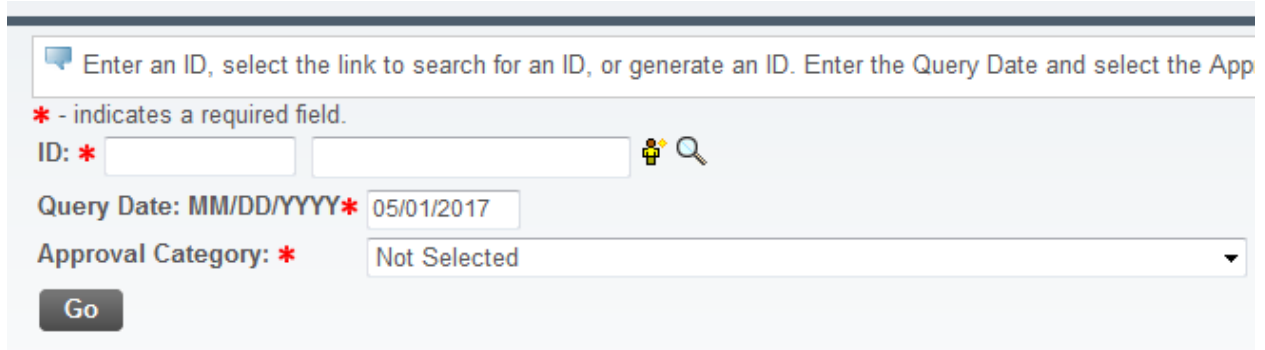


BWK 115 (Temp Primary Job Assignment Renewal)

This EPAF is used for employees paid biweekly when renewing a temp job assignment that is the employee's only (primary) assignment. Before you begin this EPAF, please be sure you have the following information:

- The beginning assignment date and the ending date
- 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
- Job Change Reason - CONT – Continuation of a Temporary Assignment
- The names of approvers that will be included
- Necessary information for the Comments section

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.



The screenshot shows a search form for EPAFs. At the top, there is a text box with a speech bubble icon containing the instruction: "Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the App". Below this, a red asterisk is followed by the text "* - indicates a required field." The form contains the following fields:

- ID: *** followed by two empty text input boxes and a magnifying glass icon.
- Query Date: MM/DD/YYYY*** followed by a text input box containing the date "05/01/2017".
- Approval Category: *** followed by a dropdown menu currently showing "Not Selected".

At the bottom left of the form is a dark grey button labeled "Go".

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 115 – Temp Job Assignment from the drop down menu that is activated by clicking on the arrow highlighted in the illustration above. Then, click on GO.

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category.

* - indicates a required field.

ID: * 000000000

Query Date: MM/DD/YYYY * 04/24/2017

Approval Category: *

Go

EPAF Approver Summary

Return to EPAF Menu

RELEASE: 8.9.0.3

Not Selected

Not Selected

Administrative - General Title Change, ADM300

Administrative - Change in Labor, ADM301

Administrative - End Job Assignment, ADM400

Administrative - Change of Supervisor or Org, ADM500

BW-Temp Job Assign Ongoing or w End Date, BWK115

BW - Add or Reactivate a Secondary Job, BWK103

BW - Change Base Pay, BWK201

GA-Graduate Assitant-New Stipend Hire, GA120

MO-Contract Assignment-Faculty AY, Semester, MTH102

MO-New Job Assign Ongoing or w End Date-TT, MTH115

MO - Additional compensation w Labor, Summer, Ret, TM, TF & F6, MTH107

MO - Change Base Pay, MTH201

MO - Additional Earnings (Existing Job-no Grants), MTH300

Student - New Hire, STU110

Student - New Stipend hire, STU115

Student - Change Base Pay, STU201

Summer 1, SS1107

Summer 2, SS2107

Summer Full Semester, SSM107

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

Query Date: Apr 24, 2017

Approval Category: BW-Temp Job Assignment, BWK115

Job Information - Hourly - NBAJOBS, JBHRL2

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job										<input type="radio"/>

All Jobs

Next Approval Type Go

For this example, we are continuing a temporary assignment for an employee who will begin work on Monday, April 24, 2017. Enter the Job Begin Date, PAF Effective Date, and Personnel Date which is the first day in which the assignment begins. Job Begin Date will be the date that is in the Current Value field. (For further detail about these date fields, please refer to the training document, “EPAF Date Fields” on the Banner EPAF User Guide webpage by clicking on the link for Banner EPAF General Information and selecting EPAF Date Fields). See example below:

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY	02/16/2014	<input type="text"/>
PAF Effective Date: MM/DD/YYYY *	08/29/2016	<input type="text" value="04/24/2017"/>
Personnel Date: MM/DD/YYYY	08/29/2016	<input type="text" value="04/24/2017"/>
Job Type (P, S, O): (Not Enterable)	Primary	<input type="text" value="P"/>
Step:	0	<input type="text"/>
Hourly Rate:	32.312307	<input type="text" value="32.312307"/>
Shift:	1	<input type="text"/>
Job Status: *(Not Enterable)	Terminated	<input type="text" value="A"/>
Job Change Reason: *	ENDJB	<input type="text" value="CONT, Continuation of Assignment"/>
Supervisor ID: *	000780425	<input type="text" value="000780425"/>

- Note that the Job Type field is “Not Enterable”, as the job type for this EPAF will always be “P – Primary.”
- “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, followed by Shift (1, 2, or 3)
- Job Change Reason used with BWK115 is “CONT – Continuation of Assignment.”
- Please note the “(Not Enterable)” fields that exist in the EPAF.

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.

In the End a Job Assignment section, enter the end date for the assignment in the PAF Effective Date field. 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. The Job Change Reason Code will be “ENDJB – End of Job Assignment”, and the Job Status will be “Terminated.”

Item	Current Value	New Value
PAF Effective Date: MM/DD/YYYY*	07/03/2016	07/01/2017
Personnel Date: MM/DD/YYYY	07/03/2016	07/01/2017
Job Change Reason:	CONT	ENDJB, End of Job Assignment
Job Status:	Active	Terminated

Next, complete the Routing Queue section of the EPAF which lists the approval levels that you want for this action. Shown below 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.

Routing Queue

Approval Level	User Name	Required Action	Remove
650 - (PAPHR) Pre-approval HR	BSU ID [magnifying glass] Susan Lynn Schlensker	Approve	
770 - (PAYFY) Payroll Fyi	BSU ID [magnifying glass] Wendy E. Heathcote	FYI	
800 - (UHRS) Human Resources	BSU ID [magnifying glass] Cindy S. Dillingham	Apply	
350 - (DIR) Director	[magnifying glass]	Not Selected	
620 - (BUDGET) Budget Office	[magnifying glass]	Not Selected	
Not Selected	[magnifying glass]	Not Selected	
Not Selected	[magnifying glass]	Not Selected	

BSU ID numbers will appear here

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.

Next, PLEASE add detailed comments to the EPAF. Below is an example of what those comments might be for this EPAF. Note: If you need to change the FOAP for the temporary assignment, please enter the correct FOAP in the comments and it will be updated when the EPAF is applied.

Comment

Temporary administrative coordinator from 4/24/17-07/03/2017.]

Your final steps in creating the EPAF should be:

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

If you encounter errors and are unsure how to correct them, please contact your Super Admin. If your Super Admin is not available, please send an email to ERPHR@bsu.edu for assistance.