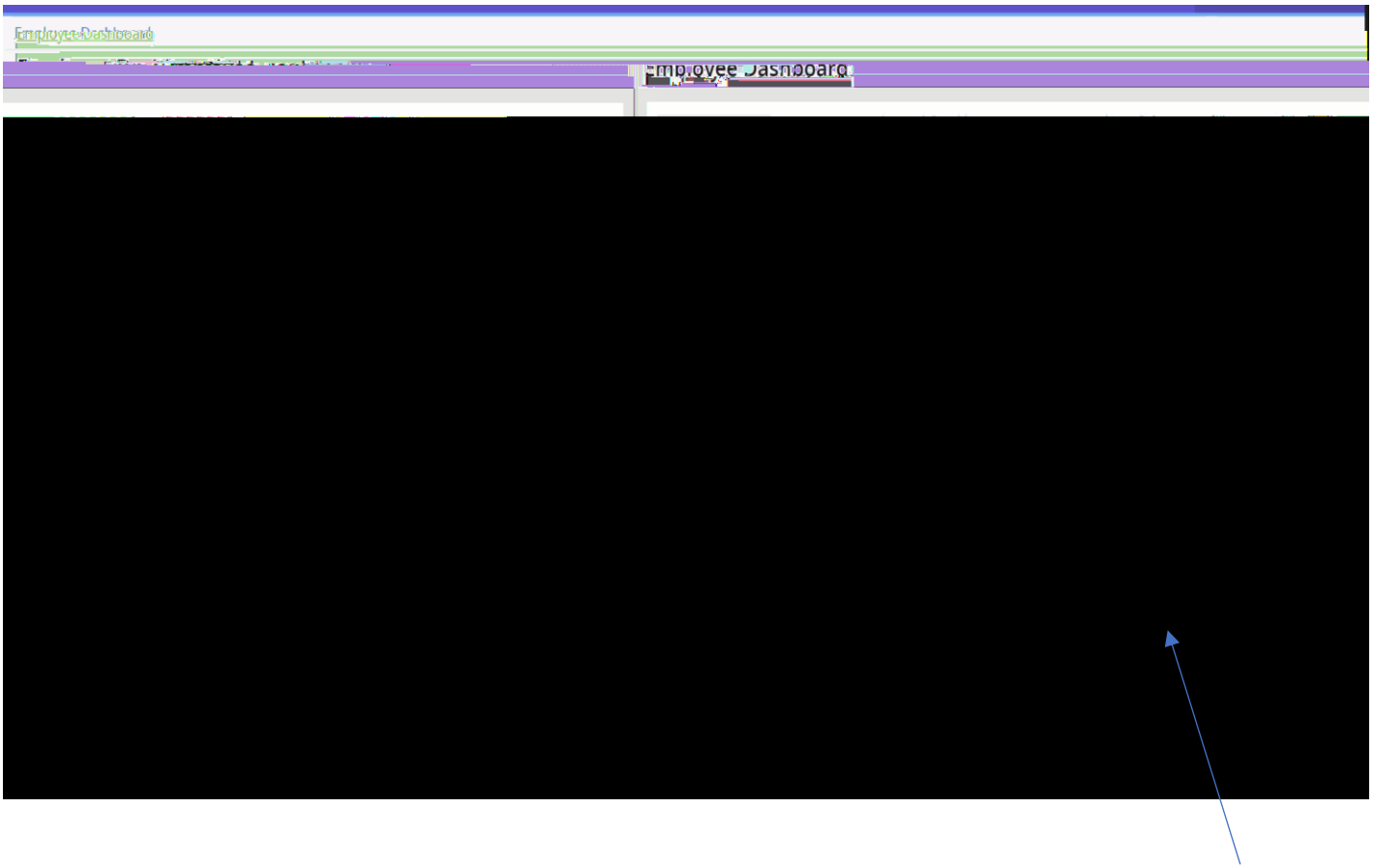
Log into to Banner Self Service and click on Electronic Personnel Action Forms.



