



ePAF GUIDE

FALL 2017

SPRING 2018

GO TO THE LOG IN SITE

From FSU home page select.
<http://www.uncfsu.edu/>

Prospective Students

Current Students

Military Students

Faculty and Staff

Friends and Guests

Alumni

LOG IN

Of Interest to Faculty & Staff

- [Banner Log In](#)
- [Banner ID Lookup](#)
- [Banner Payroll Project](#)
- [Banner Instructions](#)
- [Banner Trouble shooting](#)
- [Banner Bookshelf \(Restricted Access\)](#)

LOG IN

Fayetteville State University Banner



- [Login](#) - Login here to view your personal information.
- [Banner Login Instructions](#)


LOG IN CREDENTIALS

Fayetteville State University Banner



[HELP](#) [EXIT](#)

User Login

 Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

Please do not try to log in more than 3 times. If you have forgotten your PIN, please use the FORGOT PIN feature to assist you. If not, your account will be automatically deactivated by the system for security reasons.

Students-You will need to contact the Office of the Registrar at (910)672-1185 to have your account reactivated.

Employees-You will need to contact the ITTS Help Desk at (910)672-4357 to have your account reactivated.

User ID:

PIN:

Login

Forgot PIN?

EMPLOYEE TAB SELECTION

The screenshot displays the Fayetteville State University Banner website. At the top, there is a blue header with the text "Fayetteville State University Banner" and a photograph of a university walkway. Below the header is a navigation menu with tabs for "Personal Information", "Alumni and Friends", "Volunteer", "Student", "Financial Aid", and "Employee". The "Employee" tab is circled in blue, and a blue arrow points from a box labeled "Click here" to it. Below the navigation menu is a search bar with a "Go" button and links for "SITE MAP", "HELP", and "EXIT". A yellow horizontal line separates the navigation from the main content area. The main content area starts with a welcome message: "Welcome, Tonya D. Williams, to the Fayetteville State University Information System! Last web access on Apr 10, 2014 at 09:44 am". Below this are links for "Personal Information", "Alumni and Friends", "Student and Financial Aid", and "Employee". The "Employee" link is circled in blue, and a blue arrow points from a box labeled "or here" to it. At the bottom of the page, there is a link for "Return to Homepage".

Fayetteville State University Banner

Personal Information Alumni and Friends Volunteer Student Financial Aid **Employee**

Search Go SITE MAP HELP EXIT

Click here

Welcome, Tonya D. Williams, to the Fayetteville State University Information System! Last web access on Apr 10, 2014 at 09:44 am

[Personal Information](#)
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

[Alumni and Friends](#)
Find classmates, communicate, career advisor, job posting, online giving, volunteer.

[Student and Financial Aid](#)
Apply for Admission, Register, View your academic records and Financial Aid

Employee or here
Time sheets, Leave Reporting, Benefits and Deductions, Pay Information, Tax Forms and Leave Balances.

BLACKBOARD LEARNING SYSTEM
The Blackboard Learning System is a Web-based server software platform that offers industry-leading course management, an open architecture for customization and interoperability, and a scalable design that allows for integration with student information systems and authentication protocols.

[Return to Homepage](#)

SELECT ePAF

Time Sheet

Leave Report

Electronic Personnel Action Forms

Benefits and Deductions

Health Insurance, Flexible Spending Accounts, Miscellaneous Benefit Deductions

Pay Information

Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms

W4 information, W2 Form.

Leave Balances

DEFAULT ROUTING QUEUE

Electronic Personnel Action Form

EPAF Approver Summary

EPAF Originator Summary

New EPAF

Select EPAF Originator
Summary

Before creating the ePAF, set up a default routing queue. If you do not set up a default routing queue you will need to add approvers to the routing queue each time an ePAF is created.

DEFAULT ROUTING QUEUE

EPAF Originator Summary

Current History

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status:

! No transactions found in your queue.

