

Faculty or Professional Secondary Assignment

EPAF Types: MTH107/FAL107/SPR107/SS1107/SS2107/SSM107

MTH 107 uses: Academic and non-academic additional/supplemental earnings (secondary assignment). Examples of secondary assignments include, but are not limited to, summer teaching and miscellaneous assignments, overloads, additional classes, grant work, rapid growth/half semester courses, retirees returning to work a temporary assignment, and a returning employee whose only assignment is a temporary assignment (TF or TM).

MTH 107 Instruction information

- > Red text is instructional information. This material will assist you in entering correct information in required fields.
- > Green text is tips and informational, some of which is more important than other portions. This text will help you understand why certain criteria is required / needed.
- > Text that is highlighted is of stressed importance. You will want to pay careful attention to this information.
- > Underlined text in blue font is a hyperlink. When you click on a hyperlink, it will navigate you throughout these instructions and will also open other informative documents.

Which MTH 107 form to use:

- > FAL 107 – Fall semester secondary teaching assignment for a faculty or professional employee.
- > SPR 107 – Spring semester secondary teaching assignment for a faculty or professional employee.
- > MTH 107 – Secondary assignment for a professional or faculty employee.
- > MTH 107 – Primary position for a Temporary Monthly (TM) or Temporary Faculty (TF) employee.
- > MTH 107 – Summer miscellaneous assignment for a faculty or professional employee. Use for assignments OUTSIDE of regular summer session dates.
- > Summer 1 SS1107 – First summer term assignment for a faculty or professional employee.
- > Summer 2 SS 2107 – Second summer term assignment for a faculty or professional employee.
- > Summer Full SSM107 – Full summer semester term assignment for a faculty or professional employee.

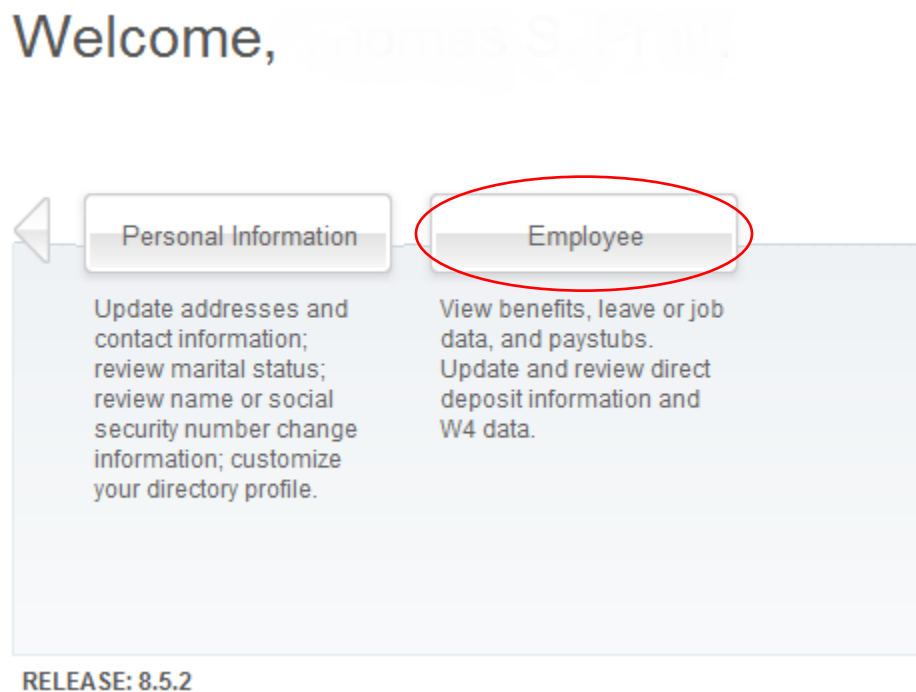
Position numbers to use:

- > For fall and spring semester and/or miscellaneous assignments:
 - o If the secondary assignment is not closely related to the employee's primary position, you should use a miscellaneous position number. Miscellaneous position numbers begin with "7".
 - o If the secondary assignment is closely related to the employee's primary position (e.g. teaching overload), you may use the employee's primary position number with a suffix other than 00.
- > For summer miscellaneous assignments:
 - o Use designated summer position numbers. They begin with "7" and have summer in the title, but are not the summer term specific position numbers.
- > For summer term assignments:
 - o Use designated summer positions numbers for corresponding terms. They begin with "7" and will have the titles of First Summer, Second Summer or Summer Semester.
- > If you need further assistance selecting a position number, please refer to the document "**Position Numbers with FOAP**".