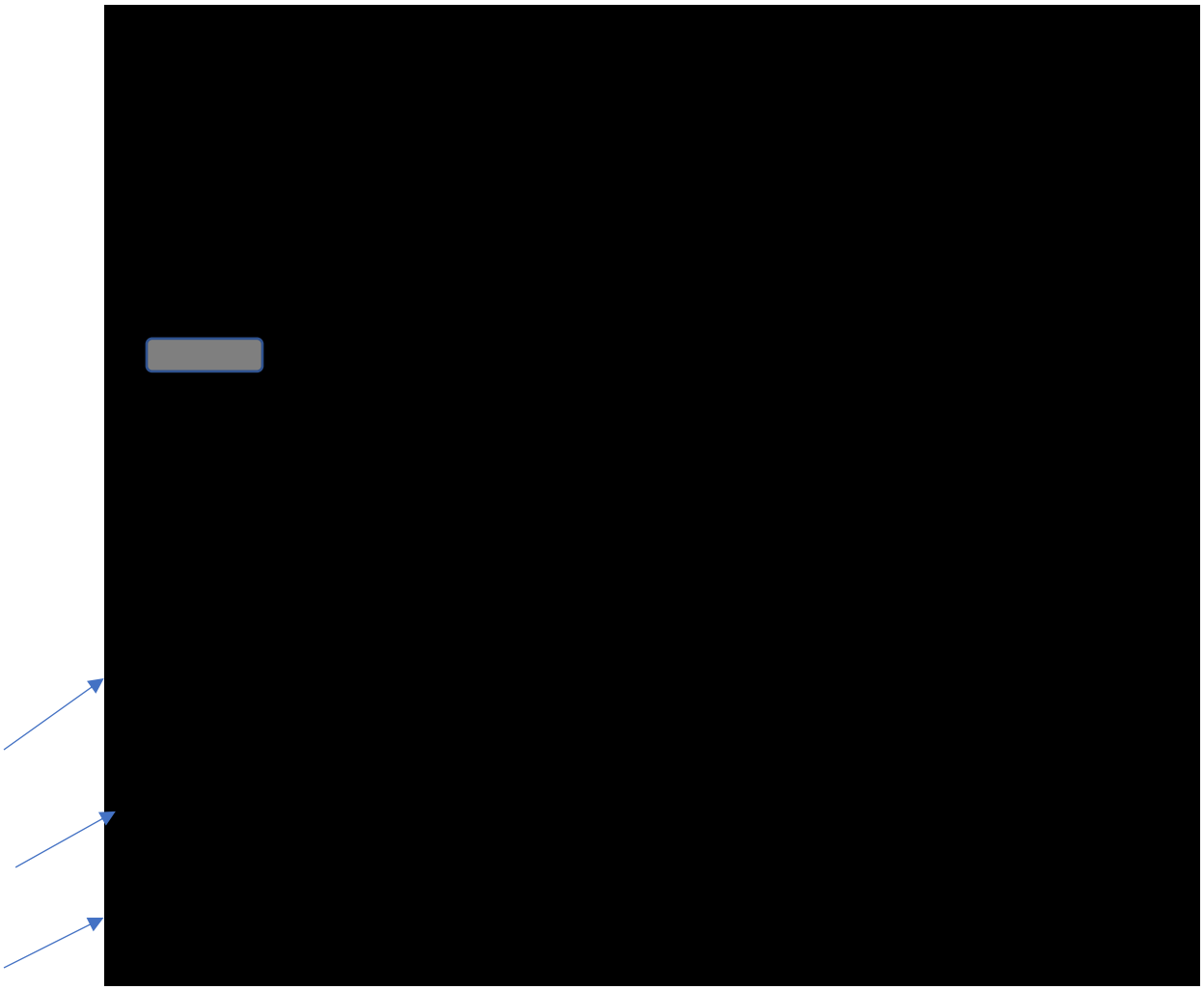
Enter the student's CWID #.

. This is important so that the GA receives their full stipend amount and it is not prorated on the first payroll! Query dates must be entered in the MM/DD/YYYY format.

