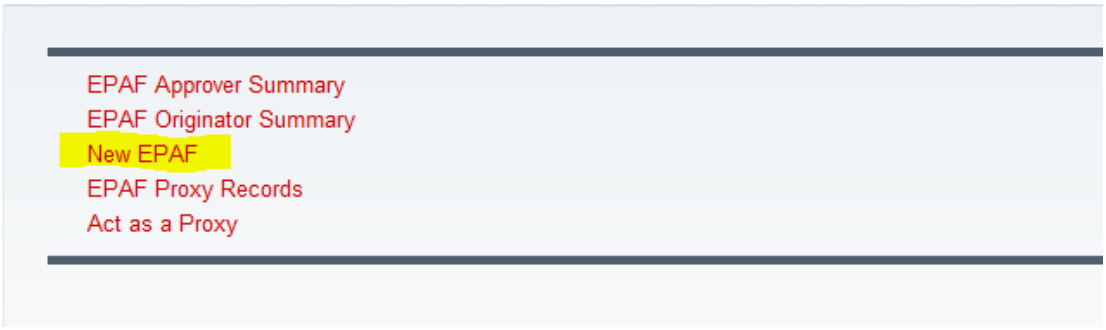
EPAF BWK 201

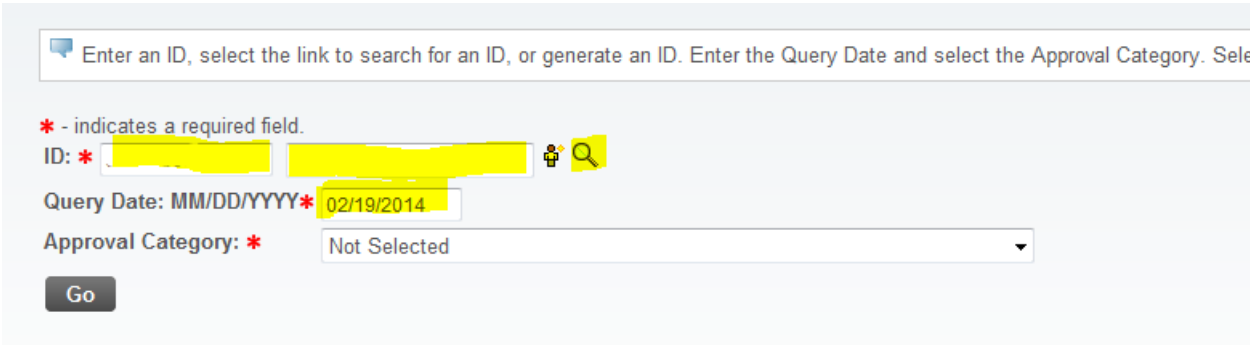
Change Base Pay (Biweekly Staff or Service Employee)

EPAF BWK 201 is used to change the base pay for staff or service employees paid biweekly. Before you begin this EPAF, please check with your HR Representative to ensure you have the correct information.

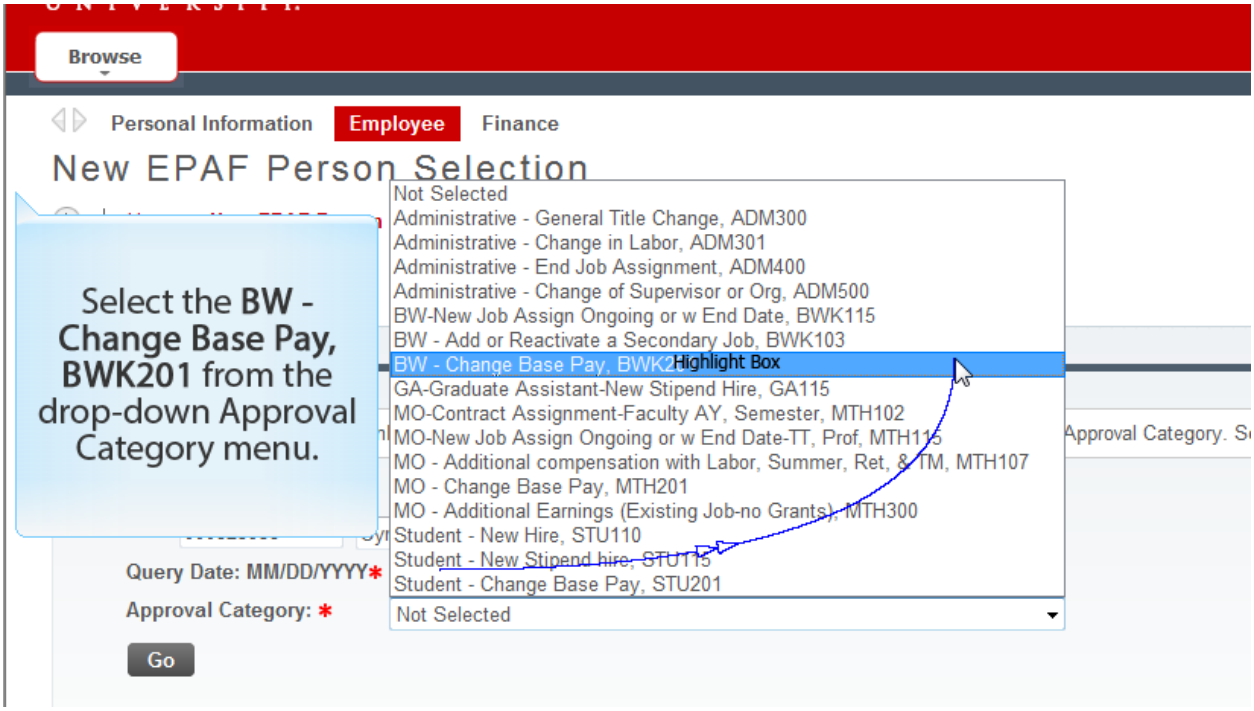
Log on to Self Service Banner and click on the Employee tab. Select the box labeled Electronic Personnel Action Forms. This brings up the main EPAF menu. Choose New EPAF. Shown below is what will be displayed:



