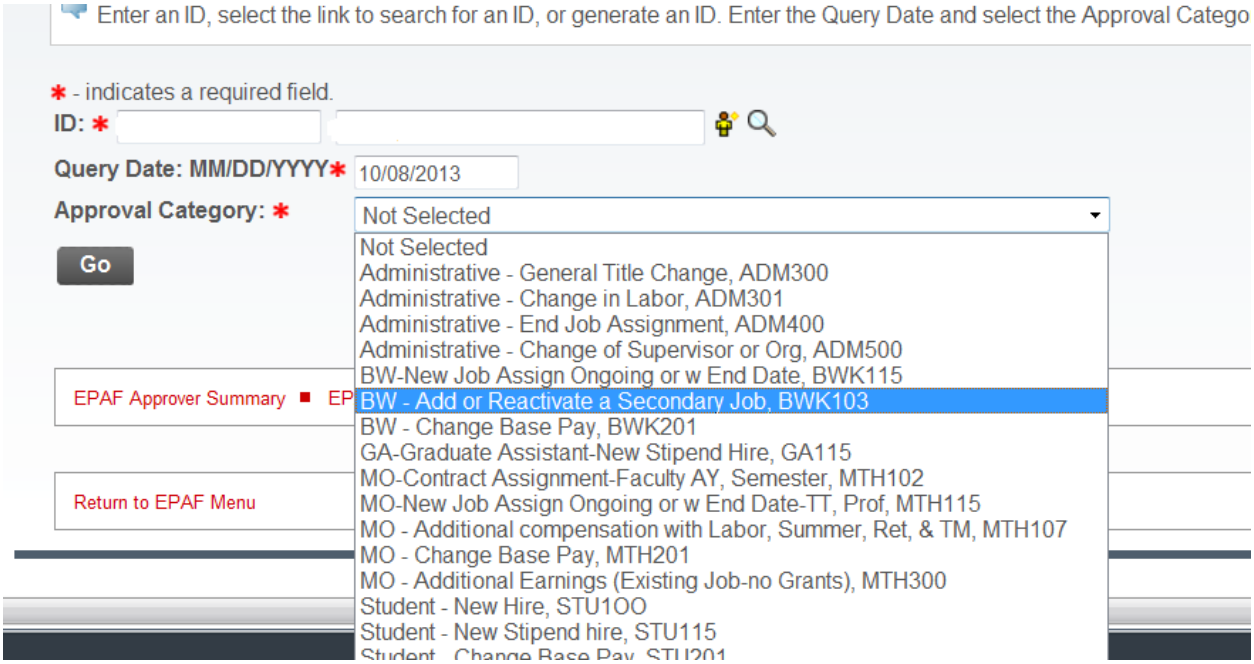
BWK 103 (Add or Reactivate a Secondary Job)

This EPAF is used for employees paid biweekly when adding (first time only when the employee has not had this particular secondary job before) or reactivating (renewing) a secondary job assignment. For example, a current biweekly employee may be paid a special amount to work at a special event, or might teach a class for a semester. Before you begin this EPAF, please be sure you have the following information:

- The beginning and ending assignment dates
- The position number and suffix for assignment. (Suffix is typically 00)
- The BSU ID number of the employee and the supervisor
- The hourly pay rate (Contact your HR Rep if necessary – many times the rate must be calculated by your HR Rep)
- The names of approvers that will be included
- Necessary information for the Comments section (For type of work, total pay and dates)

Log on to Self Service Banner and click on the Employee tab. Select the box labeled Electronic Personnel Action Forms. This brings up the main EPAF menu. Choose 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. You should make the query date the beginning date of the assignment. Then, select BWK 103 – Add or Reactivate a Secondary Job - from the drop down menu that is activated by clicking on the arrow highlighted in the illustration above. Then, click on GO. In this example we are reactivating a secondary assignment for a biweekly employee. (The employee has had this

assignment before.) You will then see the job information section of the EPAF in which you will chose the current secondary job shown in the highlighted fields below.

