
Banner HR/Payroll

Electronic
Personnel Action
Form

Version 2.0; February 7,
2011

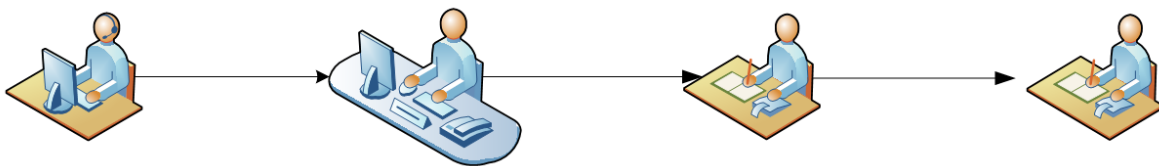
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Purpose

This document is provided as a resource to assist you with completing Electronic Approvals or ePAFs. As an Electronic Approval Originator, you have been given access to create ePAFs on behalf of your department.



Enter the information as prompted for preparing an ePAF and submit for approval

Your supervisor will review the ePAF. If it is correct, your supervisor will approve it. Incorrect ePAFs will be returned to you.

Required approvers will repeat the review and approve/return as required.

Payroll will automatically load ePAFs that have been approved by the PAF deadline dates.

Glossary

Provide a list of terms used in the manual that may not be familiar to the reader. Also define every acronym and abbreviation referenced by the manual.

Example table:

Term	Description
ePAF	Electronic Personnel Action Form
INB	Internet Native Banner - a resource system used by SHSU for administrative tasks
My Sam	Web portal common to SHSU
Sam ID	Identification number assigned by SHSU. Previously 7 digits but now preceded by two leading 0s for use in Banner.
SSB	Self Serve Banner - a resource system used by SHSU for self-service tasks

ePAF - Electronic Personnel Action Form

An electronic personnel action form, called ePAF, is an online form originated by the department to communicate an employment decision to the Human Resources and Payroll Offices.

Common examples of employment decisions requiring an ePAF include:

- Hire a new employee
- Transfer an employee from one department to another
- Give an employee a six-month salary increase
- Change the labor distribution of the employee's job
- Add an assignment to the employee's job records

Each job change must be approved on multiple levels. All ePAFs require department and Human Resources approval. Each ePAF has been assigned an **Approval Category** that determines the required levels of approval. Finally, the ePAF is approved by the Payroll Office and applied to the employee's job record. If there are problems with the ePAF, a designated approver can select **Return For Correction** and require the originator to correct or recreate the ePAF. The ePAF must be completed, approved and applied in a timely manner so the job record can be updated prior to payroll calculation.



Timely completion of an ePAF is essential to help the Payroll Office pay an employee accurately and on time.

ePAF Access

Access to ePAFs through Self Serve Banner (SSB) is the result of your position at the university. Permission is granted through the Payroll Office and is based on the authorization of the department administrator. Once permission has been granted, you will have the ePAF role available on SSB through My Sam.

1. After logging into **My Sam**, two options for accessing the ePAF menu will be available:
 - a. Quick link channel on the **Employee Resources** page or
 - b. Located in the **Campus Resources** page is **Banner Self-Service** channel. Click **Employee**.
2. Once in SSB - select the **Employee tab** (Fig. 1).

