

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

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
- Electronic 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 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), OSPECP

Go

Employee Job Assignm		Add/Chg Special Pay (OOC/END/PROF/SUP/AWD), OSPECP						
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 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, 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	C1	Mgr, Employee Records&Sys Mgmt	113550, Payroll Records and Benefits					⊙
	Primary	160511	00	Mgr, Employee Records&Sys Mgmt	HR424, Human Resources	Feb 03, 2019		Mar 31, 2019	Active	○

All Jobs

Next Approval Type Go

9 OSPECP EPAF has 3 sections:

Add/Chg Special Pay (OOC/END/PROF/SUP), 160511-C1 Mgr, Employee Records&Sys Mgmt

Current Value

Job Begin Date: MM/DD/YYYY 04/01/2019
 Job End Date: MM/DD/YYYY(Not Enterable) -
 Contract Type: (Not Enterable) 9
 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: BOOC, Be
 Step: (Not Enterable) 0
 Regular Rate: 1000
 Hours per Pay: 1
 Factor: 12
 Pays: 12
 Annual Salary:
Current
 Effective Date Earnings Hours or Units Per Pay Deemed Hours Sp

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.**

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	OOC, Out-of-Class Pay	0			1	03/31/2019	
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

Save and Add New Rows

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	OOC, Out-of-Class Pay	1			1	04/01/2020	
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

Save and Add New Rows

Exempt Employees: Enter Start Date, OOC Earnings, ONE for the Units, and an End Date.

Labor Distribution Change, 160511-C1 Mgr, Employee Records&Sys Mgmt

Current
 Effective Date: 04/01/2019
 COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New
 Effective Date: MM/DD/YYYY 04/01/2019

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	113950	60005	7000					90.00			
										Total:	100.00		

Default from Index Save and Add New Rows

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

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 Sorrella McCormick	FYI
95 - (HRMON) HR-Assistant	MCFARAL April L. McFarlin	Approve
99 - (HR) HR Apply/Supervisor	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

Approve per Compensation. Memo sent to records.

Save Return to Top

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

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

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

Name and ID: Brittany Johnson Saliba, 902013
 Transaction: 697390
 Transaction Status: Pending
 Approval Category: Add/Chg Special Pay (OOC/END/

ID: 902013629 Brittany Johnson Saliba Query Date: 04/02/2019 Start Over

EMPLOYEE JOB INQUIRY

Position *	Suffix *	Begin Date *	End Date	Job Type
160511	00	02/03/2019		Primary
160511	C1	04/01/2019		Secondary

9 Per Page Record 2 of 2

DETAILS

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer
04/01/2019	Active	Mgr, Employee...	FM	MN	A	HR424	BOOC	AU

9 Per Page Record 1 of 1

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.