APPROVAL CATEGORIES

New Employee – No previous job records / assignments:
- Hourly
- Hourly with End Date
- Monthly with End Date
- Monthly with No End Date
- Work Study

Add a Job Record – Employee is being assigned to this position for the first time:
- Hourly
- Hourly with End Date
- Monthly with End Date
- Monthly with No End Date
- Work Study

Change a Job Record – A change is needed to a current job record:
- Hourly
- Monthly
- Work Study

Reactivate a Job Record – Employee previously occupied this position:
- Hourly
- Hourly with End Date
- Monthly with End Date
- Monthly with No End Date
- Work Study

Update Labor Distribution Record

Terminate a Job Record

Terminate a Job Record and Employee

Exception to Normal Pay – Payments to an employee for something other than his/her normal payroll; payment to an employee if EPAF was submitted late and employee should have been paid on a previous payroll and was not; or adjustments to a payroll payment to an employee for a prior month:
- Create New Job
- Reactivate an Existing ENP Job

Appendix:
A – Job Change Reason Codes List
B – Job Change Reason Codes and Earnings Codes Chart
C – ENP Date Chart
D – Suffix – Type of Payment Chart
NEW EMPLOYEE – HOURLY EMPLOYEE

1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.
2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.
   ✴ Use % as the wildcard for searches.
3. Enter the Query Date (the date the action on the EPAF is to become effective).
4. Select Approval Category Hourly – New Employee, NWHRH.
5. Click on the All Jobs button. Review current assignments under the Employee Job Assignments section.
   ✴ If Employee Job Assignments are listed after clicking on the All Jobs button, STOP. You may have selected the wrong approval category.
6. If you have determined you are using the correct approval category, click on Go.
7. Enter the Position number and Suffix for the new job.
   ✴ The Suffix is a combination of two alpha and/or numeric characters. In most cases, the suffix used will be 00. See Appendix D for Suffixes used to identify specific types of payments.
8. Select the radio button for the new job, and click on Go.
9. In the Create/Change PEAEMPL Record section, review the data in the Current Value column. Do not enter information in the New Value column unless there is no Current Value for a field or if the Current Value in a field is believed to be inaccurate.
   ○ Employee Class Code
     ✴ Additional information and a list of Banner Employee Class Codes may be found at: http://hr.okstate.edu/sites/default/files/docfiles/BannerHR-EClasses.pdf.
   ○ Current Hire Date
     ✴ The Current Hire Date is the date the employee is to begin working. This should be the same date as the Section 2 Certification date (employee’s first date of employment) from page 2 of Form I-9 and the hire date in E-Verify. If an employee begins working prior to the Current Hire Date / I-9 date / E-Verify date, this will result in federal compliance issues.
   ○ Home Organization
   ○ Benefit Category
10. Review the Job Begin Date (defaulted to Query Date) and change if appropriate.
    ✴ The Job Begin Date is the date the assignment begins (the first day the employee can start any time entry). For biweekly employees, enter the first day of the pay period for which the job record is to be effective.
    ✴ For new employees, this date should be the same as the Jobs Effective Date.
11. Review the Jobs Effective Date (defaulted to Query Date) and change if appropriate.
    ✴ The Jobs Effective Date is the date this action will affect payroll. For biweekly employees, enter the first day of the pay period for which the job record is to be effective.
    ✴ For a New Job record, the Jobs Effective Date MUST be the same as the Job Begin Date.
12. Review the Personnel Date (defaulted to Query Date) and change if appropriate.
    ✴ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.
    ✴ For all new hires, the Personnel Date should be the same date as the Section 2 Certification date (employee’s first date of employment) from page 2 of Form I-9 and the hire date in E-Verify.
13. Review the Contract Type (defaulted to Primary) and use the dropdown box to change if appropriate.
    ◊ Primary – The employee’s primary job.
    ◊ Secondary – Used to add an additional position for an employee.
    ◊ Overload – Used for a position in addition to a regular assignment (e.g., non-faculty employee who teaches a class, a faculty member on a 9 month contract who has a summer assignment, housing or car allowance, etc.).
    ✴ Each employee can have only one Primary job.
14. Review the **Job Change Reason** (defaulted to 1NEW, New Hire) and use the dropdown box to change if appropriate.
   ✴ See the Job Change Reason Codes List in Appendix A for additional information.

15. Enter the New Value for:
   - **Regular Rate** – Employee’s Pay Rate per Hour.
   - **FTE** – Full-Time Equivalent. (✴ Must be 1.0 or less)
   - **Hours Per Day** – Number of hours employee will work per day.
   - **Hours Per Pay** – Number of hours employee will work per pay period.
   - **Timesheet Organization** – Department timesheet organization number.

16. Review **Time Entry Method** and change if appropriate.
   - Remove – Do not select Remove as the Time Entry Method field must be populated.
   - Payroll Time Entry – Do not select Payroll Time Entry.
   - Employee Time Entry via Web – The default is Employee Time Entry via Web. Do not change this field unless your department already uses an approved third party timekeeping system (e.g., TimePro, AiM, Kronos, etc.).
   - Department Time Entry with Approvals – Used by OSU-CHS only.
   - Third Party with Approvals – TimePro, AiM, Kronos, etc.

17. Enter the new value for:
   - **Title**

18. Review the **Effective Date** (defaulted to Query Date) for the funding information and change if appropriate.
   ✴ The Effective Date is the date this action will affect payroll.

19. Review the funding information (defaulted based on the position number) in the New section and change if appropriate.
   - Chart (COA) MUST be X for the OSU System.
   - Funding total must equal 100%.
   - The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button. A remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or Save button to remove the line.

20. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.
   - A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.

21. In the Comment box, enter comments with sufficient detail for the approvers to understand the change to the job record.

22. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.

23. Review and then click on the Submit button.
   - The routing process does not begin until you click on the Save button and then the Submit button.
NEW EMPLOYEE – HOURLY EMPLOYEE WITH END DATE

1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.
2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.
   ✴ Use % as the wildcard for searches.
3. Enter the Query Date (the date the action on the EPAF is to become effective).
4. Select Approval Category New Hour Job With End Date, NWHRE.
5. Click on the All Jobs button. Review current assignments under the Employee Job Assignments section.
   ✴ If Employee Job Assignments are listed after clicking on the All Jobs button, STOP. You may have
     selected the wrong approval category.
6. If you have determined you are using the correct approval category, click on Go.
7. Enter the Position number and Suffix for the new job.
   ✴ The Suffix is a combination of two alpha and/or numeric characters. In most cases, the suffix used will
     be 00. See Appendix D for Suffixes used to identify specific types of payments.
8. Select the radio button for the new job, and click on Go.
9. In the Create/Change PEAEMPL Record section, review the data in the Current Value column. Do not enter
    information in the New Value column unless there is no Current Value for a field or if the Current Value in a
    field is believed to be inaccurate.
   ○ Employee Class Code
     ✴ Additional information and a list of Banner Employee Class Codes may be found at:
       http://hr.okstate.edu/sites/default/files/docfiles/BannerHR-EClasses.pdf.
   ○ Current Hire Date
     ✴ The Current Hire Date is the date the employee is to begin working. This should be the same
       date as the Section 2 Certification date (employee’s first date of employment) from page 2 of Form
       I-9 and the hire date in E-Verify. If an employee begins working prior to the Current Hire Date / I-9
       date / E-Verify date, this will result in federal compliance issues.
   ○ Home Organization
   ○ Benefit Category
10. Review the Job Begin Date (defaulted to Query Date) and change if appropriate.
    ✴ The Job Begin Date is the date the assignment begins (the first day the employee can start any time
        entry). For biweekly employees, enter the first day of the pay period for which the job record is to be
        effective.
    ✴ For new employees, this date should be the same as the Jobs Effective Date.
11. Review the Jobs Effective Date (defaulted to Query Date) and change if appropriate.
    ✴ The Jobs Effective Date is the date this action will affect payroll. For biweekly employees, enter the first
        day of the pay period for which the job record is to be effective.
    ✴ For a New Job record, the Jobs Effective Date MUST be the same as the Job Begin Date.
12. Review the Personnel Date (defaulted to Query Date) and change if appropriate.
    ✴ This date does not affect pay and serves as an information field for historical, audit, or reporting
        purposes.
    ✴ For all new hires, the Personnel Date should be the same date as the Section 2 Certification date
        (employee’s first date of employment) from page 2 of Form I-9 and the hire date in E-Verify.
13. Review the Contract Type (defaulted to Primary) and use the dropdown box to change if appropriate.
    ◦ Primary – The employee’s primary job.
    ◦ Secondary – Used to add an additional position for an employee.
    ◦ Overload – Used for a position in addition to a regular assignment (e.g., non-faculty employee who
        teaches a class, a faculty member on a 9 month contract who has a summer assignment, housing or car
        allowance, etc.).
    ✴ Each employee can have only one Primary job.
14. Review the **Job Change Reason** (defaulted to 1NEW, New Hire) and use the dropdown box to change if appropriate.
   
   ⚫ See the Job Change Reason Codes List in Appendix A for additional information.

15. Enter the New Value for:
   
   ○ **Regular Rate** – Employee’s Pay Rate per Hour.
   ○ **FTE** – Full-Time Equivalent. (✳ Must be 1.0 or less)
   ○ **Hours Per Day** – Number of hours employee will work per day.
   ○ **Hours Per Pay** – Number of hours employee will work per pay period.
   ○ **Timesheet Organization** – Department timesheet organization number.

16. Review **Time Entry Method** and change if appropriate.
   
   ◊ Remove – Do not select Remove as the Time Entry Method field must be populated.
   ◊ Payroll Time Entry – Do not select Payroll Time Entry.
   ◊ Employee Time Entry via Web – The default is Employee Time Entry via Web. Do not change this field unless your department already uses an approved third party timekeeping system (e.g., TimePro, AiM, Kronos, etc.).
   ◊ Department Time Entry with Approvals – Used by OSU-CHS only.
   ◊ Third Party with Approvals – TimePro, AiM, Kronos, etc.

17. Enter the new value for:
   
   ○ **Title**

18. Review the **Effective Date** (defaulted to Query Date) for the funding information and change if appropriate.

   ✫ The Effective Date is the date this action will affect payroll.

19. Review the funding information (defaulted based on the position number) in the New section and change if appropriate.

   ✫ Chart (COA) MUST be X for the OSU System.
   ✫ Funding total must equal 100%.
   ✫ The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button. A remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or Save button to remove the line.

20. In the Terminate / End Pay Job Record Only section, enter the **Jobs Effective Date**.

   ✫ The Jobs Effective Date is the date this action will affect payroll. For biweekly employees, enter the last day of the pay period for which the terminate job record should be effective, and enter the actual last day of work as the Personnel Date.

21. Enter the **Personnel Date**.

   ✫ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.

22. Review the **Job Change Reason** (defaulted to 2END, End of Appointment) and use the dropdown box to change if appropriate.

   ✫ See the Job Change Reason Codes List in Appendix A for additional information.

23. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.

   ✫ A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.

24. In the Comment box, enter comments with sufficient detail for the approvers to understand the change to the job record.

25. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.

26. Review and then click on the Submit button.

   ✫ The routing process does not begin until you click on the Save button and then the Submit button.
NEW EMPLOYEE – MONTHLY EMPLOYEE WITH END DATE

1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.
2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.
   ✴ Use % as the wildcard for searches.
3. Enter the Query Date (the date the action on the EPAF is to become effective).
4. Select Approval Category Monthly with end date – New Employee, NWHRS.
5. Click on the All Jobs button. Review current assignments under the Employee Job Assignments section.
   ✴ If Employee Job Assignments are listed after clicking on the All Jobs button, STOP. You may have selected the wrong approval category.
6. If you have determined you are using the correct approval category, click on Go.
7. Enter the Position number and Suffix for the new job.
   ✴ The Suffix is a combination of two alpha and/or numeric characters. In most cases, the suffix used will be 00. See Appendix D for Suffixes used to identify specific types of payments.
8. Select the radio button for the new job, and click on Go.
9. In the Create/Change PEAEMPL Record section, review the data in the Current Value column. Do not enter information in the New Value column unless there is no Current Value for a field or if the Current Value in a field is believed to be inaccurate.
   ○ Employee Class Code
   ✴ Additional information and a list of Banner Employee Class Codes may be found at: http://hr.okstate.edu/sites/default/files/docfiles/BannerHR-EClasses.pdf.
   ○ Current Hire Date (defaulted to Query Date)
     ✴ The Current Hire Date is the date the employee is to begin working. This should be the same date as the Section 2 Certification date (employee’s first date of employment) from page 2 of Form I-9 and the hire date in E-Verify. If an employee begins working prior to the Current Hire Date / I-9 date / E-Verify date, this will result in federal compliance issues.
   ○ Home Organization
   ○ Benefit Category
10. Review the Job Begin Date (defaulted to Query Date) and change if appropriate.
    ✴ The Job Begin Date is the date the assignment begins.
    ✴ For new employees, this date should be the same as the Jobs Effective Date.
11. Review the Jobs Effective Date (defaulted to Query Date) and change if appropriate.
    ✴ The Jobs Effective Date is the date this action will affect payroll.
    ✴ For a New Job record, the Jobs Effective Date MUST be the same as the Job Begin Date.
12. Review the Personnel Date (defaulted to Query Date) and change if appropriate.
    ✴ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.
    ✴ For all new hires, the Personnel Date should be the same date as the Section 2 Certification date (employee’s first date of employment) from page 2 of Form I-9 and the hire date in E-Verify.
13. Review the Contract Type (defaulted to Primary) and use the dropdown box to change if appropriate.
    ◦ Primary – The employee’s primary job.
    ◦ Secondary – Used to add an additional position for an employee.
    ◦ Overload – Used for a position in addition to a regular assignment (e.g., non-faculty employee who teaches a class, a faculty member on a 9 month contract who has a summer assignment, housing or car allowance, etc.).
    ✴ Each employee can have only one Primary job.
14. Review the Job Change Reason (defaulted to 1NEW, New Hire) and use the dropdown box to change if appropriate.
    ✴ See the Job Change Reason Codes List in Appendix A for additional information.
15. Enter the new value as appropriate for:
Annual Salary / Contract Amount – Employee’s actual annual salary.  
Factor – Used to calculate the amount per month to be paid.  
  ✴️ Annual Salary (or Contract Amount) / Factor = Monthly Payment  
  ✴️ As a general rule, the Factor will be the number of months in the contract / assignment for faculty members, 1 for graduate assistants, and 12 for exempt staff members.  
Pays – Pays = Factor (Exception: Faculty member with a salary deferral agreement.)  
  ✴️ For all new hires, Factor = Pays. Payroll Services will update the Pays field if a faculty member completes a deferral agreement.  
  ✴️ Unless the appointment is for less than 12 months, Factor = 12 and Pays = 12 regardless of when the employee is hired during the year.  
FTE – Full-Time Equivalent. (✴️ Must be 1.0 or less)  
Hours Per Day – Number of hours employee will work per day.  
Hours Per Pay – Number of hours employee will work per pay period.  
  ✴️ If the FTE for this employee is not 1.0, the Hours Per Day and Hours Per Pay (based on the FTE) MUST be entered.  
Timesheet Organization – Department timesheet organization number.  
Title