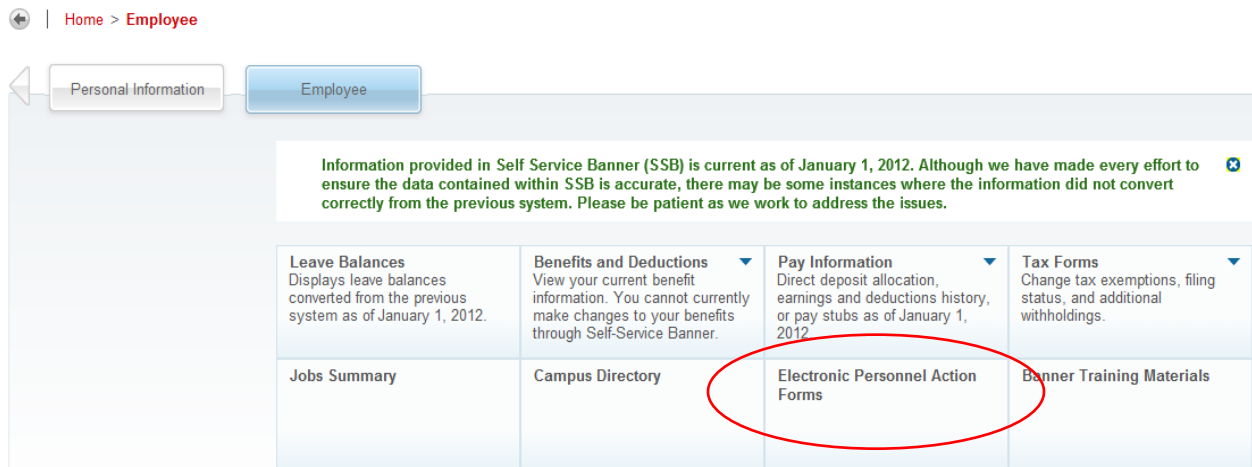
Before you begin this EPAF, please be sure you have the following information:

- Assignment begin and end dates
- Position number and suffix for assignment
- BSU ID number of employee and supervisor
- Payment amount
- Number of factors/pays (AKA, number of pay periods payment covers)
- Job Change Reason Code (such as: SECJB – Secondary Job; SUMMR – Summer Assignment).
- Approval levels required for your college or department

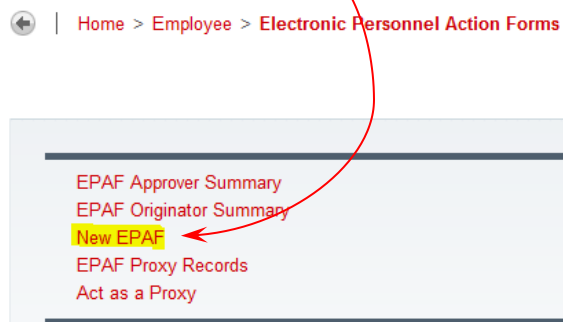
Login to Self-Service Banner (SSB) and then click the “Employee” tab as shown below.



Click on the “Electronic Personnel Action Form” (EPAF) box, shown below.



Click on the “New EPAF” link, highlighted below.



The page and fields below should appear.

1 ID: Enter the employee’s BSU ID in the “ID” box shown below.
Or you can search for the employee’s BSU ID by clicking on the magnifying glass symbol.

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.

ID: *

Query Date: MM/DD/YYYY*

Approval Category: *

3 Approval Category: Click the drop down box and select the appropriate approval category.

2 Query Date: Important! The “Query Date” box **must** be the first day of the pay period that the EPAF is effective. Refer to EPAF Schedule.

Tip: Remember the Query Date. It will be useful/required in later steps.

4 After you have selected the appropriate approval category, entered the employee ID and query date, click “Go”.

Go

EPAF Approver Summary ■ EP

Return to EPAF Menu

- Summer 1 EPAF, SS1107
- Summer 2 EPAF, SS2107
- Summer Full Semester EPAF, SSM107
- Administrative - General Title Change, ADM300
- Administrative - Change in Labor, ADM301
- Administrative - End Job Assignment, ADM400
- Administrative - Change of Supervisor or Org, ADM500
- BW-New Job Assign Ongoing or w End Date, BWK115
- BW - Add or Reactivate a Secondary Job, BWK103
- BW - Change Base Pay, BWK201
- GA-Graduate Assistant-New Stipend Hire, GA120
- MO-Contract Assignment-Faculty AY, Semester, MTH102
- MO-New Job Assign Ongoing or w End Date-TT, Prof, MTH115
- MO - Additional compensation with Labor, Summer, Ret, & TM, MTH107
- MO - Change Base Pay, MTH201
- MO - Additional Earnings (Existing Job-no Grants), MTH300

After you select “Go”, the information and screen below should populate. The employee name, ID, Query Date and Approval Category should populate from the previous step. Below the employee information, is the employee’s primary position (if applicable), current and previous position history.

