

E New Hire EPA Temporary (Use this for Temp Renewals*), HN0022

*SPECIAL NOTE: If submitting EPAF before the last payment date of fall semester (before the fall assignment ends), and there are no changes in FTE, salary, and/or position number, you may use CG0003—Extend a Temporary or Time Limited Appointment EPAF instead of HN0022.

Sign into Self Service Banner
Choose Employee
Choose Electronic Personnel Action Form (EPAF)
Choose New EPAF

The screenshot shows a web browser window with the title 'New EPAF Person Selection'. At the top right, there are links for 'RETURN TO EMPLOYEE MENU', 'SITE MAP', 'HELP', and 'EXIT'. Below the title, there are instructions for using the form: 1. Enter an ECU ID or select the link to search for an ID. 2. Enter the appropriate Query Date - this is the effective date of your action. It will default into certain date fields in your EPAF to make data entry easier but you may override. 3. Select the Approval Category - the action you are doing. 4. Select Go.

Below the instructions, there is a 'TIPS' section: 'Do not enter punctuation in names, addresses or phone numbers. No hypens, periods, dashes, parenthesis, etc.' and a note that '*' indicates a required field.

The form fields are: ID: * [800010120] [Test Ann EPAF] [Search icon]; Query Date: MM/DD/YYYY [08/16/2009]; Approval Category: * [Not Selected]. There is a 'Go' button at the bottom left of the form area.

At the bottom of the page, there are links for 'EPAF Approver Summary | EPAF Originator Summary' and 'Return to EPAF Menu'. The footer includes 'RELEASE: 7.3 MC:1.2' and 'powered by SUNGARD SGT HIGHER EDUCATION'.

Enter ECU ID and hit your **TAB** button or do a search (magnifying glass) and select a person.

Enter Query Date—This date should be the first day of the first pay period (1st or 16th).
Choose Approval category - **New Hire EPA Temporary, HN0022**

Click the **GO** button.

The screenshot shows a web browser window with the title 'Assign EPA Temporary Job to Employee, JOBNW5'. Below the title, there is a search table with columns: Search Type, Position, Suffix, Title, Time Sheet, Organization, Start Date, End Date, Last Paid Date, Status, and Select. The 'Search Type' dropdown is set to 'New Job'. Below the table, there is a warning message: 'There are no active jobs based on the Query Date.' Below the warning, there are buttons for 'All Jobs', 'Next Approval Type', and 'Go'.

Assign EPA Temporary Job to Employee, JOBNW5

Position: Enter the position number if known, or do a search.

Suffix: Enter the suffix. If you are rehiring an employee back into a position that they have been in the past, you will need to use a different suffix number to make the position/suffix combination unique for this job. (Hint: To check the previously employed position/suffix, click on the **ALL JOBS** button.)

VERY IMPORTANT! After entering the correct suffix, press your TAB BUTTON to populate the position data.

Assign EPA Temporary Job to Employee, JOBNEW5

Search Type	Position	Suffix Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job	921613	00	Professor 644501, HS Al Hlth Phys Assist Studies					

⚠ There are no active jobs based on the Query Date.

All Jobs

Next Approval Type Go

Click the **NEXT APPROVAL TYPE** button.

End the Job, JOBEND

Search Type	Position	Suffix Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job	921613	00	Professor 644501, HS Al Hlth Phys Assist Studies					

⚠ There are no active jobs based on the Query Date.

All Jobs

Go

End the Job, JOBEND

Select the New Job for the future end date.

Click the **GO** button.

