

INSTRUCTIONS

FOR

CREATING

**GRADUATE
ASSISTANTS**

EPAFS

How to Create an EPAF in Banner

IMPORTANT: Before you begin the Fall and Spring EPAFs, you MUST check to verify if the person you are entering is either:

New
Current (Active)
Terminated

1.) Log onto the EPAF form by typing “NOAEPAF” in the “Go To...” box and hit “Enter” **OR**

Access the EPAF form by clicking on the “Human Resources [*HRS]” link.

Click on the “Electronic Approvals [HRSELECAPPR]” link.

Click on the Electronic Personnel Action link [NOAEPAF]

Make sure before you begin an EPAF that all the information on the top is cleared out before you can begin. If you previously did an EPAF, that information will appear at the top. You will need to go to “Record” and “Clear.”

2.) If you know the employee’s 901 number, enter it in the ID text box.

3.) If you do not know the employee’s 901 number, click on the drop-down arrow beside the ID text box.

4.) Select the “List for Person” **SOAIDEN** link from the pop-up menu

Enter the person’s Last Name and First Name and either press “F8” or from the top menu click “Query” and then “Execute.”

5.) Once you have selected the employee’s name, it will appear on the EPAF form.

6.) You will now select an Approval Category.

- 7.) If the person you are entering is a **“New Employee”** or if they have a **“Terminated”** Status, use the categories below. If they are **NOT** a new employee or **DO NOT** have a terminated status, skip to instruction **NUMBER 8.**

For Graduate Assistants who are **New or Terminated EPAF Categories begin with the letter “N.”** The choices are:

CATEGORY NAME	SESSIONS	BANNER PAYROLL BEGIN DATE <u>(USE FOR QUERY DATE)</u>	BANNER PAYROLL END DATE
NGAFLY	Full Fiscal Year	7/17/09	6/30/10
NGAFAL	Fall	9/1/09	12/31/09
NGAADY	Full Academic Year	9/1/09	5/16/10
NGASPR	Spring	1/17/10	5/16/10

- 8.) **“Current Employee” with “Active” Status categories begin with “C.”**

The Categories are:

CATEGORY NAME	SESSIONS	BANNER PAYROLL BEGIN DATE <u>(USE FOR QUERY DATE)</u>	BANNER PAYROLL END DATE
CGAFLY	Full Fiscal Year	7/1/09	6/30/10
CGAFAL	Fall	8/17/09	12/31/09
CGAADY	Full Academic Year	8/17/09	5/16/10
CGASPR	Spring	1/1/10	5/16/10

- 9.) Note that the “Approval Type” field has been populated based on the Approval Category chosen.
- 10.) Please click in the “Query Date” text box. This date is the “Banner Payroll Begin Date” from above. This is **not** the date when the session begins. Enter the date here.
- 11.) If the person you are entering is a current “Active” employee and your EPAF category begins with “C” go to instruction **NUMBER 14.**
- 12.) If your employee is new or terminated and your EPAF category begins with “N”, continue with instruction **NUMBER 13.**

- 13.) Since you are entering information for a new or terminated employee, you have one extra EPAF Type to enter which places information on the PEAEMPL form. You cannot enter the “Position” or “Suffix” at this time. You will do this on the next Type. Hit Control + Page Down.
- You are now on the Approval Type “Est. GA Employment.” Don’t panic if you see information in the Current Value field. What you are going to enter will override this information.
 - You will notice that most of the information is defaulted.
 - First enter the “Home Organization.” (The org where they are physically located, not necessarily where they are paid from).
 - Enter the “Distribution Orgn.” (The org where they are paid).
 - Hit “Save.”
 - Now go to “Options” then “Next Action.”
 - You will notice that the “Approval Type” has automatically changed to the “Hire” Approval Type.
 - At this point, go back to the top and enter the “Position” and “Suffix.”
- 14.) Click in the “Position” text box. If you know the position number, enter it here.
- 15.) If you do not know the position number, click on the drop-down arrow beside the position text box. Graduate Assistant position numbers MUST begin with “15” followed by the four-digit org the position is paid from. Select “List of all Positions” from the pop-up menu.
- 16.) Search for the correct position number in the list provided. Double click on the position number to select.
- 17.) You now need the “Suffix Number.” Click the down arrow and select the “List of Employee’s Jobs” link. This takes you to the NBIJLST form. Once you are on this form, you will need to do a rollback and change the query date on the top right of the screen.
- 18.) Change the date year to 1999 to see if the person has had this position before. If not, their suffix will be “01.” If they have had this position before, select the next chronological Example: If a person has position # 152195 and the last suffix listed beside that position is “27,” then the suffix that you will use on the EPAF you are creating is “28.” Click the “X” to exit from this screen.
- 19.) Enter the number in the “Suffix” textbox. If you type in the suffix, and a date appears in the “Last Paid Date” field beside the Query Date OR if information appears in the “Current Value Field,” you have chosen the wrong suffix. If you have entered any other EPAFs for this person with the same position, go to the next suffix number even if it doesn’t appear on NBIJLST. Example: You just entered and EPAF for Susie Smith with position 152495 with suffix 12. If this job does not appear on NBIJLST, it has not been applied to the database yet, so on the next EPAF for her with this position number choose suffix 13.

