

**ELLUCIAN**

**BANNER**

**EPAF TRAINING**

## IMPORTANT DEFINITIONS TO REMEMBER

- Query Date: Must be the actual date the employee is hired. (Example: Employee is hired February 12, 2014. Query Date will be 02/12/2014.)

**Adjunct and Overload Exceptions:** Must be the first day of the month of the first pay check. (Example: Adjuncts will receive their first pay on February 28, 2014. Query Date must be 02/01/2014).

- PAF Effective Date: Must be the actual date the employee is hired. (Example: Employee is hired February 12, 2014. Query Date will be 02/12/2014.)

**Adjunct and Overload Exceptions:** Must be the first day of the month of the first pay check. (Example: Adjuncts will receive their first pay on February 28, 2014. PAF Effective Date must be 02/01/2014).

- Current Hire Date: Must be the actual date the employee is hired. (Example: Employee is hired February 12, 2014. Current Hire Date will be 02/12/2014.)

- Start/End Date: Must be the actual date the employee is hired. (Example: Employee is hired February 12, 2014. Current Hire Date will be 02/12/2014.)

- Contract Begin Date: Must be the actual date the employee is hired. (Example: Employee is hired February 12, 2014. Query Date will be 02/12/2014.)

**Adjunct and Overload Exceptions:** Must be the first day of the month of the first pay check. (Example: Adjuncts will receive their first pay on February 28, 2014. 2<sup>nd</sup> Contract Begin Date must be 02/01/2014).

- Contract End Date: Must be the last day of the month that the employee works. (Example: Employee's contract ends on May 13, 2014. Contract End Date will be 05/13/2014.)

- Job Begin Date: Must be the actual date the employee is hired. (Example: Employee is hired February 12, 2014. Query Date will be 02/12/2014.)

**Adjunct and Overload Exceptions:** Must be the first day of the month of the first pay check. (Example: Adjuncts will receive their first pay on February 28, 2014. Job Begin Date must be 02/01/2014).

- Job Type:

- Primary: Main functional duties (Example: full-time salary schedule C position.)
- Secondary: Other assigned duties (Example: full-time salary schedule C employee teaching adjunct classes.)
- Overload: Salary Schedule D employees teaching extra classes

- Salary Schedules:

Alliant	Banner	
Salary Schedule	Salary Table	Salary Grade
A	AA	
B	BB	
C-1	CC	1
C-2	CC	2
C-3-6	CC	36
C-3-5	CC	35
C-3-4	CC	34
C-3-3	CC	33
C-3-2	CC	32
C-3-1	CC	31
C-3-0	CC	30 (12 months) C303 (3 months) C309 (9 months)
C-3-B	CC	3B
C-3-A	CC	3A
D1, IV	D1	IV12 (12 months) IV9 (9 months) IV3 (3 months) IVSU (Summer)
D1, III	D1	III12 (12 months) III9 (9 months) III3 (3 months) IIISU (Summer)
D1, II	D1	II12 (12 months) II9 (9 months) II3 (3 months) IISU (Summer)
D1, IA	D1	IA12 (12 months) IA9 (9 months) IA3 (3 months) IASU (summer)
D1, 1B	D1	IB12 (12 months) IB9 (9 months) IB3 (3 months) IBSU (summer)
D1, 1C	D1	IC12 (12 months) IC9 (9 months) IC3 (3 months) ICSU (summer)
D3, II	D3	II12 (12 months) II9 (9 months) II3 (3 months)
D3, I	D3	I12 (12 months) I9 (9 months)

		I3 (3 months)
E1	E1	1 2
E2	E2	2 3
E3	E3	3 4 5
E4	E4	5 6
E5	E5	6 7
H35	H4	Range 1-26
H30	H3	Range 1-26
H25	H2	Range 1-26
H20	H1	Range 1-26
Part-Time, Hourly	L1	LHRLY
Part-Time, Salary	L1	LSLRY



**Login to My Northwest-Shoals  
CONV**

Login here to view your personal information.



**Apply for Admission**

Enter a new application or return to complete an application.



**General Financial Aid**

Financial Aid Application and Information Links.



**Campus Directory**

Contact Information for campus employees.



**Class Schedule**

View the current schedule of classes.

**Course Catalog**

View course information, including course description.