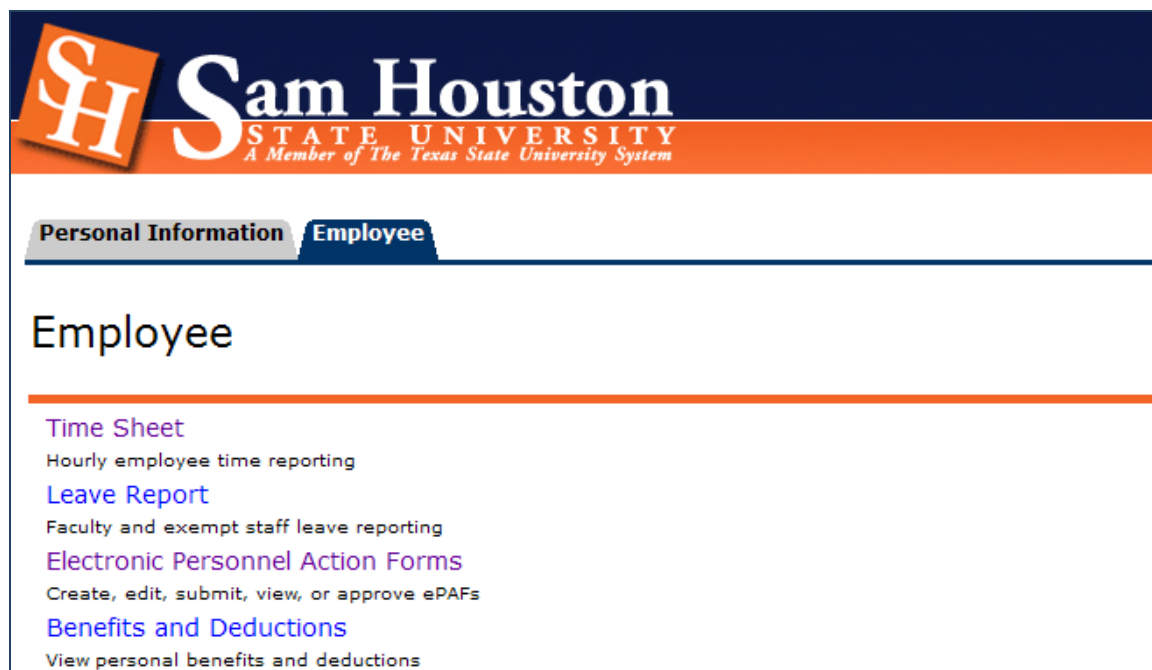


Fig. 1

Select **Electronic Personnel Action Forms** to open the ePAF menu. Several options are available within the ePAF Menu:

- ePAF Approver Summary – click to access ePAFs awaiting approval; available for those with “approver” status
- ePAF Originator Summary – click to access prepared ePAFs
- New ePAF – click to begin a new ePAF
- ePAF Proxy Records – allows an approver to specify and authorize one or more users to approve ePAFs on their behalf
- Act as Proxy – allows preparer to select another queue, if designated as a proxy for another person

ePAF Approver Summary

The ePAF Approver Summary page is presented to all users designated as an ePAF approver in employee self-service (Fig. 2).

EPAF Approver Summary

Current In My Queue History

Select the link under Name to access details of the transaction.

Queue Status:

No transactions found in your queue.

[New EPAF](#) | [Update Proxies](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)
[Return to EPAF Menu](#)

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Fig. 2

The page contains three tabs:

- Current – Lists all ePAFs still needing action by an approver.
- In My Queue – Lists all ePAFs which have the status “In the Queue” and have yet to be processed. The Queue status will be one of the following:
 - Pending
 - FYI
 - More Information
- History – Lists ePAFs which have already been processed. They will have one of the following statuses:
 - Approved
 - Acknowledged
 - Overridden
 - Applied
 - Disapproved
 - Returned for Correction
 - Void
 - Removed from Queue

To approve or acknowledge a transaction:

1. Select the Action check box for the relevant ePAF, or click Select All to mark the Action check box for all ePAFs.
2. Click Save.

ePAF Originator Summary

As the name implies, the ePAF Originator Summary page is available to all originators to check the status of their ePAF transactions (Fig. 3). This page consists of two tabs – Current and History.

EPAF Originator Summary

Current History

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status: All Go

No transactions found in your queue.

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)

[Return to EPAF Menu](#)

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Fig. 3


Current – In the Current tab, you can access ePAF transactions having the following transaction statuses: All, Return for Correction, or Waiting.

