Add/Change Special Pay – OSPECP EPAF

Example: Out of Class

Description: Adding/Change Special Pay (typically) within the Department.

Out of Class ‘OOC’ (C% suffix) – must be approved by Compensation per memo from Department. Once approved, Department initiates the EPAF and sends supporting documentation to Records via email.

1. AU Access

2. Employee Tab -> Self Service

3. Employee Tab -> Electronic Personnel Action Forms

4. New EPAF

5. Enter the Banner ID number

- Query Date – Will Default to Today’s Date
- **TIP Use the beginning of pay period**

- Approval Category – Add/Chg Special Pay OSPECP

6. Go

7. New Job

- Type in the Position Number and suffix.
- The position number should be the same, but the suffix would change to C1, C2, C3, C% (ex. Out of Class)

8. Go
OSCEP EPAF has 3 sections:

1. Enter Values (ex. Out of Class)
   - Non-Exempt Employees: DO NOT enter default Hours or Units Per Pay values for a non-exempt employee. Enter Start Date, OOC Earnings, ZERO for the Units, and an End Date.

   ![Image of EPAF form showing OOC, Out-of-Class Pay]

   - Exempt Employees: Enter Start Date, OOC Earnings, ONE for the Units, and an End Date.

2. Labor Distribution
   - Ensure the Effective Date is the beginning of pay period (if possible).

3. Routing Queue and Comments
   - Ensure to enter the proper routing specific to your department.

   **TIP** Please use the beginning of the pay period for your query date and effective dates for the job, earnings, and labor distributions.**

Submit and please check for errors!

**Remember: the default earnings tab on the job record drives the out of class payments for an exempt employee. The hours entered into Kronos drive the out of class payments for a non-exempt employee.**