OBJECTIVES

➢ Introduce ePAFs in Self-Service 9
➢ Review the changes
➢ Answer any questions
➢ To get employees paid correctly and in a timely manner
<table>
<thead>
<tr>
<th>Position Number</th>
<th>Account Number</th>
<th>ECLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = Adjuncts (includes WSU Retirees and Unclassified teaching)</td>
<td>615200 - Overloads</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>615100 - Adjuncts</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>615150 - WSU Retirees</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>611108 - Unclassified Overload Teaching</td>
<td>611107</td>
</tr>
<tr>
<td>V = Unclassified Overloads</td>
<td>611110</td>
<td></td>
</tr>
<tr>
<td>B = Support Staff</td>
<td>611150 - WSU Retirees</td>
<td></td>
</tr>
</tbody>
</table>

**Deadline to HR:** September 9, 2019

**Job Effective:** September 1, 2019

**Job Personnel:** August 26, 2019

**Job End Effective:** December 31, 2019

**Job End Personnel:** December 7, 2019

**Factor and Pay:** 4

---

This is the first day of the month in which the employee should be paid. This is also your query date!

This is the first day the employee is scheduled to work.

This is the last day of the month in which the contract ends.

This is the last day the employee actually performs the work.
# EPAF Matrix

Your semester guideline for preparing EPAFs.

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Faculty Adjuncts</th>
<th>Faculty Overloads</th>
<th>Unclassified Overload</th>
<th>UNC &lt;51% (Support Staff)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay ID</td>
<td>SU</td>
<td>SU</td>
<td>SU</td>
<td>SU</td>
</tr>
<tr>
<td>ECLS</td>
<td>17</td>
<td>23</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Earn Code</td>
<td>SUM</td>
<td>SUM</td>
<td>SUM</td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td>615300 - Faculty Summer</td>
<td>615302 - Overloads</td>
<td>615305 - Adjuncts</td>
<td>615350 - Unclassified Overload Teaching</td>
</tr>
<tr>
<td></td>
<td>6111111 - WSU Retirees</td>
<td>611151 - WSU Retirees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay Dates</td>
<td>May 31, June 30</td>
<td>June 30, July 29</td>
<td>May 31, June 30, July 29</td>
<td>May 31, June 30, July 29</td>
</tr>
<tr>
<td>Dates to use:</td>
<td>Summer A</td>
<td>Summer B</td>
<td>Summer C</td>
<td>Summer D</td>
</tr>
<tr>
<td></td>
<td>May 1, 2016</td>
<td>June 1, 2016</td>
<td>May 1, 2016</td>
<td>May 1, 2016</td>
</tr>
<tr>
<td></td>
<td>May 9, 2016</td>
<td>June 20, 2016</td>
<td>May 9, 2016</td>
<td>May 9, 2016</td>
</tr>
<tr>
<td>Factor and Pay</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Job Effective</td>
<td>May 1, 2016</td>
<td>June 1, 2016</td>
<td>May 1, 2016</td>
<td>May 1, 2016</td>
</tr>
<tr>
<td>Pay Dates</td>
<td>May 31, June 30</td>
<td>June 30, July 29</td>
<td>May 31, June 30, July 29</td>
<td>May 31, June 30, July 29</td>
</tr>
</tbody>
</table>

### Notes:
- **DEADLINE TO HR:**
  - May 12, 2016
  - June 10, 2016
  - May 12, 2016
  - May 12, 2016
  - June 10, 2016
  - July 13, 2016
  - August 15, 2016

- **Factor and Pay:**
  - 2
  - 2
  - 3
  - 1
  - 1
  - 1
  - 1

- **Pay Dates:**
  - May 31, June 30
  - June 30, July 29
  - May 31, June 30, July 29
  - May 31
  - June 30
  - July 29
  - August 31

- **Position Numbers:**
  - A = Adjuncts (includes WSU Retirees and Unclassified teaching)
  - V = Unclassified Overloads
  - B = Support Staff

- **Summer A Suffix:**
  - A1, etc

- **Summer B Suffix:**
  - B1, etc

- **Summer C Suffix:**
  - C1, etc

- **Summer D Suffix:**
  - D1, etc

- **Summer E Suffix:**
  - E1, etc

- **Summer H Suffix:**
  - H1, etc

- **Summer J Suffix:**
  - J1, etc

- **This is the first day of the month in which the employee should be paid. This is also your query date!**
- **This is the first day the employee is scheduled to work.**
- **This is the last day of the month in which the contract ends.**
- **This is the last day the employee actually performs the work.**
Deadlines

- The EPAF matrix indicates a “Deadline to HR”
  - The EPAF must be approved prior to the Deadline.
  - Payroll Deadline can be found on Payroll’s Website: https://www.wright.edu/human-resources/payroll-schedules
  - All required supporting documentation must be approved and received in HR prior to the Deadline.
    - The Department is responsible for ensuring the EPAF is approved and all the requirements are met prior to the Deadline.
    - Failure to comply will result in a delay of pay!