Update Bio Demo Information in Person Record

Item	Current Value	New Value
Name Prefix:	Mrs	<input type="text"/>
Name Suffix:		<input type="text"/>
Preferred First Name:		<input type="text"/>
SSN/SIN/TIN:	283728272	<input type="text"/>
Birth Date: MM/DD/YYYY	05/05/1977	<input type="text"/>
Sex:	Female	Not Available ▾
Citizenship:	Y, Citizen	Not Selected ▾
Ethnicity:	6, Race/Ethnicity Unknown	Not Selected ▾
Veteran File Number:		<input type="text"/>
Veteran Category:		Not Selected ▾
Active Duty Sep Date: MM/DD/YYYY		<input type="text"/>
Special Disabled Vet:		Not Selected ▾

Name Prefix: Enter the Prefix, if desired. (Mr, Mrs, etc)

Name Suffix: Enter the Suffix. (i.e., Jr, Sr)

Preferred First Name: Enter a preferred first name, if desired.

SSN/SIN/TIN: Enter the Social Security number if it isn't populated under the Current Value column.

Birth Date: Enter the Birth Date if it isn't populated under the Current Value column.

Sex: Gender only needs to be populated if the current value is blank or incorrect. With Banner version 8.0, it is no longer necessary to re-populate the gender field on EPAFs if you see it already has a value.

Citizenship: Select the citizenship if it isn't populated under the Current Value column.

Ethnicity: Select the ethnicity if it isn't populated under the Current Value column.

Veteran File Number: Enter the veteran identification number, if applicable.

Veteran Category: Enter Veteran Category, if applicable. (O)ther Protected Veteran Only, (V)ietnam Veteran only, (B)oth Vietnam and Other Eligible Veteran.

Active Duty Sep Date: Enter the date that the person was separated from active duty, if applicable.

Special Disabled Vet: Select this field if the individual is a special disabled veteran.

Make a Person an Employee 921613-00 Professor

Item	Current Value	New Value
Employee Status: (Not Overrideable)	Active	A
Employee Class Code:	E2, SAAO IB FT	<input type="text"/>
Home COAS:	E	E
Home Organization:	101101, CH Chancellor Admin	<input type="text"/>
Distribution Orgn:	101101, CH Chancellor Admin	<input type="text"/>
District Code:	124, Teaching Fellowships	Not Selected
Current Hire Date: MM/DD/YYYY	02/01/2007	08/24/2009

Employee Status: Defaults in as A for Active. This is not overrideable.

Employee Class Code: Enter the E Class for the EPA Temporary job. Non Faculty EPA Temporary, enter **E8**. Faculty Temporary, enter **ET**.

Home COAS: Defaults in as E. There is only one Chart of Accounts at ECU. This value will always be E.

Home Organization: Search for the Home Organization number.

Distribution Orgn: Search for the Distribution Orgn. This number should be the same as the Home Organization. This is used for document distribution.

District Code: Select the District code from the drop down box. This is the mail delivery code or mail stop code.

Current Hire Date: Defaults from Query Date and should be overridden to reflect the employee's current date of hire. This date and Personnel Date should be the same.

Add EPA Temp Employment Period Information (4 or 9 or 12),
937338-L1 Research Instructor

Item	Current Value	New Value
T4A-NRDays in Canada:		4

T4A-NRDays in Canada: Temps paid in 18 installments should have a 9 in Days in Canada. Temps paid in 9 installments should have a 4 in Days in Canada. Temps paid in 24 installments should have a 12 in Days in Canada. This information will be used for PDF reporting.

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		08/16/2009
Contract Type:		Primary
Jobs Effective Date: MM/DD/YYYY		08/16/2009
Personnel Date: MM/DD/YYYY		08/24/2009
Employee Class Code:		
Title:		
Job Location:		Not Selected
Job Change Reason:		00050, Rehire
Annual Salary:		
FTE:		1.0
Hours per Day:		8
Hours per Pay:		86.67
Pays:		9
Factor:		9
Contract Number:		
Supervisor ID:		

Job Begin Date: The Query Date you entered will default in here and may be overridden. This date should be the first day of the initial pay period (1st or 16th).

Contract Type: Defaults in as Primary.

Jobs Effective Date: The Query Date you entered will default in here and may be overridden. This date, like the Query Date and Job Begin Date, should be the first day of the initial pay period (1st or 16th).