Query Date: Oct 08, 2013

Approval Category: BW - Add a Secondary Job, BWK103

Job Information - Hourly - NBAJOBS, JOBHRL

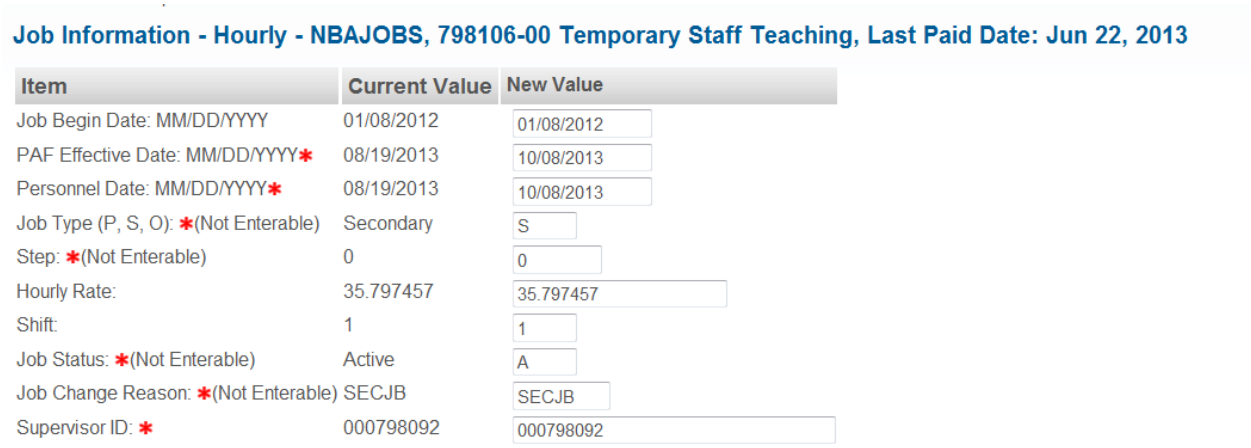
Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job									
	Primary	102545	00	Audio Digital Sys Engineer	600040, School of Music	Jul 01, 2011		Aug 31, 2013	Active	
	Secondary	798106	00	Temporary Staff Teaching	600040, School of Music	Jan 08, 2012	Dec 21, 2013	Jun 22, 2013	Active	

All Jobs

Next Approval Type | Go

Then, click on GO to display the Job Information section of the EPAF as shown below.

- For this example, we are looking at a current biweekly employee who already has a primary job and has had this particular secondary job before. The secondary job needs to be reactivated since he will start teaching classes on October 8, 2013.
- The fields under the Current Value column have values because the employee has had this secondary job before. (If you are adding a secondary job for the employee, i.e., the employee has not had this particular secondary job before, the fields under the Current Value column will be blank.)
- Enter the same Job Begin Date as shown in the Current Value column, or leave the field blank. Enter the date the job begins in both the PAF Effective Date field and the Personnel Date field. (Please refer to the training document, "EPAF Dates" for further detail about these fields.) See example below:



Job Information - Hourly - NBAJOBS, 798106-00 Temporary Staff Teaching, Last Paid Date: Jun 22, 2013

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY	01/08/2012	01/08/2012
PAF Effective Date: MM/DD/YYYY*	08/19/2013	10/08/2013
Personnel Date: MM/DD/YYYY*	08/19/2013	10/08/2013
Job Type (P, S, O): *(Not Enterable)	Secondary	S
Step: *(Not Enterable)	0	0
Hourly Rate:	35.797457	35.797457
Shift:	1	1
Job Status: *(Not Enterable)	Active	A
Job Change Reason: *(Not Enterable)	SECJB	SECJB
Supervisor ID: *	000798092	000798092

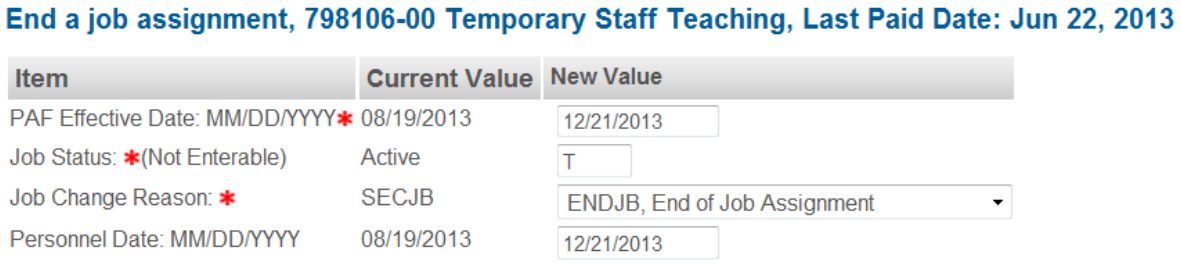
- Note that the Job Type field is "Not Enterable", as the job type for this EPAF will always be "S - Secondary."
- "Step" is used for service positions only. This field will always be "0" for staff positions. Please contact your HR Representative if you have questions about the Step field for service employees.

