

Add Award/Monies For All Employee Types – AWDALL EPAF

Description: Adding award/monies for all employee types. 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.

1 AU Access

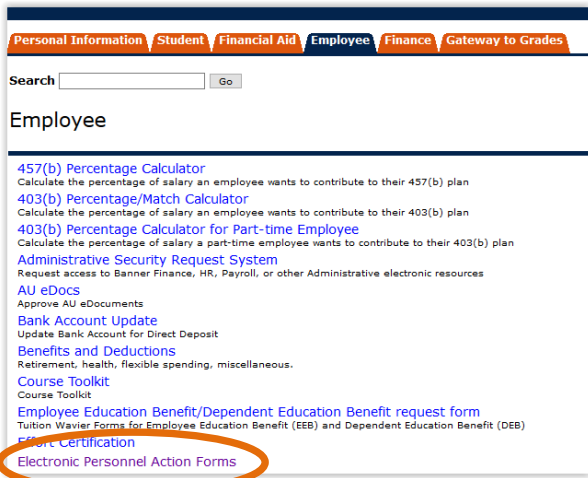


2 Employee Tab -> Self Service



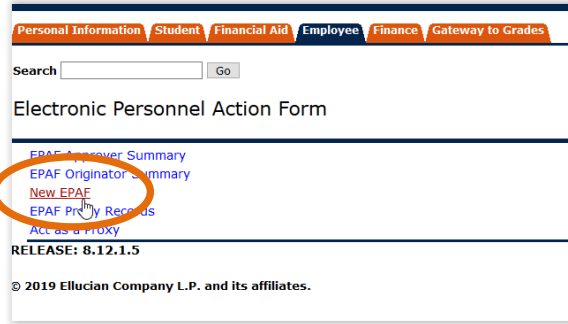
3 Employee Tab -> Electronic Personnel Action Forms

3



4 New EPAF

4



5 Enter the Banner ID number

Query Date – Will Default to Today's Date
****TIP Use the beginning of pay period****

Approval Category – Add Award/Monies For All Employee Types - AWDALL

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 * 02/25/2020

Approval Category: * Add Award/Monies For All Employee Types, AWDALL

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									

6 Go

7 Select Existing Job

ID: Brittany Johnson Saliba, 902013629
 Query Date: Feb 25, 2020
 Approval Category: Add Award/Monies All Emp Types, AWDALL

Add Award/Monies For All Employee Types, AWDALL

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	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

Sections:

Name and ID: Brittany Johnson Saliba, 902013629
 Transaction: Query Date: Feb 25, 2020
 Transaction Status: Last Paid Date: Jan 31, 2020
 Approval Category: Add Award/Monies For All Employee Types, AWDALL

Default Earnings | Routing Queue | Comments | Transaction History
 New EPAF | EPAF Originator Summary
 Return to EPAF Menu

Jump to Bottom

Add Award/Monies For All Employee Types, 160511-00 Mgr, Employee Records&Sys Mgmt, Last Paid Date: Jan 31, 2020

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

New Value Effective Date Earnings Hours or Units Per Pay Deemed Hours Special Rate Shift End Date
 02/01/2020 R12, Regular Monthly Pay-12 Month 173.33 1
 02/01/2020 AWD, Award 1 500 03/01/2020
 Not Selected
 Not Selected
 Not Selected

Save and Add New Rows

Routing Queue

Approval Level	User Name	Required Action	Remove
55 - (PAYBEN) Payroll & Benefits	BEEZLAE	Ashley Elizabeth Fetner	Approve
96 - (HRBIW) 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

Comment

Program approved by payroll and documents sent to Records

Transaction History

Action	Date	User Name
Created:	Feb 25, 2020	Brittany Johnson Saliba

Default Earnings | Routing Queue | Comments | Transaction History

Save Submit Delete
 Return to Top

1. New Values
 -IF default earnings are present, update the effective date to same effective date as the AWD earn code i.e. **BEGINNING OF PAY PERIOD**. No end date on default earnings

-IF NO default earnings, add the effective date for the AWD earn code i.e. **BEGINNING OF PAY PERIOD**

Add Default Earnings
 Effective Date = Beginning of the Pay Period
 Earnings = AWD
 Hours/Units = 1
 Special Rate = \$\$\$\$
 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.



Save

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: 760711
 Transaction Status: Pending
 Approval Category: Add Award/Monies For All Employee Types, AWDALL

Job and Suffix: 160511-00, Mgr, Employee Records&Sys Mgmt
 Query Date: Feb 25, 2020
 Last Paid Date: Jan 31, 2020

Default Earnings | Routing

Employee Jobs NBA\JOBS 9 3 10 (BANPPRD)

ID: 902013629 Brittany Johnson Saliba Position: 160511 Suffix: 00 Query Date: 02/25/2020 Last Paid Date: 01/31/2020

Effective Date *	Earnings Code *	Earnings Code Description	Hours or Units	Deemed	Special Rate	Shift	Ended as of Date
02/01/2020	AWD	Award	1.00		500.000000	1	03/01/2020
02/01/2020	R12	Regular Monthly Pay-12 Month	173.33			1	