

ELECTRONIC PERSONNEL ACTION FORMS (EPAF) SUMMER SCHOOL

- ✓ ONLY TO BE USED FOR FULL-TIME FACULTY TEACHING DURING THE SUMMER SCHEDULE!
 - ✓ NO HIRING VERIFICATION WORKFLOW IS NEEDED FOR SUMMER SCHOOL EPAFS!
 - ✓ ONLY USED FOR FULL-TIME FACULTY TEACHING SUMMER. POSITIONS WILL END IN 810.
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1. **HIRESS** – used when the individual has NEVER worked in the position number.
 2. **REHISS** – used when the individual HAS worked in the position number.
 3. **GRHISS** – used for grant position numbers and individual has never worked in the position number before.
 4. **GRRHSS** – used for grant position numbers and individual has previously worked in the position number.
 5. **TERMSS** – used to terminate a position number.

EPAF APPROVALS – SUMMER SCHOOL

- ▶ Approval's Required for Summer School – Mandatory
 - ▶ DEPTHD – Chair/Director, etc.
 - ▶ DEANS – Applicable College Dean.
 - ▶ UNIVCO – University College
 - ▶ VP – Applicable Vice President
 - ▶ RS – Research Services – only for Grant Related EPAF's
 - ▶ HRAPP – Human Resource Services applies all EPAFs.
- ❖ Any approver may designate a Proxy Approver for EPAF's.

EPAF CONTINUED

- ▶ Creating Summer School EPAF's
 1. You will need the individual's Banner ID
 2. You will need the position number – Summer School position numbers end in 810!
 3. You will need the T-Org

NOTE: Be familiar with EPAF types – it makes a difference!

▶ Creating EPAF's

- ▶ Log into Pipeline, click on Employee tab and then click on the "New EPAF" link

The screenshot displays the PipelineMT web application interface. On the left is a navigation sidebar with links for Home, Registration & Student Records, Academic Resources, Billing & Payment, Employees (highlighted), Finance, and Resources. The main content area is titled 'Employees' and contains three primary sections:

- Pay and Job Information:** Includes links for Jobs Summary, Earnings History, Earnings by Positions, Pay Stub, and Direct Deposit Allocation.
- Benefits and Deductions:** Includes links for Retirement Plans and Options, Insurances, Deductions History, Miscellaneous Benefits, and Benefit Statement.
- Electronic Personnel Action Form:** Includes links for EPAF Approver Summary, EPAF Originator Summary, **New EPAF**, EPAF Proxy Records, and Act as a Proxy.

Additional icons in the top right of the main area include Leave Report, Time Entry, Leave Balance, Update Direct Deposit Allocation, and Update W-4 Withholding. A large green arrow points from the 'Benefits and Deductions' section towards the 'New EPAF' link in the 'Electronic Personnel Action Form' section.

▶ Creating EPAF's

- Enter the Banner ID (M number), hit tab and verify you have the correct name.

New EPAF Person Selection

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

* - indicates a required field.

ID: *  



EPAF

▶ Creating EPAF's

- ▶ Under “Approval Category” use the drop down and select your EPAF and click “Go”

Query Date: MM/DD/YYYY*

Approval Category: *



- ▶ To ensure you are using the correct EPAF type, click “All Jobs” to view any position(s) the individual has been in. If you see your position, you need to use a Rehire EPAF not Hire.

Hire Adjunct Faculty, HIREAF

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text" value="Q"/>	New Job	<input type="text"/>	<input type="text"/>							<input checked="" type="radio"/>
	Primary	122830	00	Temporary Help-Art	16200, Art and Design	Mar 21, 2006	Dec 15, 2007	Jun 15, 2006	Terminated	<input type="radio"/>
	Primary	996830	00	Temp-Art Model	T1620H, Art-Art Models	Apr 17, 2014	Dec 18, 2020	Oct 15, 2020	Terminated	<input type="radio"/>

▶ Creating EPAF's

- If the position number is not listed, then you can proceed with the hire EPAF. Enter "New Job" information. Enter position number, enter 00 in the suffix field and tab. Your position description will display. Then click "Go" to proceed.

Hire Adjunct Faculty, HIREAF

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job	834870	00	Adjunct Professor	18617, Mathematics Profession 537093 Match					<input checked="" type="radio"/>



- If you are using an existing position, you must select a rehire EPAF. Click the radio button under "Select" for the position you are reactivating (rehiring) and click "Go" to proceed.