**User Login**

Please Note: ID is Case Sensitive

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

Login

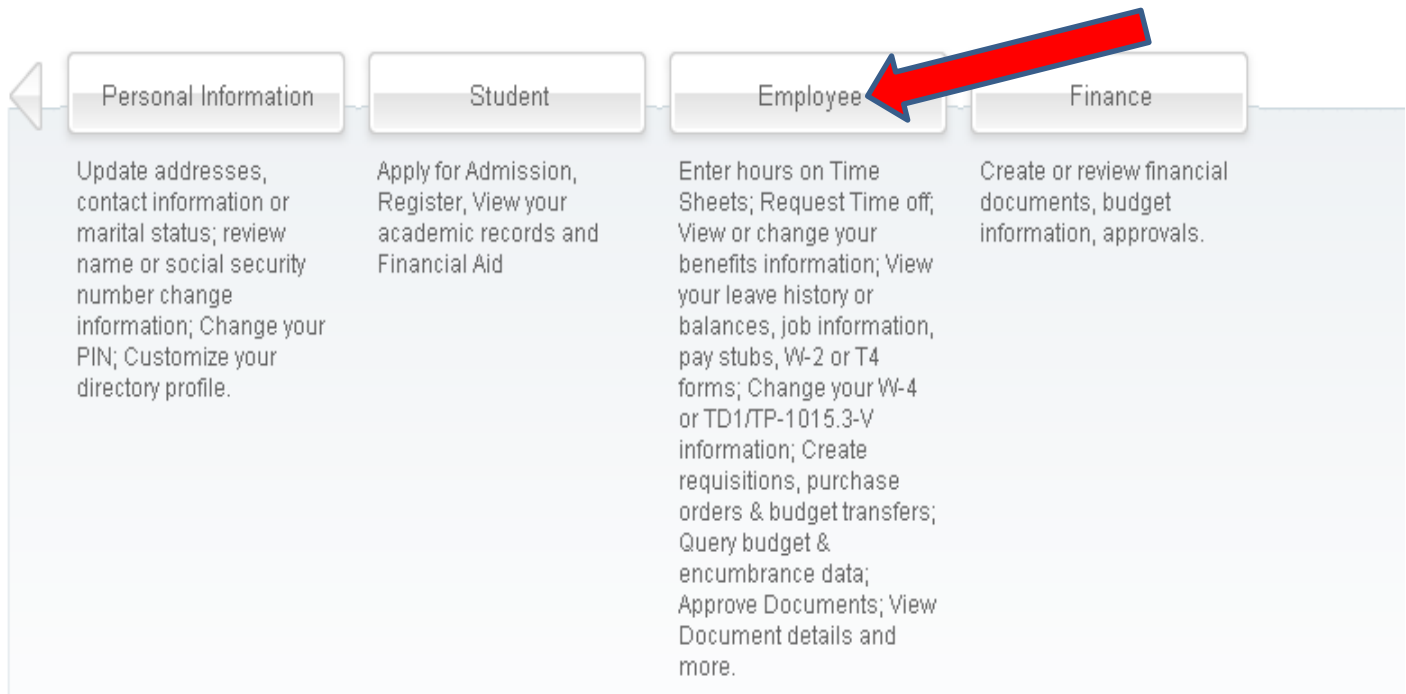
[Click Here for Help with Login?](#)

This is your personal information:

User ID: \_\_\_\_\_

PIN: \_\_\_\_\_

# Click on the Employee Tab



The screenshot shows a navigation menu with four tabs: Personal Information, Student, Employee, and Finance. A red arrow points to the Employee tab. Below each tab is a list of available actions:

- Personal Information:** Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.
- Student:** Apply for Admission, Register, View your academic records and Financial Aid
- Employee:** Enter hours on Time Sheets; Request Time off; View or change your benefits information; View your leave history or balances, job information, pay stubs, W-2 or T4 forms; Change your W-4 or TD1/TP-1015.3-V information; Create requisitions, purchase orders & budget transfers; Query budget & encumbrance data; Approve Documents; View Document details and more.
- Finance:** Create or review financial documents, budget information, approvals.

# Then Click on Electronic Personnel Action Forms



The screenshot shows the content of the Employee tab. The Employee tab is highlighted in the navigation menu. Below it is a grid of links:

<b>Time Sheet</b>	<b>Leave Report</b>	<b>Request Time Off</b>	<b>Leave Balances</b>
<b>Benefits and Deductions</b> Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.	<b>Pay Information</b> Direct deposit allocation, earnings and deductions history, or pay stubs.	<b>Tax Forms</b> W4 information, W2 Form or T4 Form.	<b>Jobs Summary</b>
<b>Campus Directory</b>	<b>Electronic Personnel Action Forms</b>		

A red arrow points to the **Electronic Personnel Action Forms** link.