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)

[Return to EPAF Menu](#)

DEFAULT ROUTING QUEUE

EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Contract Job and Termination, CTJBTM ←

Approval Queue

Approval Level	User Name
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>

DEFAULT ROUTING QUEUE

EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category:

Approval Queue

Approval Level	User Name	Required Action	Remove
10 - (CHAIR) Chair		Approve	<input type="checkbox"/>
20 - (DEAN) Dean		Approve	<input type="checkbox"/>
25 - (CTHR10) Contract HR 10 Review		Approve	<input type="checkbox"/>
30 - (AABUD) Academic Affair Budget		Approve	<input type="checkbox"/>
35 - (AAPVST) Academic Affairs Provost		Approve	<input type="checkbox"/>
40 - (CTUBUD) University Budget		Approve	<input type="checkbox"/>
45 - (CTHR20) Contract HR 20 Review		Approve	<input type="checkbox"/>
50 - (CTHR30) Contract HR 30 Before Email		Approve	<input type="checkbox"/>
55 - (CTHR40) Contract HR 40 After Email		Approve	<input type="checkbox"/>
92 - (EPAFHR) EPAF - HR Administration		Apply	<input type="checkbox"/>
Not Selected		Not Selected	
Not Selected		Not Selected	
Not Selected		Not Selected	
Not Selected		Not Selected	

DEFAULT ROUTING QUEUE

For each Approval Level (10, 20, 25, 30, 35, 40, 45, 50, 55, 92) click on the search symbol to select User Name from the table or enter User Name in User Name cell

EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category:

Approval Queue

Approval Level	User Name
10 - (CHAIR) Chair	
20 - (DEAN) Dean	
25 - (CTHR10) Contract HR 10 Review	
30 - (AABUD) Academic Affair Budget	
35 - (AAPVST) Academic Affairs Provost	
40 - (CTUBUD) University Budget	
45 - (CTHR20) Contract HR 20 Review	
50 - (CTHR30) Contract HR 30 Before Email	
55 - (CTHR40) Contract HR 40 After Email	
92 - (EPAFHR) EPAF - HR Administration	
Not Selected	
Not Selected	
Not Selected	
Not Selected	

Valid Values - Mozilla Firefox

https://ssbprod-fsu.unccecs.edu/pls/FSUPROD/bwpkepaf.P_DisValidValues?fieldc

Valid Values

Search:

User Names,
10 - Chair

- Beale, Tyson J. (TBEALE1)
- Brown, Jesse L. (JBROWN84)
- Burton, Kimberly S. (KSMITH)
- Chitiga, Miriam (MCHITIGA)
- Delone, Miriam A. (MDELONE)
- Frobish, Todd S. (TFROBISH)**
- Hilton, Doreen B. (DHILTON)
- Jones, Sandra G. (SGJONES)
- Jonsson, Petur O. (PJONSSON)
- Kassem, My Abdelmajid (MKASSEM)
- Lamb, Earnest L. (ELAMB)
- Lightner, Constance (CLIGHTNER)
- Lucas, Nicole J. (NLUCAS2)
- Manarino-Leggett, Priscilla R. (PLEGGETT)
- Moffett, Noran L. (NLMOFFETT01)
- Moss, Timothy G. (TMOSS10)

[Exit Window](#)

RELEASE: 8.9

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[EPAF Originator Summary](#)
[Return to EPAF Menu](#)

DEFAULT ROUTING QUEUE

EPAF Default Routing Queue

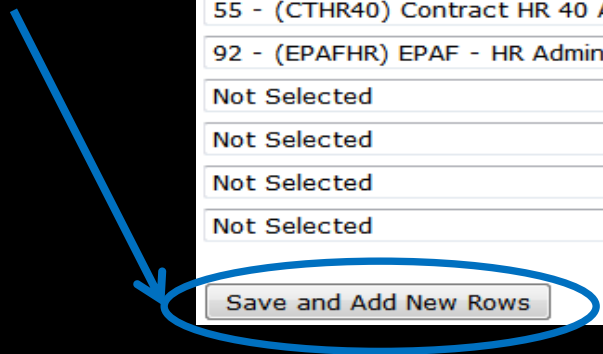
Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category:

Approval Queue

Approval Level	User Name
10 - (CHAIR) Chair	TFROBISH Todd S. Frobish
20 - (DEAN) Dean	DBARLOW David E. Barlow
25 - (CTHR10) Contract HR 10 Review	TDWILLIAMS Tonya D. Williams
30 - (AABUD) Academic Affair Budget	SWILLI43 Sandra G. Williams
35 - (AAPVST) Academic Affairs Provost	JYOUNG Jon M. Young
40 - (CTUBUD) University Budget	LBERNARD Lisa Bernard
45 - (CTHR20) Contract HR 20 Review	SSOLES Sharon D. Soles
50 - (CTHR30) Contract HR 30 Before Email	TDWILLIAMS Tonya D. Williams
55 - (CTHR40) Contract HR 40 After Email	TDWILLIAMS Tonya D. Williams
92 - (EPAFHR) EPAF - HR Administration	SSOLES Sharon D. Soles
Not Selected	
Not Selected	
Not Selected	
Not Selected	

