

EPAF Pay Correction Guide

Pay corrections are submitted through an additional EPAF to adjust over or under payments.

Topics:

1. How to Stop a payment
2. How to Submit a correction EPAF to reduce pay
 - Reduce pay on same earnings code
 - Reduce pay and change earnings code
3. How to Submit a correction EPAF to increase pay
 - Increase pay on same earnings code
 - Increase pay and change earnings code

How to Stop a Payment

Send an email to everyone in the original approver chain and ERPHR@bsu.edu with the reason why the EPAF and payment need to be cancelled. (include as much info as possible: person's name, BSU ID, EPAF transaction number, payment amount)

- **Do not cancel the EPAF through SSB after the EPAF is applied (the status will show *Completed*).** After an EPAF has been applied, it should not be modified by anyone but HR.
- A payment can often be stopped through Tuesday of pay week.
- If initial payment has already been made, still follow the above process to notify HR to stop future payments.

Upon notification, HR will:

- Stop the assignment in Banner HR
- Add a comment to the original EPAF and cancel it
- Notify Payroll
- If overpayment was made, Payroll will work with employee regarding repayment options.

How to Submit a Correction EPAF to Reduce Pay

The original EPAF overpaid the employee. Submit a correction EPAF to reduce future pay.

e.g. The original EPAF paid the course as fully enrolled, but after final numbers, it was under-enrolled. The second EPAF will correct the pay to the new amount.

1. An MTH 107 must be used for the correction. The effective date will change.
2. Use the **same** position number and suffix as the original EPAF.

Job Information - SalariedNBAJOBS, 798554-00 First Summer Teaching

Item	Current Value	New Value	Correction EPAF New Value
Job Begin Date: MM/DD/YYYY			
PAF Effective Date: MM/DD/YYYY*	05/05/2019	05/19/2019	05/19/2019 ← only change
Personnel Date: MM/DD/YYYY*	05/13/2019	05/13/2019	05/13/2019
Job Type (P, S, O): *	Secondary	Secondary	Secondary
Employee Type/Class:	F6	F6	F6
FTE:	.25	.25	.25
Step: (Not Enterable)	0	0	0
Annual Salary: *	0	0	0
Shift: (Not Enterable)	1	1	1
Job Status: *(Not Enterable)	A	A	A
Job Change Reason: *	SUMMR, Summer Assignm	SUMMR, Summer Assignment	SUMMR, Summer Assignment
Factor: *	3	3	3
Number of Pays: *	3	3	3
Supervisor ID:			

3. PAF Effective Date: start date of the pay period for revised payment (same as Query Date)

FTE may change if the credit hour assignment changed from the original EPAF

Add Additional Earnings section of Correction EPAF

The original earnings line will display on the new EPAF because the correction is within the date range of the original EPAF. If the original earnings line does not display, the position-suffix may not be the same as the original EPAF and should be corrected.

Scenario 1: Reduce pay on same earnings code

4. If the same earning code still applies, modify the **Effective Date** and **Special Rate** on the original line. Change the effective date to the same date used above for Query/PAF Effective Date.

In this example, the SS1 course load went from two classes at \$15,000 total pay to one class at \$7500 total pay. (from \$15,000/3=\$5000 to \$7500/3=\$2500)

ORIGINAL							
Effect	YY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY
05/05/2019		365, Summer Classroom Pay	1		5000	1	06/16/2019

CORRECTION							
Effective Date MM/DD/YYYY		Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY
05/19/2019		365, Summer Classroom Pay	1		2500	1	06/16/2019

See Comments at end of this section.

Recalculate Special Rate based on the original count of pay periods in the session. (SS1 and SS2 – 3 pays, SS – 6 pays)

Scenario 2: Reduce pay and change earnings code

5. If the earning code has changed, stop the original earning line by changing the End Date. The end date will be the same as the Query/PAF Effective Date used above.
Do not use the drop-down arrow to change the earning code or Banner will start a new payment without ending the old.
6. Add a new line with the same effective date used for Query/PAF Effective Date. The end date will be the same as the original end date.

In this example the SS1 course load went from \$7500 for a fully loaded class to an under-enrolled contracted amount of \$6192. (from $\$7500/3 = \2500 to $\$6192/3 = \2064) The earnings code will change from 365-Summer Classroom Pay to 062-Negotiated Contract Class because the class is no longer fully enrolled.

ORIGINAL							
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	
05/05/2019	365, Summer Classroom Pay	1		2500	1	06/16/2019	

CORRECTION							
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	
05/05/2019	365, Summer Classroom Pay	1		2500	1	05/19/2019	
05/19/2019	062, Negotiated Contract Class Pay	1		2064	1	06/16/2019	

IMPORTANT: Modify the **End Date** on the original earning line so it stops paying. The end date will be the same as the Effective Date of the new line. Do not delete the original line – deleting it on the EPAF will not remove the line from the pay record.

- Enter a new line for the new earning code and pay amount.
 - Effective Date: same date used for Query Date/PAF Effective Date
 - Special Rate: corrected amount to receive each pay period
 - End Date: end of the final pay period + 1 day (likely the same date on the original EPAF)

Comments

The EPAF Comments should indicate the correction being made.

e.g. Overpayment -- Original EPAF 123456 submitted for \$xxx total pay. Corrected amount is \$xxx total pay based on enrollment <insert calculation>. Employee to repay \$xxx.xx (original special rate \$xxx.xx less corrected special rate \$xxx.xx = amount of repay \$xxx.xx).