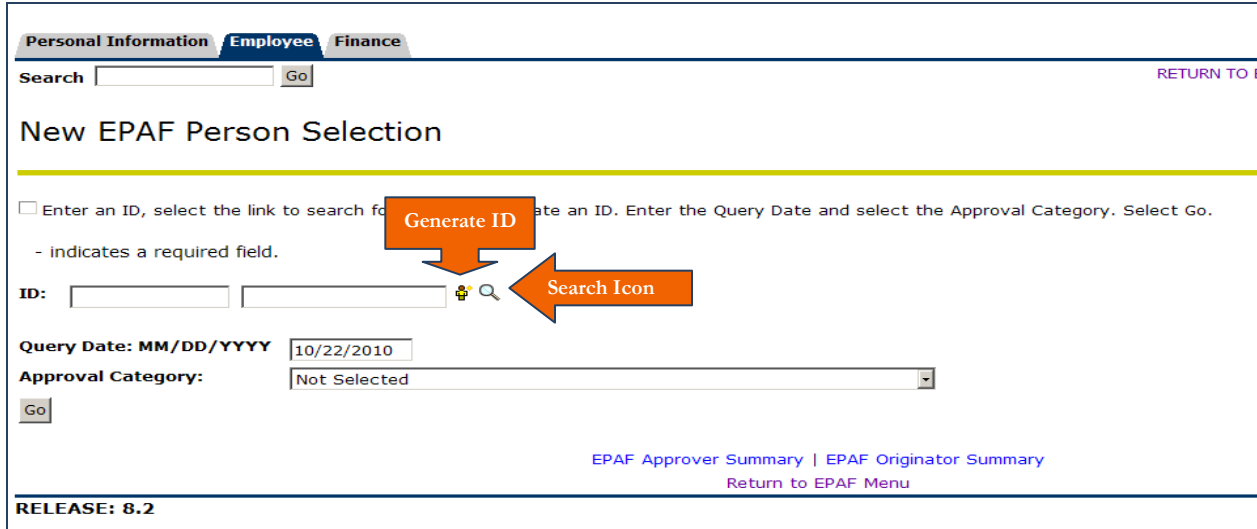
History – In the History tab, you can access all ePAF transactions having the following transaction statuses: Pending, Approved, Partially Complete, Complete, Disapproved, Voided, or Canceled.

New ePAF

New ePAF Person Selection

To begin a new ePAF, begin by entering the employee Sam ID number. If preparing an ePAF for a new hire, click on the search icon to determine if the individual already has a Sam Id. (Refer to Fig. 4

 Duplicate IDs have a serious impact campus wide. It is important that you use every search option available to confirm that the employee does not have a Sam Id established before proceeding with generating a new Sam Id.



The screenshot shows the 'New EPAF Person Selection' form. At the top, there are tabs for 'Personal Information', 'Employee', and 'Finance'. Below the tabs is a search bar with a 'Go' button and a 'RETURN TO B' link. The main heading is 'New EPAF Person Selection'. Below this is a checkbox with the text: 'Enter an ID, select the link to search for an ID. Enter the Query Date and select the Approval Category. Select Go. - indicates a required field.' There are two input fields for 'ID:'. The second field has a search icon (magnifying glass) next to it, which is highlighted by an orange arrow labeled 'Search Icon'. Above the first ID field is a 'Generate ID' button, also highlighted by an orange arrow. Below the ID fields are fields for 'Query Date: MM/DD/YYYY' (with '10/22/2010' entered) and 'Approval Category:' (with 'Not Selected' selected in a dropdown menu). A 'Go' button is located below the 'Approval Category' field. At the bottom of the form, there are links for 'EPAF Approver Summary | EPAF Originator Summary' and 'Return to EPAF Menu'. The footer of the form says 'RELEASE: 8.2'.

Fig. 4

1. To search for a person or an employee on the Person Search page click on the Search icon (Fig. 5).

Person Search

Check the box to limit the search to an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the wildcard.

Search Criteria

Employee:

Last Name:

First Name:

Or

ID:

Or

SSN/SIN/TIN:

Records per Page:

[New EPAF](#)
[Return to EPAF Menu](#)

RELEASE: 8.3

Fig. 5

2. An Originator can conduct a person search with the following criteria:
 - Search for the last name and/or the first name of a person, OR,
 - Search for a person using their SSN/SIN/TIN numbers, OR,
 - Search for a person's SAM ID
3. Each of the above searches can be conducted using the wild-card characters (%) and _) if you have partial information for any of the search fields. To conduct a person search:
 - Access the Person Search page by selecting the Search icon corresponding to the ID field on the New ePAF Person Selection page (Fig. 4).
 - Leave the Employee box unchecked to search the entire system for a match.
 - Search for a person by entering their Last Name and/or First Name, or the person's Sam Id, or their SSN/SIN/TIN. Enter percent (%) as the wild-card character if you are conducting a partial search in any of the fields.
 - From the pull-down list, select the number of transactions you wish to see per page on the Person Search Results page.
 - Click Go.
4. The results will be displayed on the Person Search Results page.