Once all User Names are entered, select the Save and Add New Rows button



DEFAULT ROUTING QUEUE

EPAF Default Routing Queue

✓ Your change was saved successfully.

🗨 Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category:

Approval Queue

Approval Level	User Name
10 - (CHAIR) Chair	TFROBISH Todd S. Frobish
20 - (DEAN) Dean	DBARLOW David E. Barlow
25 - (CTHR10) Contract HR 10 Review	TDWILLIAMS Tonya D. Williams
30 - (AABUD) Academic Affair Budget	SWILLI43 Sandra G. Williams
35 - (AAPVST) Academic Affairs Provost	JYOUNG Jon M. Young
40 - (CTUBUD) University Budget	LBERNARD Lisa Bernard
45 - (CTHR20) Contract HR 20 Review	SSOLES Sharon D. Soles
50 - (CTHR30) Contract HR 30 Before Email	TDWILLIAMS Tonya D. Williams
55 - (CTHR40) Contract HR 40 After Email	TDWILLIAMS Tonya D. Williams
92 - (EPAFHR) EPAF - HR Administration	SSOLES Sharon D. Soles
Not Selected	
Not Selected	
Not Selected	
Not Selected	

[EPAF Originator Summary](#)

[Return to EPAF Menu](#)

Once the default routing queue is created and saved, you will not need to repeat these actions again unless there is a change in the Approval Level or Approval Category.

CREATING A NEW ePAF

Electronic Personnel Action Form

EPAF Approver Summary

EPAF Originator Summary

New EPAF

Select New ePAF



ADDITIONAL ASSISTANCE

The image shows a screenshot of a web application interface with a help window overlaid. The main application window on the left has a search bar and a 'Go' button. The help window in the center is titled 'New EPAF Person Selection' and contains instructions for starting a new transaction, including details about ID entry, query dates, and approval categories. A callout box on the right points to a 'HELP' link in the top navigation bar.

Personal Information Alumni and

Search

New EPAF Person Selection

Enter an ID, select the link to search

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY* 04/15/2011

Approval Category: * Contract

RELEASE: 8.8

New EPAF Person Selection

A new EPAF transaction is started on this page. The user will have the option to enter an EPAF for a current employee or to start an EPAF for a new person. After entering the ID, if the person exists in the database, his or her name will be displayed. To search for a person, select the search icon.

A new ID may be entered or generated. Type in the ID or select the Generate icon.

Other required field is the Query Date. Values displayed under current values will be as of the Query Date.

An Approval Category is required and selected from the pull-down list. If Approval Groups have been established, then only those categories assigned to the user will be displayed.

[Exit Help](#)

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select here for additional help.

Approval Category. Select Go.

NEW ePAF PERSON SELECTION

- Query Date = First day of pay period month
 - Fall 2017
 - 16 weeks – 09/01/2017
 - Term I – 09/01/2017
 - Term II – 11/01/2017
 - Spring 2018
 - 16 weeks – 02/01/2018
 - Term III - 02/01/2018
 - Term IV - 04/01/2018


NEW ePAF PERSON SELECTION

New EPAF Person Selection

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.

* - indicates a required field.

If Banner ID is not known, select search icon to search by name.

ID: *  

Query Date defaults to current date, therefore you will need to change the date to the **JOBS EFFECTIVE DATE / BEGIN DATE** (first date of first pay period month)

Query Date: MM/DD/YYYY*

Approval Category: *

Select **CTJBTM** as the approval category.

Go

Click Go to create and start the ePAF process. This also advances to the next page once completed.

PERSON SEARCH

Person Search

Check the box to limit the search to 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.

Search Criteria

Employee:

Last Name:

First Name:

Or

ID:

Or

SSN/SIN/TIN:




Records per Page: 25 ▾


PERSON SEARCH RESULTS

Person Search Results

To choose a person, select a link under ID.