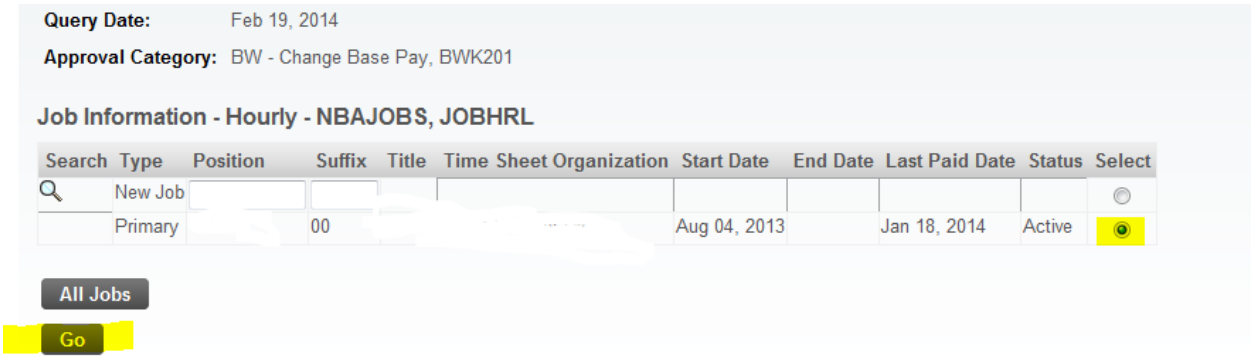
Enter the BSU ID number of the employee in the ID field, and then enter the Query Date. You should make the query date the new base pay will go into effect.



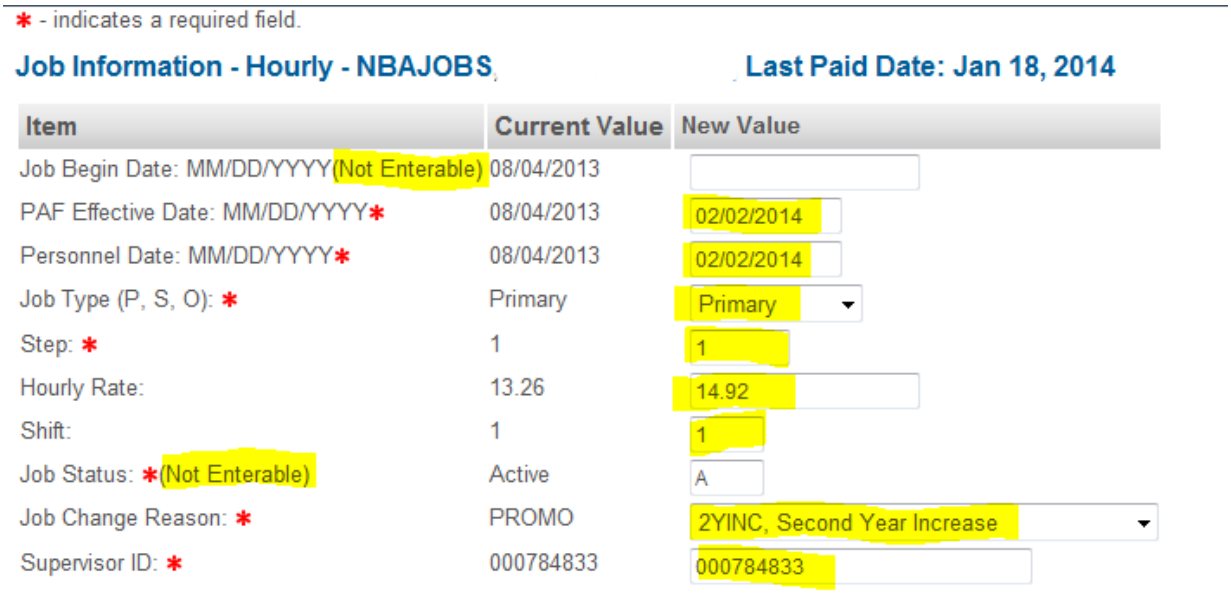
Then select “BW – Change Base Pay, BWK201” - from the drop down menu that is activated by clicking on the arrow highlighted in the illustration above. Then click on GO.