**WARNING**

Due dates are closer than they appear.
Welcome to the WingsExpress Landing Page

Login to Wings Express (Employee Self-Service)

Top Secret!!

Select EAPF
To Create a Faculty Overload

Electronic Personnel Action Forms

- **EPAF Approver Summary**
  All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More information.

- **EPAF Originator Summary**
  Displays only those EPAF transactions that you have originated.

- **New EPAF**
  Allows you to create a new transaction.

- **Act as a Proxy**
  Available to all self-service EPAF users who have been given proxy privilege.

- **EPAF Proxy Records**
  Allows you to specify and authorize one or more users to approve EPAFs in your absence.
Searching for an Employee

New in Employee Self-Service 9: “Is an employee” checkbox! Please note: A person maybe listed as employee, however their employment might be terminated or student or graduate school employment.

Enter Last Name and First Name, or UID (ID) or SSN, check the “is an employee” box and click search.
Searching for an Employee

Select employee from the list
Query Date should always be the first day of the month that the Employee should be paid or should have been paid.
# Approval Categories

## Hire a New Adjunct

**For new to WSU Hires Only**
- Adjuncts
- Support Staff
- Previous Student or GA employment does not count as employment for the purposes of “Hire an Adjunct”.

## Rehire or Create an Additional Adjunct Job

**For established WSU Employees**
- Returning Adjuncts and Support Staff
- Existing Unclassified Employees Teaching
- Any previously hired employee, excluding Grad and Student Employment
- Please note: Current hourly employees are ineligible to perform Adjunct, Support Staff and/or Unclassified Overload Contracts.

## Create a Faculty Overload

**For established WSU Faculty**
- To pay Overload Teaching
- To pay for additional work performed (honorariums, summer research, etc)
Approval Categories

Using the descriptions provided, click the drop down and select the appropriate approval category
Rowdy Raider is FT Faculty, the Approval Category should be Create a Faculty Overload

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>ID</th>
<th>SSN/SIN/TIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>rowdy</td>
<td>raider</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Generate new ID

Query Date

03/01/2024

Approval Category

Create Faculty Overload Job, 0J0001
Position and Suffix Selection

- **Axxxxx = Adjunct**
  - Any teaching resulting or contributing to a grade
  - Unclassified Employee Teaching
  - STEM School Substitutes

- **Bxxxxx = Support Staff**
  - Non-teaching related activities, i.e. Research.
  - Teaching/Academic related activities, i.e. Program Director/Coordinator, HS/Pre-College/College Credit Plus courses, Campus Rec.

- **Vxxxxx = Faculty Overload**
  - FT Faculty: Courses over their normal teaching load, Summer Research and Teaching (Academic Faculty only), Summer Advising, Course Development, Commencement Performances, etc.
Position and Suffix Selection

- The position number must correspond to the Budget Org in the Labor Distribution, and vice versa.

- Feel free to give your HR Ops Analyst a call if you are uncertain of the position number you should be using.

*Helpful Hint:* if you must change the Organization Code in the Labor Distribution, it’s probably *NOT* the right position number.
Position and Suffix Selection

Click Go.

To see a list of all jobs, past and present, select All Jobs
Position and Suffix Selection

To search for a position number not listed, click the magnifying glass.

A list of current and previous positions will be listed or insert a new position number and suffix in the New Job Position and Suffix Field. NOTE: Watch for the appropriate suffix, the ePAF Matrix will provide the suffix information!
Select a Position Number and Suffix

Searching for a Position Number

eClasses: 17 for Adjunct and Overload, 23 for Support Staff

COA: Chart of Accounts, always W, Wright State University

Scroll and find the Budget Org in the FOAP from the Labor Distribution
Select a Position Number and Suffix

If an appropriate position number is not found when searching by the Budget Org, email your assigned HR Associate and request a new position number. Please include the type of position (adjunct, support staff, overload), FOAP and the start date.
## Select a Position Number and Suffix

Click the checkbox next to the position and suffix and click go.