Rehire Adjunct Faculty, REHIAF


Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									<input checked="" type="radio"/>
	Primary	101870	00	Adjunct Professor-Aerospace	T13100, Aerospace	Jan 01, 2006	May 31, 2021	Mar 31, 2021	Active	<input type="radio"/>
	Secondary	355870	00	Adjunct Professor	17500, University College Administration	Mar 01, 2013	Apr 30, 2013	Apr 30, 2013	Terminated	<input type="radio"/>



▶ Creating Summer School EPAF's

- ▶ You should now be seeing the EPAF information displayed:

Hire Summer School, 132810-00 Summer Instruction

Item	Current Value	New Value
Employee Status: (Not Enterable)	Active	<input type="text"/>
Employee Class Code: (Not Enterable)	AD, Administrative / Professional	<input type="text"/>
I9 Form Indicator: (Not Enterable)	Received	<input type="text"/>
I9 Expiration Date: MM/DD/YYYY(Not Enterable)		<input type="text"/>
Job Begin Date: MM/DD/YYYY		<input type="text"/>
Contract Type:		Secondary ▾
Jobs Effective Date: MM/DD/YYYY		<input type="text"/>
Job Status: (Not Enterable)		A
Job Change Reason: (Not Enterable)		BOCN
Step: (Not Enterable)		0
Assign Salary: *		<input type="text"/>
Annual Salary: *		<input type="text"/>
Hours per Pay:		<input type="text"/>
Factor:		<input type="text"/>
Pays:		<input type="text"/>
Timesheet Orgn: *		<input type="text"/> 

- ▶ For Hire EPAFs, the “Current Value” information will be blank.

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- ▶ Enter “Job Begin Date” which should be the 1st of the month for the payment (when the payment will be made to the employee).
- ▶ Enter the “Jobs Effective Date” which is the same as “Job Begin Date.”

Job Begin Date: MM/DD/YYYY	<input type="text"/>
Contract Type:	<input type="text" value="Secondary"/>
Jobs Effective Date: MM/DD/YYYY	<input type="text"/>

- ▶ Enter the payment amount in “Assign Salary” which is the amount to be paid monthly.
- ▶ Enter the “Annual Salary” which is the total amount to be paid.
- ▶ Enter “Hours per Pay” as 1.
- ▶ Enter “Factor” and “Pays” which is the total number of payments to be made.
 - ▶ Please note, the “Factor” and “Pays” should match. The “Pays” x the “Assign Salary” should always equal the “Annual Salary.”

Assign Salary: *	<input type="text"/>
Annual Salary: *	<input type="text"/>
Hours per Pay:	<input type="text"/>
Factor:	<input type="text"/>
Pays:	<input type="text"/>

- ▶ Enter “Timesheet Orgn” which is the timekeeping location (Torg).

▶ Creating EPAF's

- ▶ For both hire and rehire Summer School EPAFs, the "End Summer School" values must be entered:

End Summer School, 132810-00 Summer Instruction

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY		<input type="text"/>
Job Change Reason: (Not Enterable)		<input type="text" value="EOCN"/>
Job Status: (Not Enterable)		<input type="text" value="T"/>

► Creating EPAF's

Rehire Summer School – the position has previously been used for payment for this employee.

For Rehire EPAFs, “Current Value” information will display:

Rehire Summer School, 355810-00 Summer Instruction

Item	Current Value	New Value
Employee Status: (Not Enterable)	Active	<input type="text"/>
Employee Class Code: (Not Enterable)	AD, Administrative / Professional	<input type="text"/>
19 Form Indicator: (Not Enterable)	Received	<input type="text"/>
19 Expiration Date: MM/DD/YYYY(Not Enterable)		<input type="text"/>
Jobs Effective Date: MM/DD/YYYY		<input type="text"/>
Job Status: (Not Enterable)		<input type="text" value="A"/>
Job Change Reason: (Not Enterable)		<input type="text" value="BOCN"/>
Step: (Not Enterable)		<input type="text" value="0"/>
Assign Salary: *		<input type="text"/>
Annual Salary: *		<input type="text"/>
Hours per Pay: (Not Enterable)		<input type="text" value="1.0"/>
Factor:		<input type="text"/>
Pays:		<input type="text"/>
Timesheet Orgn: *		<input type="text"/>

EPAF PROCESSING

Still having trouble processing
your EPAF?

Our EPAF coordinator is

***LaCresha Longwell @ x.5235 or
lacresha.longwell@mtsu.edu***