- Then, enter the Hourly Rate (contact your HR Rep if you need this information, as many times it has to be calculated first by the HR Rep.)
- Note that both Job Status and Job Change Reason fields are "Not Enterable", since they will always be "A"-Active and "SECJB" – Secondary Job.
- Enter the supervisor ID number.

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.

The next section of the EPAF is the Labor Distribution section. Check this area to ensure the correct FOAP is being used.

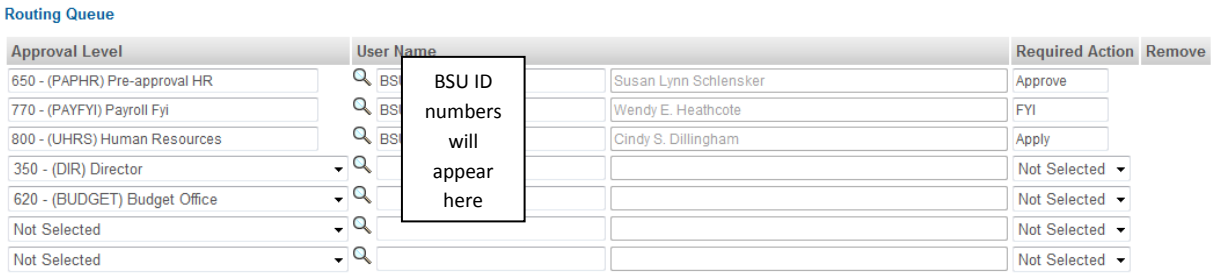
The next section of the EPAF is the End a Job Assignment section. Enter the end date of the pay period in which the assignment ends in the PAF Effective Date field and the actual date the assignment ends in the Personnel Date field (these dates may be the same in some instances). Job Status will be T-Terminate, and Job Change Reason will be ENDJB – End of Job Assignment.



Note: the Personnel Date field is for information only and does not have to be completed. However, if you enter a date in this field – it would be the same as the PAF Effective Date, unless the work ended before the original end date for the assignment. The Personnel Date field is helpful in documenting actual work dates.

Next, complete the Routing Queue section of the EPAF which lists the approval levels that you want for this action. Shown on the next page (page 4) is that section with the mandatory approval levels populated with the appropriate approvers. When you initially go to that section

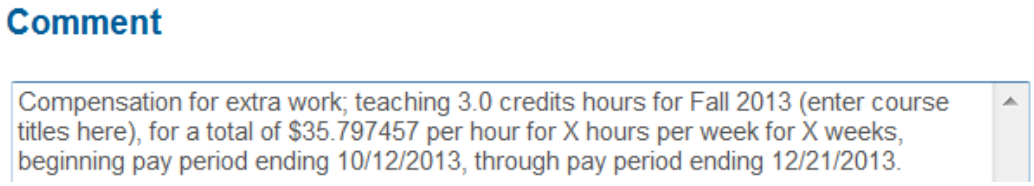
the user name fields will be blank, but when you click on the magnifying glass a list of possible approvers will appear from which you may select.



You may add other approval levels that may be required for your area such as Director, College Budget Director, Budget Office, etc. In most areas, unless you are specifically told otherwise, the Vice President may be assigned an FYI instead of an Approve in the Required Action field.

Shown above is what a Routing Queue might look like before specific individuals have been selected in the Director and Budget Office levels.

Important: Add detailed comments to the EPAF in the "Comment" section. In this EPAF, comments are **required** because it will instruct Payroll on how to pay the employee. In a situation like this that involves an employee teaching classes over a period of time, your HR Rep will calculate the hourly rate, hours per week and number of weeks. Below is an example of what those comments might be for this EPAF after the pay rate and number of weeks is obtained from the HR Representative:



Your final steps in creating the EPAF should be:

1. Check the EPAF for accuracy
2. Select "SAVE"
3. Select "SUBMIT"

- ✓ **If you have questions, please contact your Super Admin.**
- ✓ **For a list of Super Admins, please go to: http://cms.bsu.edu/about/administrativeoffices/informationtechnology/banner/bannerhelpstaff/superadmins**
- ✓ **If your Super Admin is not available, please send an email to ERPHR@bsu.edu for assistance.**