16. Review the Effective Date (defaulted to Query Date) for the funding information and change if appropriate.  
  ✴️ The Effective Date is the date this action will affect payroll.  
17. Review the funding information (defaulted based on the position number) in the New section and change if appropriate.  
  ✴️ Chart (COA) MUST be X for the OSU System.  
  ✴️ Funding total must equal 100%.  
  ✴️ The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button. A remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or Save button to remove the line.  
18. In the Terminate / End Pay Job Record Only section, enter the Jobs Effective Date.  
  ✴️ The Jobs Effective Date is the date this action will affect payroll. Use the termination date – the last day the employee is scheduled to work in this position.  
19. Enter the Personnel Date.  
  ✴️ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.  
20. Review the Job Change Reason (defaulted to 2END, End of Appointment) and use the dropdown box to change if appropriate.  
  ✴️ See the Job Change Reason Codes List in Appendix A for additional information.  
21. Review the Job Status (defaulted to Terminated) and use the dropdown box to change if appropriate.  
  ◊ Remove – Do not select Remove as the Job Status field must be populated.  
  ◊ Active – Do not select Active for this section of this approval category as this section is used to terminate or end pay for this job record.  
  ◊ Leave without Pay, with Benefits  
  ◊ Leave without Pay, without Benefits  
  ◊ Leave with Pay, with Benefits  
  ◊ Leave with Partial Pay, with Benefits – Used for 60% LTD.  
  ◊ Terminated  
22. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.  
  ✴️ A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.  
23. In the Comment box, enter comments with sufficient detail for the approvers to understand the changes to the job record.
24. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.
25. Review and then click on the Submit button.

☆ The routing process does not begin until you click on the Save button and then the Submit button.
NEW EMPLOYEE – MONTHLY EMPLOYEE WITH NO END DATE

1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.
2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.
   ✴ Use % as the wildcard for searches.
3. Enter the Query Date (the date the action on the EPAF is to become effective).
4. Select Approval Category Monthly no end date – New Employee, NWPRS2.
5. Click on the All Jobs button. Review current assignments under the Employee Job Assignments section.
   ✴ If Employee Job Assignments are listed after clicking on the All Jobs button, STOP. You may have
     selected the wrong approval category.
6. If you have determined you are using the correct approval category, click on Go.
7. Enter the Position number and Suffix for the new job.
   ✴ The Suffix is a combination of two alpha and/or numeric characters. In most cases, the suffix used will
     be 00. See Appendix D for Suffixes used to identify specific types of payments.
8. Select the radio button for the new job, and click on Go.
9. In the Create/Change PEAEMPL Record section, review the data in the Current Value column. Do not enter
   information in the New Value column unless there is no Current Value for a field or if the Current Value in a
   field is believed to be inaccurate.
   ○ Employee Class Code
     ✴ Additional information and a list of Banner Employee Class Codes may be found at:
       http://hr.okstate.edu/sites/default/files/docfiles/BannerHR-EClasses.pdf.
   ○ Current Hire Date (defaulted to Query Date)
     ✴ The Current Hire Date is the date the employee is to begin working. This should be the same
       date as the Section 2 Certification date (employee’s first date of employment) from page 2 of Form
       I-9 and the hire date in E-Verify. If an employee begins working prior to the Current Hire Date / I-9
       date / E-Verify date, this will result in federal compliance issues.
   ○ Home Organization
   ○ Benefit Category
10. Review the Job Begin Date (defaulted to Query Date) and change if appropriate.
    ✴ The Job Begin Date is the date the assignment begins.
    ✴ For new employees, this date should be the same as the Jobs Effective Date.
11. Review the Jobs Effective Date (defaulted to Query Date) and change if appropriate.
    ✴ The Jobs Effective Date is the date this action will affect payroll.
    ✴ For a New Job record, the Jobs Effective Date MUST be the same as the Job Begin Date.
12. Review the Personnel Date (defaulted to Query Date) and change if appropriate.
    ✴ This date does not affect pay and serves as an information field for historical, audit, or reporting
      purposes.
    ✴ For all new hires, the Personnel Date should be the same date as the Section 2 Certification date
      (employee’s first date of employment) from page 2 of Form I-9 and the hire date in E-Verify.
13. Review the Contract Type (defaulted to Primary) and use the dropdown box to change if appropriate.
    ◊ Primary – The employee’s primary job.
    ◊ Secondary – Used to add an additional position for an employee.
    ◊ Overload – Used for a position in addition to a regular assignment (e.g., non-faculty employee who
      teaches a class, a faculty member on a 9 month contract who has a summer assignment, housing or car
      allowance, etc.).
    ✴ Each employee can have only one Primary job.
14. Review the Job Change Reason (defaulted to 1NEW, New Hire) and use the dropdown box to change if
    appropriate.
    ✴ See the Job Change Reason Codes List in Appendix A for additional information.
15. Enter the new value as appropriate for:
○ **Annual Salary / Contract Amount** – Employee’s actual annual salary.
○ **Factor** – Used to calculate the amount per month to be paid.
   ✴ **Annual Salary (or Contract Amount) / Factor = Monthly Payment**
   ✴ As a general rule, the Factor will be the number of months in the contract / assignment for faculty members, 1 for graduate assistants, and 12 for exempt staff members.
○ **Pays** – Pays = Factor (Exception: Faculty member with a salary deferral agreement.)
   ✴ For all new hires, Factor = Pays. Payroll Services will update the Pays field if a faculty member completes a deferral agreement.
   ✴ Unless the appointment is for less than 12 months, Factor = 12 and Pays = 12 regardless of when the employee is hired during the year.
○ **FTE** – Full-Time Equivalent. (✴ Must be 1.0 or less)
○ **Hours Per Day** – Number of hours employee will work per day.
○ **Hours Per Pay** – Number of hours employee will work per pay period.
   ✴ If the FTE for this employee is not 1.0, the Hours per Day and Hours per Pay (based on the FTE) MUST be entered.
○ **Timesheet Organization** – Department timesheet organization number.
○ **Title**

16. Review the **Effective Date** (defaulted to Query Date) for the funding information and change if appropriate.
   ✴ The Effective Date is the date this action will affect payroll.

17. Review the funding information (defaulted based on the position number) in the New section and change if appropriate.
   ✴ Chart (COA) MUST be X for the OSU System.
   ✴ Funding total must equal 100%.
   ✴ The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button. A remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or Save button to remove the line.

18. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.
   ✴ A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.

19. In the Comment box, enter comments with sufficient detail for the approvers to understand the change to the job record.

20. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.

21. Review and then click on the Submit button.
   ✴ The routing process does not begin until you click on the Save button and then the Submit button.

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<th>Hours/Pay</th>
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</tr>
<tr>
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<tr>
<td>.50</td>
<td>4</td>
</tr>
<tr>
<td>.25</td>
<td>2</td>
</tr>
</tbody>
</table>

✴ Hours per day and hours per pay should be based on the FTE.
NEW EMPLOYEE – WORK STUDY

1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.
2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.
   ✴ Use % as the wildcard for searches.
3. Enter the Query Date (the date the action on the EPAF is to become effective).
4. Select Approval Category Work Study – New Employee, NWHWS.
5. Click on the All Jobs button. Review current assignments under the Employee Job Assignments section.
   ✴ If Employee Job Assignments are listed after clicking on the All Jobs button, STOP. You may have selected the wrong approval category.
6. If you have determined you are using the correct approval category, click on Go.
7. Enter the Position number and Suffix for the new job.
   ✴ The Suffix is a combination of two alpha and/or numeric characters. In most cases, the suffix used will be 00. See Appendix D for Suffixes used to identify specific types of payments.
8. Select the radio button for the new job, and click on Go.
9. Review the Job Begin Date (defaulted to Query Date) and change if appropriate.
   ✴ The Job Begin Date is the date the assignment begins (the first day the employee can start any time entry). For biweekly employees, enter the first day of the pay period for which the job record is to be effective.
   ✴ For new employees, this date should be the same as the Jobs Effective Date.
10. Review the Jobs Effective Date (defaulted to Query Date) and change if appropriate.
    ✴ The Jobs Effective Date is the date this action will affect payroll. For biweekly employees, enter the first day of the pay period for which the job record is to be effective.
    ✴ For a New Job record, the Jobs Effective Date MUST be the same as the Job Begin Date.
11. Review the Personnel Date (defaulted to Query Date) and change if appropriate.
    ✴ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.
    ✴ For all new hires, the Personnel Date should be the same date as the Section 2 Certification date (employee’s first date of employment) from page 2 of Form I-9 and the hire date in E-Verify. If an employee begins working prior to the Current Hire Date / I-9 date / E-Verify date, this will result in federal compliance issues.
12. Review the Benefit Category

   ○ Employee Class Code
   ✴ Additional information and a list of Banner Employee Class Codes may be found at: http://hr.okstate.edu/sites/default/files/docfiles/BannerHR-EClasses.pdf.
   ○ Current Hire Date
   ✴ The Current Hire Date is the date the employee is to begin working. This should be the same date as the Section 2 Certification date (employee’s first date of employment) from page 2 of Form I-9 and the hire date in E-Verify. If an employee begins working prior to the Current Hire Date / I-9 date / E-Verify date, this will result in federal compliance issues.
   ○ Home Organization

   ○ Benefit Category

13. Review the Contract Type (defaulted to Primary) and use the dropdown box to change if appropriate.
    ◇ Primary – The employee’s primary job.
    ◇ Secondary – Used to add an additional position for an employee.
    ◇ Overload – Used for a position in addition to a regular assignment (e.g., non-faculty employee who teaches a class, a faculty member on a 9 month contract who has a summer assignment, housing or car allowance, etc.).
    ✴ Each employee can have only one Primary job.
14. Review the **Job Change Reason** (defaulted to 1NEW, New Hire) and use the dropdown box to change if appropriate.

   ✴ See the **Job Change Reason Codes List** in Appendix A for additional information.

15. Enter the New Value for:
   - Regular Rate – Employee’s Pay Rate per Hour.
   - FTE – Full-Time Equivalent. (✴ Must be 1.0 or less)
   - Hours Per Day – Number of hours employee will work per day.
   - Hours Per Pay – Number of hours employee will work per pay period.
   - Timesheet Organization – Department timesheet organization number.

16. Review **Time Entry Method** and change if appropriate.
   - Remove – Do **not** select Remove as the Time Entry Method field must be populated.
   - Payroll Time Entry – Do **not** select Payroll Time Entry.
   - Employee Time Entry via Web – The default is Employee Time Entry via Web. Do not change this field unless your department already uses an approved third party timekeeping system (e.g., TimePro, AiM, Kronos, etc.).
   - Department Time Entry with Approvals – Used by OSU-CHS only.
   - Third Party with Approvals – TimePro, AiM, Kronos, etc.

17. Enter the new value for:
   - Title

18. Review the **Effective Date** (defaulted to Query Date) for the funding information and change if appropriate.

   ✴ **The Effective Date is the date this action will affect payroll.**

19. Review the funding information (defaulted based on the position number) in the New section and change if appropriate.

   ✴ **Chart (COA) MUST be X for the OSU System.**
   ✴ Funding total must equal 100%.
   ✴ The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button. A remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or Save button to remove the line.

20. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.

   ✴ A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.

21. In the Comment box, enter comments with sufficient detail for the approvers to understand the change to the job record.

22. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.

23. Review and then click on the Submit button.

   ✴ The routing process does not begin until you click on the Save button and then the Submit button.
ADD A JOB RECORD – HOURLY EMPLOYEE

1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.  
2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.  
   ✯ Use % as the wildcard for searches.  
3. Enter the Query Date (the date the action on the EPAF is to become effective) in MM/DD/YYYY format.  
4. Select Approval Category Hourly – Add Job Record, ADDJBH.  
5. Review current assignments under the Employee Job Assignments section.  
   ✯ Click on the All Jobs button below the Employee Job Assignments for a list of all jobs for the employee.  
   ✯ If the employee was previously in this position, STOP. Are you reactivating a primary job and there have been subsequent primary jobs since the original primary job was ended? If the answer is YES, continue with the Add a Job Record approval category; however, you must use a new suffix value for the position number. If the answer is NO, use the Reactivate a Job approval category rather than the Add a Job Record approval category.  
   ✯ Review the Last Paid Date for each job assignments, and make a note of the most recent Last Paid Date for the employee.  
6. If you have determined you are using the correct approval category, click on Go.  
7. Enter the Position number and Suffix for the new job.  
   ✯ The Suffix is a combination of 2 alpha and/or numeric characters. In most cases, the suffix used will be 00. See Appendix D for Suffixes used to identify specific types of payments.  
   ✯ If the employee has multiple current jobs in the same position (usually due to multiple rates of pay), start with a Suffix of 00, then use 01, 02, etc.  
   ✯ If you are reactivating a primary job and there have been subsequent primary jobs since the original primary job was ended (see Step 5 above), use a one up on the Suffix originally used for the primary job you are reactivating (e.g., if the original Suffix used for the position was 00, use 01).  
8. Select the radio button for the new job, and click on Go.  
9. Review the Job Begin Date (defaulted to Query Date) and change if appropriate.  
   ✯ The Job Begin Date is the date the assignment begins. For biweekly employees, enter the first day of the pay period for which the job record is to be effective.  
   ✯ This date should be the same as the Jobs Effective Date.  
10. Review the Jobs Effective Date (defaulted to Query Date) and change if appropriate.  
   ✯ The Jobs Effective Date is the date this action will affect payroll, and this date must be after the Last Paid Date for the employee. For biweekly employees, enter the first day of the pay period for which the job record is to be effective.  
   ✯ The Last Paid Date for the employee is listed in the top section of the EPAF screen (under Query Date and to the right of Transaction Status); however, this date appears only when updating an existing job. If the Last Paid Date information is not listed in this section, use the date you noted from the Employee Job Assignments section in step 5.  
   ✯ For a New Job record, the Jobs Effective Date MUST be the same as the Job Begin Date.  
11. Review the Personnel Date (defaulted to Query Date) and change if appropriate.  
   ✯ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.  
12. Review the Contract Type (defaulted to Secondary) and use the dropdown box to change if appropriate.  
   ◊ Primary – The employee’s primary job.  
   ◊ Secondary – Used to add an additional position for an employee.  
   ◊ Overload – Used for a position in addition to a regular assignment (e.g., non-faculty employee who teaches a class, a faculty member on a 9 month contract who has a summer assignment, housing or car allowance, etc.).  
   ✯ Each employee can have only one Primary job.
13. Review the **Job Change Reason** (defaulted to 1CURR, Concurrent Appointment) and use the dropdown box to change if appropriate.
   ✴ See the Job Change Reason Codes List in Appendix A for additional information.