# Electronic Personnel Action Form

← | [Home](#) > [Employee](#) > **Electronic Personnel Action Forms**

- [EPAF Approver Summary](#)
- [EPAF Originator Summary](#)
- [New EPAF](#)
- [EPAF Proxy Records](#)
- [Act as a Proxy](#)

**Click on New EPAF**

RELEASE: 8.5

⏪ Personal Information | Student | **Employee** | Finance

🔍 Find a page...

## New EPAF Person Selection

← | [Home](#) > **New EPAF Person Selection**

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

\* - indicates a required field.

ID: \*   

Query Date: MM/DD/YYYY\*

Approval Category: \*

Go

[EPAF Approver Summary](#) ■ [EPAF Originator Summary](#)

[Return to EPAF Menu](#)

**Click on the magnifying glass to search for employee**

## Search Criteria

Employee:

Last Name:

First Name:

Or

ID:

Or

SSN/SIN/TIN:

Records per Page:



Enter employee name or social security number and select "go"

[Home](#) > [Person Search](#)

 To choose a person, select a link under ID.

 ID 	 Last Name 	 First Name 	Middle Name	Birth Date	Name Type
<a href="#">N00098058</a>	Stone	Tia	Shea	Feb 02, 1982	



Select employee ID




# New EPAF Person Selection


Home > New EPAF Person Selection

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

\* - indicates a required field.

ID: \*   

Query Date: MMDD/YYYY\*

Approval Category: \*  

- Not Selected
- Faculty New Hire, FHIRE
- Faculty Rehire, FREHIR
- Adjunct New Hire, AFHIRE
- Adjunct Rehire, AJREHI
- Department Head, DEPTH
- Division Chair, DIVCH
- Staff New Hire, SHIRE
- Staff Rehire, SREHIR
- Hourly Part-Time New Hire, HRHIRE
- Hourly Part-Time Rehire, HRREH
- Student New Hire, STHIRE
- Federal Programs New Hire, FDHIRE
- Hourly Federal Programs New Hire, FDHIHR
- Federal Programs Rehire, FDREHI
- Hourly Federal Programs Rehire, FDREHR
- Create change in labor distribution Federal Programs, FDLABO
- Create hourly rate change for federal programs, FDRATE
- Create change in labor distribution, LABOR
- Create hourly rate change for hourly employees, RATCHN

Go

EPAF Approver Summary

Return to EPAF Menu

RELEASE: 8.8

SITE MAP

SUNGARD HIGHER EDUCATI

**Query Date: Must be the first date of the month the employee is being hired**  
**Approval Category: Select the category that the employee's position matches**


Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Tia Shea Stone, N00098058

Query Date: Feb 01, 2014

Approval Category: Adjunct - Hire by Term Salary, AFHIRE

**Adjunct - New Hire - by Term, AFHIRE**

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	<input type="text"/>	<input type="text"/>							<input checked="" type="radio"/>
	Primary	SS9821	00	Assist to Instl Effect HR	1001, Human Resources	Oct 01, 2012		Nov 30, 2013	Active	<input type="radio"/>

Jobs

Next Approval Type

Go

Click on the magnifying glass to search for employee position

## You can narrow your search to the employee class and/or department

**Search Criteria**

**Position Number:**

**Employee Class:**   
10, Executive and Administrative  
14, Professional Staff (Exempt)  
20, Support Staff (Non-Exempt)

**COA:**   
H, Northwest Shoals CC

**Budget Organization:**   
1000, Presidents Office  
1001, Human Resources  
1004, General Admin & Logistical Serv

### Employee Class:

10, Executive and Administrative  
14, Professional Staff (Schedule C)  
20, Support Staff (Schedule E)  
30, 9 month Faculty  
31, Faculty Overloads  
32, Faculty 3 month Summer  
34, Adjunct Faculty/PT Instructor  
36, Part-Time Hourly Instructors  
72, PT Salaried Staff (Schedule H)  
74, PT Hourly Staff  
80, Student Workers  
84, Federal Work Study

Once you have narrowed your search, select "go" to see your search results

### Search Results

▲ Position ▼	▲ Title ▼	▲ Employee Class ▼	▲ COA ▼	▲ Budget Organization ▼	Begin Date	End Date
<a href="#">IC9562</a>	Adj Inst Business	34, Adjunct Faculty/PT Instructor	H	2208, Business	Oct 01, 2012	



Choose the position you need for the EPAF

Enter or search for a new position number and enter the suffix, or select the link under Title.