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

ID: William Wonka, 900950532
 Query Date: Jan 01, 2014
 Approval Category: MO - Addl Comp w Labor, MTH107

Job Information - SalariedNBAJOBS, JBSAL3

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job	XXXXXX	XX								<input type="radio"/>
	Primary	109999	00	Professor Tenure	400030, Journalism		Jan 01, 2014			Active	<input checked="" type="radio"/>

All Jobs
 Next Approval Type Go

1 Position: Enter the position number and suffix that you would like to use for the assignment in their respective fields.
 Note: Summer miscellaneous assignments have designated position numbers per department. Remember if you are entering a summer term assignment to use the appropriate Summer EPAF type (e.g. SS1107).

2 Make sure you have the correct position selected.

3 After you have entered the position, suffix and have the correct selection, click “Go”.

Tip: Click “All Jobs” to view the employee’s position / assignment history. This will show you the history of all positions and suffix combinations that have been assigned to the employee.

Once you select go, you will be routed to the EPAF. Before you begin entering information into the EPAF, click the “Save” button. This action, if the position number and suffix combination have been previously used, will populate the current values into the respective fields. This is important for future steps in the EPAF.

Name and ID: William Wonka, 900950532
 Transaction:
 Transaction Status:
 Approval Category: MO - Additional compensation with Labor, Summer, Ret, & TM, MTH107
 Query Date: Jan 01, 2014

Save



For further instruction, please click one of the following links:

- > [If this is a secondary assignment for a faculty or professional employee, please click here](#) (or see pages 5-9)
- > [If this is a summer miscellaneous assignment for a faculty or professional employee, please click here](#) (or see pages 10-14).
- > [If this is a summer term teaching assignment or a faculty or professional employee, please click here to access the Summer Assignments help guides.](#)
- > [If this is a primary position for a temporary professional or temporary faculty, please click here.](#) (or see pages 15-19)

MTH107 – Secondary Assignments for Faculty and Professional

Enter the position information under “Job Information – SalariedNBAJOBS...” in the “New Value” fields, shown below. If the position and suffix combo have been previously assigned to the employee, the information for that position will populate under “Current Value”.

Eclass of Employee

Item	Current Value	New Value
Employee Type/Class: (Not Enterable)	F1 Faculty Tenure or Ten Track BE	
Home Department COA: *(Not Enterable) 1		1

Job Information - SalariedNBAJOBS, 799999-00 Faculty Secondary Assignment

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): *	Secondary	
Employee Type/Class:		
FTE:		
Step: (Not Enterable)	0	
Annual Salary: *	0	
Shift: (Not Enterable)	1	
Job Status: *(Not Enterable)	A	
Job Change Reason: *	Not Selected	
Factor: *		
Number of Pays: *		
Supervisor ID:		

If the current value is blank enter the same date as the “PAF Effective Date” below. If there is a current value, then leave this field blank. In this example, there is no current value.

Enter the same date as the “Query Date” field. If you can’t remember, it is at the top of the EPAF in SSB next to the employee information.

Enter the date the employee actually begins the work.

Leave as “Secondary”.

Important: See the “Employee Type/Class” field under the “Eclass of Employee” section and enter one of the following:

Enter **TF** in the field if the employee class is F1, F2, F3, F4, F5, F6, TF or **P5**

Enter **TM** in the field if the employee class is P1, P2, P3, P4 or TM

Labor FTE is required on summer teaching assignments for Faculty and for all part-time employees. See [appendix](#) for further instructions and chart.

Leave as 0 (zero) or enter 0 (zero).

Select the reason this assignment is being created.

Example: “OVRLD, Overload”, “SECJB, Secondary Job” etc.

Continue to “Add Additional Earnings to Existing Job” section.

MTH107 – Secondary Assignments for Faculty and Professional

Next, add the additional earnings information.

1-Effective Date: Enter the same date as the “Query Date” and “PAF Effective Date” fields from the previous steps.

2-Earnings: Click the drop down box and select the appropriate earnings code. If you do not know which earnings code to use, please contact your College Budget Director or Human Resources.

3-Hours or Units Per Pay: Must be 1 (one).

4-Special Rate: Enter the amount the employee is to be paid per pay period. To get this amount, divide the total contract amount by the number of pay periods over which it is to be paid. For example, if the total contract amount is \$3,000 and the work overs 9 pay periods, divide \$3,000 by 9 = \$333.333333.

