Action Forms (EPAF)

### 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.

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

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

Click on the drop-down menus and select the appropriate approval category: **Summer 1, 2, 3/4, or 5**

Then, select the blue "go" button

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: 09/15/2022      Approval Category: FS - Online Course Summer 1, FSOLS3

**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	40	Payroll Test Position	41030, Payroll				

**Buttons:** All Jobs | Next Approval Type | **Go**

Enter the position #

The suffix should be 40

Then click "go"

**FS New Job, 000007-40 Payroll Test Position**

**Contract Type \***  
Not Selected

**Job Begin Date**

**Jobs Effective Date \***

**Job Status \***  
A

**FTE \***

**Step \***  
0

**Factor \***  
1

**Pays \***  
1

**Hours per Pay \***  
173.33

**Annual Salary \***

**Timesheet Orgn \***

Under FS New Job, select "Primary" if the employee is not already employed on campus (Note: if you receive an error message about this change it to "Secondary")

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

The FTE will be as follows:  
**Summer 1/Maymester = .1**  
**Summer 2 = .1**  
**Summer 3 ONLY = .1**  
**Summer 4 ONLY = .1**  
**Summer 3&4 = .2**  
**Summer 5 = .1**

Enter the entire payment amount

Enter the department org

New

Effective Date MM/DD/YYYY

09/15/2022

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

The effective date is the same as the query date

Current

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

Click the drop-down and select the correct earnings code:

Summer 1/Maymester ONLY = 044, Maymester Pay

Summer 2, 3/4, and 5 = 042, Summer Pay

New Value

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

Enter "173.33"

Termination of job, 000007-40 Payroll Test Position

Jobs Effective Date \*

Calendar icon

Please be sure to refer to the Bi-Weekly payroll calendar and set the termination date to the end of the designated pay period which the employee will receive their last payment

Job Status \*

Terminated

Job Change Reason \*

VV, Voluntary-can be rehired

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-(APPL1) Payroll	Not Selected	Apply	

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

Add Row

## Comments

Made By  
Wille Wildcat

Comment  
Comments will show up here.

Date  
07/21/2022 12:50 PM

Add Comment

Add any necessary comments here

Remaining Characters : 4000

Click "Save"

Delete

Save

Submit

New EPAF · EPAF Originator Summary

## Comments

Made By  
Wille Wildcat

Comment  
Comments will show up here.

Date  
07/21/2022 12:50 PM

Add Comment

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

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