[Jump to Bottom](#)

 ID	 Last Name	 First Name	Middle Name	Birth Date	Name Type
830018749	Williams	Tonya	D.	Apr 17, 1964	

 1 - 1 of 1

Select Banner ID number

NEW ePAF JOB SELECTION

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID:

Query Date: Feb 1, 2017

Approval Category: Contract Job and Termination, CTJBTM

Here you will see the employee's name, ID, current date, and the type of job/approval category.

Contract Bio Demo Info, CTIDEN

Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text" value="New Job"/>	<input type="text"/>	<input type="text"/>								<input checked="" type="radio"/>
Primary	FA5026	07	Faculty Adjunct Monthly	21016, Academic Affairs	Lapse Salary	Feb 01, 2014	May 31, 2014	Mar 31, 2014	Active	<input type="radio"/>
Overload	FA5026	08	Faculty Adjunct Monthly	21016, Academic Affairs	Lapse Salary	Apr 01, 2014	May 31, 2014		Active	<input type="radio"/>

All Jobs

Next Approval Type

Go

See FSU ePAF Support App to determine Position number and next Suffix.

All jobs will show all previous positions.

ePAF SUPPORT APP



FAYETTEVILLE
STATE UNIVERSITY™

A Constituent Institution of The University of North Carolina

Adjunct Faculty EPAF - Next Job Suff

Enter the employees BANNERID and the Position for the new contract.
This app will return the **NEXT SUFFIX AND FTE** that must be entered the the EPAF.

BannerID:

Enter Banner ID

Position:

use FA5026

Select button or enter XC5026 for Permanent FSU employee

Credit Hours:

Enter credit hours

FTE=0.225 for 3 Credit Hours

ERROR Closed Connection

Submit

<https://fsuwebapps2.uncfsu.edu:8443/MobileAPPS/suffix.jsp>

ePAF SUPPORT APP



A Constituent Institution of The University of North Carolina

Adjunct Faculty EPAF - Next Job Suff

Enter the employees BANNERID and the Position for the new contract.
This app will return the **NEXT SUFFIX AND FTE** that must be entered the the EPAF.

BannerID:
Position:
Credit Hours:

Insert FTE in NBAJOBS section within the ePAF

Insert new Suffix in Labor Distribution Update, LABOR section on the New ePAF Job Selection page

FTE=0.225 for 3 Credit Hours
suffix for Caroline M. Cameron [830004511] position FA5026 is **11**
[830004511] Current Employ Status= 'A'
and LAST WORK DATE = 12/16/2014

**** Employee had TERMINATED status. I reset it.****

Thank you very much!

Continue with the EPAF Contract !

NEW ePAF JOB SELECTION

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID:

Query Date: Feb 1, 2017

Approval Category Contract Job and Termination, CTJBTM

Enter new position and suffix

Contract Bio Demo Info, CTIDEN

Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text" value="🔍"/>	New Job	FA5026	09	Faculty Adjunct Monthly	21016, Academic Affairs Lapse Salary					<input checked="" type="radio"/>
	Primary	FA5026	07	Faculty Adjunct Monthly	21016, Academic Affairs Lapse Salary	Feb 01, 2014	May 31, 2014	Mar 31, 2014	Active	<input type="radio"/>
	Overload	FA5026	08	Faculty Adjunct Monthly	21016, Academic Affairs Lapse Salary	Apr 01, 2014	May 31, 2014		Active	<input type="radio"/>

All Jobs

Next Approval Type

Go

LABOR DISTRIBUTION UPDATE

Labor Distribution Update, FA5026-00 Faculty Adjunct Monthly

Current

Effective Date: 02/01/2017

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New

Effective Date: MM/DD/YYYY 02/01/2017

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
<input type="text" value="F"/>	<input type="text"/>	<input type="text" value="1101"/>	<input type="text" value="21016"/>	<input type="text" value="21150"/>	<input type="text" value="A101"/>	Percent should always be 100%				100.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
									Total:	100.00

No entry is needed in the Labor Distribution Update section. This information is automatically generated.