5-End Date: Enter the first day of the pay period immediately following the assignment’s end. Using a date just outside the final pay period ensures the pay is not prorated.

Add Additional Earnings to Existing Job, 799999-00 Faculty Secondary Assignment

Current							
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date	
New Value							
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
1	Not Selected 2	3		4	1	5	
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

Save and Add New Rows

Tip: Remember to click “Save” after you enter new information as well as periodically to ensure that your work is saved and not lost.

Continue to the “End a job assignment” and “Labor Distribution” sections.

MTH107 – Secondary Assignments for Faculty and Professional

Shown below is the “Labor Distribution” and “End a job assignment” sections.

Highlighted below is the account number and employee class. Ensure that the account number matches the correct employee class from “Eclass of Employee” section of the EPAF.

Eclass of Employee

Item	Current Value	New Value
Employee Type/Class: (Not Enterable)	F1, Faculty Tenure or Ten Track BE	

<u>Employee Class(es)</u>	<u>Account No.</u>	<u>Employee Class(es)</u>	<u>Account No.</u>
F1	610040	P1 (Reg Professional)	610010
F2, F3, F4, F5	620010	P2, P3, P4	630010
P1 (Dept Chair only)	610020	P5	610030

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
1		100100	400030	610040	2001					100.00
Total:									100.00	

The labor distribution should already be populated; and if you have selected the correct position number, the salary assignment should be charged to the correct department Fund, Organization, Account and Program (FOAP). However, it doesn't hurt to spot check the information to ensure that it is correct.

To end the job assignment, follow the highlighted instructions.

End a job assignment, 799999-00 Faculty Secondary Assignment

Item	Current Value	New Value
PAF Effective Date: MM/DD/YYYY*		
Personnel Date: MM/DD/YYYY*		
Job Change Reason: *(Not Enterable)		ENDJB
Job Status: *(Not Enterable)		T

Enter the final day of the pay period that the assignment ends. Refer to EPAF Schedule.

Enter the date the employee actually completed the work.

Continue to the “Routing Queue” and final section.

MTH107 – Secondary Assignments for Faculty and Professional

Enter the “Routing Queue” information to ensure your EPAF is approved and applied correctly.

If you have not setup your default routing queues for the required approval levels, you will need to add each level manually.

STEP 1-Click the magnifying glass icon (1-circled below) to search for a user.








For MO Approval Category EPAF’s for Contract Faculty and Professional Staff ONLY enter the 650 – Pre-approval HR and 800 – Human Resources approval queues as follows:

650 – Pre-Approval HR - select **Heather Bright**.

770 – Payroll FYI - select **Shana Rogers**.

800 – Human Resources – select **Heather Bright**.

Routing Queue

Approval Level	User Name	Required Action
650 - (PAPHR) Pre-approval HR	 BSUID populates here	Name Populates here
770 - (PAYFYI) Payroll Fyi	 BSUID populates here	Name Populates here
800 - (UHRS) Human Resources	 BSUID populates here	Name Populates here
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

1 (circled magnifying glass icon)

2 (arrow pointing to dropdown menu)

Save and Add New Rows

2 Select the drop down menu to add approval queues, click the magnifying glass icon to search for a user.

One of the following approval queues is mandatory for the MTH107 based on the type of employee and assignment:

For faculty and Dept. Chairs, add 700 – Provost and 676 – Provost Budget FYI

For professional employees, add 730 – University Compliance and submit an Addendum to Employment Contract.

NOTE: If the total contract amount is over \$10,000 add the 780 – President approval level.

For more information on other required approval queues in your area please contact your college budget director or department head.

Please continue to the comment section and final steps.

MTH107 – Secondary Assignments for Faculty and Professional

Please add comments to your EPAF.

Comment

Please add detailed comments, including total payment amount, payment calculations, actual working dates, credit hours if applicable, whether or not an addendum has been generated, etc.

Final Step

Save Submit Delete

Always save the EPAF before submitting, if you do not save, the data you have entered into the fields since you last saved, will be lost. This can be done at the top or bottom of the EPAF page.

After you save and submit, please review your EPAF to ensure it was submitted successfully.

Below is an example of an EPAF that failed to submit. If you get this message, please review and correct the errors, save and then submit again. [For a list of EPAF errors and explanations please click here.](#)

Transaction was not submitted. Please review errors.