- The “repay” note will indicate to Payroll that they need to work with the person to correct the overpayment.

Comment

How to Submit a Correction EPAF to Increase Pay

The original EPAF underpaid the employee. Submit a correction EPAF to increase future pay.

e.g. The original EPAF underpaid the course load. The second EPAF will correct the pay to the new amount and add the retro payment.

1. An MTH 107 must be used for the correction. The effective date will change.
2. Use the **same** position number and suffix as the original EPAF.

Job Information - SalariedNBAJOBS, 798554-00 First Summer Teaching

Item	Current Value	New Value	Correction EPAF New Value
Job Begin Date: MM/DD/YYYY			
PAF Effective Date: MM/DD/YYYY*	05/05/2019		05/19/2019 ← only change
Personnel Date: MM/DD/YYYY*	05/13/2019		05/13/2019
Job Type (P, S, O): *	Secondary		Secondary
Employee Type/Class:	F6		F6
FTE:	.25		.25
Step: (Not Enterable)	0		0
Annual Salary: *	0		0
Shift: (Not Enterable)	1		1
Job Status: *(Not Enterable)	A		A
Job Change Reason: *	SUMMR, Summer Assignm		SUMMR, Summer Assignment
Factor: *	3		3
Number of Pays: *	3		3
Supervisor ID:			

3. PAF Effective Date: start date of the pay period for revised payment (same as Query Date)

FTE may change if the credit hour assignment changed from the original EPAF

Add Additional Earnings section of Correction EPAF

The original earnings line will display on the new EPAF because the correction is within the date range of the original EPAF. If the original earnings line does not display, the position-suffix may not be the same as the original EPAF and should be corrected.

Scenario 1: Increase pay on same earnings code

3. If the same earning code still applies, modify the **Effective Date** and **Special Rate** on the original line.
 - a. Change the effective date to the same date used above for Query/PAF Effective Date.
 - b. Correct the Special Rate to the new amount.
 - c. The end date will be the same as the original end date.
4. Add an additional line for one pay period of retro pay.
 - a. The effective date is the same as the previous line.
 - b. Special Rate is the amount underpaid to date (new rate minus what was paid).
 - c. The end date for a retro payment is always the end date of that pay period, plus one. Retro is only paid for one pay period.

See example on following page.

In this example, one credit hour was added to change the SS1 fully loaded total pay from \$5000 to \$7500. (from $\$5000/3 = \1666.666667 to $\$7500/3 = \2500) The corrected pay and retro pay start on the same date (also same as Query/PAF Effective Date). The retro pay is the amount underpaid on the pay(s) already received. ($\$2500 - 1666.666667 = \833.333333)

ORIGINAL							
Effect	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD	
05/05/2019	365, Summer Classroom Pay	1		1666.666667	1	06/16/2019	

CORRECTION							
Effect	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD	
05/19/2019	365, Summer Classroom Pay	1		2500	1	06/16/2019	
05/19/2019	400, Retroactive Pay	1		833.333333	1	06/02/2019	

IMPORTANT: Retro pay is paid for only one pay period. Make sure the end date reflects only one pay period.

See Comments at end of this section.

Scenario 2: Increase pay and change earnings code

5. Stop the original earning line by updating the End Date. The end date will be the same as the Query/PAF Effective Date used above.
 - Do not use the drop-down arrow to change the earning code or Banner will start a new payment without ending the old.*
6. Add a new line for the new earning code and pay amount.
 - a. Change the effective date to the same date used above for Query/PAF Effective Date.
 - b. Correct the Special Rate to the new amount.
 - c. The end date will be the same as the original end date.
7. Add a new line for the retro pay earning code and retro pay amount.
 - a. The effective date is the same as the previous line.
 - b. Special Rate is the amount underpaid to date (new rate minus what was paid).
 - c. The end date for a retro payment is always the end date of that pay period, plus one. Retro is only paid for one pay period.

In this example, the SS1 course load went from under-enrolled contracted amount of \$6192 to a fully loaded class at \$7500. (from $\$6192/3 = \2064 to $\$7500/3 = \2500)
 The earnings code will change from 062-Negotiated Contract Class to 365-Summer Classroom Pay because the class is now fully enrolled.
 The retro pay Special Rate is the amount underpaid. ($\$2500 - 2064 = \436)

ORIGINAL							
Effect	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD	
05/05/2019	062, Negotiated Contract Class Pay	1		2064	1	06/16/2019	

CORRECTION							
Effect	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD	
05/05/2019	062, Negotiated Contract Class Pay	1		2064	1	05/19/2019	
05/19/2019	365, Summer Classroom Pay	1		2500	1	06/16/2019	
05/19/2019	400, Retroactive Pay	1		436	1	06/02/2019	

IMPORTANT: Do not delete previous earning line – deleting it on the EAPF will not remove the line from the pay record.

Comments

The EPAF Comments should indicate the correction being made.

e.g. Underpayment -- Original EPAF 123456 submitted for \$xxx total pay. Corrected amount is \$xxx total pay based on enrollment <insert calculation>. Employee is due retro amount of \$xxx.xx. (corrected special rate \$xxx.xx less original special rate \$xxx.xx = amount of retro \$xxx.xx)

Comment



Note: When more than one earning code is used on an EPAF, you can use a correction EPAF to modify one earning code and leave another earning code unchanged.