

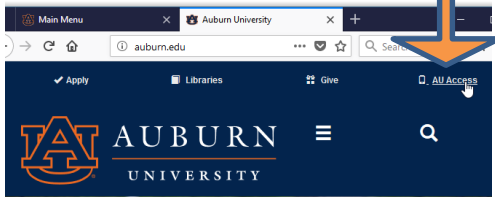
# Add/Change Special Pay – OSPECP EPAF

## Example: Awards

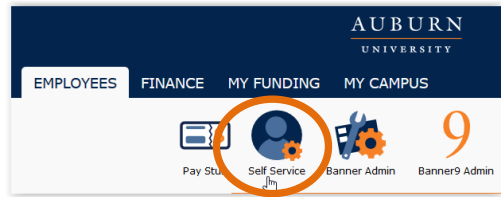
*Description: Adding/Change Special Pay (typically) within the Department.*

*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

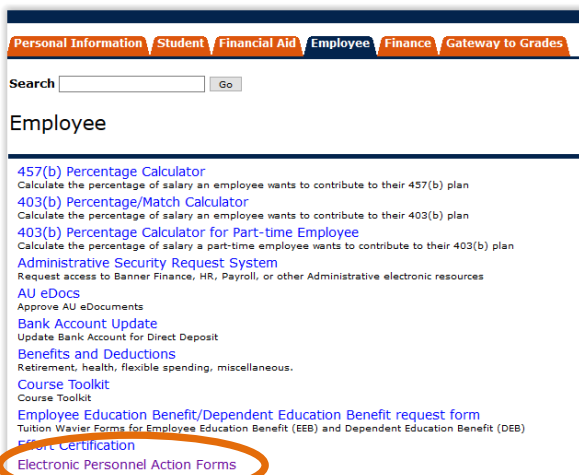


### 2 Employee Tab -> Self Service



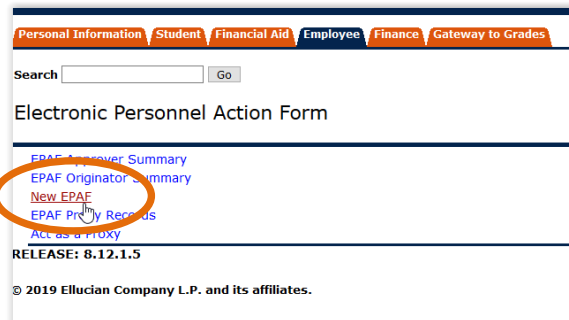
3

### 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

### 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 Saliba

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 Jobs

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)*

ID: Brittany Johnson Saliba, 902013629

Query Date: Apr 01, 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
Q	New Job	160511	A1	Mgr, Employee Records&Sys Mgmt	113550, Payroll Records and Benefits					<input checked="" type="radio"/>
	Primary	160511	00	Mgr, Employee Records&Sys Mgmt	HR424, Human Resources	Feb 03, 2019		Mar 31, 2019	Active	<input type="radio"/>

All Jobs

Next Approval Type Go

8

### Go

## 9 OSPECP EPAF has 3 sections:

Add/Chg Special Pay (OOC/END/PROF/SUP), 160511-A1 Mgr, Employee Records&Sys Mgmt

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*	04/01/2019	
Job End Date: MM/DD/YYYY(Not Enterable)	-	
Contract Type: (Not Enterable)	S	
Jobs Effective Date: MM/DD/YYYY	04/01/2019	
Personnel Date: MM/DD/YYYY	04/01/2019	
Job Status: *	Active	
FTE:	.10	
Job Change Reason:	BSPEC, Begin Special Pay	
Step: (Not Enterable)	0	
Regular Rate:	3000	
Hours per Pay:	1	
Factor:	1	
Pays:	1	
Annual Salary:	3000	

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

New Value	Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
04/01/2019		AWD, Award	1			1	05/01/2019	
		Not Selected				1		
		Not Selected				1		
		Not Selected				1		

Save and Add New Rows

Last date of pay period + 1

Labor Distribution Change, 160511-A1 Mgr, Employee Records&Sys Mgmt

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

Routing Queue

Approval Level	User Name	Required Action
10 - (APPRV1) Approval 1	Leanne Fuller	Approve
20 - (APPRV2) Approval 2	Shelly Jones Murray	Approve
71 - (OUTCLS) Special Pays-Endrow-OOC-Spec	Karla Sorella McCormick	PTI
95 - (HSMON) HR-Assistant	April L. McFarlin	Approve
99 - (HR) HR Apply/Supervisor	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

Approve per Compensation. Memo sent to records.

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

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.

10 Save

1. Enter Values (ex. Awards)  
a) 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.

b) Job Change Reason – BSPEC Begin Special Pay

c) 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"

d) 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.

## 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: 699598  
Transaction Status: Pending  
Approval Category: Add/Chg Special Pay (OOC/END/PROF/SUP/A)

Name and ID: Brittany Johnson Saliba, 902013629  
Transaction: 699598  
Transaction Status: Pending  
Approval Category: Termination (Job ONLY), TERMIB  
Query Date: May 01, 2019  
Last Paid Date: Mar 31, 2019

Jump to Bottom

\* - indicates a required field.

Termination (Job ONLY), 160511-A1 Mgr, Employee Records&Sys Mgmt

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	04/01/2019	04/30/2019
Personnel Date: MM/DD/YYYY	04/01/2019	04/30/2019
Job Status: *(Not Enterable)	Active	T
Job Change Reason: *	BSPEC	ESPEC, End Special Pay

ID: 902013629 Brittany Johnson Saliba Query Date: 04/01/2019

EMPLOYEE JOB INQUIRY

Position *	Suffix *	Begin Date *	End Date	Job Type
160511	00	02/03/2019		Primary
160511	A1	04/01/2019	04/30/2019	Secondary

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DETAILS

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason
04/01/2019	Active	Mgr, Employee Re...	FM	MN	A	HR424	BSPEC
04/30/2019	Terminated	Mgr, Employee Re...	FM	MN	A	HR424	ESPEC

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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