- a. ****REMEMBER**** on the previous type, “Est. GA Employment,” I told you that you may see information in the “Current Value Field,” and it was ok. However, on the “Hire” Category, you should not have any information in the Current Value Field.
- 20.) Control + Page Down to see EPAF information below. You will notice that most of the field information is defaulted in. The fields you will need to enter are blank.
- 21.) Hit the “Tab” key or click with the mouse on the fields where the information is needed.
- 22.) Enter the “Annual Salary,” numbers only. Ex. \$1,000.00 can be entered as 1000. If you are paying with cents you need to enter decimals Ex. \$1,235.23 can be entered as 1235.23.
- 23.) Enter the “Timesheet Orgn.” This is the org where the employee actually works, not necessarily the org from which they are paid.
- 24.) Click the “Save” button.
- 25.) Select “Options” from the top menu.
- 26.) Select “Next Action” from the options menu.
- 27.) The “Approval Type” has automatically changed for “Labor Distribution.” Hit Control + Page Down to view the screen.
- 28.) If there are multiple lines showing and you need both of the orgs listed, simply hit “Save.”
 - a. If there are multiple lines for the Labor Distribution and you only need one of the lines, remove the line which is not needed; click on that line and go to the icon menu at the top underneath File, Edit where the pictures are showing. Click “Remove Record.” You may need to click it a couple of times to make sure the entire record is removed. Once the record is removed, you will need to change the percentage to “100.”
 - b. **DO NOT ENTER ANYTHING IN THE FUNDING LINE THAT IS NOT ALREADY THERE!!!**
- 29.) Hit “Save.”
- 30.) Select “Options” from the menu.
- 31.) Select “Next Action” from the options menu.
- 32.) The “Approval Type” has now changed to the “Alternate Earn Code.” Hit Control + Page Down to see the information on the screen.
- 33.) This information is not defaulted in. The system does not allow it.
- 34.) Make sure that you do not type over the “Effective Date” when entering your information. This date must not be changed.

35.) Add your information under the “New Default Earnings” located at the bottom of the screen. You will need to add the “Earnings Code” under the “Earnings” column by using one of the codes below:

Go to <http://www.marshall.edu/accounting/payroll> for when to use specific earn codes below.

EARNINGS CODE	EARNINGS CODE DESCRIPTION
GCL	Graduate Assist-Support Staff
GRE	Graduate Assistant-Research
GTE	Graduate Assistant-Teaching

- 36.) Enter 1.00 in the “Hours or Units.” Make sure the Deemed Hours field is empty.
- 37.) Hit “Save.”
- 38.) Select “Options” from the menu.
- 39.) Select “Next Action.”
- 40.) The “Approval Type” has now changed for the “Pay Factors.” Control + Page Down.
- 41.) Everything on this screen defaults in.
- 42.) Hit the “Save” button.
- 43.) Go to “Options” on the menu.
- 44.) Select “Next Action.”
- 45.) This screen is where you will “Terminate” the job. The “Approval Type” has changed so you can set the termination information. Control + Page Down.
- 46.) All the information is defaulted in.
- 47.) Hit the “Save” button.
- 48.) Go to “Options’ on the menu.
- 49.) Select “Routing” from the options menu.
- 50.) You are now at the “Routing Screen.” This is the path that the EPAF will travel.

51.) A New or Terminated Employee “Routing” path will be:

Approval Level	Approval Level Code	Action	Person
30	Dean/Director	Approval	Approver in your Department
41	VP/PRE	Approval	VP in your area
60	HUMRES	Approval	Kristi Wilson
70	PAYROLL	Apply	Shyla Abraham

A Current Employee “Routing” path will be:

Approval Level	Approval Level Code	Action	Person
30	Dean/Director	Approval	Approver in your Department
41	VP/PRE	Approval	VP in your area
70	PAYROLL	Apply	Shyla Abraham

- 52.) The “Level Code” and “Level Number” are defaulted due to mandatory settings. You can have your usernames default in OR you can select them from the drop down box.
- 53.) You can also click on the “User ID” drop-down and select a name from the pop-up menu.
- 54.) This pop-up menu has been pre-populated with authorized users at this specific level. Select a name from the list.
- 55.) The name you selected will now populate on the EPAF “Routing Form.”
- 56.) Click “Save.”
- 57.) Go to “Options” on the menu.
- 58.) Select “Other Information and Comments.”
- 59.) In this section, you MUST enter the information you would normally enter in the PAR remarks section for a GA. Your Username and Date and Time will be saved.
- 60.) Hit “Save.”
- 61.) Go to “Options” on the menu.
- 62.) Select “Transaction.”
- 63.) Hit “Save.”
- 64.) Go to “Options.”
- 65.) Select “Submit Transaction.”
- 66.) If the transaction was successful, you will see “Transaction Submitted” at the bottom left of the screen. Click the “X” to exit or go back to the main screen to enter additional EPAFs. Click on the “Transaction” tab on the left side of your screen and then do a rollback if you have additional

EPAFs. Make sure all the information at the top of the form is taken off. When you start a new EPAF the fields should be blank. Enter a 901 number. Ignore the remaining instructions.

- 67.) If you DO NOT see “Transaction Submitted,” a new screen NOIEMSG pops-up, which means that you have “Errors and/or Warnings”. You can ignore the warnings because the EPAF will send with warnings. However, if you have any errors, you will need to correct them because the EPAF will not send.**
- 68.) If you have errors, click on the “Approval Type” to the left of the Error.**
- 69.) Select “Options.”**
- 70.) Select “Personnel Action Form [NOAEPAF].”**
- 71.) This takes you back to the EPAF form and the Approval Type where the corrections need to be made.**
- 72.) Make the requested changes to the EPAF and hit “Save”**
- 73.) You will need to go back and correct all the errors that you see and hit “Save”.**
- 74.) Go to “Options” and “Submit Transaction.” If there are additional errors, you must repeat steps 68 through 74.**
- 75.) If you see “Transaction Submitted” at the lower left corner of your screen, the EPAF has been successful.**
- 76.) Click the “Exit” button.**