<table>
<thead>
<tr>
<th>Select</th>
<th>Type</th>
<th>Position</th>
<th>Suffix</th>
<th>Title</th>
<th>Time Sheet Organization</th>
<th>Start Date</th>
<th>End Date</th>
<th>Last Paid Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>New Job</td>
<td>W98251</td>
<td></td>
<td>Faculty Overload</td>
<td>233223, JUE Phys Phys Ed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Secondary</td>
<td>9954965</td>
<td>00</td>
<td>Administrative Support Coordinator</td>
<td>218509, Department of Health</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Primary</td>
<td>998253</td>
<td>00</td>
<td>Athletics Marketing Prog Mgr</td>
<td>ICS6, Intercollegiate Athletics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Secondary</td>
<td>998732</td>
<td>00</td>
<td>Clinical Assistant Professor</td>
<td>251400, Kinesiology &amp; Health</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Secondary</td>
<td>996135</td>
<td>00</td>
<td>Instructor</td>
<td>255402, Bored &amp; Human Factor Engr</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Secondary</td>
<td>996253</td>
<td>00</td>
<td>Bonus Ticket Sales</td>
<td>ICS2, Intercollegiate Athletics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Secondary</td>
<td>996887</td>
<td></td>
<td>WOOD - Custodial Service Worker Lead</td>
<td>T60500, Physical Plant WOOD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Secondary</td>
<td>997142</td>
<td>00</td>
<td>Interim Chair, Computer Science</td>
<td>202900, Computer Science</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Secondary</td>
<td>999986</td>
<td>00</td>
<td>Stipend, Interim Mascot</td>
<td>269000, Oars Office-Mill. Rec &amp; Hums Svcs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Go to website or application for detailed view]
Create a Faculty Overload

The query date will populate the Job Effective Date and the Personnel Date. Note: You may need to change the dates!!

The Correct Dates are extremely important!!

Helpful Hint: Use the ePAF Matrix!!
Job Effective and Personnel Dates are provided for common ePAFs.

**Job Begin Date:** The first time the employee *ever* had this specific position number and suffix. If the employee had this position with this suffix, V89251-S2, before, the **JOB Begin Date** would appear in the Old Value Box. Since they have not had the position and suffix in the past, the old values information is blank.

**Jobs Effective Date:** This is the first day of the month in which the employee is to be paid. This date should **ALWAYS** be the same as your **Query Date**.

**Personnel Date:** This is the first day the employee is scheduled to work.
Create a Faculty Overload

**New In Employee Self-Service 9:** Current Values are now Old Values.

- Old Values will populate if the employee has had the position & suffix in the past.
- Fields with an asterisk are required.
- Fields that are light gray will auto-fill and cannot be changed.
- Annual Salary is the contract salary for this specific position. The Annual Salary will split by the number of factor/pays and paid monthly (see next slide).
- The timesheet org should be the same as the org in the labor distribution.
Factor and Pays

- These numbers will always be identical.
- They represent the number of months a contract is worked.
- Generally, 1, 2, 3 or 4.
- **HINT**: See EPAF matrix!
Verify Labor Effective Date

If incorrect: Check Query Date

**Helpful Hint:** If you set your Query Date correctly, this auto fills your labor date.
Helpful Hint: If your organization code is incorrect, you probably have the wrong position number.
Searching for the Labor Distribution

- Click the Magnified glass to search for the Index.
Searching for the Labor Distribution

- Search for the appropriate code and click select once found.
- This will automatically populate in the Index Field.
Searching for the Labor Distribution

- Click Default from Index

- The Fund, Organization and Program will automatically populate.
- You will need to populate the Account Code. (Follow the ePAF Matrix)
Terminate Employee Job

Dates autofill from your Query Date

Effective date is last day of the month pay is to end

Personnel date is the last day the employee works
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Change Reason</td>
<td>OV002, Overload - Terminate</td>
</tr>
<tr>
<td>Jobs Effective Date</td>
<td>03/31/2024</td>
</tr>
<tr>
<td>Personnel Date</td>
<td>03/25/2024</td>
</tr>
<tr>
<td>Job Status</td>
<td>T</td>
</tr>
</tbody>
</table>
Routing Queue Basics

**Minimum Routing Queue**

*Helpful Hints:* Some important additional approvers to remember...

