Add/Change Special Pay – OSPECP EPAF

Example: Endowments

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

Endowments ‘SUP’ (E% suffix) – must be approved by Provost Office per memo/offer letter from Department. Once Approved, Department initiates the EPAF and sends the supporting documentation to Records via email.

AU Access

Employee Tab -> Self Service

3
Employee Tab ->
Electronic Personnel Action Forms

4
New EPAF

New EPAF Person Selection

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

Approval Category – Add Allowance to an Employee OSPECP

5
Enter the Banner ID number

6
Go
New Job
Type in the Position Number and suffix. The position number should be the same, but the suffix would change to E% (ex. Endowment) Go

OSPEC EPAP has 3 sections:

1. Enter Values (ex. Endowment)
Exempt Employees: Enter Start Date, SUP Earnings, ONE for the Units, and an End Date (last paid date +1)

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.

Submit and please check for errors!
Electronic Personnel Action Form

Remember: the default earnings tab on the job record drives the special payments for an exempt employee.