5. If - after a thorough search – no Sam Id is found, simply click on the Generate ID icon (Fig. 4). A Sam Id will be created and added to the general person file when the ePAF is submitted for approval.
6. After entering the Sam Id (or generating a Sam Id for a new hire that has never been given one before), enter the **Query Date** for your transaction (Fig. 4). The query date should be the first day in a pay period for all transactions other than hourly (student, other, etc) employment or terminations.
7. Finally, select the type of ePAF that you would like to create in the **Approval Category**. Choose the ePAF type based on the action that is being taken. If you are unable to decide the appropriate **Approval Category**, please contact the Payroll Office for assistance. Available ePAF categories are listed in **Appendix A**.

New ePAF Job Selection

The New ePAF Job Selection page is presented when you are in the process of creating a new ePAF and select an Approval Category that requires you to specify a job for the ePAF transaction on the New Person Selection page.



If you select Approval Categories which involve no changes to job-related fields, the New ePAF Job Selection page will not be displayed.

1. Enter a **Position Code** in the New Job section or select an existing job if a person is already associated with multiple jobs. If you need assistance in selecting the job number, click on the Search icon to the left of “New Job” (Fig. 6).

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: GENERATED
Query Date: Nov 01, 2010
Approval Category: Hire ST, HIRE51

Create Job Assignment - Hourly, JOBS03

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

There are no active jobs based on the Query Date.

[New EPAF](#)
[Return to EPAF Menu](#)

RELEASE: 8.3.0.1

Fig. 6

2. After selecting the appropriate **Position Code**, click Go.

Electronic Personnel Action Forms

Fields displayed in this section of the page depend on the Approval Category you select for an ePAF on the New EPAF Person selection page (Fig. 4). The display of information on an ePAF for a new person and an existing person differs in the following aspect. When you create an ePAF for a new person, based on the Approval Category selected, you can only enter **new values** for the fields on the ePAF.

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID: GENERATED
Transaction: **Query Date:** Nov 01, 2010
Transaction Status:
Approval Category: Hire - Student Assistant, HIRE51

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Transaction History](#)

Bio/Demographic Information - New Hire

Item	New Value
ID: (Not Overrideable)	<input type="text"/>
SSN/SIN/TIN:	<input type="text"/>
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Address From Date: MM/DD/YYYY	<input type="text"/>
Address Type:	Not Selected <input type="button" value="v"/>
Address Sequence No.:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	Not Selected <input type="button" value="v"/>
ZIP or Postal Code:	<input type="text"/>
Nation:	Not Selected <input type="button" value="v"/>
County:	Not Selected <input type="button" value="v"/>
Telephone Type:	Not Selected <input type="button" value="v"/>
Telephone Seq. No.:	<input type="text"/>
Area Code:	<input type="text"/>
Telephone Number:	<input type="text"/>
Phone Extension No.:	<input type="text"/>
Birth Date: MM/DD/YYYY	<input type="text"/>
Citizenship:	Not Selected <input type="button" value="v"/>
Ethnicity:	Not Selected <input type="button" value="v"/>
Veteran Category:	Not Selected <input type="button" value="v"/>
Sex:	Not Available <input type="button" value="v"/>

Fig. 7

Since no information exists in the database, the Current Value column is not displayed. For an existing person, based on the Approval Category, appropriate information is displayed in two separate columns or sections: Current Values and New Values.

Current Values default based on the Query Date entered for the ePAF, with the provision to enter new values for the same fields in the New Values column for various sections on the ePAF page. You can select values from pull-down lists and pop-up windows for the relevant fields.

Creating Employment Record

Complete the information for the Create Employment Record based on the specific position (Fig. 8). If unsure of the information needed, click on the Search icon to see a list of valid values for the item.

