EPAF Hiring Adjuncts/Support Staff
Hiring Adjuncts/Support Staff

• Open Banner 9 Wings Express
• Click on Employee
Hiring Adjuncts/Support Staff

• Click on Banner9 Employee Self Service
Hiring Adjuncts/Support Staff

• Click on Electronic Personnel Action Forms (EPAF)
Hiring Adjuncts/Support Staff

• Click on New EPAF
Hiring Adjuncts/Support Staff

• Type First Name, Last Name **or** ID (UID) **or** SS Number in the fields to find the employee.

• Click **Search**.
Hiring Adjuncts/Support Staff

- Click on the ID.
Hiring Adjuncts/Support Staff

• **Query Date:** Should always be the first day of the month that the Employee should be paid or should have been paid.

• **Approval Category:** Use the dropdown menu and choose Rehire or Create Additional Adjunct Job.
Hiring Adjuncts/Support Staff

• Click Go.
Hiring Adjuncts/Support Staff

• If you are creating a new adjunct position, you will need to click the box by New Job and add the position # and suffix.

• If this job with this position # and suffix was used previously, you can just click the box with that position number and suffix.

• Click Go.
**Hiring Adjuncts**

**/Support Staff**

- **Job Begin Date**: Always the first date they ever did this job with this position # and suffix.

- **Job Effective Date**: First date of the month they will be paid.

- **Personnel Date**: Beginning of semester or the first day they will work. It can be the first day of the month if applicable.

- **Contract Type, Job Status, Job Change Reason, Step Factor in Pays, IPEDS, FTE** will all autofill.

- **Annual Salary**: Type in annual salary.

- **Timesheet Org**: Type in applicable Org number.

- **NOTE**: The Timesheet Org must be linked to the position number at the top of the page.
Hiring Adjuncts/Support Staff

Labor Distribution will autofill. If you need to make changes, you can modify Index or Fund, but the Organization must remain the same.
Hiring Adjuncts/Support Staff

• **Job Change Reason** will autofill.

• **Jobs Effective Date**: Must be the last day of the month they will be paid.

• **Personnel Date**: Can be the last day of the month they will be paid or the last day of the semester.

• **Job Status**: Autofills.
Hiring Adjuncts/Support Staff

- Use dropdown menus to select Business Managers, Chair, etc.
- Click on Add Row to add additional approval levels.
Hiring Adjuncts/Support Staff

• **Add Comment:** Course Name and #, Credit Hours, Total Pay

• Click **Save**.
Hiring Adjuncts/Support Staff

• Click **Submit**.

• This completes the process of creating an EPAF for Adjuncts/Support Staff.