CONTRACT EMPLOYEE STATUS PEAEMPL INFORMATION

- **Current Hire Date & First Work Date**

- Current Hire Date = First Work Date = First physical day of work = Contract start date

- ❖ FALL 2017

- ❖ 16 weeks – 08/08/2017

- ❖ 8 weeks; Term I – 08/08/2017

- ❖ 8 weeks; Term II – 10/10/2017

- ❖ SPRING 2018

- ❖ 16 weeks – 01/02/2018

- ❖ 8 weeks; Term III - 01/02/2018

- ❖ 8 weeks; Term IV – 03/17/2018

IF PERMANENT FSU EMPLOYEE, NO ENTRIES ARE NEEDED IN THIS SECTION

CONTRACT EMPLOYEE STATUS PEAEMPL INFORMATION

Contract Employee Status PEAEMPL Information, FA5026-09 Faculty Adjunct Monthly

Item	Current Value	New Value
Home Organization:	51502, Psychology Department	<input type="text"/>
Home COAS: (Not Enterable)	F	<input type="text" value="F"/>
Original Hire Date: MM/DD/YYYY(Not Enterable)	05/03/2004	<input type="text"/>
Current Hire Date: MM/DD/YYYY	01/11/2014	<input type="text" value="08/08/2017"/> ← Contract Start Date
Employee Status: (Not Enterable)	Active	<input type="text"/>
Employee Class Code: (Not Enterable)	FA, Adjunct Faculty	<input type="text"/>
First Work Date: MM/DD/YYYY	01/11/2014	<input type="text" value="08/08/2017"/> ← Contract Start Date

If Home Organization Current Value does not reflect your department please contact HR to update.

IF PERMANENT FSU EMPLOYEE, NO ENTRIES ARE NEEDED IN THIS SECTION

DETERMINE CONTRACT TYPE

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID:

Query Date: Feb 1, 2017

Approval Category: Contract Job and Termination, CTJBTM

Use Primary job for the first job and the new job after an Overload job ends

Contract Bio Demo Info, CTIDEN

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select	
<input type="checkbox"/>	New Job	FA5026	09	Faculty Adjunct Monthly	21016, Academic Affairs Lapse Salary				<input checked="" type="radio"/>	
<input type="checkbox"/>	Primary	FA5026	07	Faculty Adjunct Monthly	21016, Academic Affairs Lapse Salary	Feb 01, 2014	May 31, 2014	Mar 31, 2014	Active	<input type="radio"/>
<input type="checkbox"/>	Overload	FA5026	08	Faculty Adjunct Monthly	21016, Academic Affairs Lapse Salary	Apr 01, 2014	May 31, 2014		Active	<input type="radio"/>

All Jobs

Next Approval Type

Go

Use Overload job when a new job begins before the Primary ends

CONTRACT EMPLOYEE NBAJOBS SET UP INFORMATION

- **Begin Date = Job Effective Date** (first day of pay period month)
(defaults from query date)
 - ❖ FALL 2017
 - ❖ 16 weeks – 09/01/2017
 - ❖ 8 weeks; Term I - 09/01/2017
 - ❖ 8 weeks; Term II - 11/01/2017
 - ❖ Spring 2018
 - ❖ 16 weeks – 02/01/2018
 - ❖ 8 weeks; Term III – 02/01/2018
 - ❖ 8 weeks; Term IV – 04/01/2018

CONTRACT EMPLOYEE NBAJOBS SET UP INFORMATION

- Personnel Date = Current Hire Date = First Work Date = Contract Start Date
(first physical day of work)
 - ❖ FALL 2017
 - ❖ 16 weeks – 08/08/2017
 - ❖ 8 weeks; Term I – 08/08/2017
 - ❖ 8 weeks; Term II – 10/10/2017
 - ❖ SPRING 2018
 - ❖ 16 weeks – 01/03/2018
 - ❖ 8 weeks; Term III - 01/03/2018
 - ❖ 8 weeks; Term IV – 03/15/2018

CONTRACT EMPLOYEE NBAJOBS FACTOR / PAYS

- Query date September 1, 2017....payable in 4 equal installments = 4 Factor / Pays
- Query date October 1, 2017....payable in 3 equal installments = 3 Factor / Pays
- Query date November 1, 2017....payable in 2 equal installments = 2 Factor / Pays
- Query date December 1, 2017....payable in 1 equal installment = 1 Factor / Pay