Enter the information for the EPAF and either Save or Submit

Name and ID: William Wonka, 900950532

Transaction: 69479 Query Date: Jan 01, 2014

Transaction Status: Waiting

Approval Category: MO - Additional compensation with Labor, Summer, Ret, & TM, MTH107

Errors and Warning Messages

Type	Message Type	Description
Add Additional Earnings to Existing Job	ERROR	*ERROR* First Jobs Detail Effective Date
Add Additional Earnings to Existing Job	ERROR	*ERROR* Date cannot be prior to the Bas
Job Information - SalariedNBAJOBS	ERROR	*ERROR* The Begin Date and Step must
Job Information - SalariedNBAJOBS	ERROR	*ERROR* Date cannot be prior to the Bas
Job Information - SalariedNBAJOBS	ERROR	*ERROR* Begin Date cannot be later thar

Below is an example of a successful EPAF.

The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

Name and ID: William Wonka, 900950532

Transaction: 69479 Query Date: Jan 01, 2014

Transaction Status: Pending

Approval Category: MO - Additional compensation with Labor, Summer, Ret, & TM, MTH107

If you encounter any errors not covered by the Error Explanation Document or still have difficulty submitting your EPAF, please visit the Banner EPAF User Guide section for further assistance and additional training documents. If you need further assistance, please send an email to ERPHR@bsu.edu.

MTH107 – Summer Miscellaneous Assignment for Faculty and Professional
(for assignment dates that are different than summer semester term dates)

Enter the position information under “Job Information – SalariedNBAJOBS...” in the “New Value” fields, shown below. If the position and suffix combo has been previously assigned to the employee, the information for that position will populate under “Current Value”.

Eclass of Employee

Item	Current Value	New Value
Employee Type/Class: (Not Enterable)	F1, Faculty Tenure or Ten Track BE	<input type="text"/>
Home Department COA: *(Not Enterable) 1		<input type="text" value="1"/>

Job Information - SalariedNBAJOBS, 798733-00 Summer Semester Teaching

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		<input type="text"/>
PAF Effective Date: MM/DD/YYYY*		<input type="text"/>
Personnel Date: MM/DD/YYYY*		<input type="text"/>
Job Type (P, S, O): *		Secondary
Employee Type/Class:	F6	<input type="text"/>
FTE:		<input type="text"/>
Step: (Not Enterable)		0
Annual Salary: *		0
Shift: (Not Enterable)		1
Job Status: *(Not Enterable)		A
Job Change Reason: *	Not Selected	<input type="text"/>
Factor: *		<input type="text"/>
Number of Pays: *		<input type="text"/>
Supervisor ID:		<input type="text"/>

If the current value is blank then see “PAF Effective Date” below. If there is a current value, then leave this field blank. (In this example, there is no current value.)

Enter the same date as the “Query Date” field. If you can’t remember, it is at the top of the EPAF in SSB next to the employee information.

Enter the date the employee actually began work.

Leave as “Secondary” (unless prompted to change to “Primary”).

Important: You must enter either “F6” into this field for faculty summer miscellaneous assignments, or “TM” for professional secondary assignments.

Labor FTE is required on summer teaching assignments for Faculty and all part-time employees. See [appendix](#) for further instructions and chart.

Leave as 0 (zero) or enter 0 (zero).

Select SUMMR as the Job Change Reason.

Must equal number of pays.

Must equal number of pays.

Continue to “Add Additional Earnings to Existing Job” section.

MTH107 – Summer Miscellaneous Assignment for Faculty and Professional
(for assignment dates that are different than summer semester term dates)

Next, add the additional earnings information.

1-Effective Date: Enter the same date as the “Query Date” and “PAF Effective Date” fields from the previous steps.

2-Earnings: Click the drop down box and select the appropriate earnings code. If you do not know which earnings code to use, please contact your College Budget Director or Human Resources.

3-Hours or Units Per Pay: Must be 1 (one).

4-Special Rate: Enter the amount the employee is to be paid per pay period. To get this amount, divide the total contract amount by the number of pay periods over which it is to be paid. For example, if the total contract amount is \$5,000 and the work covers 6 pays, divide \$5,000 by 6 = \$833.333333.

5-End Date: Enter the first day of the pay period immediately following the assignment’s end. Using a date just outside the final pay period ensures the pay is not prorated.

Add Additional Earnings to Existing Job, 798733-00 Summer Semester Teaching

Current							
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date	
New Value							
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
1	Not Selected 2	3		4	1	5	
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

Save and Add New Rows

Tip: Remember to click “Save” after you enter new information as well as periodically to ensure that your work is saved and not lost.

Continue to the “Labor Distribution”, “End a job assignment” and “Labor Distribution” sections.

MTH107 – Summer Miscellaneous Assignment for Faculty and Professional
(for assignment dates that are different than summer semester term dates)

Shown below is the “Labor Distribution” and “End a job assignment” sections.

