

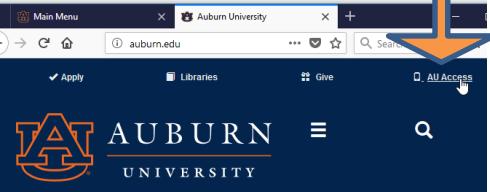
Add/Change Special Pay – OSPEC P EPAF

Example: Out of Class

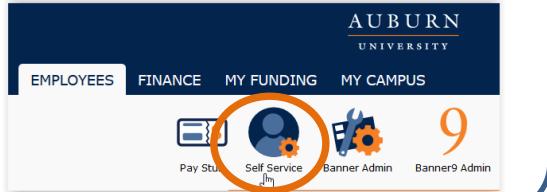
Description: Adding/Change Special Pay (typically) within the Department.

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.

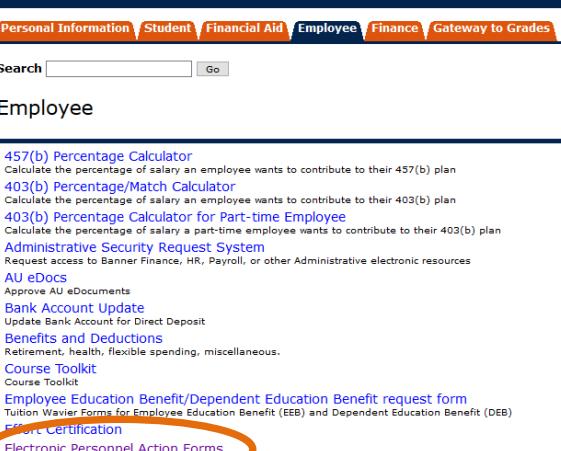
1 AU Access



2 Employee Tab -> Self Service



3 Employee Tab -> Electronic Personnel Action Forms



Employee

457(b) Percentage Calculator
403(b) Percentage/Match Calculator
403(b) Percentage Calculator for Part-time Employee
Administrative Security Request System
AU eDocs
Bank Account Update
Benefits and Deductions
Course Toolkit
Employee Education Benefit/Dependent Education Benefit request form
Employee Personnel Action Forms

4 New EPAF



Electronic Personnel Action Form

EPAF Approver Summary
EPAF Originator Summary
New EPAF
EPAF Proxy Records
Act as a PROXY
RELEASE: 8.12.1.5
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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 OSPEC

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), OSPEC

Employee Job Assignment

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	

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

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: Apr 01, 2019
Approval Category: Add/Chg Special Payment, OSPEC

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

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job	160511	C1	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"/>