CONTRACT EMPLOYEE NBAJOBS SET UP INFORMATION

Contract Employee NBAJOBS Set Up Information, FA5026-09 Faculty Adjunct Monthly, Last Paid Date: Nov 30, 2014

Item	Current Value	New Value
Title: *		Assistant Professor
Timesheet Orgn: *		51502
Contract Type: *		Not selected
Begin Date: MM/DD/YYYY*		09/01/2017
Jobs Effective Date: MM/DD/YYYY*		09/01/2017
Personnel Date: MM/DD/YYYY*		08/08/2017
Annual Salary: *		3000.00
Job Change Reason: (Not Enterable)		00004
Factor: *		4
Pays: *		4
Step: (Not Enterable)		0
FTE: *		.225
Supervisor ID: *		830XXXXXX

These dates default from Query Date.

Number of Factor and Pays must be the same.

Primary	Overload
Not selected	Not selected
Primary	Primary
Secondary	Secondary
Overload	Overload

← Contract Start Date

← Number of Payments/Installments

← Number of Payments/Installments

CONTRACT EMPLOYEE JOB TERMINATION

- Jobs Effective Date (last day of pay period month)
 - FALL 2017
 - ❖ 16 weeks - 12/31/2017
 - ❖ 8 weeks; Term I – 10/31/2017
 - ❖ 8 weeks; Term II – 12/31/2017
- Enter Personnel Date (last physical day of work = contract end date)
 - FALL 2017
 - ❖ 16 weeks - 12/11/2017
 - ❖ 8 weeks; Term I – 10/11/2017
 - ❖ 8 weeks; Term II – 12/11/2017

CONTRACT EMPLOYEE JOB TERMINATION











- Jobs Effective Date (last day of pay period month)
 - SPRING 2018
 - ❖ 16 weeks - 05/31/2018
 - ❖ 8 weeks; Term III – 03/31/2018
 - ❖ 8 weeks; Term IV – 05/31/2018
- Enter Personnel Date (last physical day of work = contract end date)
 - SPRING 2018
 - ❖ 16 weeks - 05/14/2018
 - ❖ 8 weeks; Term III – 03/13/2018
 - ❖ 8 weeks; Term IV – 05/14/2018

CONTRACT EMPLOYEE JOB TERMINATION

Contract Employee Job Termination, XC5026-00 Extra Comp Monthly

Item	Current Value	New Value	
Jobs Effective Date: MM/DD/YYYY*		12/31/2017	← Last day of pay period month
Personnel Date: MM/DD/YYYY*		12/11/2017	← Last physical day of work = contract end date
Job Change Reason: (Not Enterable)		10020	
Job Status: *(Not Enterable)		T	

ROUTING QUEUE

Approval Level	User Name
10 - (CHAIR) Chair	 clightner
20 - (DEAN) Dean	 pjackson
25 - (CTHR10) Contract HR 10 Review	 tdwilliams
30 - (AABUD) Academic Affair Budget	 swilli43
35 - (AAPVST) Academic Affairs Provost	 jyoung
40 - (CTUBUD) University Budget	 lbernard
45 - (CTHR20) Contract HR 30 Review	 ssoles
50 - (CTHR30) Contract HR 30 Before Email	 tdwilliams
55 - (CTHR40) Contract HR 40 After Email	 tdwilliams
92 - (EPAFHR) EPAF - HR Administration	 ssoles

COMMENTS SECTION

In the comment box, please note what class(es) are being taught for the semester or term

Course #, Section #, credit hour and Semester or Term to be taught

Click Save

Comment

Fall 2017-16 wks
PSYC 233-D46; 4 cr hrs; >10 students
PSYC 352-D44; 4 cr hrs; >10 students

Save

[Return to Top](#)

Comment

REMINDER:
Anything typed in the comment field will be imported into Banner

Once you click on save, your comments will not show in this box. To view the comments, click on the yellow paper icon. The comments will then be viewable on the page towards the bottom of the ePAF in the Comments section.

ePAF PREVIEW

The page will display a summary of data associated with the transaction. For a new person transaction, the ID of the person will be available and displayed, but the name will not display as it is assumed to be part of the transaction detail to create the person.

All approval types associated with the approval category, the routing queue, comments, and status of the transaction will be displayed with both the new and current field values. The current field will not be presented for a new person transaction. The transaction history of the EPAF will also be displayed including information regarding the date and user ID of the Originator, Submitter and Applier.