To determine the 1st day of the pay period, please visit the Payroll page - –

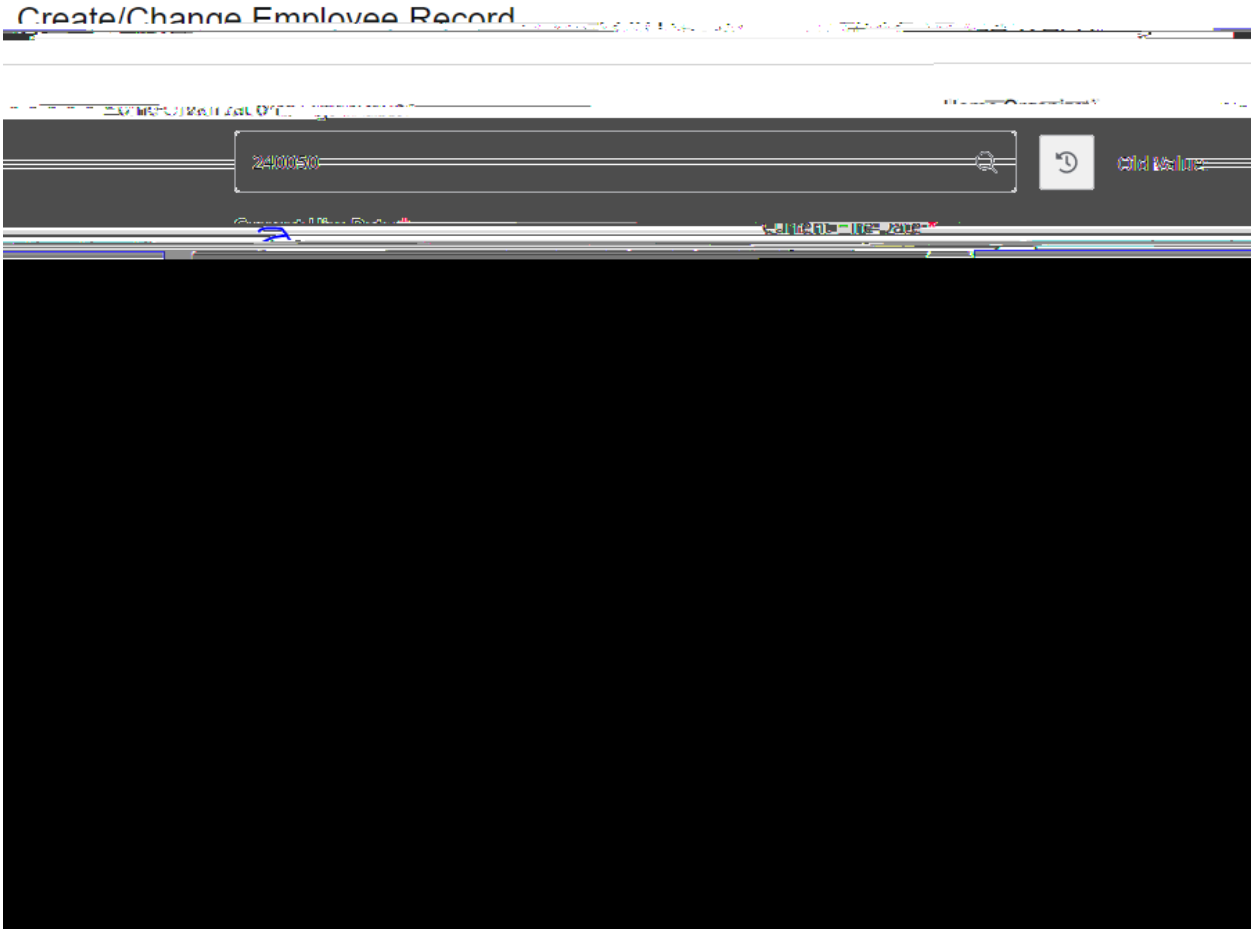
To hire a GA for the Spring 2023 semester, for example, you can click on the *GA Spring 2023 Payroll Schedule* and see that GAs will be paid across 9 payrolls, with the 1st paycheck covering the pay period of 1/7/2023 – 1/20/2023:

A good idea is to print the calendar so you can refer back to it as you enter information in your EPAF. In our example, if we are hiring a GA to work the full Spring 2023 semester, we see that 01/07/2023 is the *first date* of the pay period in which the GA will receive their *first* paycheck (NOTE: This is the date you should enter as your Query Date) and 05/12/2023 is the *last date* of the pay period in which the GA will receive their *final* check. We can count the pay dates and see there are a total of 9 paychecks. This number will be your . (*Note: if a GA has a late start date, they will likely be paid over fewer*



