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
OSPEC 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.

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.

**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.