Buttons will be dynamically presented to the user dependent upon the queue status and transaction status of the transaction in addition to the user's role as an approver or an originator. These buttons will allow the approver or originator to take allowable actions on the EPAF.

ePAF PREVIEW

For the Originator, the following buttons will dynamically display:

- Submit - This button is presented when the transaction status is at Waiting or Return for Correction. The transaction will be submitted to the approval queue.
- Update ? This button will be available from the Preview page only. When selected, navigation will be to the Electronic Personnel Action Form.
- Delete - This button is presented when there is no status or at a transaction status of Waiting. The transaction will be deleted from the table.
- Void - This button is presented once the transaction has been submitted to the approval queue and is not Complete.
- Cancel - This button is presented when the transaction is Complete

For the Approver, the following buttons will dynamically display when the transaction is at Pending Queue status: Approve, Acknowledge, Disapprove, Return for Correction, and More Information.

Note:

The system does not users of these transactions.

ePAF APPROVER SUMMARY

Transactions are summarized on this page for the user based on the queue status. Under the Current tab, transactions queue status of Pending, FYI, More Information, or Apply. Default will be All (Pending, FYI, or More Information). A check box will dynamically display based on the action that is required by the user. A check box will not be available for the Action of Apply under Employee Self-Service. Apply must be done from Banner.

Under the In My Queue tab, only transactions with the queue status of In the Queue will be displayed.

Under the History tab, only transactions with the queue status of Approved, Acknowledged, Overridden, Applied, Disapproved, Voided, and Removed from Queue will be displayed. Default will be All (Approved, Acknowledged, Overridden, Applied, Disapproved, Voided, and Removed from Queue).

To access details of a transaction, the user may select the link under Name.

ERRORS AND WARNINGS

You will not be able to proceed with an ERROR message

Errors and Warning Messages

Type	Message Type	Description
Contract Employee NBAJOBS Set Up Information	ERROR	*ERROR* This employee already has a primary job.


You may ignore all WARNING messages

Errors and Warning Messages

Type	Message Type	Description
Contract Employee NBAJOBS Set Up Information	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.
Contract Employee NBAJOBS Set Up Information	WARNING	*WARNING* Total FTE for this employee exceeds one as of the eff date.
Contract Employee NBAJOBS Set Up Information	WARNING	*WARNING* Rate for this job is outside the Table/Grade range.

* - indicates a required field.

TIME OUT!

 **20 minute inactivity caused web session timeout.**

CREATING AN ePAF

SUMMARY OF STEPS

1. Select New EPAF
2. Enter the Banner ID
3. Enter Query Date – First Day of Pay Period (also – Effective Date)
4. Select the Approval Category Dropdown = “Contract Job and Termination - CTJBTM”
5. Enter the Position and Suffix Number (Retrieve from ePAF Support App)
6. PEAEMPL Section (Complete for Adjunct Faculty ONLY)
 - Enter Current Hire Date (First physical day of work – Contract start date)
 - Enter First Work Date (First physical day of work – Contract start date)
7. NBAJOBS Section
 - Enter Title
 - Enter Timesheet Orgn
 - Select Contract Type (from dropdown)
 - Enter Personnel Date (First physical day of work – Contract start date)
 - Enter Annual Salary
 - Enter Factor (number of payments/installments)
 - Enter Pays (number of payments/installments)
 - Enter FTE (Retrieve FTE from ePAF Support App)
 - Enter Supervisor Banner ID number
8. Contract Employee Job Termination Section
 - Enter Jobs Effective Date (Last Day of Pay Period)
 - Enter Personnel Date (Last physical day of work – Contract end date)
9. Ensure Routing Queue is correct
10. COMMENTS Section
 - Enter Course Number/Section
 - Enter Term/Semester
 - Enter Credit Hours (Individual hours & total hours)
11. Save

ePAF APPROVER RESPONSIBILITY

ePAFs submitted by the department Originator must be reviewed, approved or returned for correction by the Approver specified in the routing queue. Approvers are notified via email that an ePAF needs to be approved. It is the responsibility of the Approver to review the ePAF for correctness (salary, FOAP, pays/factor, timesheet org, etc.) and either Approve or, if Returning for Correction, add comments reflecting what changes the Originator is to make.

QUESTIONS

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