- Grant Money (66, 67, 69#’s) must have RSP, Chris Spohn
- Foundation Money (55#) must have Sheri Coyle
- Typically, the Department Chair is also a required approver
Routing Queue Basics

Helpful Hints

• **Approval Level** - (Chair, Payroll Office, Business Manager. Etc)

• **User Name** - The list of the appropriate approvers will populate in the drop down. Go down the list and select the correct approver.

• **Required Action** - Budget & Payroll are always FYI. However, everyone else should be Approve.

• To add another person to the approval queue click “Add Row”
Routing Queue Basics

Routing Queue

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>35 - (BUSMHG) Business Manager</td>
<td>WH406L - Leonard, Mandale A.</td>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>65 - (BUDPLN) Budget Planning</td>
<td>WJ899LM - Chandel, Nathale L</td>
<td>FYI</td>
<td></td>
</tr>
<tr>
<td>70 - (PAYROL) Payroll Office</td>
<td>WKO99A - Thomas, Kimberly A.</td>
<td>FYI</td>
<td></td>
</tr>
<tr>
<td>95 - (HRPPL) Human Resources Applier</td>
<td>WA974LJ - Jackson, Kanah L</td>
<td>Apply</td>
<td></td>
</tr>
</tbody>
</table>

Add Row

Approver

Budget

FYI

Payroll

FYI

Human Resources Applier

Your Analyst Apply

Business Manager

Your Analyst Apply
**Comments**

**Made By:** Brenda M. Williams

**Date:** 03/17/2024 12:10 PM

**Comment:**
Private voice lessons, $100 per hour for 20 hours = $2,000

---

**Comments are Important! Please make sure to add them when making changes or just for more information.**

Remaining Characters: 3898

---

**Made By:** Karish Lillian Jackson

**Date:** 03/18/2024 02:39 PM

**Comment:**
Comments are Important! Please make sure to add them when making changes or just for more information.

---

**Made By:** Brenda M. Williams

**Date:** 03/17/2024 12:10 PM

**Comment:**
Private voice lessons, $100 per hour for 20 hours = $2,000

---

Remaining Characters: 4000
### Comments Section

<table>
<thead>
<tr>
<th>Description of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>- <strong>Note:</strong> Comments <strong>MUST</strong> include credit hours or number of hours worked</td>
</tr>
<tr>
<td>- If not included, we will need to call you! 😊</td>
</tr>
<tr>
<td>- Teaching (add course info)</td>
</tr>
<tr>
<td>- Accompaniment/Teaching Lessons</td>
</tr>
<tr>
<td>- Observing Students</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Off Campus</td>
</tr>
<tr>
<td>- Miami University Middleton, 4200 North University Blvd, Middletown, OH 45042</td>
</tr>
<tr>
<td>- Online course taught from home</td>
</tr>
<tr>
<td>- <strong>Note:</strong> Multiple work locations cannot be submitted on the same EPAF</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Soc 4223, 4 cr hrs, Soc 4225, 4 cr hrs, taught together</td>
</tr>
<tr>
<td>- Observing 5 students @ 5 hours each</td>
</tr>
<tr>
<td>- Voice lessons, 12 students x 1 hr x 12 weeks = total 144 hrs</td>
</tr>
</tbody>
</table>
**SAVE VS SUBMIT**

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Made By</strong></td>
</tr>
<tr>
<td>Karah Lillian Jackson</td>
</tr>
<tr>
<td>03/18/2024 02:39 PM</td>
</tr>
<tr>
<td>Brenda M. Williams</td>
</tr>
<tr>
<td>03/17/2024 12:10 PM</td>
</tr>
</tbody>
</table>

**Add Comment**

**Remaining Characters**: 4000

[Delete] [Save] [Submit]

*New EPAPF - EPAF Originator Summary*
## SAVE VS SUBMIT

### Comments

<table>
<thead>
<tr>
<th>Made By</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karah Lillian Jackson</td>
<td>Comments are important! Please make sure to add them when making changes or just for more information.</td>
</tr>
<tr>
<td>03/18/2024 02:39 PM</td>
<td></td>
</tr>
<tr>
<td>Brenda M. Williams</td>
<td>Private voice lessons, $100 per hour for 20 hours = $2,000</td>
</tr>
<tr>
<td>03/17/2024 12:10 PM</td>
<td></td>
</tr>
</tbody>
</table>