14. Enter the new value as appropriate for:
   - Regular Rate – Employee’s Pay Rate per Hour.
   - FTE – Full-Time Equivalent. (✴ Must be 1.0 or less)
   - Hours Per Day – Number of hours employee will work per day.
   - Hours Per Pay – Number of hours employee will work per pay period.
   - Timesheet Organization – Department timesheet organization number.

15. Review **Time Entry Method** and change if appropriate.
   - Remove – Do not select Remove as the Time Entry Method field must be populated.
   - Payroll Time Entry – Do not select Payroll Time Entry.
   - Employee Time Entry via Web – The default is Employee Time Entry via Web. Do not change this field unless your department already uses an approved third party timekeeping system (e.g., TimePro, AiM, Kronos, etc.).
   - Department Time Entry with Approvals – Used by OSU-CHS only.
   - Third Party with Approvals – TimePro, AiM, Kronos, etc.

16. Enter the new value for:
   - Title

17. Review the **Effective Date** (defaulted to Query Date) for the funding information and change if appropriate.
   ✴ The Effective Date is the date this action will affect payroll.

18. Review the funding information (defaulted based on the position number) in the New section and change if appropriate.
   ✴ Chart (COA) MUST be X for the OSU System.
   ✴ Funding total must equal 100.
   ✴ The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button. A remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or the Save button to remove the line.

19. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.
   ✴ A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.

20. In the Comment box, enter comments with sufficient detail for the approvers to understand the change to the job record.

21. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.

22. Review and then click on the Submit button.
   ✴ The routing process does not begin until you click on the Save button and then the Submit button.
ADD A JOB RECORD – HOURLY EMPLOYEE WITH END DATE

1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.
2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.
   ✴ Use % as the wildcard for searches.
3. Enter the Query Date (the date the action on the EPAF is to become effective) in MM/DD/YYYY format.
4. Select Approval Category Hourly – Additional Job Record With End Date, ADDJHE.
5. Review current assignments under the Employee Job Assignments section.
   ✴ Click on the All Jobs button below the Employee Job Assignments for a list of all jobs for the employee.
   ✴ If the employee was previously in this position, STOP. Are you reactivating a primary job and there have been subsequent primary jobs since the original primary job was ended? If the answer is YES, continue with the Add a Job Record approval category; however, you must use a new suffix value for the position number. If the answer is NO, use the Reactivate a Job approval category rather than the Add a Job Record approval category.
   ✴ Review the Last Paid Date for each job assignments, and make a note of the most recent Last Paid Date for the employee.
6. If you have determined you are using the correct approval category, click on Go.
7. Enter the Position number and Suffix for the new job.
   ✴ The Suffix is a combination of 2 alpha and/or numeric characters. In most cases, the suffix used will be 00. See Appendix D for Suffixes used to identify specific types of payments.
   ✴ If the employee has multiple current jobs in the same position (usually due to multiple rates of pay), start with a Suffix of 00, then use 01, 02, etc.
   ✴ If you are reactivating a primary job and there have been subsequent primary jobs since the original primary job was ended (see Step 5 above), use a one up on the Suffix originally used for the primary job you are reactivating (e.g., if the original Suffix used for the position was 00, use 01).
8. Select the radio button for the new job, and click on Go.
9. Review the Job Begin Date (defaulted to Query Date) and change if appropriate.
   ✴ The Job Begin Date is the date the assignment begins. For biweekly employees, enter the first day of the pay period for which the job record is to be effective.
   ✴ This date should be the same as the Jobs Effective Date.
10. Review the Jobs Effective Date (defaulted to Query Date) and change if appropriate.
    ✴ The Jobs Effective Date is the date this action will affect payroll, and this date must be after the Last Paid Date for the employee. For biweekly employees, enter the first day of the pay period for which the job record is to be effective.
    ✴ The Last Paid Date for the employee is listed in the top section of the EPAF screen (under Query Date and to the right of Transaction Status); however, this date appears only when updating an existing job. If the Last Paid Date information is not listed in this section, use the date you noted from the Employee Job Assignments section in step 5.
    ✴ For a New Job record, the Jobs Effective Date MUST be the same as the Job Begin Date.
11. Review the Personnel Date (defaulted to Query Date) and change if appropriate.
    ✴ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.
12. Review the Contract Type (defaulted to Overload) and use the dropdown box to change if appropriate.
    ◊ Primary – The employee’s primary job.
    ◊ Secondary – Used to add an additional position for an employee.
    ◊ Overload – Used for a position in addition to a regular assignment (e.g., non-faculty employee who teaches a class, a faculty member on a 9 month contract who has a summer assignment, housing or car allowance, etc.).
    ✴ Each employee can have only one Primary job.
13. Review the **Job Change Reason** (defaulted to 1CURR, Concurrent Appointment) and use the dropdown box to change if appropriate.
   ✴ See the Job Change Reason Codes List in Appendix A for additional information.

14. Enter the new value as appropriate for:
   - O Regular Rate – Employee’s Pay Rate per Hour.
   - O FTE – Full-Time Equivalent. (✴ Must be 1.0 or less)
   - O Hours Per Day – Number of hours employee will work per day.
   - O Hours Per Pay – Number of hours employee will work per pay period.
   - O Timesheet Organization – Department timesheet organization number.

15. Review **Time Entry Method** and change if appropriate.
   - ◇ Remove – Do not select Remove as the Time Entry Method field must be populated.
   - ◇ Payroll Time Entry – Do not select Payroll Time Entry.
   - ◇ Employee Time Entry via Web – The default is Employee Time Entry via Web. Do not change this field unless your department already uses an approved third party timekeeping system (e.g., TimePro, AiM, Kronos, etc.).
   - ◇ Department Time Entry with Approvals – Used by OSU-CHS only.
   - ◇ Third Party with Approvals – TimePro, AiM, Kronos, etc.

16. Enter the new value for:
   - O Title

17. Review the **Effective Date** (defaulted to Query Date) for the funding information and change if appropriate.
   ✴ The Effective Date is the date this action will affect payroll.

18. Review the funding information (defaulted based on the position number) in the New section and change if appropriate.
   - ✴ Chart (COA) MUST be X for the OSU System.
   - ✴ Funding total must equal 100.
   - ✴ The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button. A remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or the Save button to remove the line.

19. In the Terminate / End Pay Job Record Only section, enter the **Jobs Effective Date**.
   ✴ The Jobs Effective Date is the date this action will affect payroll. For biweekly employees, enter the last day of the pay period for which the terminate job record should be effective, and enter the actual last day of work as the Personnel Date.

20. Enter the **Personnel Date**.
   - ✴ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.

21. Review the **Job Change Reason** (defaulted to 2END, End of Appointment) and use the dropdown box to change if appropriate.
   ✴ See the Job Change Reason Codes List in Appendix A for additional information.

22. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.
   - ✴ A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.

23. In the Comment box, enter comments with sufficient detail for the approvers to understand the change to the job record.

24. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.

25. Review and then click on the Submit button.
   - ✴ The routing process does not begin until you click on the Save button and then the Submit button.
ADD A JOB RECORD – MONTHLY EMPLOYEE WITH END DATE

1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.
2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name. ✤ Use % as the wildcard for searches.
3. Enter the Query Date (the date the action on the EPAF is to become effective) in MM/DD/YYYY format.
4. Select Approval Category Monthly with end date – Add Job Record, ADDJBS.
5. Review current assignments under the Employee Job Assignments section.
   ✤ Click on the All Jobs button below the Employee Job Assignments for a list of all jobs for the employee.
   ✤ If the employee was previously in this position, STOP. Are you reactivating a primary job and there have been subsequent primary jobs since the original primary job was ended? If the answer is YES, continue with the Add a Job Record approval category; however, you must use a new suffix value for the position number. If the answer is NO, use the Reactivate a Job approval category rather than the Add a Job Record approval category.
   ✤ Review the Last Paid Date for each job assignment, and make a note of the most recent Last Paid Date for the employee.
6. If you have determined you are using the correct approval category, click on Go.
7. Enter the Position number and Suffix for the new job.
   ✤ The Suffix is a combination of 2 alpha and/or numeric characters. In most cases, the suffix used will be 00. See Appendix D for Suffixes used to identify specific types of payments.
   ✤ If the employee has multiple current jobs in the same position (usually due to multiple rates of pay), start with a Suffix of 00, then use 01, 02, etc.
   ✤ If you are reactivating a primary job and there have been subsequent primary jobs since the original primary job was ended (see Step 5 above), use a one up on the Suffix originally used for the primary job you are reactivating (e.g., if the original Suffix used for the position was 00, use 01).
8. Select the radio button for the new job, and click on Go.
9. Review the Job Begin Date (defaulted to Query Date) and change if appropriate.
   ✤ The Job Begin Date is the date the assignment begins. This date should be the same as the Jobs Effective Date.
10. Review the Jobs Effective Date (defaulted to Query Date) and change if appropriate.
    ✤ The Jobs Effective Date is the date this action will affect payroll, and this date must be after the Last Paid Date.
    ✤ The Last Paid Date for the employee is listed in the top section of the EPAF screen (under Query Date and to the right of Transaction Status); however, this date appears only when updating an existing job. If the Last Paid Date information is not listed in this section, use the date you noted from the Employee Job Assignments section in step 5.
    ✤ For a New Job record, the Jobs Effective Date MUST be the same as the Job Begin Date.
11. Review the Personnel Date (defaulted to Query Date) and change if appropriate.
    ✤ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.
12. Review the Contract Type (defaulted to Overload) and use the dropdown box to change if appropriate.
    ◊ Primary – The employee’s primary job.
    ◊ Secondary – Used to add an additional position for an employee.
    ◊ Overload – Used for a position in addition to a regular assignment (e.g., non-faculty employee who teaches a class, a faculty member on a 9 month contract who has a summer assignment, housing or car allowance, etc.).
    ✤ Each employee can have only one Primary job.
13. Review the Job Status (defaulted to Active) and use the dropdown box to change if appropriate.
    ◊ Remove – Do not select Remove as the Job Status field must be populated.
    ◊ Active
Leave without Pay, with Benefits
Leave without Pay, without Benefits
Leave with Pay, with Benefits
Leave with Partial Pay, with Benefits – Used for 60% LTD.
Terminated – Do not select Terminated in the Additional Salaried Job section.

14. Select the **Job Change Reason** from the dropdown box.
   ✴ See the Job Change Reason Codes List in Appendix A for additional information.

15. Enter the new value as appropriate for:
   ○ **Annual Salary / Contract Amount** – Employee’s actual annual salary.
   ○ **Factor** – Used to calculate the amount per month to be paid.
     ✴ Annual Salary (or Contract Amount) / Factor = Monthly Payment
     ✴ As a general rule, the Factor will be the number of months in the contract / assignment for faculty members, 1 for graduate assistants, and 12 for exempt staff members.
   ○ **Pays** – Pays = Factor (Exception: Faculty member with a salary deferral agreement.)
     ✴ Payroll Services will update the Pays field if a faculty member completes a deferral agreement.
     ✴ Unless the appointment is for less than 12 months, Factor = 12 and Pays = 12 regardless of when the employee is hired during the year.
   ○ **FTE** – Full-Time Equivalent. (✴ Must be 1.0 or less)
   ○ **Hours Per Day** – Number of hours employee will work per day.
   ○ **Hours Per Pay** – Number of hours employee will work per pay period.
     ✴ If the FTE for this employee is not 1.0, the Hours per Day and Hours per Pay (based on the FTE) MUST be entered.
   ○ **Timesheet Organization** – Department timesheet organization number.
   ○ **Title**

16. Review the **Effective Date** (defaulted to Query Date) for the funding information and change if appropriate.
   ✴ The Effective Date is the date this action will affect payroll.

17. Review the funding information (defaulted based on the position number) in the New section and change if appropriate.
   ✴ Chart (COA) MUST be X for the OSU System.
   ✴ Funding total must equal 100%.
   ✴ The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button. A remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or the Save button to remove the line.

18. In the Terminate / End Pay Job Record Only section, enter the **Jobs Effective Date**.
   ✴ The Jobs Effective Date is the date this action will affect payroll. Use the termination date – the last day the employee is scheduled to work in this position.

19. Enter the **Personnel Date**.
   ✴ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.

20. Review the **Job Change Reason** (defaulted to 2END, End of Appointment) and use the dropdown box to change if appropriate.
   ✴ See the Job Change Reason Codes List in Appendix A for additional information.

21. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.
   ✴ A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.

22. In the Comment box, enter comments with sufficient detail for the approvers to understand the change to the job record.

23. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.

24. Review and then click on the Submit button.
The routing process does not begin until you click on the Save button and then the Submit button.
ADD A JOB RECORD – MONTHLY EMPLOYEE WITH NO END DATE

1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.

2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.
   ✪ Use % as the wildcard for searches.

3. Enter the Query Date (the date the action on the EPAF is to become effective).

4. Select Approval Category Monthly no end date – Add Job Record, ADJB52.

5. Review current assignments under the Employee Job Assignments section.
   ✪ Click on the All Jobs button below the Employee Job Assignments for a list of all jobs for the employee.
   ✪ If the employee was previously in this position, STOP. Are you reactivating a primary job and there have been subsequent primary jobs since the original primary job was ended? If the answer is YES, continue with the Add a Job Record approval category; however, you must use a new suffix value for the position number. If the answer is NO, use the Reactivate a Job approval category rather than the Add a Job Record approval category.
   ✪ Review the Last Paid Date for all job assignments, and make a note of the most recent Last Paid Date for the employee.

