Hiring Faculty for a Summer Course

| | MyACU Home Mail Calendar Drive Sites Files Banner Banner Web Student Services & Financial Air Employee Personal Information Proxy Menu Search Go | Navigate to the "Employee" tab in Banner |
|---------------------|--|--|
| and its affiliates. | Employee Employee Dashboard - SSB9 Pay Information Direct decosit allocation, earnings and deductions history, or pay stubs. EAPEr Main Menu RELEASE: 8.9.1.3 | Open the "Employee Dashboard" |

| : | Abilene Christian University | | | | * 👤 Wilde | cat, Willie |
|---------------------------------------|------------------------------|--------------------|---|---|--|-------------|
| Employee Dashboard Employee Dashboard | | | | | | |
| | Wildat Wilie My Porte | | Select "I Forms " section o | Electronic Pers under the "My A of the employee | onnel Action ctivities" dashboard. | |
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| Pay | Information | | | | ✗ My Activities | |
| Late | st Pay Stub: 07/08/2022 | All Pay Stubs Dire | ct Deposit Information | Deductions History | Enter Time | _ |
| Ber | nefits | | | ^ | Appresia Tima | _ |
| Tax | es | | | ^ | Approve Leave Report | |
| Job | Summary | | | ~ | Electronic Personnel Action Forms (EPAF) | |
| Em | ployee Summary | | | ^ | | |
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| Electronic Personnel Action Forms | 5 |
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| | EPAF Originator Summary New EPAF Displays only those EPAF transactions that you have originated. Allows you to create a new transaction. Act as a Proxy Available to all self-service EPAF users into have been given proxy privilege. |

| New E | EPAF | Person | Se | lection |
|-------|------|--------|----|---------|
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| First Name | Last Name | ID | SSN/SIN/TIN | |
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| | | Is an employee or | or | Search |
| Enter or Generate New ID | | | | |
| (j) * indicates a required field. Enter ar | 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 | d click search |
| D* 000555933 Willie Wildcat | | | — OR enter banner ID # over | here, then tab |
| Generate new ID Query Date * 09/15/2022 Approval Category * | | The quer first perio (Note: Th | y date will need to be set f od which the employee will is date is always defaulted | or the first day of th start receiving pay to the current date |
| FS - Online Course Summer 1, FSOLS3 | 60 | Click on th | ne drop-down menus and s proval category: Summer | select the appropria 1. 2. 3/4. or 5" |

| Enter or search for a new position number and | l 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 | | |
| S New Job, FSNJB | | | | |
| Select Type Posi | tion Suffix Title | Time Sheet Organization Start Date End Date Last Paid Date Status | | |
| New Job | 07 Q 40 Payroll Test Position | 41030, Payroll | | |
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| | | Enter the position # | | |
| | | The suffix should be 40 | | |
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| All Jobs Next Approva | Type Go | Then click "go" | | |
| | | 5 | | |
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| FS New Job, 000007 | '-40 Payroll Test Position | | | |
| Contract Type * | | Under FS New Job select "Primar | | |
| Not Selected | if the employee is not alrea | | | |
| Job Begin Date | | employed on campus (Note: if you | | |
| | | receive an error message about th | | |
| Jobs Effective Date * | | change it to Secondary) | | |
| | \rightarrow | | | |
| Job Status * | | Enter the same date as the query. | | |
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Comments



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| Wille Wildcat | Comments will show up here. |
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| 07/21/2022 12:50 PM | 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 |
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| Delete Save | submit and make corrections. If you still cannot fix the problem, call HR at x2359. |
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