**Add Comment**

Remaining Characters: 4000

**Buttons:**
- Delete
- Save
- Submit

---

Then hit submit
SAVE VS SUBMIT

Always check to verify the ePAF is submitted!
Warnings and Error Messages:

- Warning Messages are FYI.
- Error Messages require action before the EPAF can be routed for approval and applied.
Congratulations!!! It’s a submitted ePAF!
Once Completed

Electronic Personnel Action Forms

Electronic Personnel Action Forms

Electronic Personnel Action Forms

Electronic Personnel Action Forms

Electronic Personnel Action Forms

Electronic Personnel Action Forms

Electronic Personnel Action Forms

Electronic Personnel Action Forms

Electronic Personnel Action Forms

Electronic Personnel Action Forms

Once Completed

All ePAFs are the RESPONSIBILITY of the Originator until the ePAFs have been applied by your Analyst. Follow the progress of your ePAFs in the EPAF Originator Summary and follow-up when necessary.
### Waiting Status!!

**Transactions**

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Transaction</th>
<th>Type of Change</th>
<th>Submitted Date</th>
<th>Effective Date</th>
<th>Status</th>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAIDER, ROWDY</td>
<td>U00994120</td>
<td>193200</td>
<td>Create Faculty Overload Job</td>
<td>03/01/2024</td>
<td>Waiting</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Track the EPAF

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Name</th>
<th>Required Action</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Manager, 35</td>
<td>Maralee Anne Leonard, W144MAL</td>
<td>Approve</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Budget Planning, 65</td>
<td>Nichole Louise Chmidling, W035NLM</td>
<td>FYI</td>
<td>In the Queue</td>
<td></td>
</tr>
<tr>
<td>Payroll Office, 70</td>
<td>Kimberly Ann Thomas, W001KAC</td>
<td>FYI</td>
<td>In the Queue</td>
<td></td>
</tr>
<tr>
<td>Human Resources Applier, 95</td>
<td>Karah Lillian Jackson, W047KLJ</td>
<td>Apply</td>
<td>In the Queue</td>
<td></td>
</tr>
</tbody>
</table>

**Comments**

<table>
<thead>
<tr>
<th>Date</th>
<th>Made By</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/12/2024</td>
<td>Karah Lillian Jackson</td>
<td>Comments are important! Please make sure to add them when making changes o... more</td>
</tr>
</tbody>
</table>

**Transaction History**

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
<th>User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created</td>
<td>07/12/2024</td>
<td>Karah Lillian Jackson</td>
</tr>
<tr>
<td>Submitted</td>
<td>07/12/2024</td>
<td>Karah Lillian Jackson</td>
</tr>
</tbody>
</table>
Watch the Process

‘Approve’ indicates that this contract has not yet been applied.

WARNING

This employee is not going to be paid until this EPAF says....

COMPLETED!!
Faculty Overload
Faculty Overload
Faculty Overload

- Click on New EPAF
Faculty Overload

Creating a Faculty Overload EPAF

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

Creating a Faculty Overload EPAF

• Click on the ID.
Faculty Overload

Creating a Faculty Overload EPAF

- **Approval Category:** Choose category Faculty Overload.
- **Query Date:** Should always be the first day of the month that the Employee should be paid or should have been paid.
Faculty Overload

Creating a Faculty Overload EPAF

- If the EPAF is to run concurrently in the same semester, you would need to use Suffix S2, S3, S4, etc.
- Check Box by the job you want to create if it is the same position and suffix, just a different year.
- Click Go.
Faculty Overload

Creating Faculty Overload EPAF

- **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 V position number at the top of the page.
Faculty Overload

Creating a Faculty Overload EPAF

**Labor Distribution** will autofill.
If you need to make changes, you can modify Index or Fund, but the Organization must remain the same.
Faculty Overload

Creating a Faculty Overload EPAF

- **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.
Faculty Overload

Creating a Faculty Overload EPAF

• Use dropdown menus to select Business Managers, Chair, etc.
• Click on Add Row to add additional approval levels.
• Click Save.
Faculty Overload

Creating a Faculty Overload EPAF

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

- Click **Save.**
Faculty Overload

Creating a Faculty Overload EPAF

• Click **Submit**.