6. If you have determined you are using the correct approval category, click on Go.

7. Enter the Position number and Suffix for the new job.
   ✪ The Suffix is a combination of 2 alpha and/or numeric characters. In most cases, the suffix used will be 00. See Appendix D for Suffixes used to identify specific types of payments.
   ✪ If the employee has multiple current jobs in the same position (usually due to multiple rates of pay), start with a Suffix of 00, then use 01, 02, etc.
   ✪ If you are reactivating a primary job and there have been subsequent primary jobs since the original primary job was ended (see Step 5 above), use a one up on the Suffix originally used for the primary job you are reactivating (e.g., if the original Suffix used for the position was 00, use 01).

8. Select the radio button for the new job, and click on Go.

9. Review the Job Begin Date (defaulted to Query Date) and change if appropriate.
   ✪ The Job Begin Date is the date the assignment begins. This date should be the same as the Jobs Effective Date.

10. Review the Jobs Effective Date (defaulted to Query Date) and change if appropriate.
    ✪ The Jobs Effective Date is the date this action will affect payroll, and this date must be after the Last Paid Date.
    ✪ The Last Paid Date for the employee is listed in the top section of the EPAF screen (under Query Date and to the right of Transaction Status); however, this date appears only when updating an existing job. If the Last Paid Date information is not listed in this section, use the date you noted from the Employee Job Assignments section in step 5.
    ✪ For a New Job record, the Jobs Effective Date MUST be the same as the Job Begin Date.

11. Review the Personnel Date (defaulted to Query Date) and change if appropriate.
    ✪ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.

12. Use the dropdown box to select the Contract Type.
    ◆ Primary – The employee’s primary job.
    ◆ Secondary – Used to add an additional position for an employee.
    ◆ Overload – Used for a position in addition to a regular assignment (e.g., non-faculty employee who teaches a class, a faculty member on a 9 month contract who has a summer assignment, housing or car allowance, etc.).
    ✪ Each employee can have only one Primary job.

13. Select the Job Status (defaulted to Active) and use the dropdown box to change if appropriate.
    ◆ Remove – Do not select Remove as the Job Status field must be populated.
    ◆ Active
Leave without Pay, with Benefits
Leave without Pay, without Benefits
Leave with Pay, with Benefits
Leave with Partial Pay, with Benefits – Used for 60% LTD.
Terminated – Do not select Terminated for this approval category. Use a termination approval category.

14. Select the **Job Change Reason** from the dropdown box.
   - See the Job Change Reason Codes List in Appendix A for additional information.

15. Enter the new value as appropriate for:
   - **Annual Salary / Contract Amount** – Employee’s actual annual salary.
   - **Factor** – Used to calculate the amount per month to be paid.
     * Annual Salary (or Contract Amount) / Factor = Monthly Payment
     * As a general rule, the Factor will be the number of months in the contract / assignment for faculty members, 1 for graduate assistants, and 12 for exempt staff members.
   - **Pays** – Pays = Factor (Exception: Faculty member with a salary deferral agreement.)
     * Payroll Services will update the Pays field if a faculty member completes a deferral agreement.
     * Unless the appointment is for less than 12 months, Factor = 12 and Pays = 12 regardless of when the employee is hired during the year.
   - **FTE** – Full-Time Equivalent. (**Must be 1.0 or less)**
   - **Hours Per Day** – Number of hours employee will work per day.
   - **Hours Per Pay** – Number of hours employee will work per pay period.
     * If the FTE for this employee is not 1.0, the Hours per Day and Hours per Pay (based on the FTE) MUST be entered.
   - **Timesheet Organization** – Department timesheet organization number.
   - **Title**

16. Review the **Effective Date** (defaulted to Query Date) for the funding information and change if appropriate.
   - The Effective Date is the date this action will affect payroll.

17. Review the funding information (defaulted based on the position number) in the New section and change if appropriate.
   - Chart (COA) MUST be X for the OSU System.
   - Funding total must equal 100%.
   - The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button. A remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or the Save button to remove the line.

18. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.
   - A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.

19. In the Comment box, enter comments with sufficient detail for the approvers to understand the change to the job record.

20. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.

21. Review and then click on the Submit button.
   - The routing process does not begin until you click on the Save button and then the Submit button.

<table>
<thead>
<tr>
<th>Hours/Day</th>
<th>Hours/Pay</th>
</tr>
</thead>
<tbody>
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<td>Day</td>
</tr>
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</tr>
<tr>
<td>.75</td>
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<td>.50</td>
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</tr>
<tr>
<td>.25</td>
<td>2</td>
</tr>
</tbody>
</table>

* Hours per day and hours per pay should be based on the FTE.
ADD A JOB RECORD – WORK STUDY

1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.
2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.
   ✴ Use % as the wildcard for searches.
3. Enter the Query Date (the date the action on the EPAF is to become effective).
4. Select Approval Category Work Study – Add Job Record, ADJBWS.
5. Review current assignments under the Employee Job Assignments section.
   ✴ Click on the All Jobs button below the Employee Job Assignments for a list of all jobs for the employee.
   ✴ If the employee was previously in this position, STOP. Are you reactivating a primary job and there have been subsequent primary jobs since the original primary job was ended? If the answer is YES, continue with the Add a Job Record approval category; however, you must use a new suffix value for the position number. If the answer is NO, use the Reactivate a Job approval category rather than the Add a Job Record approval category.
   ✴ Review the Last Paid Date for all job assignments, and make a note of the most recent Last Paid Date for the employee.
6. If you have determined you are using the correct approval category, click on Go.
7. Enter the Position number and Suffix for the new job.
   ✴ The Suffix is a combination of 2 alpha and/or numeric characters. In most cases, the suffix used will be 00. See Appendix D for Suffixes used to identify specific types of payments.
   ✴ If the employee has multiple current jobs in the same position (usually due to multiple rates of pay), start with a Suffix of 00, then use 01, 02, etc.
   ✴ If you are reactivating a primary job and there have been subsequent primary jobs since the original primary job was ended (see Step 5 above), use a one up on the Suffix originally used for the primary job you are reactivating (e.g., if the original Suffix used for the position was 00, use 01).
8. Select the radio button for the new job, and click on Go.
9. Review the Job Begin Date (defaulted to Query Date) and change if appropriate.
   ✴ The Job Begin Date is the date the assignment begins. For biweekly employees, enter the first day of the pay period for which the job record is to be effective.
   ✴ This date should be the same as the Jobs Effective Date.
10. Review the Jobs Effective Date (defaulted to Query Date) and change if appropriate.
    ✴ The Jobs Effective Date is the date this action will affect payroll, and this date must be after the Last Paid Date for the employee. For biweekly employees, enter the first day of the pay period for which the job record is to be effective.
    ✴ The Last Paid Date for the employee is listed in the top section of the EPAF screen (under Query Date and to the right of Transaction Status); however, this date appears only when updating an existing job. If the Last Paid Date information is not listed in this section, use the date you noted from the Employee Job Assignments section in step 5.
    ✴ For a New Job record, the Jobs Effective Date MUST be the same as the Job Begin Date.
11. Review the Personnel Date (defaulted to Query Date) and change if appropriate.
    ✴ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.
12. Review the Contract Type (defaulted to Secondary) and use the dropdown box to change if appropriate.
    ◇ Primary – The employee’s primary job.
    ◇ Secondary – Used to add an additional position for an employee.
    ◇ Overload – Used for a position in addition to a regular assignment (e.g., non-faculty employee who teaches a class, a faculty member on a 9 month contract who has a summer assignment, housing or car allowance, etc.).
    ✴ Each employee can have only one Primary job.
13. Select the Job Change Reason from the dropdown box.
14. Enter the new value as appropriate for:
   - **Regular Rate** – Employee’s Pay Rate per Hour.
   - **FTE** – Full-Time Equivalent. (Must be 1.0 or less)
   - **Hours Per Day** – Number of hours employee will work per day.
   - **Hours Per Pay** – Number of hours employee will work per pay period.
   - **Timesheet Organization** – Department timesheet organization number.

15. Review **Time Entry Method** and change if appropriate.
   - Remove – Do not select Remove as the Time Entry Method field must be populated.
   - Payroll Time Entry – Do not select Payroll Time Entry.
   - Employee Time Entry via Web – The default is Employee Time Entry via Web. Do not change this field unless your department already uses an approved third party timekeeping system (e.g., TimePro, AiM, Kronos, etc.).
   - Department Time Entry with Approvals – Used by OSU-CHS only.
   - Third Party with Approvals – TimePro, AiM, Kronos, etc.

16. Enter the new value for:
   - **Title**

17. Review the **Effective Date** (defaulted to Query Date) for the funding information and change if appropriate. The Effective Date is the date this action will affect payroll.

18. Review the funding information (defaulted based on the position number) in the New section and change if appropriate.
   - **Chart (COA)** MUST be X for the OSU System.
   - Funding total must equal 100%.
   - The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button. A remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or the Save button to remove the line.

19. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.
   - A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.

20. In the Comment box, enter comments with sufficient detail for the approvers to understand the change to the job record.

21. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.

22. Review and then click on the Submit button.
   - The routing process does not begin until you click on the Save button and then the Submit button.
CHANGE A JOB RECORD – HOURLY EMPLOYEE

1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.
2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.
   ✴ Use % as the wildcard for searches.
3. Enter the Query Date (the date the action on the EPAF is to become effective) in MM/DD/YYYY format.
4. Select Approval Category Hourly – Change Job Record, CHGJBH.
5. Review current assignments under the Employee Job Assignments section.
   ✴ Click on the All Jobs button below the Employee Job Assignments for a list of all jobs for the employee.
   ✴ Review the Last Paid Date for all job assignments, and make a note of the most recent Last Paid Date for the employee.
6. Click on Go.
7. Select the radio button for the position to be changed, and click on Go.
8. Review the Jobs Effective Date (defaulted to Query Date) and change if appropriate.
   ✴ The Jobs Effective Date is the date this action will affect payroll, and this date must be after the Last Paid Date. For biweekly employees, enter the first day of the pay period for which the job record is to be effective.
   ✴ The Last Paid Date for the employee is listed in the top section of the EPAF screen (under Query Date and to the right of Transaction Status). If the Last Paid Date information is not listed in this section, use the date you noted from the Employee Job Assignments section in step 5.
9. Review the Personnel Date (defaulted to Query Date) and change if appropriate.
   ✴ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.
10. Review the Contract Type current value and use the dropdown box to change if appropriate.
   ◊ Primary – The employee’s primary job.
   ◊ Secondary – Used to add an additional position for an employee.
   ◊ Overload – Used for a position in addition to a regular assignment (e.g., non-faculty employee who teaches a class, a faculty member on a 9 month contract who has a summer assignment, housing or car allowance, etc.).
   ✴ Each employee can have only one Primary job.
11. Review Job Status current value and use the dropdown box to change if appropriate.
   ◊ Remove – Do not select Remove as the Job Status field must be populated.
   ◊ Active
   ◊ Leave without Pay, with Benefits
   ◊ Leave without Pay, without Benefits
   ◊ Leave with Pay, with Benefits
   ◊ Leave with Partial Pay, with Benefits
   ◊ Terminated – Do not select Terminated for this approval category. Use a termination approval category.
12. Select the Job Change Reason from the dropdown box.
   ✴ See the Job Change Reason Codes List in Appendix A for additional information.
13. Review the current values and enter the new value for any changes to:
   ◊ Regular Rate – Employee’s Pay Rate per Hour.
   ◊ FTE – Full-Time Equivalent. (✴ Must be 1.0 or less)
   ◊ Hours Per Day – Number of hours employee will work per day.
   ◊ Hours Per Pay – Number of hours employee will work per pay period.
   ✴ If a change is made to FTE, Hours Per Day and Hours Per Pay must be updated.
   ◊ Timesheet Organization – Department timesheet organization number.
14. Review **Time Entry Method** and change if appropriate. This field will most likely not need to be changed for an existing job.
   - Remove – Do not select Remove as the Time Entry Method field must be populated.
   - Payroll Time Entry – Do not select Payroll Time Entry.
   - Employee Time Entry via Web – Banner time entry method.
   - Department Time Entry with Approvals – Used by OSU-CHS only.
   - Third Party with Approvals – TimePro, AiM, Kronos, etc.

15. Review the current value and enter the new value for any change to:
   - Title

16. Review the **Effective Date** (defaulted to Query Date) for the New funding information and change if appropriate.
   - The Effective Date is the date this action will affect payroll.

17. Review current funding and update funding in the New section (defaulted to the current value) if appropriate.
   - Chart (COA) MUST be X for the OSU System.
   - Funding total must equal 100%.
   - The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button. A remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or the Save button to remove the line.

18. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.
   - A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.

19. In the Comment box, enter comments with sufficient detail for the approvers to understand the change to the job record.

20. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.

21. Review and then click on the Submit button.
   - The routing process does not begin until you click on the Save button and then the Submit button.
1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.

2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.
   ✴ Use % as the wildcard for searches.

3. Enter the Query Date (the date the action on the EPAF is to become effective) in MM/DD/YYYY format.

4. Select Approval Category Monthly – Change Job Record, CHJBS.

5. Review current assignments under the Employee Job Assignments section.
   ✴ Click on the All Jobs button below the Employee Job Assignments for a list of all jobs for the employee.
   ✴ Review the Last Paid Date for all job assignments, and make a note of the most recent Last Paid Date for the employee.

6. Click on Go.

7. Select the radio button for the position to be changed, and click on Go.

8. Review the Jobs Effective Date (defaulted to Query Date) and change if appropriate.
   ✴ The Jobs Effective Date is the date this action will affect payroll, and this date must be after the Last Paid Date.
   ✴ The Last Paid Date for the employee is listed in the top section of the EPAF screen (under Query Date and to the right of Transaction Status). If the Last Paid Date information is not listed in this section, use the date you noted from the Employee Job Assignments section in step 5.

9. Review the Personnel Date (defaulted to Query Date) and change if appropriate.
   ✴ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.

10. Review the Contract Type current value and use the dropdown box to change if appropriate.
    ◇ Primary – The employee’s primary job.
    ◇ Secondary – Used to add an additional position for an employee.
    ◇ Overload – Used for a position in addition to a regular assignment (e.g., non-faculty employee who teaches a class, a faculty member on a 9 month contract who has a summer assignment, housing or car allowance, etc.).
    ✴ Each employee can have only one Primary job.