Highlighted below is the account number field. Ensure that the account number matches the correct summer term account code.

<u>Summer Term</u>	<u>Account No.</u>	<u>Summer Term</u>	<u>Account No.</u>
Full, Summer	640010	Extended Term	640010
1 st , Summer	640020	Pre-Term	640020
2 nd , Summer	640030		

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
1		100100	400030		2001					100.00
Total:										100.00

The labor distribution should already be populated; and if you have selected the correct position number, the salary assignment should be charged to the correct department Fund, Organization, Account and Program (FOAP). However, it doesn’t hurt to spot check the information to ensure that it is correct. Also, you can change the FOAP information to pay from another department FOAP, but only do this if you have been instructed to do so. For more information, contact your College Budget Director.

To end the job assignment, follow the highlighted instructions.

End a job assignment, 798733-00 Summer Semester Teaching

Item	Current Value	New Value
PAF Effective Date: MM/DD/YYYY*		<input type="text"/> ← Enter the last day of the pay period that the assignment ends.
Personnel Date: MM/DD/YYYY*		<input type="text"/> ← Enter the date that the employee actually completed their work.
Job Change Reason: *(Not Enterable)		ENDJB
Job Status: *(Not Enterable)		T

Continue to the “Routing Queue” section.

MTH107 – Summer Miscellaneous Assignment for Faculty and Professional
(for assignment dates that are different than summer semester term dates)

Enter the “Routing Queue” information to ensure your EPAF is approved and applied correctly.

If you have not setup your default routing queues for the required approval levels, ([click here for instructions](#)) you will need to add them manually.

STEP 1-Click the magnifying glass icon (1-circled below) to search for a user.












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Approval Level	User Name	Required Action
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800 - (UHRS) Human Resources	 BSUID populates here	Name Populates here
Not Selected	 	Not Selected
Not Selected	 	Not Selected
Not Selected	 	Not Selected
Not Selected	 	Not Selected

1 Select the drop down menu to add additional approval queues, click the magnifying glass icon to search for a user.

2 Select the drop down menu to add additional approval queues, click the magnifying glass icon to search for a user.

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NOTE: If the total contract amount is over \$10,000 add the 780 – President approval level.

For more information on other required approval queues in your area please contact your college budget director or department head.

Save and Add New Rows

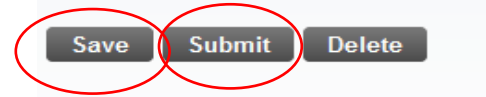
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MTH107 – Summer Miscellaneous Assignment for Faculty and Professional
(for assignment dates that are different than summer semester term dates)

Please add comments on your EPAF.

Please add detailed comments, including total payment amount, payment calculations, actual working dates, credit hours if applicable, whether or not an addendum has been generated, etc.


Final Step



Always save the EPAF before submitting, if you do not save, the data you have entered into the fields since you last saved, will be lost. This can be done at the top or bottom of the EPAF page.

After you save and submit, please review your EPAF to ensure it was submitted successfully.

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Enter the information for the EPAF and either Save or Submit

Name and ID: William Wonka, 900950532

Transaction: 69479

Transaction Status: Waiting


Approval Category: MO - Additional compensation with Labor, Summer, Ret, & TM, MTH107

Query Date: Jan 01, 2014

Errors and Warning Messages

Type	Message Type	Description
Add Additional Earnings to Existing Job	ERROR	*ERROR* First Jobs Detail Effective Date
Add Additional Earnings to Existing Job	ERROR	*ERROR* Date cannot be prior to the Bas
Job Information - SalariedNBAJOBS	ERROR	*ERROR* The Begin Date and Step must
Job Information - SalariedNBAJOBS	ERROR	*ERROR* Date cannot be prior to the Bas
Job Information - SalariedNBAJOBS	ERROR	*ERROR* Begin Date cannot be later than

Below is an example of a successful EPAF.

 The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

Name and ID: William Wonka, 900950532

Transaction: 69479

Transaction Status: Pending

Approval Category: MO - Additional compensation with Labor, Summer, Ret, & TM, MTH107

Query Date: Jan 01, 2014

If you encounter any errors not covered by the Error Explanation Document or still have difficulty submitting your EPAF, please visit the Banner EPAF User Guide section for further assistance and additional training documents. If you need further assistance, please send an email to ERPHR@bsu.edu.

APPENDIX

Enter the position information under “Job Information – SalariedNBAJOBS...” in the “New Value” fields, shown below. If the position and suffix combo has been previously assigned to the employee, the information for that position will populate under “Current Value”.

