Add/Change Special Pay – OSPECP EPAF
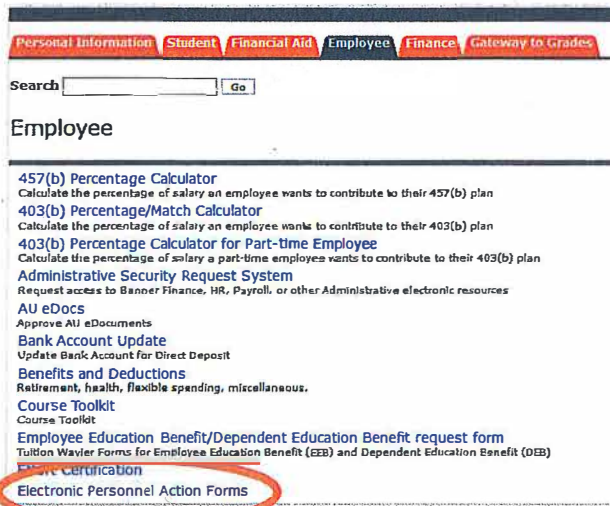# Example: Endowments

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.

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

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: * 902013629 Brittany Johnson S aib a

Query Date: MM/DD/YYYY * 04/01/2019

Approval Category: * Add/Chg Special Pay (OOC/END/PROF/SUP/ AWD), OSPECP

Go

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	160511	00	Mgr, Employee Records&Sys Mgmt	HR424, Human Resources	Feb 03, 2019		Mar 31, 2019	Active

All Job s

7 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)

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

ID: Brittany Johnson Saliba, 902013629
Query Date: Jun 05, 2019
Approval Category: Add/Chg Special Payment, OSPECP

Add/Chg Special Pay (OOC/END/PROF/SUP), OSPECP

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	160511	E1	Mgr, Employee Records&Sys Mgmt	113550, Payroll Records and Benefits					●
	Primary	160511	00	Mgr, Employee Records&Sys Mgmt	HR424, Human Resources	Feb 03, 2019		May 31, 2019	Active	○

[All Jobs]

[Next Approval Type] [Go]

8 Go

9 OSPECP EPAF has 3 sections:

Name and ID: Brittany Johnson Saliba, 902013629
Transaction:
Transaction Status: **Query Date:** Jun 05, 2019
Approval Category: Add/Chg Special Pay (OOC/END/PROF/SUP/AWD), OSPECP

[Save]

Approval Types

Jump to Bottom

* - indicates a required field.

Add/Chg Special Pay (OOC/END/PROF/SUP), 160511-E1 Mgr, Employee Records&S

Item	Current Value New Value
Job Begin Date: MM/DD/YYYY*	06/01/2019
Job End Date: MM/DD/YYYY(Not Enterable)	-
Contract Type: (Not Enterable)	S
Jobs Effective Date: MM/DD/YYYY	06/01/2019
Personnel Date: MM/DD/YYYY	06/01/2019
Job Status: *	Active
FTE:	.10
Job Change Reason:	EEPRO, End Endow/Professorship
Step: (Not Enterable)	0
Regular Rate:	1000
Hours per Pay:	1
Factor:	12
Pays:	12
Annual Salary:	12000

Current
Effective Date Earnings Hours or Units Per Pay Deemed Hours Special Rate Shift End Date

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

Current
Effective Date Earnings Hours or Units Per Pay Deemed Hours Special Rate Shift End Date

New Value

Effective Date MM/DD/YYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYY
06/01/2019	SUP, Supplemental Pay	1			1	06/01/2020
	Not Selected				1	
	Not Selected				1	
	Not Selected				1	

[Save and Add New Rows]

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

Labor Distribution Change, 160511-E1 Mgr, Employee Records&Sys Mgmt

Current
Effective Date: 06/05/2019
COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New
Effective Date: MM/DD/YYYY 06/01/2019

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
A		101002	101081	60005	7000					10.00	
A		101001	113550	60005	7000					90.00	
									Total:	100.00	

✓

[Default from Index] [Save and Add New Rows]

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

Routing Queue

Approval Level	User Name		Required Action
10 - (APPRV1) Approval 1	FULLELE	Leanne Fuller	Approve
20 - (APPRV2) Approval 2	SJM0049	Shelly Jones Murray	Approve
71 - (OUTCLS) Special Pays-Endow-OOC-Spec	KSM0010	Karla Sorrells McCormick	FYI
95 - (HRMON) HR-Assistant	MCFARAL	April L McFarlin	Approve
99 - (HR) HR Apply/Superuser	JOHNS43	Brittany Johnson Saliba	Apply
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected

[Save and Add New Rows]

Comment

Memo sent to Records.

[Save]
Return to Top

Approval Types | Default Earnings | Account Distribution | Routing Queue | Comments | Transaction Histo

10 Save

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

11 Submit and please check for errors!

Electronic Personnel Action Form

✓ The transaction has been successfully submitted.
Enter the information for the EPAF and either Save or Submit

Name and ID: Brittany Johnson Saliba, 902013629
Transaction: 697398
Transaction Status: Pending
Approval Category: Add/Chg D: 902013629 Brittany Johnson Saliba Query Date: 06/08/2019

✕ @ ellucian   Employee Job Inquiry NBIJLST 9.3.3 (BANPPRD)   [🗎 ADD] [📄 RET]

EMPLOYEE JOB INQUIRY

Position *	Suffix *	Begin Date *	End Date	Job Type
160511	00	02/03/2019		Primary
160511	E1	06/01/2019		Secondary

|◄ ◄ 1 of 1 ► ►| 9 ▾ Per Page

DETAILS

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason
06/01/2019	Active	Endowed Professor of HR	F9	F9	A	HR424	EEPRO

|◄ ◄ 1 of 1 ► ►| 9 ▾ Per Page

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