11. Review Job Status current value and use the dropdown box to change if appropriate.
    ◇ Remove – Do not select Remove as the Job Status field must be populated.
    ◇ Active
    ◇ Leave without Pay, with Benefits
    ◇ Leave without Pay, without Benefits
    ◇ Leave with Pay, with Benefits
    ◇ Leave with Partial Pay, with Benefits – Used for 60% LTD.
    ◇ Terminated – Do not select Terminated for this approval category. Use a termination approval category.

12. Select the Job Change Reason from the dropdown box.
    ✴ See the Job Change Reason Codes List in Appendix A for additional information.

13. Review the current values and enter the new value for any changes to:
    ◇ Annual Salary / Contract Amount – Employee’s actual annual salary.
    ◇ Factor – Used to calculate the amount per month to be paid.
      ✴ Annual Salary (or Contract Amount) / Factor = Monthly Payment
      ✴ As a general rule, the Factor will be the number of months in the contract / assignment for faculty members, 1 for graduate assistants, and 12 for exempt staff members.
    ◇ Pays – Pays = Factor (Exception: Faculty member with a salary deferral agreement.)
      ✴ Payroll Services will update the Pays field if a faculty member completes a deferral agreement.
      ✴ Unless the appointment is for less than 12 months, Factor = 12 and Pays = 12 regardless of when the employee is hired during the year.
    ◇ FTE – Full-Time Equivalent. (✴ Must be 1.0 or less)
14. Review the **Effective Date** (defaulted to Query Date) for the New funding information and change if appropriate.
   ✴ The Effective Date is the date this action will affect payroll.
15. Review current funding and update funding in the New section (defaulted to the current value) if appropriate.
   ✴ Chart (COA) MUST be X for the OSU System.
   ✴ Funding total must equal 100%.
   ✴ The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button. A remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or the Save button to remove the line.
16. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.
   ✴ A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.
17. In the Comment box, enter comments with sufficient detail for the approvers to understand the change to the job record.
18. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.
19. Review and then click on the Submit button.
   ✴ The routing process does not begin until you click on the Save button and then the Submit button.
1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.
2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.
   ✴️ Use % as the wildcard for searches.
3. Enter the Query Date (the date the action on the EPAF is to become effective) in MM/DD/YYYY format.
4. Select Approval Category Work Study – Change Job Record, CHJBWS.
5. Review current assignments under the Employee Job Assignments section.
   ✴️ Click on the All Jobs button below the Employee Job Assignments for a list of all jobs for the employee.
   ✴️ Review the Last Paid Date for all job assignments, and make a note of the most recent Last Paid Date for
     the employee.
6. Click on Go.
7. Select the radio button for the position to be changed, and click on Go.
8. Review the Jobs Effective Date (defaulted to Query Date) and change if appropriate.
   ✴️ The Jobs Effective Date is the date this action will affect payroll, and this date must be after the Last Paid
     Date. For biweekly employees, enter the first day of the pay period for which the job record is to be effective.
   ✴️ The Last Paid Date for the employee is listed in the top section of the EPAF screen (under Query Date and
     to the right of Transaction Status). If the Last Paid Date information is not listed in this section, use the date
     you noted from the Employee Job Assignments section in step 5.
9. Review the Personnel Date (defaulted to Query Date) and change if appropriate.
   ✴️ This date does not affect pay and serves as an information field for historical, audit, or reporting
     purposes.
10. Review the Contract Type current value and use the dropdown box to change if appropriate.
    ◊ Primary – The employee’s primary job.
    ◊ Secondary – Used to add an additional position for an employee.
    ◊ Overload – Used for a position in addition to a regular assignment (e.g., non-faculty employee who
        teaches a class, a faculty member on a 9 month contract who has a summer assignment, housing or car
        allowance, etc.).
11. Review Job Status current value and use the dropdown box to change if appropriate.
    ◊ Remove – Do not select Remove as the Job Status field must be populated.
    ◊ Active
    ◊ Leave without Pay, with Benefits
    ◊ Leave without Pay, without Benefits
    ◊ Leave with Pay, with Benefits
    ◊ Leave with Partial Pay, with Benefits
    ◊ Terminated – Do not select Terminated for this approval category. Use a termination approval category.
    ✴️ Each employee can have only one Primary job.
12. Select the Job Change Reason from the dropdown box.
    ✴️ See the Job Change Reason Codes List in Appendix A for additional information.
13. Review the current values and enter the new value for any changes to:
    ◊ Regular Rate – Employee’s Pay Rate per Hour.
    ◊ FTE – Full-Time Equivalent. (✴️ Must be 1.0 or less)
    ◊ Hours Per Day – Number of hours employee will work per day.
    ◊ Hours Per Pay – Number of hours employee will work per pay period.
      ✴️ If a change is made to FTE, Hours Per Day and Hours Per Pay must be updated.
    ◊ Timesheet Organization – Department timesheet organization number.
14. Review **Time Entry Method** and change if appropriate. This field will most likely not need to be changed for an existing job.
   - Remove – Do **not** select Remove as the Time Entry Method field must be populated.
   - Payroll Time Entry – Do **not** select Payroll Time Entry.
   - Employee Time Entry via Web – Banner time entry method.
   - Department Time Entry with Approvals – Used by OSU-CHS only.
   - Third Party with Approvals – TimePro, AiM, Kronos, etc.

15. Review the current value and enter the new value for any change to:
   - **Title**

16. Review the **Effective Date** (defaulted to Query Date) for the New funding information and change if appropriate.
   - The Effective Date is the date this action will affect payroll.

17. Review current funding and update funding in the New section (defaulted to the current value) if appropriate.
   - Chart (COA) **MUST** be X for the OSU System.
   - Funding total must equal 100%.
   - The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button. A remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or the Save button to remove the line.

18. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.
   - A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.

19. In the Comment box, enter comments with sufficient detail for the approvers to understand the change to the job record.

20. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.

21. Review and then click on the Submit button.
   - The routing process does not begin until you click on the Save button and then the Submit button.
REACTIVATE A JOB RECORD – HOURLY EMPLOYEE

1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.
2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.
   ✴️ Use % as the wildcard for searches.
3. Enter the Query Date in MM/DD/YYYY format.
   ✴️ When reactivating a previous job, you may query using an earlier date when that previous job was active. This will allow you to select the previous job. Remember to change the Jobs Effective Date, Personnel Date, and Funding Effective Date as appropriate as the query date will have auto-populated those fields.
4. Select Approval Category Hourly – Reactivate Job Record, REBH.
5. Review current assignments under the Employee Job Assignments section.
   ✴️ Click on the All Jobs button below the Employee Job Assignments for a list of all jobs for the employee.
   ✴️ If you are reactivating a primary job and there have been subsequent primary jobs since the original primary job was ended, STOP. Use an Add a New Job approval category and use a new suffix value for the position number.
   ✴️ Review the Last Paid Date for all job assignments, and make a note of the most recent Last Paid Date for the employee.
6. If you have determined you are using the correct approval category, click on Go.
7. Select the radio button for the position to be changed, and click on Go.
8. Review the Jobs Effective Date (defaulted to Query Date) and change if appropriate.
   ✴️ The Jobs Effective Date is the date this action will affect payroll, and this date must be after the Last Paid Date for the employee. For biweekly employees, enter the first day of the pay period for which the job record is to be effective.
   ✴️ The Last Paid Date for the employee is listed in the top section of the EPAF screen (under Query Date and to the right of Transaction Status); however, this date appears only when updating an existing job. If the Last Paid Date information is not listed in this section, use the date you noted from the Employee Job Assignments section in step 5.
9. Review the Personnel Date (defaulted to Query Date) and change if appropriate.
   ✴️ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.
10. Review the Contract Type current value and use the dropdown box to change if appropriate.
    ◊ Primary – The employee’s primary job.
    ◊ Secondary – Used to add an additional position for an employee.
    ◊ Overload – Used for a position in addition to a regular assignment (e.g., non-faculty employee who teaches a class, a faculty member on a 9 month contract who has a summer assignment, housing or car allowance, etc.).
    ✴️ Each employee can have only one Primary job.
11. Select the Job Change Reason from the dropdown box.
    ✴️ See the Job Change Reason Codes List in Appendix A for additional information.
12. Review the current values and enter the new value for any changes to:
    ○ Regular Rate – Employee’s Pay Rate per Hour.
    ○ FTE – Full-Time Equivalent. (✴️ Must be 1.0 or less)
    ○ Hours Per Day – Number of hours employee will work per day.
    ○ Hours Per Pay – Number of hours employee will work per pay period.
      ✴️ If a change is made to FTE, Hours Per Day and Hours Per Pay must be updated.
    ○ Timesheet Organization – Department timesheet organization number.
    ○ Title

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</tr>
<tr>
<td>.25</td>
<td>2</td>
<td>20</td>
</tr>
</tbody>
</table>
✴️ Hours per day and hours per pay should be based on the FTE.
13. Review the **Effective Date** (defaulted to Query Date) for the New funding information and change if appropriate.
   ✴ The Effective Date is the date this action will affect payroll.

14. Review current funding and update funding in the New section (defaulted to the current value) if appropriate.
   ✴ Chart (COA) **MUST** be X for the OSU System.
   ✴ Funding total must equal 100%.
   ✴ The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button. A remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or the Save button to remove the line.

15. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.
   ✴ A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.

16. In the Comment box, enter comments with sufficient detail for the approvers to understand the change to the job record.

17. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.

18. Review and then click on the Submit button.
   ✴ The routing process does not begin until you click on the Save button and then the Submit button.
REACTIVATE A JOB RECORD – HOURLY EMPLOYEE WITH END DATE

1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.
2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.
   ✴ Use % as the wildcard for searches.
3. Enter the Query Date in MM/DD/YYYY format.
   ✴ When reactivating a previous job, you may query using an earlier date when that previous job was active. This will allow you to select the previous job. Remember to change the Jobs Effective Date, Personnel Date, and Funding Effective Date as appropriate as the query date will have auto-populated those fields.
4. Select Approval Category Hourly – Reactivate Job Record With End Date, REJBH2.
5. Review current assignments under the Employee Job Assignments section.
   ✴ Click on the All Jobs button below the Employee Job Assignments for a list of all jobs for the employee.
   ✴ If you are reactivating a primary job and there have been subsequent primary jobs since the original primary job was ended, STOP. Use an Add a New Job approval category and use a new suffix value for the position number.
   ✴ Review the Last Paid Date for all job assignments, and make a note of the most recent Last Paid Date for the employee.
6. If you have determined you are using the correct approval category, click on Go.
7. Select the radio button for the position to be changed, and click on Go.
8. Review the Jobs Effective Date (defaulted to Query Date) and change if appropriate.
   ✴ The Jobs Effective Date is the date this action will affect payroll, and this date must be after the Last Paid Date for the employee. For biweekly employees, enter the first day of the pay period for which the job record is to be effective.
   ✴ The Last Paid Date for the employee is listed in the top section of the EPAF screen (under Query Date and to the right of Transaction Status); however, this date appears only when updating an existing job. If the Last Paid Date information is not listed in this section, use the date you noted from the Employee Job Assignments section in step 5.
9. Review the Personnel Date (defaulted to Query Date) and change if appropriate.
   ✴ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.
10. Review the Contract Type current value and use the dropdown box to change if appropriate.
   ◇ Primary – The employee’s primary job.
   ◇ Secondary – Used to add an additional position for an employee.
   ◇ Overload – Used for a position in addition to a regular assignment (e.g., non-faculty employee who teaches a class, a faculty member on a 9 month contract who has a summer assignment, housing or car allowance, etc.).
   ✴ Each employee can have only one Primary job.
11. Select the Job Change Reason from the dropdown box.
   ✴ See the Job Change Reason Codes List in Appendix A for additional information.
12. Review the current values and enter the new value for any changes to:
   ◇ Regular Rate – Employee’s Pay Rate per Hour.
   ◇ FTE – Full-Time Equivalent. (✴ Must be 1.0 or less)
   ◇ Hours Per Day – Number of hours employee will work per day.
   ◇ Hours Per Pay – Number of hours employee will work per pay period.
      ✴ If a change is made to FTE, Hours Per Day and Hours Per Pay must be updated.
   ◇ Timesheet Organization – Department timesheet organization number.
   ◇ Title
13. Review the **Effective Date** (defaulted to Query Date) for the New funding information and change if appropriate.
   ✴ The Effective Date is the date this action will affect payroll.

14. Review current funding and update funding in the New section (defaulted to the current value) if appropriate.
   ✴ Chart (COA) **MUST** be X for the OSU System.
   ✴ Funding total must equal 100%.
   ✴ The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button. A remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or the Save button to remove the line.

15. In the Terminate / End Pay Job Record Only section, enter the **Jobs Effective Date**.
   ✴ The Jobs Effective Date is the date this action will affect payroll. For biweekly employees, enter the last day of the pay period for which the terminate job record should be effective, and enter the actual last day of work as the Personnel Date.

16. Enter the **Personnel Date**.
   ✴ This date does **not** affect pay and serves as an information field for historical, audit, or reporting purposes.

17. Review the **Job Change Reason** (defaulted to 2END, End of Appointment) and use the dropdown box to change if appropriate.
   ✴ See the Job Change Reason Codes List in Appendix A for additional information.

18. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.
   ✴ A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.

19. In the Comment box, enter comments with sufficient detail for the approvers to understand the change to the job record.

20. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.