Eclass of Employee

Item	Current Value	New Value
Employee Type/Class: (Not Enterable)	TM, All Temporary Monthly NB	<input type="text"/>
Home Department COA: *(Not Enterable) 1		1

Job Information - SalariedNBAJOBS, 790000-00 Temporary Professional

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		<input type="text"/>
PAF Effective Date: MM/DD/YYYY*		<input type="text"/>
Personnel Date: MM/DD/YYYY*		<input type="text"/>
Job Type (P, S, O): *	Primary	<input type="text"/>
Employee Type/Class:	TM	<input type="text"/>
FTE:		<input type="text"/>
Step: (Not Enterable)	0	<input type="text"/>
Annual Salary: *		<input type="text"/>
Shift: (Not Enterable)	1	<input type="text"/>
Job Status: *(Not Enterable)	A	<input type="text"/>
Job Change Reason: *	Not Selected	<input type="text"/>
Factor: *		<input type="text"/>
Number of Pays: *		<input type="text"/>
Supervisor ID:		<input type="text"/>

If the current value is blank then see “PAF Effective Date” below. If there is a current value, then leave this field blank. (In this example, there is no current value.)

Enter the same date as the “Query Date” field. If you can’t remember, it is at the top of the EPAF in SSB, next to the employee information.

Enter the date the employee actually began work.

Make sure this field is “Primary”.

Important: If this is a primary assignment or the “Employee Type/Class” under the “Eclass of Employee” section is TM, enter TM in this field. If it is TF, enter TF in this field.

Enter the total amount the employee is to be paid.

Select the reason this assignment is being created (new hire, continuation, etc.)

Enter the number of pay periods the employee is to be paid. For example, if it is a 1 (one) time payment, enter 1. If the assignment covers 5 pay periods, enter 5 in each field.

Continue to “Add Additional Earnings to Existing Job” section.

APPENDIX

Next, add the additional earnings information.

1-Effective Date: Enter the same date as the “Query Date” and “PAF Effective Date” fields from the previous steps.

2-Earnings: Click the drop down box and select 051, Temp Reg Pay (TF Positions) or 052, TempReg Pay (TM Positions).

3-Hours or Units Per Pay: Must be 80.00.

4-Special Rate: Leave blank.

5-End Date: Leave blank.

Add Additional Earnings to Existing Job, 790000-00 Temporary Professional

Current								
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date		
New Value								
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove	
1	052, TempReg Pay (TM Positions) 2	80.00 3		4	1	5		
	Not Selected				1			
	Not Selected				1			
	Not Selected				1			

Save and Add New Rows

If TM, select 052, TempReg Pay (TM Positions)
If TF, select 051, TempReg Pay (TF Positions)

Tip: Remember to click “Save” after you enter new information as well as periodically to ensure that your work is saved and not lost.

Continue to the “Labor Distribution”, “End a job assignment” and “Labor Distribution” sections.

APPENDIX

Shown below is the “Labor Distribution” and “End a job assignment” sections.

Highlighted below is the account number and employee class. Ensure that the account number matches the correct employee class from “Eclass of Employee” section of the EPAF.

Eclass of Employee

Item	Current Value	New Value
Employee Type/Class: (Not Enterable)	TM: All Temporary Monthly NB	

Employee Class(es)	Account No.
TM	630010
TF	620010

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
1		100100	400030		2001					100.00
Total:										100.00

The labor distribution should already be populated; and if you have selected the correct position number, the salary assignment should be charged to the correct department Fund, Organization, Account and Program (FOAP). However, it doesn't hurt to spot check the information to ensure that it is correct.

To end the job assignment, follow the highlighted instructions.

End a job assignment, 790000-00 Temporary Professional

Item	Current Value	New Value
PAF Effective Date: MM/DD/YYYY*		
Personnel Date: MM/DD/YYYY*		
Job Change Reason: *(Not Enterable)	ENDJB	
Job Status: *(Not Enterable)	T	

Enter the last day of the pay period that the assignment ends. Refer to EPAF Schedule.

Enter the date the employee actually completed the work.

Continue to the “Routing Queue” section.

APPENDIX

Enter the “Routing Queue” information to ensure your EPAF is approved and applied correctly.

If you have not setup your default routing queues for the required approval levels, you will need to add them manually.

STEP1-Click the magnifying glass icon (1-circled below) to search for a user.












For MO Approval Category EPAF’s for Contract Faculty and Professional Staff ONLY enter the 650 – Pre-approval HR and 800 – Human Resources approval queues as follows:

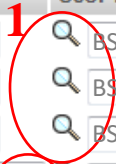
650 – Pre-Approval HR - select **Heather Bright**.