Create Employment Record, 9N9964-00 Stdnt Assist-Controller	
Item	New Value
Current Hire Date: MM/DD/YYYY	<input type="text" value="11/01/2010"/>
Employee Status: (Not Overrideable)	<input type="text" value="A"/>
Employee Type/Class:	<input type="text" value=""/> <input type="button" value="Search"/>
Home Department COA: (Not Overrideable)	<input type="text" value="S"/>
Home Department:	<input type="text" value=""/> <input type="button" value="Search"/>
SSN First Name:	<input type="text"/>
SSN Middle Name:	<input type="text"/>
SSN Last Name:	<input type="text"/>
SSN Name Suffix:	<input type="text"/>

Fig. 8

Create Employee I-9 Record

After completing the I-9 with the employee, enter the information as requested (Fig. 9). Enter the I-9 Expiration Date, if applicable.

Create Employee I-9 Record, 9N9964-00 Stdnt Assist-Controller	
Item	New Value
I9 Form Indicator:	<input type="text" value="Not Selected"/>
I9 Date: MM/DD/YYYY	<input type="text"/>
I9 Expiration Date: MM/DD/YYYY	<input type="text"/>

Fig. 9

Create Job Assignment

The Query Date will default into the dates requested for the Create Job Assignment fields (Fig. 10). Items indicated as “Not Override-able” are pre-determined by the approval category chosen.

Create Job Assignment - Hourly, 9N9964-00 Stdnt Assist-Controller	
Item	New Value
Job Begin Date: MM/DD/YYYY	<input type="text" value="11/01/2010"/>
Jobs Effective Date: MM/DD/YYYY	<input type="text" value="11/01/2010"/>
Personnel Date: MM/DD/YYYY	<input type="text" value="11/01/2010"/>
Job Status: (Not Overrideable)	<input type="text" value="A"/>
Job Change Reason: (Not Overrideable)	<input type="text" value="1000"/>
Contract Type: (Not Overrideable)	<input type="text" value="P"/>
Regular Rate:	<input type="text"/>
FTE:	<input type="text"/>
Step: (Not Overrideable)	<input type="text" value="0"/>

Fig. 10

The Regular Rate should be:

- Hourly Employees
 - Rate (ex. 7.25) that the employee should receive for each hour worked
- Salaried Employee
 - Rate that the employee is to receive for the entire period of employment; factored by the FTE that the employee is appointed for. (ex. Faculty @ 5,000.00 per month would have a regular rate of = $(5000 * 1.00 \text{ FTE}) * 9 = 45,000.00$)
 - When calculating the annual salary for Faculty-ALWAYS take the monthly amount of salary they will receive and multiply it by 9 months. All Faculty setups that are less than 9 month have an end date on their salary setup.
 - When calculating the annual salary for Staff. ALWAYS take the monthly amount of salary they will receive and multiply it by 12 months. Employees that are less than 12 months, be sure to put an end date on their employment setup.

The FTE represents the percentage of employment that the employee holds.

Labor Distribution Record

Enter the FOAP that the position is to be paid from (Fig. 11). If two or more accounts apply, indicate the percent of the salary that is to be paid from each account. The percentage must total to 100.00, regardless of the number of accounts indicated or the FTE that the employee holds. For example, an employee may be at a 50% FTE; however 100.00 percent of their salary may come from a single account.

Labor Distribution Record, 9N9964-00 Stdnt Assist-Controller

New
Effective Date: MM/DD/YYYY 11/01/2010

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date MM/DD/YYYY	
Q	S	Q	140100	Q	620000	Q	701401	Q	60	Q	100.00	
Q		Q		Q		Q		Q		Q		
Q		Q		Q		Q		Q		Q		
Q		Q		Q		Q		Q		Q		
Q		Q		Q		Q		Q		Q		
Q		Q		Q		Q		Q		Q		
Total:										100.00		

Fig. 11


Routing Queue

The Routing Queue is predetermined based on the approval category selected (Fig. 12). You must choose a person to represent each Approval Level indicated. Click on the Search icon to access a list of valid employees that hold the position indicated.