21. Review and then click on the Submit button.
   ✴ The routing process does not begin until you click on the Save button and then the Submit button.
1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.
2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.
   ✴ Use % as the wildcard for searches.
3. Enter the Query Date in MM/DD/YYYY format.
   ✴ When reactivating a previous job, you may query using an earlier date when that previous job was active. This will allow you to select the previous job. Remember to change the Jobs Effective Date, Personnel Date, and Funding Effective Date as appropriate as the query date will have auto-populated those fields.
4. Select Approval Category Monthly with end date – Reactivate Job Record, REJBS.
5. Review current assignments under the Employee Job Assignments section.
   ✴ Click on the All Jobs button below the Employee Job Assignments for a list of all jobs for the employee.
   ✴ If you are reactivating a primary job and there have been subsequent primary jobs since the original primary job was ended, STOP. Use an Add a New Job approval category and use a new suffix value for the position number.
   ✴ Review the Last Paid Date for all job assignments, and make a note of the most recent Last Paid Date for the employee.
6. If you have determined you are using the correct approval category, click on Go.
7. Select the radio button for the position to be changed, and click on Go.
8. Review the Jobs Effective Date (defaulted to Query Date) and change if appropriate.
   ✴ The Jobs Effective Date is the date this action will affect payroll, and this date must be after the Last Paid Date.
   ✴ The Last Paid Date for the employee is listed in the top section of the EPAF screen (under Query Date and to the right of Transaction Status); however, this date appears only when updating an existing job. If the Last Paid Date information is not listed in this section, use the date you noted from the Employee Job Assignments section in step 5.
9. Review the Personnel Date (defaulted to Query Date) and change if appropriate.
   ✴ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.
10. Review the Contract Type current value and use the dropdown box to change if appropriate.
   ◇ Primary – The employee’s primary job.
   ◇ Secondary – Used to add an additional position for an employee.
   ◇ Overload – Used for a position in addition to a regular assignment (e.g., non-faculty employee who teaches a class, a faculty member on a 9 month contract who has a summer assignment, housing or car allowance, etc.)
   ✴ Each employee can have only one Primary job.
11. Review Job Status (defaulted to Active) and use the dropdown box to change if appropriate.
    ◇ Remove – Do not select Remove as the Job Status field must be populated.
    ◇ Active
    ◇ Leave without Pay, with Benefits
    ◇ Leave without Pay, without Benefits
    ◇ Leave with Pay, with Benefits
    ◇ Leave with Partial Pay, with Benefits – Used for 60% LTD.
    ◇ Terminated – Do not select Terminated in this section.
12. Select the Job Change Reason from the dropdown box.
    ✴ See the Job Change Reason Codes List in Appendix A for additional information.
13. Review the current values and enter the new value for any changes to:
    ◇ Annual Salary / Contract Amount – Employee’s actual annual salary.
    ◇ Factor – Used to calculate the amount per month to be paid.
14. Review the **Effective Date** (defaulted to Query Date) for the New funding information and change if appropriate.
   ✶ The Effective Date is the date this action will affect payroll.

15. Review current funding and update funding in the New section (defaulted to the current value) if appropriate.
   ✶ Chart (COA) **MUST** be X for the OSU System.
   ✶ Funding total must equal 100%.
   ✶ The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button. A remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or the Save button to remove the line.

16. In the Terminate Job Record Only section, enter the **Jobs Effective Date**.
   ✶ The Jobs Effective Date is the date this action will affect payroll. Use the termination date – the last day the employee is scheduled to work in this position.

17. Enter the **Personnel Date**.
   ✶ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.

18. Review the **Job Change Reason** (defaulted to 2END, End of Appointment) and use the dropdown box to change if appropriate.
   ✶ See the Job Change Reason Codes List in Appendix A for additional information.

19. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.
   ✶ A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.

20. In the Comment box, enter comments with sufficient detail for the approvers to understand the change to the job record.

21. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.

22. Review and then click on the Submit button.
   ✶ The routing process does not begin until you click on the Save button and then the Submit button.
REACTIVATE A JOB RECORD – MONTHLY EMPLOYEE WITH NO END DATE

1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.
2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.
   ◆ Use the % as the wildcard for searches.
3. Enter the Query Date in MM/DD/YYYY format.
   ◆ When reactivating a previous job, you may query using an earlier date when that previous job was active. This will allow you to select the previous job. Remember to change the Jobs Effective Date, Personnel Date, and Funding Effective Date as appropriate as the query date will have auto-populated those fields.
4. Select Approval Category Monthly no end date – Reactive Job Record, REJBS2.
5. Review current assignments under the Employee Job Assignments section.
   ◆ Click on the All Jobs button below the Employee Job Assignments for a list of all jobs for the employee.
   ◆ If you are reactivating a primary job and there have been subsequent primary jobs since the original primary job was ended, STOP. Use an Add a New Job approval category and use a new suffix value for the position number.
   ◆ Review the Last Paid Date for all job assignments, and make a note of the most recent Last Paid Date for the employee.
6. If you have determined you are using the correct approval category, click on Go.
7. Select the radio button for the position to be changed, and click on Go.
8. Review the Jobs Effective Date (defaulted to Query Date) and change if appropriate.
   ◆ The Jobs Effective Date is the date this action will affect payroll, and this date must be after the Last Paid Date.
   ◆ The Last Paid Date for the employee is listed in the top section of the EPAF screen (under Query Date and to the right of Transaction Status); however, this date appears only when updating an existing job. If the Last Paid Date information is not listed in this section, use the date you noted from the Employee Job Assignments section in step 5.
9. Review the Personnel Date (defaulted to Query Date) and change if appropriate.
   ◆ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.
10. Review the Contract Type current value and use the dropdown box to change if appropriate.
    ◆ Primary – The employee’s primary job.
    ◆ Secondary – Used to add an additional position for an employee.
    ◆ Overload – Used for a position in addition to a regular assignment (e.g., non-faculty employee who teaches a class, a faculty member on a 9 month contract who has a summer assignment, housing or car allowance, etc.)
    ◆ Each employee can have only one Primary job.
11. Review Job Status (defaulted to Active) and use the dropdown box to change if appropriate.
    ◆ Remove – Do not select Remove as the Job Status field must be populated.
    ◆ Active
    ◆ Leave without Pay, with Benefits
    ◆ Leave without Pay, without Benefits
    ◆ Leave with Pay, with Benefits
    ◆ Leave with Partial Pay, with Benefits – Used for 60% LTD.
    ◆ Terminated – Do not select Terminated for this approval category. Use a termination approval category.
12. Select the Job Change Reason from the dropdown box.
    ◆ See the Job Change Reason Codes List in Appendix A for additional information.
13. Review the current values and enter the new value for any changes to:
    ◆ Annual Salary / Contract Amount – Employee’s actual annual salary.
Factor – Used to calculate the amount per month to be paid.

\[ \text{Annual Salary (or Contract Amount)} / \text{Factor} = \text{Monthly Payment} \]

As a general rule, the Factor will be the number of months in the contract/assignment for faculty members, 1 for graduate assistants, and 12 for exempt staff members.

Pays – Pays = Factor (Exception: Faculty member with a salary deferral agreement.)

Payroll Services will update the Pays field if a faculty member completes a deferral agreement.

Unless the appointment is for less than 12 months, Factor = 12 and Pays = 12 regardless of when the employee is hired during the year.

FTE – Full-Time Equivalent. (Must be 1.0 or less)

Hours Per Day – Number of hours employee will work per day.

Hours Per Pay – Number of hours employee will work per pay period. If a change is made to FTE, Hours Per Day and Hours Per Pay must be updated.

Timesheet Organization – Department timesheet organization number.

Title

14. Review the Effective Date (defaulted to Query Date) for the New funding information and change if appropriate.

The Effective Date is the date this action will affect payroll.

15. Review current funding and update funding in the New section (defaulted to the current value) if appropriate.

Chart (COA) MUST be X for the OSU System.

Funding total must equal 100%.

The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button. A remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or the Save button to remove the line.

16. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.

A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.

17. In the Comment box, enter comments with sufficient detail for the approvers to understand the change to the job record.

18. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.

19. Review and then click on the Submit button.

The routing process does not begin until you click on the Save button and then the Submit button.
1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.
2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.
   ✰ Use % as the wildcard for searches.
3. Enter the Query Date in MM/DD/YYYY format.
   ✰ When reactivating a previous job, you may query using an earlier date when that previous job was active. This will allow you to select the previous job. Remember to change the Jobs Effective Date, Personnel Date, and Funding Effective Date as appropriate as the query date will have auto-populated those fields.
4. Select Approval Category Reactivate Job Record Work Study, REJWS.
5. Review current assignments under the Employee Job Assignments section.
   ✰ Click on the All Jobs button below the Employee Job Assignments for a list of all jobs for the employee.
   ✰ If you are reactivating a primary job and there have been subsequent primary jobs since the original primary job was ended, STOP. Use an Add a New Job approval category and use a new suffix value for the position number.
   ✰ Review the Last Paid Date for all job assignments, and make a note of the most recent Last Paid Date for the employee.
6. If you have determined you are using the correct approval category, click on Go.
7. Select the radio button for the position to be changed, and click on Go.
8. Review the Jobs Effective Date (defaulted to Query Date) and change if appropriate.
   ✰ The Jobs Effective Date is the date this action will affect payroll, and this date must be after the Last Paid Date for the employee. For biweekly employees, enter the first day of the pay period for which the job record is to be effective.
   ✰ The Last Paid Date for the employee is listed in the top section of the EPAF screen (under Query Date and to the right of Transaction Status); however, this date appears only when updating an existing job. If the Last Paid Date information is not listed in this section, use the date you noted from the Employee Job Assignments section in step 5.
9. Review the Personnel Date (defaulted to Query Date) and change if appropriate.
   ✰ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.
10. Review the Contract Type current value and use the dropdown box to change if appropriate.
    ✓ Primary – The employee’s primary job.
    ✓ Secondary – Used to add an additional position for an employee.
    ✓ Overload – Used for a position in addition to a regular assignment (e.g., non-faculty employee who teaches a class, a faculty member on a 9 month contract who has a summer assignment, housing or car allowance, etc.).
    ✰ Each employee can have only one Primary job.
11. Select the Job Change Reason from the dropdown box.
    ✰ See the Job Change Reason Codes List in Appendix A for additional information.
12. Review the current values and enter the new value for any changes to:
    ○ Regular Rate – Employee’s Pay Rate per Hour.
    ○ FTE – Full-Time Equivalent. (✰ Must be 1.0 or less)
    ○ Hours Per Day – Number of hours employee will work per day.
    ○ Hours Per Pay – Number of hours employee will work per pay period.
      ✰ If a change is made to FTE, Hours Per Day and Hours Per Pay must be updated.
    ○ Timesheet Organization – Department timesheet organization number.
    ○ Title

<table>
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<th></th>
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<td>.25</td>
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<td></td>
</tr>
</tbody>
</table>
✰ Hours per day and hours per pay should be based on the FTE.
13. Review the **Effective Date** (defaulted to Query Date) for the New funding information and change if appropriate.

- The Effective Date is the date this action will affect payroll.

14. Review current funding and update funding in the New section (defaulted to the current value) if appropriate.

- Chart (COA) **MUST** be X for the OSU System.
- Funding total must equal 100%.
- The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button. A remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or the Save button to remove the line.

15. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.

- A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.

16. In the Comment box, enter comments with sufficient detail for the approvers to understand the change to the job record.

17. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.

18. Review and then click on the Submit button.

- The routing process does not begin until you click on the Save button and then the Submit button.
UPDATE LABOR DISTRIBUTION RECORD

1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.
2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.
   ✴ Use % as the wildcard for searches.
3. Enter the Query Date (the date the action on the EPAF is to become effective).
4. Select Approval Category Update Labor Distribution Record, GLABR.
5. Review current assignments under the Employee Job Assignments section.
   ✴ Click on the All Jobs button below the Employee Job Assignments for a list of all jobs for the employee.
6. Click on Go.
7. Select the radio button for the position to be changed, and click on Go.
8. Review the Effective Date (defaulted to Query Date) for the New funding information and change if appropriate.
   ✴ The Effective Date is the date this action will affect payroll, and this date must be after the Last Paid Date. (The Last Paid Date is listed in the Update Labor Distribution Information heading for this section.)
9. Review current funding and update funding in the New section (defaulted to the current value).
   ✴ Chart (COA) MUST be X for the OSU System.
   ✴ Funding total must equal 100%.
   ✴ The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button. A remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or the Save button to remove the line.
10. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.
    ✴ A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.
11. In the Comment box, enter comments with sufficient detail for the approvers to understand the change to the job record.
12. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.
13. Review and then click on the Submit button.
    ✴ The routing process does not begin until you click on the Save button and then the Submit button.
TERMINATE A JOB RECORD

1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.

2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.
   ✴ Use % as the wildcard for searches.

3. Enter the **Query Date** (the date the action on the EPAF is to become effective).

4. Select **Approval Category** **Terminate – Job Record Only, TERMJB**.
   ✴ When preparing an EPAF for an employee who is retiring, select this approval category – do NOT select Terminate a Job Record and Employee.

5. Review current assignments under the Employee Job Assignments section.
   ✴ Click on the All Jobs button below the Employee Job Assignments for a list of all jobs for the employee.

6. Click on Go.

7. Select the radio button for the position to be changed, and click on Go.

8. Review the **Jobs Effective Date** (defaulted to Query Date) and change if appropriate.
   ✴ The Jobs Effective Date is the date this action will affect payroll. This should be the actual last day of work for monthly employees and can be the Last Paid Date or later. (The Last Paid Date is listed in the top section of the EPAF screen – under Query Date and to the right of Transaction Status.) For biweekly employees, enter the last day of the pay period for which the terminate job record should be effective, and enter the actual last day of work as the Personnel Date.
   ✴ If the employee’s last day of work is prior to the Last Paid Date, use the Last Paid Date as the Jobs Effective Date, and enter the actual last day of work as the Personnel Date.

9. Review the **Personnel Date** (defaulted to Query Date) and change if appropriate.
   ✴ This date does **not** affect pay and serves as an information field for historical, audit, or reporting purposes.

10. Select the **Job Change Reason** from the dropdown box.
    ✴ See the Job Change Reason Codes List in Appendix A for additional information.

11. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.
    ✴ A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.

12. In the Comment box, enter comments with sufficient detail for the approvers to understand the change to the job record.

13. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.