770 – Payroll FYI - select **Shana Rogers**.

800 – Human Resources – select **Heather Bright**.

Routing Queue

Approval Level	User Name	Required Action
650 - (PAPHR) Pre-approval HR	 BSUID populates here	Name Populates here
770 - (PAYFYI) Payroll Fyi	 BSUID populates here	Name Populates here
800 - (UHRS) Human Resources	 BSUID populates here	Name Populates here
Not Selected	 	Not Selected
Not Selected	 	Not Selected
Not Selected	 	Not Selected
Not Selected	 	Not Selected

1 

2  

Save and Add New Rows

- 2** Select the drop down menu to add additional approval queues, click the magnifying glass icon to search for a user.
- One of the following approval queues is mandatory for the MTH107 based on the type of employee and assignment:
For faculty and Dept. Chairs, add 700 – Provost and 676 – Provost Budget FYI
For professional employees, add 730 – University Compliance and submit an Addendum to Employment Contract.
- NOTE: If the total contract amount is over \$10,000 add the 780 – President approval level.**
- For more information on other required approval queues in your area please contact your college budget director or department head.

Please continue to the comment section and final steps.

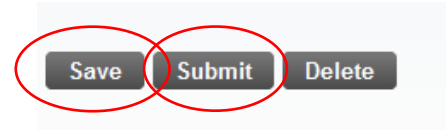
APPENDIX

Please add comments to your EPAF.

Comment

Please add detailed comments, including total payment amount, payment calculations, actual working dates, credit hours if applicable, the nature of work performed, etc.

Final Step



Always save the EPAF before submitting, if you do not save, the data you have entered into the fields since you last saved, will be lost. This can be done at the top or bottom of the EPAF page.

After you save and submit, please review your EPAF to ensure it was submitted successfully.

Below is an example of an EPAF that failed to submit. If you get this message, please review and correct the errors, save and then submit again.

Transaction was not submitted. Please review errors.

Enter the information for the EPAF and either Save or Submit

Name and ID: William Wonka, 900950532

Transaction: 69479

Transaction Status: Waiting

Approval Category: MO - Additional compensation with Labor, Summer, Ret, & TM, MTH107

Query Date: Jan 01, 2014

Errors and Warning Messages

Type	Message Type	Description
Add Additional Earnings to Existing Job	ERROR	*ERROR* First Jobs Detail Effective Date
Add Additional Earnings to Existing Job	ERROR	*ERROR* Date cannot be prior to the Bas
Job Information - SalariedNBAJOBS	ERROR	*ERROR* The Begin Date and Step must
Job Information - SalariedNBAJOBS	ERROR	*ERROR* Date cannot be prior to the Bas
Job Information - SalariedNBAJOBS	ERROR	*ERROR* Begin Date cannot be later than

Below is an example of a successful EPAF.

The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

Name and ID: William Wonka, 900950532

Transaction: 69479

Transaction Status: Pending

Approval Category: MO - Additional compensation with Labor, Summer, Ret, & TM, MTH107

Query Date: Jan 01, 2014

If you encounter any errors not covered by the Error Explanation Document or still have difficulty submitting your EPAF, please visit the Banner EPAF User Guide section for further assistance and additional training documents. If you need further assistance, please send an email to ERPHR@bsu.edu.

APPENDIX

Appendix Item 1: Labor FTE Calculation

Enter Labor FTE on an MTH 107 assignment for the following situations:

- Part-time employees of any E-Class (e.g. part-time faculty, part-time professional, part-time staff) with an additional instructional assignment
- Any Faculty instruction in the Summer (non-academic year)

Important to remember:

- Calculate Labor FTE for the assignment(s) on that EPAF only.
- Labor FTE is unrelated to Academic FTE tracked by Institutional Effectiveness

Examples:

- A Faculty Semester Part-time employee (F4) is scheduled to teach a three (3) credit hour course and a non-instructional assignment that is equivalent to three (3) credit hours of pay. Their total credit hours would be six (6) with a .5 FTE.
- A Faculty employee is scheduled to teach a three (3) credit hour course in the summer (dates outside of session schedules), along with a first summer session three (3) credit hour course. Different EPAFs would be used: MTH 107 and SS1 107. Enter the Labor FTE for each credit hour load on the separate EPAF. The FTE on the MTH 107 would be entered as .25 FTE for the three (3) credit hour load represented on that EPAF.

Credit Hour Load and Labor FTE Chart

Credit Hour Load	Labor FTE
1	.08
2	.17
3	.25
4	.33
5	.42
6	.50
7	.58
8	.67
9	.75
10	.83
11	.92
12	1.0