**ID:** Tia Shea Stone, N00098058  
**Query Date:** Feb 01, 2014  
**Approval Category:** Adjunct - Hire by Term Salary, AFHIRE

**Adjunct - New Hire - by Term, AFHIRE**

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="checkbox"/>	New Job	IC9562	00	Adj Inst Business	2208, Business					<input checked="" type="radio"/>
<input type="checkbox"/>	Primary	SS9821	00	Assist to Instl Effect HR	1001, Human Resources	Oct 01, 2012		Nov 30, 2013	Active	<input type="radio"/>

All Jobs

Next Approval Type

Go

The position number is brought into the position field.  
Always enter "00" into the Suffix field  
The select "go"

You are now ready to enter data into the EPAF.

Browse

Find a page...

Enter the information for the EPAF and either Save or Submit.

**Name and ID:** TEST PERSON Roger TEST PERSON Rabbit, N00120520

**Transaction:** Query Date: F

**Transaction Status:**

**Approval Category:** Adjunct New Hire, ANHIRE

Save

Approval Types ■ Routing Queue ■ Transaction History

\* - indicates a required field.

**New Employee Record, IC9557-00 Adj Inst Air Cond Refr Tech**

Item	Current Value	New Value
Current Hire Date: MM/DD/YYYY*		01/08/2014
Home Department: *	<input type="text"/>	
Employee Type/Class: *(Not Enterable)		34
Home Department COA: *(Not Enterable)		H

**Adjunct New Job, IC9557-00 Adj Inst Air Cond Refr Tech**

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		02/01/2014

**Current Hire Date:** Employee's actual first day of work

**Job Begin Date:** First day of the month the employee is hired

**PAF Effective Date:** First day of the month the employee is hired

**Contract Begin Dates:** Employee's actual first day of work

**Contract End Date:** Employee's last day of work for semester or school year

**Adjunct New Job, IC9557-00 Adj Inst Air Cond Refr Tech**

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		02/01/2014
Job Type (P, S, O): *		Not selected ▼
PAF Effective Date: MM/DD/YYYY*		02/01/2014
Start/End Date: MM/DD/YYYY*		01/08/2014
Annual Salary: *		
Factor: *		4
Number of Pays: *		4
Job Change Reason: *(Not Enterable)		BOCN
Salary Table: *(Not Enterable)		L1
Salary Grade: *(Not Enterable)		LSLRY
Step: *(Not Enterable)		0
Salary Group: *(Not Enterable)		2014
Contract Begin Date: MM/DD/YYYY*(Not Enterable)		02/01/2014
Contract End Date: MM/DD/YYYY*(Not Enterable)		05/13/2014

A magnifying glass will allow you to look up the valid values for these fields.

Drop down menus will allow you to choose the correct values for these fields.

**Budget Code may be seen on the EPAF. However, budget codes have already been entered by Human Resources. If there is a discrepancy they may be changed on the EPAF. Always review the budget code to make sure it is correct.**

Current											
Effective Date: 02/01/2014											
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
New											
Effective Date: MMDD/YYYY 02/01/2014											
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance
H		1100	2208	6502	10					100.00	
										<b>Total:</b>	100.00

Default from Index Save and Add New Rows

**Some EPAFs (Adjuncts, Overloads, Division Chairs, and Department Heads) will require a termination date.**

Create end job i.e end of contract, transfer, term, IC9562-00 Adj Inst Business

Item	Current Value	New Value
PAF Effective Date: MM/DD/YYYY*		05/31/2014
Contract Begin Date: MM/DD/YYYY		05/13/2014
Job Status: *		Terminated
Job Change Reason: *		EOCN, End of Contract

**PAF Effective Date:** Last day of the month the employee will work

**Contract Begin Date:** Last day the employee actually works.

**Routing Queue has been established for each EPAF.**

Routing Queue

Approval Level	User Name	Required Action
20 - (DEAN) Dean		Approve
30 - (BUDGET) Budget Officer	N00522 Janet Howard Jones	Approve
90 - (HRAPRV) HR Approve	N00521 John W McIntosh	Approve
95 - (PAYRLL) Payroll	N00880 Pam F Raper	FYI
98 - (HR) Human Resources Apply	N00549 Tia Shea Stone	Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

Comment

Approval Types | Account Distribution | Routing Queue | Transaction History

Save

**You must select a Dean by choosing the magnifying glass.**

**Add Adjunct and Overload Classes under Comment**

**Select "Save" to save all data and to continue to next page.**

# Review the EPAF

## Electronic Personnel Action Form

Find a page...

