

Add Allowance to an Employee – ALLWNC EPAF

Example: Legal Fees

Description: Reimbursement of Legal Fees (Legal Allowance)

Per the Office of International Programs – The Hiring Department may elect to provide funds to assist a faculty member with I-140 and/or I-485 filing fees and attorney’s fees. Memo with supporting documentation must be sent to HR.

1 AU Access

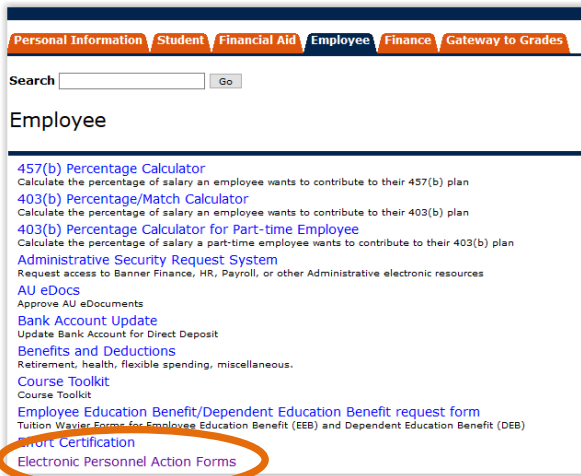


2 Employee Tab -> Self Service



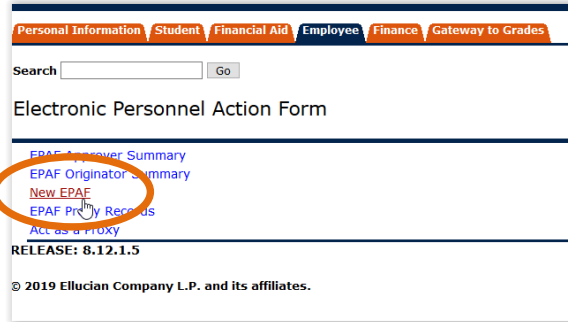
3 Employee Tab -> Electronic Personnel Action Forms

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4 New EPAF

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 ALLWNC

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 Britnany Johnson Saliba

Query Date: MM/DD/YYYY * 02/18/2020

Approval Category: * Add Allowance to an Employee, ALLWNC

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		Jan 31, 2020		Active

All Jobs

Go

6 Go

7 Primary Select the primary Job

New EPAF Job Selection

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

ID: Britnany Johnson Saliba, 902013629

Query Date: Feb 18, 2020

Approval Category: Add Allowance to an Employee, ALLWNC

Add Allowance to an Employee, ALLWNC											
Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job										
	Primary	160511	00	Mgr, Employee Records&Sys Mgmt	HR424, Human Resources	Feb 03, 2019		Jan 31, 2020		Active	

All Jobs

Go

8 Go

Add Allowance to an Employee, 160511-00 Mgr, Employee Records&Sys Mgmt, Last Paid Date: Jan 31, 2020

Current		Hours or Units Per Pay Deemed Hours Special Rate Shift End Date					
Effective Date	02/03/2019	R12, Regular Monthly Pay-12 Month	173.33			1	

New Value		Hours or Units Per Pay Deemed Hours Special Rate Shift End Date					
Effective Date	02/01/2020	R12, Regular Monthly Pay-12 Month	173.33				
	02/01/2020	LGL, Legal Fees for LPR Status	1		900	1	03/01/2020
		Not Selected					
		Not Selected				1	
		Not Selected				1	

Routing Queue

Approval Level	User Name	Required Action
95 - (HRMON) HR-Assistant	MCARAL	Approve
99 - (HR) HR Apply/Superuser	JOHNS43	Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Comment

Memo sent to HR

1. New Values
 a) **IF Default Earnings are present, use beginning of the Pay Period to update the Job Effective Date.**

b) Default Earnings

Effective Date = Beginning of the Pay Period i.e.

Earnings = LGL, Legal Fees for LPR status

Hours/Units = 1

Special Rate = \$\$\$ of legal fees reimbursed

End Date = the day AFTER the last day of the pay period.

2. Routing Queue and Comments

Ensure to enter the proper routing specific to your department.

10 Save

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 **Job and Suffix:** 160511-00, Mgr, Employee Records&Sys Mgmt
Transaction: 759911 **Query Date:** Feb 18, 2020
Transaction Status: Pending **Last Paid Date:** Jan 31, 2020
Approval Category: Add Allowance to an Employee, ALLWNC

ellucian Employee Jobs NBAJOBS 9.3.10 (BANPPRD)

ID: 902013629 Brittany Johnson Saliba Position: 160511 Suffix: 00 Query Date: 02/18/2020 Last Paid Date: 01/31/2020

Base Job	Job Detail	Payroll Default	Deferred Pay	Miscellaneous	Excluded Deductions/Benefits	Default Earnings	Work Schedules	Job Labor Distribution
DEFAULT EARNINGS								
Effective Date *	Earnings Code *	Earnings Code Description	Hours or Units	Deemed	Special Rate	Shift	Ended as of Date	
02/01/2020	LGL	Legal Fees for LPR Status	1.00		900.000000	1	03/01/2020	
02/01/2020	R12	Regular Monthly Pay-12 Mon	173.33			1		

Record 1 of 2