Faculty FT or PT Semester Assignment
MTH102, FAL102 or SPR102

The following instructions refer to semester faculty **primary** assignments (F4 or F5). The EPAF types **FAL102** and **SPR102** can be used for default semester dates. Assignments that come in late or vary from the regular fall or spring semester dates should be submitted using **MTH102**.

Before you begin this EPAF, please be sure you have the following information:

- Assignment begin and end dates (i.e. semester start and end)
- Position number and suffix for assignment (Suffix is typically 00)
- BSU ID number of employee and supervisor
- Salary for assignment
- Number of factors/pays (typically 9 per semester)
- Job Change Reason Code (typically BGSMA/Begin semester assignment)
- Approval levels required for your college
- Detail for Comments section (i.e. work dates, classes taught, amount to be paid)

Log on to Self-Service Banner and click on the Employee tab. You will see a box labeled Electronic Personnel Action Forms - click on it to reach the main EPAF menu. Choose the option: New EPAF. Shown below is what will be displayed.

Enter the BSU ID number of the employee in the ID field and then enter the **Query Date**. The current date will default into this field, but you must **set the query date to the *first day of the pay period* in which the assignment begins. (See EPAF Schedule)**

Select MTH102/FAL102/SPR102 from the drop down menu highlighted in the above illustration.

The menu of all active EPAFs will appear similar to the list below.

After you have selected MO-Contract Assignment – MTH102 (or FAL102/SPR102), from the list, click on GO. You will then see the job information section of the EPAF in which you will enter the position number and suffix as shown in the highlighted fields below. The suffix for most position numbers is 00.

Click on GO to move to the Job Information section of the EPAF shown on the next page.

Job Information - NBAJOBS, 101894-00 Instructor, Last Paid Date: Apr 30, 2017

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		
PAF Effective Date: MM/DD/YYYY*		
Personnel Date: MM/DD/YYYY		
Job Type (P, S, O): *(Not Enterable)		P
Step: (Not Enterable)		0
Annual Salary: *		
Factor: *		
Number of Pays: *		
Job Status: *(Not Enterable)		A
Job Change Reason:		Not Selected ▼
Supervisor ID: *		

Enter the PAF Effective Date as the first day of the pay period in which the assignment begins. Click on the SAVE button found at either the top or bottom of the EPAF screen.

Save   Submit   Delete

The Current Value column will populate showing information from the prior assignment if there was one. The Job Begin Date field (highlighted below) should be left blank if this job was previously assigned to the employee. If you populate this field, it must be with the same date as is in the Current Value column.

If this is the first time the employee has been assigned this job, then the Job Begin Date must be entered the **same** as the Query Date and PAF Effective Date.

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		
PAF Effective Date: MM/DD/YYYY*		08/01/2017
Personnel Date: MM/DD/YYYY		
Job Type (P, S, O): *(Not Enterable)		P
Step: (Not Enterable)		0
Annual Salary: *		
Factor: *		
Number of Pays: *		
Job Status: *(Not Enterable)		A
Job Change Reason:		Not Selected ▼
Supervisor ID: *		

Enter the work begin date *(usually the first day of the semester)* in the Personnel Date field. In the annual salary field place the total amount to be paid for this assignment. Factors and pays will always be the same number: one semester is 9. Job change reason in this case is BGSMA

(begin semester assignment). Complete the Supervisor ID field which is a required field, but the current supervisor may or may not be the same as on the prior assignment. The (Not Enterable) fields are pre-filled. See example below.

Job Information - NBAJOBS, 101894-00 Instructor, Last Paid Date: Apr 30, 2017

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY	01/01/2013	
PAF Effective Date: MM/DD/YYYY✱	05/31/2017	
Personnel Date: MM/DD/YYYY	05/05/2017	
Job Type (P, S, O): ✱(Not Enterable)	Primary	P
Step: (Not Enterable)	0	0
Annual Salary: ✱	9000	9000
Factor: ✱	5	9
Number of Pays: ✱	5	9
Job Status: ✱(Not Enterable)	Terminated	A
Job Change Reason:	ENDJB	BGSMA, Begin Semester Assignment ▼
Supervisor ID: ✱	000791353	000791353

NOTE: If this EPAF is being submitted after the deadline for the first pay of the semester, the MTH102 must be used instead of FAL102 or SPR102. The Query Date/PAF Effective Date should be adjusted for the upcoming pay period and retro pay included in earnings to cover missed pay.

The next section of the EPAF is the End a Job Assignment section. The PAF Effective Date for this section should be the last date of the last pay period of the semester, and the Personnel Date should be the date the work actually stopped, typically the last day of finals. (Refer to EPAF Schedule) The Job Status is Terminated (T) and the job change reason code should be ENDJB (End of Job Assignment). See example below.

End a job assignment, 101894-00 Instructor, Last Paid Date: Apr 30, 2017

Item	Current Value	New Value
PAF Effective Date: MM/DD/YYYY✱	05/31/2017	12/31/2017
Personnel Date: MM/DD/YYYY✱	05/05/2017	12/15/2017
Job Change Reason: ✱	ENDJB	ENDJB, End of Job Assignment ▼
Job Status: ✱	Terminated	Terminated ▼

TIP: If you haven't saved the EPAF for a while, you may want to do so at this time by clicking the Save button at the top or bottom of the form.

Complete the Routing Queue section of the EPAF which lists the approval levels you will select for this action.   When you initially go to this section, the user name fields will be blank; but when you click on the magnifying glass *(highlighted in the illustration below),* a list of possible approvers will appear from which you may select.

Routing Queue

Approval Level	User Name		Required Action	Remov
650 - (PAPHR) Pre-approval HR	🔍		Approve	
770 - (PAYFYI) Payroll Fyi	🔍		FYI	
800 - (UHRS) Human Resources	🔍		Apply	
Not Selected ▼	🔍		Not Selected ▼	
Not Selected ▼	🔍		Not Selected ▼	

Use the drop down box to add additional Approval Levels as appropriate for your area.

Level	Approval Level	Required Action
380	Chair	Approve
440	Budget Director	Approve
480	Dean	Approve or FYI
650	Pre-Approval HR (primary position = HR Partner	Approve
676	Provost Budget FYI	FYI
700	Provost	Approve
770	Payroll FYI	FYI
780	President (if EPAF's total pay > $10,000)	Approve
800	Human Resources	Apply

Next add detailed comments to the EPAF. Below is an example of what those comments might be for this EPAF.

Comment

Teaching three classes: ISOM 460-800 CRN 35646 online, ISOM 460-801 CRN 37092 online, and ISOM 251-02 CRN 22353 on campus. Pay is $3000 for each online class and $3000 for the on campus class. Total Pay is $9000.

When the comments section is completed:

1. Save the EPAF again
2. Click on the Submit button at either the top or bottom of the form.
3. The message "Your transaction has been successfully submitted" confirms the EPAF moved forward.
4. If you encounter errors and are unsure how to correct them, refer to the *Error Explanation Document* in the Banner EPAF General Information section or send an email to ERPHR@bsu.edu for assistance.