After clicking on “Go”, you should see any active jobs for the employee. On the far right, select the job you want to change by clicking on the “radio button”, then click once again on “Go”:



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



* - indicates a required field.

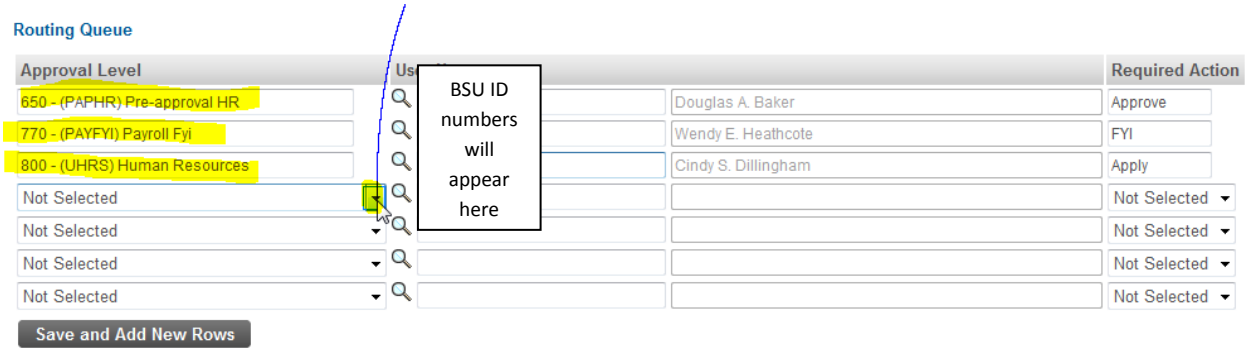
Job Information - Hourly - NBAJOBS **Last Paid Date: Jan 18, 2014**

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY(Not Enterable)	08/04/2013	
PAF Effective Date: MM/DD/YYYY*	08/04/2013	02/02/2014
Personnel Date: MM/DD/YYYY*	08/04/2013	02/02/2014
Job Type (P, S, O): *	Primary	Primary
Step: *	1	1
Hourly Rate:	13.26	14.92
Shift:	1	1
Job Status: *(Not Enterable)	Active	A
Job Change Reason: *	PROMO	2YINC, Second Year Increase
Supervisor ID: *	000784833	000784833

- For this example, we are changing a service employee's pay rate to reflect a second year increase.
- The Job Begin Date is not enterable since the employee's job begin date is not changing.
- Enter the PAF Effective Date of the increase, which should be the beginning of the pay period.
- Enter the Personnel Date, which is typically the same date as the PAF Effective Date.
- Enter the same Job Type that is in the Current Value column.
- Enter the Step number – in this example we enter "2" since it is a second year increase.
- Enter the new hourly rate.
- Enter the shift.
- The Job Status field is not enterable and will remain "A" – Active.
- Enter the Job Change Reason – in this example it would be "2YINC – Second Year Increase".
- Enter the Supervisor ID.

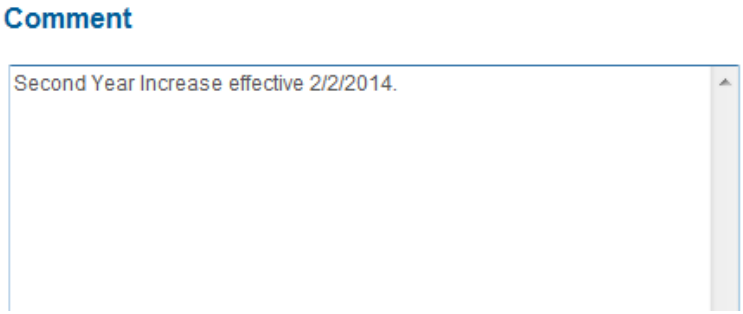
TIP: If you haven't saved the EPAF for a while you may want to do so at this time by clicking the Save button at the top or bottom of the form.

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 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.

Important: Add detailed comments about the EPAF in the "Comment" section, for thorough documentation practices.



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.**