Personnel Date: The Query Date you entered will default in here and should be overridden to reflect the first day of the EPA contract. Note that Current Hire Date and Personnel Date must match—both dates should reflect the first day of the EPA contract.

Employee Class Code: Enter the E Class for the EPA Temporary job. Non Faculty EPA Temporary, enter **E8**. Faculty Temporary, enter **ET**.

Title: Enter the employee's working title or position title. (This field has to be completed or the EPAF will not submit.)

Job Location: Select the employee's job location from the drop down box.

Timesheet Orgn: Enter timesheet orgn.

Job Change Reason: Select **00050, Re-hire**

Annual Salary: Enter the annual or semester salary rate.

FTE: Defaults in as 1.0. Change as needed to match correct FTE

Hours per day: Enter the hours normally worked in a day (FTE X 8hrs =Hours per Day).

Hours per pay: Enter the hours normally worked per pay period (FTE X 86.67= Hours per Pay).

Pays: The number of pays per calendar year. This is always the same as the factor. This is used in the semi monthly pay calculations. ****NOTE:** Since this EPAF is for a TEMP the pays will be 9 for the semester and 18 for the academic year.

Factor: The number of pays per calendar year. This is used in the semi monthly pay calculations. ****NOTE:** Since this EPAF is for a TEMP the factor will be 9 for the semester and 18 for the academic year.

Contract Number: Enter the Contract number which is the PCS Hegis code. This is a required field.

Supervisor ID: Enter the ECU ID of the supervisor for this employee. This is optional.

New
Effective Date: MM/DD/YYYY 08/16/2009

COA	Index	Fund	Account	Program	Activity	Location	Project	Cost	Percent
E		111170	102	60100	1700			.77	77.06
E		111170	280101	60100	1700			.23	22.94
								Total:	100.00

Job Labor Distributions defaulted from the approved Position Labor Distributions for fiscal year 2007, position 900004.

FOAP Effective Date: The Query Date you entered will default in here. The date above the FOAP should be the first day of the initial pay period (1st or the 16th) and should be the same as the Job Begin Date and Jobs Effective Date.

Index, Fund, Organization, Account, and Program: The FOAPAL information will default in from the position. If, for some reason, the funding should be different than the position funding, you may change it here.

Project: The Project Code represents the FTE by FOAP. This number MUST match the FTE assigned.

Percent: The total percent of all labor distributions must equal 100%. If the job is split funded and you used a dollar amount to calculate the correct percent for each labor distribution or FOAPAL line, please indicate the dollar amounts used in your calculation in the **Comments section** at the bottom of this EPAF (below the routing section). This will enable all Approvers to see the dollar figure you used in your calculation.

End the Job 921613-00 Professor

Item	Current Value
Jobs Effective Date: MM/DD/YYYY	12/31/2009
Personnel Date: MM/DD/YYYY	12/18/2009
Job Status: (Not Overrideable)	T
Job Change Reason:	00100, Temp Appt Terminated

Jobs Effective Date: This date should be the last pay date, either the 15th or the last day of the month.

Personnel Date: This date should be the actual last day of the EPA contract.

Job Status: Defaults in as T for Terminate and is not overrideable.

Job Change Reason: Defaults in as **00100, Temp Appointment Terminated**.

Routing Queue

Approval Level	User Name	Required Action
89 - (HRIPS) HR IPS Approval		Approve
90 - (APPLY) HR IPS Apply to Database		Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

Verify Approval Levels and add additional levels, if necessary. Verify or enter the appropriate User Name for each Approval Level. You are responsible for entering all necessary approval levels for this action.

Click the **SAVE** button at the bottom of the form.

If no errors occur, hit the **SUBMIT** button.

If you receive an error, correct the error, **SAVE** the form and **SUBMIT** again.

(Hint- Errors will NOT submit, warnings will allow you to submit.)