Routing Queue

Approval Level	User Name	Required Action
10 - (CHRDIR) Chair/Dir - Dept/School	Q	Approve
15 - (BUDGET) Budget Office Approval	Q	Approve
68 - (HRSTDN) HR - Student	Q	Approve
70 - (HR) Human Resources	Q	Approve
98 - (PAYAPP) Payroll Approval	Q	Approve
99 - (PAYROL) Payroll Apply	Q	Apply
Not Selected	Q	Not Selected
Not Selected	Q	Not Selected
Not Selected	Q	Not Selected
Not Selected	Q	Not Selected

Fig. 12



In the event that the account you are paying from is a grant, click on the down arrow in the first **Not Selected** slot and select the **Office of Research Administration**. If the individual that you are employing is international, click the down arrow in the first available **Not Selected** slot and select International Programs. Select a username from the list by clicking the Search icon.

Comments

Comments can be added by the originator or by any approver along the routing queue (Fig. 13).

Comment

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Transaction History](#)

Fig. 13

After completing all necessary information, click Save.

After clicking Save, any errors or warnings that may occur will be indicated at the top of the ePAF. Warnings can continue through the submission process, however errors will not. You must correct any errors before submitting.



Clicking Save does not submit the ePAF. You must click on **Submit for Approval** when completed.

ePAF Proxy Records

The ePAF Proxy Records page allows you to specify and authorize one or more users to approve ePAFs in your absence (Fig. 14). Based on the number of approval levels at which you have been set up as an approver, you can nominate separate individuals as your proxies at each approval level.

EPAF Proxy Records

Approval Level:

Name: Remove Add

[Return to EPAF Menu](#)

RELEASE: 8.3

Fig. 14

To set up or remove a proxy at an approval level:

1. Select the approval level from the pull-down list, and click Go.
2. Select the name of the proxy from the pull-down list.
3. Select the Add or Remove indicator.
4. Click Save.

Act as a Proxy

Approvers can access this page to specify filter criteria, act as a proxy and access a set of ePAF transactions based on their dates of submission to a routing queue (Fig. 15). Approvers can also choose to act as a superuser (if the role has been granted). The results are displayed on the Transaction Search Results page for only those transactions whose submission dates fall within those indicated.

Personal Information **Student** **Employee**

Search

Proxy or Superuser or Filter Transactions

Act as a proxy or a superuser and enter the following criteria to filter transactions.

Proxy For:

Act as a Superuser:

Submitted From Date: MM/DD/YYYY

Submitted To Date: MM/DD/YYYY

Transactions Per Page:

Fig. 15

To act as a proxy and/or as a superuser for an approver:

1. In the Proxy For field, select the name of the person for whom you are proxy from the pull-down list. (Optional)
 - a. The pull-down list displays only those names for whom you have been established as a proxy at a particular approval level.
2. Select Act as a Superuser check box, if applicable. (Optional)
3. Enter at least one of the following dates. (Optional)
 - a. A start date in the Submitted From Date field.
 - b. An end date in the Submitted To Date field.
4. Select the number of Transactions Per Page to be listed from the pull-down list. (Optional)
5. Click Go.
6. ePAF transactions that meet the filter criteria will be listed in the ePAF Approver Summary page.

References

Should you encounter difficulty in completing an online ePAF, contact one of the following individuals for assistance.

<u>If type of problem occurs</u>	<u>Contact</u>
You cannot log onto My Sam	Information Resources (935) 294-1950 helpdesk@shsu.edu
My Sam displays an error stating you have no ePAF access	Payroll (936) 294-1094 cml018@shsu.edu
Problems completing ePAF	Payroll (936) 294-1098 pay_sjw@shsu.edu

Revisions

Include a table to store document revision history and information.

Version	Date	Author	Notes
1-0	12/9/10	Elizabeth Scott	Applied standards and made minor modifications/corrections
2-0	1/3/2011	Dana Angello	Minor modifications