14. Review and then click on the Submit button.
    ✴ The routing process does not begin until you click on the Save button and then the Submit button.
TERMINATE A JOB RECORD AND EMPLOYEE

1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.
2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.
   ✴ Use % as the wildcard for searches.
3. Enter the Query Date (the date the action on the EPAF is to become effective).
4. Select Approval Category Terminate – Job Record and Employee, TERME.
   ✴ Do NOT select this approval category for an employee who is retiring – use Terminate Job Record Only, TERMJB.
5. Review current assignments under the Employee Job Assignments section.
   ✴ Click on the All Jobs button below the Employee Job Assignments for a list of all jobs for the employee.
   ✴ If an employee has at least one other active assignment in addition to his/her Primary job, STOP. Use the Terminate a Job Record approval category to terminate all job records other than the Primary job record. Then use the Terminate a Job Record and Employee approval category to terminate the Primary job record and the employee.
6. Click on Go.
7. Select the radio button for the position to be changed, and click on Go.
8. In the Terminate/End Pay Job Record Only, review the Jobs Effective Date (defaulted to Query Date) and change if appropriate.
   ✴ The Jobs Effective Date is the date this action will affect payroll. This should be the actual last day of work for monthly employees and can be the Last Paid Date or later. (The Last Paid Date is listed in the top section of the EPAF screen – under Query Date and to the right of Transaction Status.) For biweekly employees, enter the last day of the pay period for which the terminate job record should be effective, and enter the actual last day of work as the Personnel Date.
   ✴ If the employee’s last day of work is prior to the last Paid Date, use the Last Paid Date as the Jobs Effective Date, and enter the actual last day of work as the Personnel Date.
9. Review the Personnel Date (defaulted to Query Date) and change if appropriate.
   ✴ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.
10. Select the Job Change Reason from the dropdown box.
    ✴ See the Job Change Reason Codes List in Appendix A for additional information.
11. In the Terminate Employee section, select the Term Reason Code from the dropdown box.
12. Review the Termination Date (defaulted to Query Date) and change if appropriate.
    ✴ The Termination Date is normally the Last Work Date.
    ✴ The Termination Date cannot be earlier than the Jobs Effective Date entered in the Terminate/End Pay Job Record section. If the last day of the pay period or the Last Paid Date is used for the Jobs Effective Date, enter that same date for the Termination Date.
13. Review the Last Work Date (defaulted to Query Date) and change if appropriate.
    ✴ The Last Work Date is the last day the employee is expected to work and will normally be the same as the Termination Date.
    ✴ For biweekly employees, the last day of the pay period for which the terminate job record should be effective is used as the Jobs Effective Date in the Terminate/End Pay Job Record section. Therefore, the Last Work Date may be a date prior to the Jobs Effective Date entered in the Terminate/End Pay Job Record section.
    ✴ If there are questions regarding the Last Work Date due to the use of paid leave, please contact your HR Partner for assistance.
14. Review the Employee Status (defaulted to T, Terminated) and change if appropriate.
    ✴ If the Termination Date is a future date, change the Employee Status to Active. When the payroll is processed for the period that includes the Termination Date, the employee status will automatically be set to Terminated.
15. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.
   ✴ A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.

16. In the Comment box, enter comments with sufficient detail for the approvers to understand the change to the job record.

17. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.

18. Review and then click on the Submit button.
   ✴ The routing process does not begin until you click on the Save button and then the Submit button.
EXCEPTION TO NORMAL PAY – CREATE A NEW JOB

1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.
2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name. 
   ✶ Use % as the wildcard for searches.
3. Enter the Query Date (the date the action on the EPAF is to become effective).
   ✶ Review the Monthly Payroll Processing Schedule found at https://payroll.okstate.edu/schedules-deadlines, determine which pay period the ENP will be paid (regular monthly or supplemental), and enter the first day of the month of the payroll on which the ENP will be paid. (For example, if the ENP will be paid on the August regular monthly payroll or August supplemental payroll, you MUST enter 08/01/YYYY.)
   ✶ The regular monthly payroll will pay on the last day of the month and the supplemental payroll will pay on the 12th of the following month, unless the 12th is a non-working day. (For example, the August monthly payroll will pay on 08/31/YYYY, and the August supplemental payroll will pay on 09/12/YYYY. For both the August monthly payroll and August supplemental payroll, you MUST enter 08/01/YYYY.)
4. Select Exception to Normal Pay Create New Job, ENPNEW.
   ✶ This approval category can only be used for a monthly employee.
   ✶ If the ENP is related to retroactive pay for a monthly non-exempt employee, do NOT use an ENP EPAF.
   Complete the ENP form found at https://payroll.okstate.edu/guides-forms and attach the appropriate documentation so time, leave, and any overtime/comp time adjustments are properly addressed.
5. Review current assignments under the Employee Job Assignments section.
   ✶ Click on the All Jobs button below the Employee Job Assignments for a list of all jobs for the employee.
6. Click on Go.
7. Enter the Position and Suffix for the ENP.
   ✶ Use the Position the ENP applies to and enter a new Suffix beginning with the letter “Z” followed by a number. (Start with Z0 and go up to Z9 if needed.)
   ✶ If the ENP applies to a Position for which the job record has previously been terminated and that Position has not been canceled, do NOT reactivate the job record. The ENP EPAF can be processed using that position number and the new Suffix beginning with the letter “Z” followed by a number.
8. Select the radio button for the New Job, and click on Go.
9. Review the Job Begin Date (defaulted to Query Date).
   ✶ The Job Begin Date MUST be the first day of the month of the payroll on which the ENP will be processed.
10. Review the Jobs Effective Date (defaulted to Query Date).
   ✴ This date should be the same as the Jobs Effective Date.
   ✴ The Jobs Effective Date MUST be the first day of the month of the payroll on which the ENP will be processed.
   ✴ The Jobs Effective Date MUST be the same as the Job Begin Date.
11. Review the Personnel Date (defaulted to Query Date).
    ✴ This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.
12. Select the Job Change Reason from the dropdown box.
    ✴ Job Change Reason codes to be used for this approval category begin with ENP.
    ✴ Select one of the Job Change Reason Codes from the list below. (This chart is also found in Appendix B.)

<table>
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<th>Job Change Reason</th>
<th>Earnings Code</th>
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<tr>
<td>ENPSP</td>
<td>Special Projects</td>
<td>130 Extra Time Pay</td>
</tr>
<tr>
<td>ENPRP</td>
<td>Retroactive Pay</td>
<td>A10 Regular Monthly Adj</td>
</tr>
<tr>
<td>ENPIN</td>
<td>Incentive Pay</td>
<td>081 Approved Incentive Plans</td>
</tr>
<tr>
<td>ENPAW</td>
<td>Awards</td>
<td>080 Awards</td>
</tr>
<tr>
<td>ENPMV</td>
<td>Moving Allowance</td>
<td>515 Moving Allowance</td>
</tr>
<tr>
<td>ENPPP</td>
<td>Practice Plan</td>
<td>131 Professional Payment Plan</td>
</tr>
</tbody>
</table>
13. Review the Payroll ID (defaulted to JM, OSU Monthly) and use the dropdown box to change if appropriate.
    ✴ Select “JM, OSU Monthly” for the regular monthly payroll or “JX, OSU Supplemental” for the supplemental payroll. (Only select JM or JX – do NOT select any of the other Payroll IDs listed.)
14. Complete the Exception to Normal Pay Payment Information section:
    ○ Effective Date (defaulted to Query Date) – The date this action will affect payroll.
        ✴ The Effective Date MUST be the first day of the month of the payroll on which the ENP will be processed. This date MUST be the same date as the Job Begin Date and Jobs Effective Date above.
    ○ Earnings Code – Select the appropriate Earnings Code from the dropdown box.
        ✴ Only certain Earnings Codes can be used for this approval category. Others will result in an error message.
        ✴ See the ENP Job Change Reason Codes and Earnings Codes Chart in Step 12 above and select the Earnings Code that corresponds with the Job Change Reason selected.
    ○ Hours or Units Per Pay
        ✴ Enter the number “1”.
    ○ Deemed Hours – Leave this field blank.
    ○ Special Rate – The total amount the employee is to be paid.
    ○ Shift – Defaulted to 1. Do not change this field.
    ○ End Date
        ✴ The End Date MUST be the first day of the following month. (For example, if the ENP will be paid on the August regular monthly payroll or August supplemental payroll, you MUST enter 09/01/YYYY.)
15. Review the Effective Date (defaulted to Query Date) for the funding information.
    ✴ The Effective Date is the date this action will affect payroll.
16. Review the funding information (defaulted based on the position number) in the New section and change if appropriate.
    ✴ Chart (COA) MUST be X for the OSU System.
    ✴ Funding total must equal 100%.
The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button. A remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or the Save button to remove the line.

17. In the Terminate / End Pay Job Record Only section, enter the Jobs Effective Date.

The Jobs Effective Date is the date this action will affect payroll. This date MUST be the last day of the month of the payroll on which the ENP will be processed. (For example, if the Job Begin Date is 08/01/YYYY, this date MUST be 08/31/YYYY.)

18. Enter the Personnel Date.

This date does not affect pay and serves as an information field for historical, audit, or reporting purposes. Use the same date as the Jobs Effective Date.

19. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.

A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.

20. In the Comment box, enter comments with sufficient detail for the approvers to understand the ENP being processed.

21. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.

22. Review and then click on the Submit button.

The routing process does not begin until you click on the Save button and then the Submit button.
EXCEPTION TO NORMAL PAY – REACTIVATE AN EXISTING ENP JOB

1. Log in and select Employee > Employee Self Service > Electronic Personnel Action Forms > New EPAF.
2. Enter the employee’s Banner ID or use the magnifying glass to search by the employee’s name.
   ¬ Use % as the wildcard for searches.
3. Enter the Query Date (the date the action on the EPAF is to become effective).
   ¬ Review the Monthly Payroll Processing Schedule found at https://payroll.okstate.edu/schedules-deadlines, determine which pay period the ENP will be paid (regular monthly or supplemental), and enter the first day of the month of the payroll on which the ENP will be paid. (For example, if the ENP will be paid on the August regular monthly payroll or August supplemental payroll, you MUST enter 08/01/YYYY.)
   ¬ The regular monthly payroll will pay on the last day of the month and the supplemental payroll will pay on the 12th of the following month, unless the 12th is a non-working day. (For example, the August monthly payroll will pay on 08/31/YYYY, and the August supplemental payroll will pay on 09/12/YYYY. For both the August monthly payroll and August supplemental payroll, you MUST enter 08/01/YYYY.)
   ¬ See Appendix C for more information on dates to be used for this approval category.
   ¬ If the ENP is being used to process an overpayment (or a negative amount), the ENP cannot be processed on a supplemental payroll. The ENP must be processed on the next regular monthly payroll.
4. Select Reactivate an Existing Exception to Normal Pay Job, ENPRJB.
   ¬ This approval category can only be used for a monthly employee.
   ¬ If the ENP is related to retroactive pay for a monthly non-exempt employee, do NOT use an ENP EPAF.
   Complete the ENP form found at https://payroll.okstate.edu/guides-forms and attach the appropriate documentation so time, leave, and any overtime/comp time adjustments are properly addressed.
5. Review current assignments under the Employee Job Assignments section.
   ¬ Click on the All Jobs button below the Employee Job Assignments for a list of all jobs for the employee.
   ¬ If the employee does not have an assignment with the Position for which the ENP applies with a Suffix beginning with the letter “Z” followed by a number, STOP. You may have selected the wrong approval category.
6. If you have determined you are using the correct approval category, click on Go.
7. Select the radio button for the existing ENP job to be reactivated, and click on Go.
   ¬ An ENP that can be reactivated will have a Suffix that begins with the letter “Z” followed by a number.
8. Review the Jobs Effective Date (defaulted to Query Date).
   ¬ The Jobs Effective Date MUST be the first day of the month of the payroll on which the ENP will be processed.
9. Review the Personnel Date (defaulted to Query Date).
This date does not affect pay and serves as an information field for historical, audit, or reporting purposes.

10. Select the **Job Change Reason** from the dropdown box.

   - **Job Change Reason codes to be used for this approval category begin with ENP.**
   - **Select one of the Job Change Reason Codes from the list below. (This chart is also found in Appendix B.)**

<table>
<thead>
<tr>
<th>Job Change Reason</th>
<th>Earnings Code</th>
<th>Use / Additional Information &amp; Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENPSA</td>
<td>Special Projects</td>
<td>130 Extra Time Pay</td>
</tr>
<tr>
<td>ENPRP</td>
<td>Retroactive Pay</td>
<td>A10 Regular Monthly Adj</td>
</tr>
<tr>
<td>ENPIN</td>
<td>Incentive Pay</td>
<td>081 Approved Incentive Plans</td>
</tr>
<tr>
<td>ENPAW</td>
<td>Awards</td>
<td>080 Awards</td>
</tr>
<tr>
<td>ENPMV</td>
<td>Moving Allowance</td>
<td>515 Moving Allowance</td>
</tr>
<tr>
<td>ENPPP</td>
<td>Practice Plan</td>
<td>131 Professional Payment Plan</td>
</tr>
</tbody>
</table>

11. Review the **Payroll ID** (defaulted to JM, OSU Monthly) and use the dropdown box to change if appropriate.

   - **Select “JM, OSU Monthly” for the regular monthly payroll or “JX, OSU Supplemental” for the supplemental payroll. (Only select JM or JX – do NOT select any of the other Payroll IDs listed.)**

12. Complete the Exception to Normal Pay Payment Information section:

   - **Effective Date** (defaulted to Query Date) – The date this action will affect payroll.
     - The Effective Date **MUST** be the first day of the month of the payroll on which the ENP will be processed. This date **MUST** be the same date as the Jobs Effective Date above.
   - **Earnings Code** – Select the appropriate Earnings Code from the dropdown box.
     - Only certain Earnings Codes can be used for this approval category. Others will result in an error message.
     - See the ENP Job Change Reason Codes and Earnings Codes Chart in Step 10 above and select the Earnings Code that corresponds with the Job Change Reason selected.
     - The Earnings Code is defaulted to a Regular Monthly Earnings Code; however, this will not result in regular pay as the job is defaulted to a zero rate. Only the additional Earnings Codes will result in payment.
   - **Hours or Units Per Pay** (defaulted to 173.33 if FTE = 1.0)
     - Enter the number “1”.
   - **Deemed Hours** – Leave this field blank.
   - **Special Rate** – The total amount the employee is to be paid.
   - **Shift** – Defaulted to 1. Do not change this field.
   - **End Date**
     - The End Date **MUST** be the first day of the following month. (For example, if the ENP will be paid on the August regular monthly payroll or August supplemental payroll, you **MUST** enter 09/01/YYYY.)

13. Review the **Effective Date** (defaulted to Query Date) for the funding information.

   - **The Effective Date is the date this action will affect payroll.**

14. Review the funding information (defaulted based on the position number) in the New section and change if appropriate.

   - **Chart (COA) MUST be X for the OSU System.**
   - **Funding total must equal 100%.**
   - **The Labor Distribution Percentage on each line must be between .01 and 100. When changing a line to 0%, that line must be removed. After entering 0 in the percent field, hit the Enter key or the Save button.**
remove box will appear for each line. Click on the remove box in the line to be removed, then hit the Enter key or the Save button to remove the line.