• This completes the process of creating an EPAF for a Faculty Overload.
New Hire Basics

- New Adjuncts or returning Adjuncts who have not worked in the past 12 months must:
  - Meet with HR and complete new hire and I-9 documentation.
  - Apply for the position
  - Provide Original Transcripts to the Department.
Hire or Create Adjuncts or Support Staff Jobs

- Open Banner 9 Wings Express
- Click on Employee
Hire or Create Adjuncts or Support Staff Jobs

• Click on Banner9 Employee Self Service
Hire or Create Adjuncts or Support Staff Jobs

- Click on Electronic Personnel Action Forms (EPAF)
Hire or Create Adjuncts or Support Staff Jobs

- Click on New EPAF
Hire or Create Adjuncts or Support Staff Jobs

- Type First Name, Last Name or ID (UID) or SS Number in the fields to find the employee.
- Click Search.
Hire or Create Adjuncts or Support Staff Jobs

- Click on the ID.
Hire or Create Adjuncts or Support Staff Jobs

**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.
Hire or Create Adjuncts or Support Staff Jobs

• Click Go.
Hire or Create Adjuncts or Support Staff Jobs

• 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.
Hire or Create Adjuncts or Support Staff Jobs

- **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.
Hire or Create Adjuncts or Support Staff Jobs

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

- **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.
Hire or Create Adjuncts or Support Staff Jobs

- Use dropdown menus to select Business Managers, Chair, etc.
- Click on Add Row to add additional approval levels.
Hire or Create Adjuncts or Support Staff Jobs

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

• Click **Save**.
Hire or Create Adjuncts or Support Staff Jobs

- Click **Submit**.

- This completes the process of creating an EPAF for Adjuncts/Support Staff.
Default Routing Queue Setup

**Electronic Personnel Action Forms**

- **EPAP Approver Summary**
  All EPAPs that you need to currently act upon are displayed. The queue status will be Pending, FYI, or More Information.

- **EPAP Originator Summary**
  Displays only those EPAP transactions that you have originated.

- **New EPAP**
  Allows you to create a new transaction.

- **Act as a Proxy**
  Available to all self-service EPAP users who have been given proxy privilege.

- **EPAP Proxy Records**
  Allows you to specify and authorize one or more users to approve EPAPs in your absence.
**Default Routing Queue Setup**

Click Default Routing Queue
Default Routing Queues will save you time by auto filling the Approval Categories and must be set up for both EPAF types:

Rehire or Create Additional Adjunct Job (should also be used for new Adjuncts); Create Faculty Overload

Select the desired option and click ‘Go’.
Minimum Routing
- Business Manager and Budget as Approver
- Payroll as FYI
- Applier as Applier

Helpful Hint: Only your HR Associate should be listed as Applier!!

You may want to add your Director, Dean, etc., according to your College/Department requirements.

New lines may be added as you complete EPAFs.
Wright State University

EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

### Approval Category

- Retire or Create Additional Adjunct Job, AJ002

### Approval Queue

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>56 - (BUSINV) Business Manager</td>
<td>GLA, Linda M (W111349)</td>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>63 - (BUDPLN) Budget Planning</td>
<td>CHENG, Matthew L (W00153)</td>
<td>FYI</td>
<td></td>
</tr>
<tr>
<td>70 - (PAYROLL) Payroll Office</td>
<td>THOMAS, Kimberly A (W001142)</td>
<td>FYI</td>
<td></td>
</tr>
<tr>
<td>56 - (HRMS) Human Resources Applicant</td>
<td>BAKER, Cameron R (W001303)</td>
<td>Apply</td>
<td></td>
</tr>
</tbody>
</table>

**Add Row**

**Save Changes**
Why are ePAFs returned for correction??

- Budget Org/Position Number are mismatched
- Use of same position number and suffix combination in the same term/year. This results in the original job record being deleted/overwritten and not being paid correctly.
- Position Number/Approval Category are mismatched.
- Incorrect Query Dates (these affect the Labor Distribution Effective Date)
- Possible Duplicate
- Effective Dates and Suffix are mismatched
Helpful Hints

- Use the Matrix! Use the Matrix! Use the Matrix!
- Watch your query & effective dates
  - Using the correct query date will ensure your Job and Labor Distribution Effective Dates are correct
  - Effective dates affect how the job is paid; if the effective dates are incorrect the job will not pay the correct amounts as scheduled.
- Deadlines are crucial to ensure timely payment
- If you have questions, errors or other issues.....
  Call your Associate!!