Appendix A – ePAF Approval Categories

- Hire – Faculty, HIRE10
- Hire – Exempt Staff, HIRE01
- Hire – Non Exempt Staff, HIRE03
- Hire – Graduate Assistant, HIRE50
- Hire – Student Assistant, HIRE51
- Hire – One Time Pay/Note Currently Employed, HIRE60
- Hire – Return to Work Retiree, Non Exempt Staff, Salaried, HIRE44
- Hire – Return to Work Retiree, Faculty, HIRE41
- Hire – Return to Work Retiree, Exempt Staff, HIRE40
- Hire – Return to Work Retiree, Non Exempt Staff, Hourly, HIRE43
- Hire – Temp Staff (Non Ben Eligible/Less than 4.5 Months), HIRE31
- Hire – Non Compensated Affiliate, HIRE02
- Additional Job Assignment – PT Faculty Position, AJOB02
- Additional Job Assignment – PT Exempt Position, AJOB01
- Additional Job Assignment – PT Non Exempt Position, AJOB04
- Additional Job Assignment – Graduate Assistant, AJOB05
- Additional Job Assignment – Student Assistant, AJOB06
- Overload Instruction, OVRL01
- Stipend – Faculty, STIP03
- Stipend – Exempt, STIP01
- Stipend – Non Exempt, STIP02
- One Time Pay – Faculty, OTPY04
- One Time Pay – Exempt, OTPY01
- One Time Pay – Non Exempt, OTPY02
- One Time Pay – Student, OTPY03
- Change – Current Job Assignment, Faculty Position, UPJA02
- Change – Current Job Assignment, Exempt Position, UPJA01
- Change – Current Job Assignment, Non Exempt Position, UPJA03
- Change – Current Job Assignment, Graduate Assistant Position, UPJA04
- Change – Current Job Assignment, Student Assistant Position, UPJA05
- Change – Emp Position Within Dept, Faculty Position, IDJC03
- Change – Emp Position Within Dept, Exempt Position, IDJC01
- Change – Emp Position Within Dept, Non Exempt Position, IDJC05
- Change – Emp Transfer to New Dept, Faculty Position, DPTR03
- Change – Emp Transfer to New Dept, Exempt Position, DPTR01
- Change – Emp Transfer to New Dept, Non Exempt Position, DPTR04

- Change – Funding Source, LBDS01
- Change – Grant and Cost Share Reassignment, LBDS02
- Leave – Begin Emp Leave Without Pay, FMLA, LEAV01
- Leave – Begin Emp Leave Without Pay, LEAV05
- Leave – Begin Faculty Development Leave, LEAV20
- Leave – Employee Suspension Without Pay, LEAV30
- Leave – Return From Leave Without Pay, LEAV99
- End Job Assignment – Faculty, TERM01
- End Job Assignment – Exempt, Non Exempt, TERM08
- End Job Assignment – Graduate Assistant, TERM05
- End Job Assignment – Student, TERM03
- Separation – Faculty, TERM02
- Separation – Exempt, Non Exempt, TERM09
- Separation – Graduate Assistant, TERM06
- Separation – Student, TERM04
- Separation – Non Compensated Affiliate, TERM07

Appendix B – Employee Type/Class

- AN, Non-Compensated Affiliates
- E1, Stf Exmt Salaried FT
- EA, Stf Exmt Salaried PT
- F1, Fac 12 Mo FT Library
- F2, Fac 9 Mo FT
- F3, Fac <9 Mo FT
- FA, Faculty PT
- GA, Graduate Salaried PT
- N1, Stf Non-Exmt Salaried FT
- N2, Stf Non-Exmt Hrly FT
- NA, Stf Non-Exmt Salaried PT
- NB, Stf Non-Exmt Hrly PT
- O1, Fac 9 Mo FT Other Ret
- O2, Fac <9 Mo FT Other Ret
- O3, Stf Exmt FT Other Ret
- O4, Stf Non-Exmt FT Other Ret
- O5, Stf Non-Exmt Hrly FT Other Ret
- OA, Fac PT Other Ret
- OB, Stf Exmt PT Other Ret
- OC, Stf Non-Exmt PT Other Ret
- OD, Stf Non-Exmt Hrly PT Other Ret
- RR, Retirees Non-Working
- ST, Student
- T1, Fac 9 Mo FT TRS Ret
- T2, Fac <9 Mo FT TRS Ret
- T3, Stf Exmt FT TRS Ret
- T4, Stf Non-Exmt FT TRS Ret
- T5, Stf Non-Exmt Hrly FT TRS Ret
- TA, Fac PT TRS Ret
- TB, Stf Exmt PT TRS Ret
- TC, Stf Non-Exmt PT TRS Ret
- TD, Stf Non-Exmt Hrly PT TRS Ret