15. In the Terminate / End Pay Job Record Only section, enter the **Jobs Effective Date**.
   - The Jobs Effective Date is the date this action will affect payroll. This date **MUST** be the last day of the month of the payroll on which the ENP will be processed. (For example, if the Job Begin Date is 08/01/YYYY, this date **MUST** be 08/31/YYYY.)

16. Enter the **Personnel Date**.
   - This date does **not** affect pay and serves as an information field for historical, audit, or reporting purposes. Use the same date as the Jobs Effective Date.

17. Review the Routing Queue and use the magnifying glass to change or add User Name(s) if appropriate.
   - A College / Division may have established specific routing instructions and/or requirements. Check with your College / Division before setting up a default Routing Queue to ensure compliance with those instructions and/or requirements.

18. In the Comment box, enter comments with sufficient detail for the approvers to understand the ENP being processed.

19. Click on the Save button, and check the top of the EPAF to make sure the action was saved successfully.

20. Review and then click on the Submit button.
   - The routing process does not begin until you click on the Save button and then the Submit button.
## APPENDIX A – JOB CHANGE REASON CODES LIST

<table>
<thead>
<tr>
<th>Job Change Type</th>
<th>Description</th>
<th>Job Change Reason Code</th>
<th>Description</th>
<th>Use / Additional Information &amp; Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Hire Action</td>
<td>1CURR</td>
<td>Concurrent Appointment</td>
<td>Employee has another active job at the same time</td>
<td></td>
</tr>
<tr>
<td>HR Hire Action</td>
<td>1LTD</td>
<td>Employee LTD</td>
<td>Employee starting LTD (Used by Absence Manager)</td>
<td></td>
</tr>
<tr>
<td>HR Hire Action</td>
<td>1NEW</td>
<td>New Hire</td>
<td>Employee has never worked for OSU</td>
<td></td>
</tr>
<tr>
<td>HR Hire Action</td>
<td>1REH</td>
<td>Rehire</td>
<td>Employee has been separated from OSU and is returning</td>
<td></td>
</tr>
<tr>
<td>HR Hire Action</td>
<td>1REIN</td>
<td>Reinstate</td>
<td>Employee with benefits is returning within 30 days of separation</td>
<td></td>
</tr>
<tr>
<td>HR Hire Action</td>
<td>IRET</td>
<td>Employee Retirement</td>
<td>Employee starting retirement (Used by Payroll)</td>
<td></td>
</tr>
<tr>
<td>SA Salary Adjust</td>
<td>CCDP</td>
<td>Career Development Increase</td>
<td>Increase in Career Development Plan</td>
<td></td>
</tr>
<tr>
<td>SA Salary Adjust</td>
<td>CCDPX</td>
<td>Career Development Increase / Exception</td>
<td>Increase in Career Development Plan &gt;10%</td>
<td></td>
</tr>
<tr>
<td>SA Salary Adjust</td>
<td>CDEM</td>
<td>Demotion</td>
<td>Employee is being demoted</td>
<td></td>
</tr>
<tr>
<td>SA Salary Adjust</td>
<td>CDPI</td>
<td>Demonstrated Proficiency Increase</td>
<td>Employee receives a raise due to increased volume of work or duties</td>
<td></td>
</tr>
<tr>
<td>SA Salary Adjust</td>
<td>CDPIX</td>
<td>Demonstrated Proficiency Increase / Exception</td>
<td>Employee receives a raise &gt;10% due to increase of volume of work or duties</td>
<td></td>
</tr>
<tr>
<td>SA Salary Adjust</td>
<td>CEQI</td>
<td>Equity Increase</td>
<td>Employee receives a raise due to a formal pay study conducted by HR</td>
<td></td>
</tr>
<tr>
<td>SA Salary Adjust</td>
<td>CEQIX</td>
<td>Equity Increase / Exception</td>
<td>Employee receives a raise &gt;10% due to a formal pay study conducted by HR</td>
<td></td>
</tr>
<tr>
<td>SA Salary Adjust</td>
<td>CFTED</td>
<td>Work Hours / FTE Decrease</td>
<td>Employee will begin working less hours</td>
<td></td>
</tr>
<tr>
<td>SA Salary Adjust</td>
<td>CFTEI</td>
<td>Work Hours / FTE Increase</td>
<td>Employee will begin working more hours</td>
<td></td>
</tr>
<tr>
<td>SA Salary Adjust</td>
<td>CINC</td>
<td>Incentive Pay Increase</td>
<td>Incentive provided for education attainment, professional cert, etc.</td>
<td></td>
</tr>
<tr>
<td>SA Salary Adjust</td>
<td>CINCX</td>
<td>Incentive Pay Increase / Exception</td>
<td>Incentive &gt;10% provided for education attainment, professional cert, etc</td>
<td></td>
</tr>
<tr>
<td>SA Salary Adjust</td>
<td>CINT</td>
<td>Interim Increase</td>
<td>Employee is receiving additional payment for interim roll</td>
<td></td>
</tr>
<tr>
<td>SA Salary Adjust</td>
<td>CINTX</td>
<td>Interim Increase / Exception</td>
<td>Employee is receiving additional payment for interim roll &gt;10%</td>
<td></td>
</tr>
<tr>
<td>SA Salary Adjust</td>
<td>CJEV</td>
<td>Job Evaluation Adjustment</td>
<td>Employee is receiving an adjustment due to evaluation of job duties</td>
<td></td>
</tr>
<tr>
<td>SA Salary Adjust</td>
<td>CRCL</td>
<td>Reclassification</td>
<td>A change in PCLASS and/or ECLASS</td>
<td></td>
</tr>
<tr>
<td>SA Salary Adjust</td>
<td>CRCLX</td>
<td>Reclassification / Exception</td>
<td>A change in PCLASS and/or ECLASS with an increase &gt;10%</td>
<td></td>
</tr>
<tr>
<td>XP</td>
<td>Extra Pay</td>
<td>CH</td>
<td>Other Change</td>
<td>TA</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>------------------</td>
<td>-------------------------</td>
<td>------</td>
</tr>
<tr>
<td>XP</td>
<td>Extra Pay</td>
<td>CH</td>
<td>Other Change</td>
<td>TA</td>
</tr>
<tr>
<td>XCHNG</td>
<td>Change Additive Pay</td>
<td>Change is being made to additive pay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>XNEW</td>
<td>Enter New Additive Pay</td>
<td>Additive pay is beginning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>XSTOP</td>
<td>Stop Additive Pay</td>
<td>Additive pay is stopping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDATA</td>
<td>Data Correction</td>
<td>Data correction is being made for an existing job record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CFLSA</td>
<td>FLSA Regulatory Changes</td>
<td>Change due to FLSA regulations (Used by HR)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CFREG</td>
<td>Federal Regulatory Changes</td>
<td>Changes due to federal regulations (Used by HR)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLOC</td>
<td>Job Location Change</td>
<td>Employee is having their job location change</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMER</td>
<td>Merit Increase / State</td>
<td>Employee is receiving an increase based on merit program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMERX</td>
<td>Merit Increase / State / Exception</td>
<td>Employee is receiving an increase &gt;10% based on merit program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPRO</td>
<td>Promotion</td>
<td>Employee is receiving a promotion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPROX</td>
<td>Promotion / Exception</td>
<td>Employee is receiving a promotion &gt;10%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSUPV</td>
<td>Supervisor Change</td>
<td>Employee has a change of supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTRAN</td>
<td>Lateral Transfer</td>
<td>Employee is transferring to a lateral position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTTLE</td>
<td>Title Change</td>
<td>Employee position title is changing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FYBUD</td>
<td>Fiscal Year Budget</td>
<td>Used once salary planner is finished (system generated)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FYREP</td>
<td>Fiscal Year Budget Replacement</td>
<td>Replacing budget from Salary Planner update (Used only to update errors)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAYOF</td>
<td>Layoff</td>
<td>Employee is starting layoff rights</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LRET</td>
<td>Return from Leave</td>
<td>Employee is returning from approved leave (Update status to Active)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSABB</td>
<td>Sabbatical Leave</td>
<td>Faculty is starting a sabbatical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSWOP</td>
<td>Suspension without Pay</td>
<td>Employee is suspended without pay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSWP</td>
<td>Suspension with Pay</td>
<td>Employee is suspended with pay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LWC</td>
<td>Leave Workers Comp</td>
<td>Employee is on leave due to workers' comp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LWOP</td>
<td>Leave without Pay</td>
<td>Employee is on leave without pay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LWOP</td>
<td>Leave with Pay</td>
<td>Employee is on leave with pay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2FND</td>
<td>Funding Expiration</td>
<td>Funding has ended (typically used for grants)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2LTD</td>
<td>Employee LTD</td>
<td>Employee is starting LTD (used by campus)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2RET</td>
<td>Employee Retirement</td>
<td>Employee is retiring (used by campus)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2SEP</td>
<td>Employee Separation</td>
<td>Employee is separating from employment (used by campus)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>XTND</td>
<td>Extended Pay Date</td>
<td>Job is extended to pay past job end date (used by Payroll)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### APPENDIX B – ENP JOB CHANGE REASON CODES AND EARNINGS CODES CHART

<table>
<thead>
<tr>
<th>Job Change Reason</th>
<th>Earnings Code</th>
<th>Use / Additional Information &amp; Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Description</td>
<td>Code Description</td>
<td></td>
</tr>
<tr>
<td>ENPSPE Special Projects</td>
<td>130 Extra Time Pay</td>
<td>Extra work; grading papers; special short-term projects</td>
</tr>
<tr>
<td>ENPRPE Retroactive Pay</td>
<td>A10 Regular Monthly Adj</td>
<td>EPAF was late and employee was not paid; adjustment to a payment received in a prior month</td>
</tr>
<tr>
<td>ENPINP Incentive Pay</td>
<td>081 Approved Incentive Plans</td>
<td>Certificate Programs (e.g., Ambassador Program, Leadership Program)</td>
</tr>
<tr>
<td>ENPAWP Awards</td>
<td>080 Awards</td>
<td>Award for Excellence; Outstanding Staff Award; published paper</td>
</tr>
<tr>
<td>ENPMVP Moving Allowance</td>
<td>515 Moving Allowance</td>
<td>Salary additive for moving expenses for new faculty/staff</td>
</tr>
<tr>
<td>ENPPPP Practice Plan</td>
<td>131 Professional Payment Plan</td>
<td>Used by OSU-CHS – Practice Plan payments</td>
</tr>
</tbody>
</table>
### APPENDIX C – ENP DATE CHART – EXAMPLE FOR ENPNEW ¹

*The regular monthly payroll will pay on the last day of the month and the supplemental payroll will pay on the 12th of the FOLLOWING month, unless the 12th is a non-working day.*

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Pay Date ²</th>
<th>Query Date</th>
<th>Exception to Normal Pay Add New Job</th>
<th>Exception to Normal Pay Payment Information</th>
<th>Update Labor Distribution Information</th>
<th>Terminate / End Pay Job Record Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pay Date</td>
<td></td>
<td>Job Begin Date</td>
<td>Job Effective Date</td>
<td>Personnel Date</td>
<td>Effective Date</td>
</tr>
<tr>
<td>July</td>
<td>Regular 07/31/YYYY</td>
<td>07/01/YYYY</td>
<td>07/01/YYYY</td>
<td>Info Only</td>
<td>07/01/YYYY</td>
<td>08/01/YYYY</td>
</tr>
<tr>
<td></td>
<td>Supplemental 08/12/YYYY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>Regular 08/31/YYYY</td>
<td>08/01/YYYY</td>
<td>08/01/YYYY</td>
<td>Info Only</td>
<td>08/01/YYYY</td>
<td>09/01/YYYY</td>
</tr>
<tr>
<td></td>
<td>Supplemental 09/12/YYYY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Regular 09/30/YYYY</td>
<td>09/01/YYYY</td>
<td>09/01/YYYY</td>
<td>Info Only</td>
<td>09/01/YYYY</td>
<td>10/01/YYYY</td>
</tr>
<tr>
<td></td>
<td>Supplemental 10/12/YYYY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>Regular 10/31/YYYY</td>
<td>10/01/YYYY</td>
<td>10/01/YYYY</td>
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</table>

¹ - Similar dates would be used for the approval category ENPRJB; however, the first section on the EPAP will be titled Exception to Normal Pay Reactivate Existing Job, and the Job Begin Date field will not appear in that section.

² - Pays on the 12th of the following month, unless the 12th is a non-working day.
# APPENDIX D – SUFFIX – TYPE OF PAYMENT CHART

<table>
<thead>
<tr>
<th>Type of Payment</th>
<th>Suffix</th>
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<tr>
<td>Exception to Normal Pay</td>
<td>Z0 through Z9</td>
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<tr>
<td>Auto Allowance</td>
<td>AU</td>
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<tr>
<td>Summer Appointment</td>
<td>Begins with S</td>
</tr>
<tr>
<td>Faculty Endowment</td>
<td>F1</td>
</tr>
<tr>
<td>Department / College / Division Administrative Additive</td>
<td>D1</td>
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### Updates:

<table>
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<th>Date</th>
<th>Description of Update</th>
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<tr>
<td>10-13-2017</td>
<td>Step-by-step instructions were added for ENP approval categories. Appendix B (ENP Job Change Reason Codes and Earnings Codes Chart) and Appendix C (ENP Date Chart) were added.</td>
</tr>
<tr>
<td>10-13-2017</td>
<td>For New Employee – Hourly and Work Study approval categories, the Current Hire Date in the Create/Change PEAEMPL Record section is no longer defaulted to the Query Date. Default wording was removed. Additional wording was added to all New Employee approval categories about the Current Hire Date.</td>
</tr>
<tr>
<td>10-13-2017</td>
<td>For New Employee and Add a Job approval categories, information was added about the Suffix field. Appendix D (Suffix – Type of Payment Chart) was added.</td>
</tr>
<tr>
<td>10-18-2017</td>
<td>Step-by-step instructions were added for an Hourly Employee with an End Date (New Employee, Add a Job, and Reactivate a Job approval categories).</td>
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<tr>
<td>11-01-2017</td>
<td>Step-by-step instructions were added for the Reactivate a Job Record – Work Study approval category.</td>
</tr>
<tr>
<td>11-01-2017</td>
<td>Additional wording was added to instruct the originator to check for specific instructions and/or requirements a College / Division may have related to routing.</td>
</tr>
<tr>
<td>02-21-2018</td>
<td>For the Terminate – Job Record and Employee approval category, Last Work Date was added, and the Termination Date and Last Work Date default to the Query Date.</td>
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