Home > EPAF for an existing person

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID: Tia Shea Stone, N00098058

Transaction: 2270 Query Date: Feb 01, 2014

Transaction Status: Waiting

Approval Category: Adjunct New Hire, AFHIRE

Save Submit Delete

Select "Save" or "Submit" or Delete"

Approval Types Account Distribution Routing Queue Transaction History

\* - indicates a required field.

### Adjunct - New Hire - by Term, IC9562-00 Adj Inst Business

Item	Current Value	New Value
PAF Effective Date: MM/DD/YYYY*		02/01/2014
Current Hire Date: MM/DD/YYYY*	11/01/2007	01/07/2014
Contract Begin Date: MM/DD/YYYY*		01/07/2014
Contract Begin Date: MM/DD/YYYY*		01/07/2014
Contract End Date: MM/DD/YYYY*		05/13/2014
Home Department COA: *(Not Enterable)H		H
Home Department: *	1001, Human Resources	2208
Employee Type/Class: *	20, Support Staff (Non-Exempt)	34
Job Begin Date: MM/DD/YYYY*		02/01/2014
Job Type (P, S, O): *		Primary
Job Change Reason: *		BOCN, Beginning of Contract
Job Location: *		

Once you select "Submit" your EPAF has been sent to the first approver in the Routing Queue.

You may return to the Electronic Personnel Action Form and choose EPAF Originator Summary to review all EPAFs you have submitted.

prodinb.nwssc.edu.htm | Electronic Personnel Action F | Oracle Fusion Middleware Fo | Tegrity - Human Resources

bannersb.nwssc.edu:9020/TEST/bwpkepaf.P\_DispepafMenu

SUNGARD UNIVERSITY Sign Out Help

Browse

Personal Information | Student | Employee | Finance Find a page...

## Electronic Personnel Action Form

Home > Employee > Electronic Personnel Action Forms

- EPAF Approver Summary
- EPAF Originator Summary
- New EPAF
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- Act as a Proxy


Browse

Personal Information | Student | **Employee** | Finance

Find a page...

## EPAF Originator Summary

Home > EPAF Originator Summary

Current | **History** 

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.



**Transaction Status:** All 

- Cancelled
- Completed
- Disapproved

New EPAF ■ Default Routing Queue ■ Search ■ Superuser or Filter Transactions

**Choose the "History" tab to see all EPAF transactions.**

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
[Redacted]	[Redacted]	2171	Create adjunct hire for fall semester	Aug 01, 2013	Jun 01, 2013	Cancelled	<a href="#">Comments</a>
[Redacted]	[Redacted]	2250	Hourly Part-Time New Hire	Dec 03, 2013	Dec 03, 2013	Completed	
[Redacted]	[Redacted]	2249	Hourly Part-Time New Hire	Dec 03, 2013	Dec 03, 2013	Disapproved	<a href="#">Comments</a>
[Redacted]	[Redacted]	2281	Faculty New Hire	Dec 12, 2013	Jan 01, 2014	Completed	
<a href="#">TEST PERSON Rabbit, TEST PERSON Roger</a> Adj Inst Air Cond Refr Tech, C9557-00	N00120520	2298	Adjunct New Hire	Jan 06, 2014	Feb 01, 2014	Pending	<a href="#">Comments</a>
<a href="#">TEST PERSON Rabbit, TEST PERSON Roger</a> Adj Inst Air Cond Refr Tech, C9557-00	N00120520	2297	Adjunct New Hire	Jan 06, 2014	Feb 01, 2014	Voided	<a href="#">Comments</a>
<a href="#">User, Test</a> Adj Inst Comp Info systems, IC9565-00	N9999999	2189	Adjunct New Hire	Sep 19, 2013	Aug 19, 2013	Voided	<a href="#">Comments</a>

**This page will show you the Transaction Status of your EPAF.**

**You may select the employee's name to view the EPAF.**