Add/Change Special Pay – OSPECP EPAF
Example: Awards

Description: Adding/Change Special Pay (typically) within the Department.
Awards ‘AWD’ (A% suffix) – The employee award programs must be submitted to the committee for approval before the awards can be disbursed. Once approved, department initiates the EPAF and sends supporting documentation to Records. Department will also initiate the job termination EPAF once the award has been paid (TERMJB).

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 Allowance to an Employee 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 A% (ex. Award)
8. Go
OSPEC EPAF has 3 sections:

1. **Enter Values (ex. Awards)**
   - Use beginning of the Pay Period for the Job Effective Date.
   - If the position has been used prior by the employee, then the Job Begin Date may not match the Job Effective Date.
   - **Job Change Reason** – BSPEC Begin Special Pay
   - **Rate** – in this example, the employee won the Employee of the Year award and will get a one-time payment of $3,000. Therefore, the Rate and Annual Salary are the same and the Hours per Pay, Factor, and Pays are “1”
   - **Default Earnings Effective Date** = Beginning of the Pay Period
   - **Earnings** = AWD
   - **Hours/Units** = 1
   - **End Date** = the day AFTER the last day of the pay period.

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

Once the award has been paid, the Department will initiate a job termination EPAF. Use the last paid date as the termination date.

**Job Change Reason** – ESPEC – End Special Pay