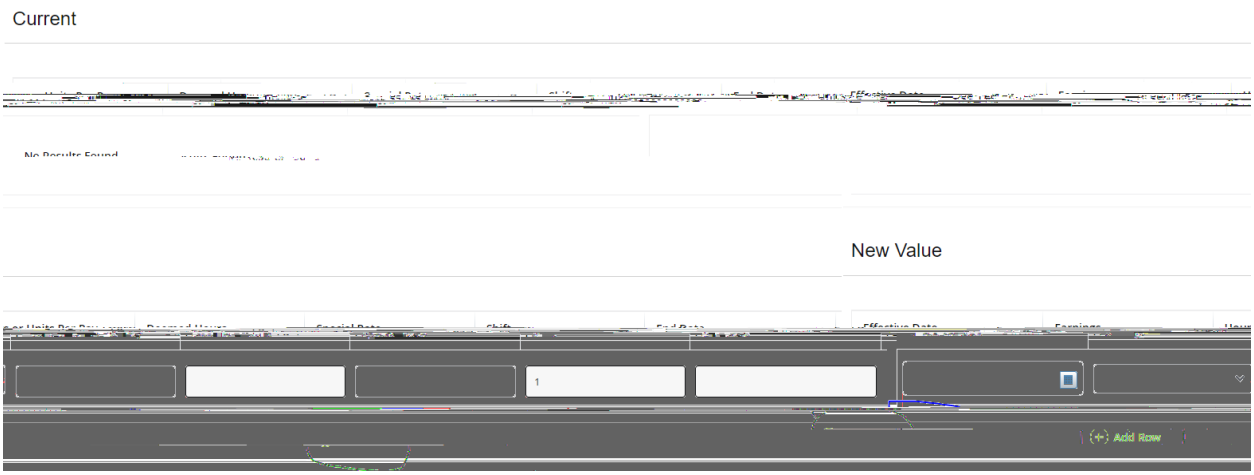
Using ALL CAPS, enter the position number and the suffix number and click “Go.”

On the next screen, you will create the GA's employee record. The fields with red asterisks (*) are required. Click on the calendar icon and use the *beginning of the GA's 1st pay period* as the Hire Date so their stipend is not prorated (it's the same date you used as the Query Date on the first screen). Select the Location Code, as well as the College Code (if applicable). *(Please note that the screenshots provided in this guide are . The data you enter in EPAF will be based on your own hiring department and the employee's situation.)*

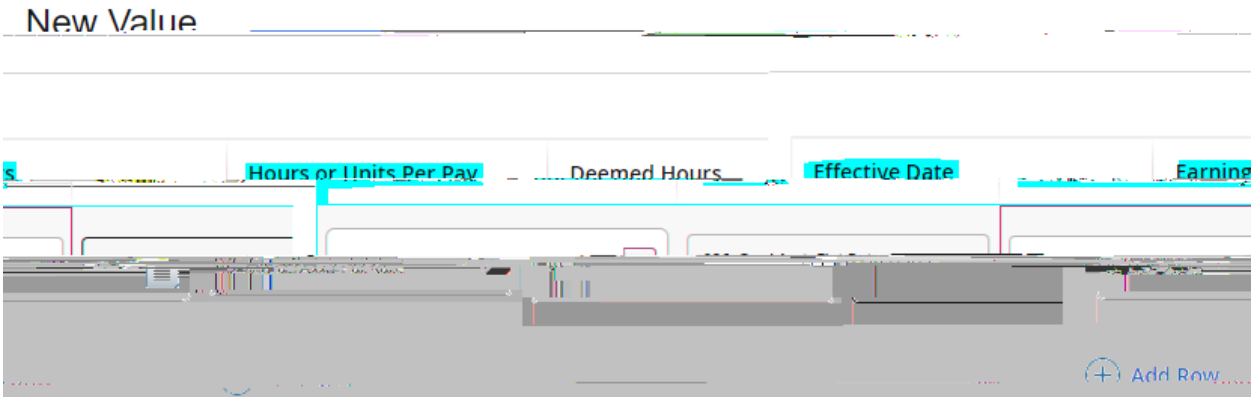


In the next section, you can update the “Personnel Date” to reflect the GA’s actual first day of work. The “Jobs Effective Date” and the “Job Begin Date” drive the payments, so they should always be the beginning of the pay period so the payment isn’t prorated; but the Personnel Date is only for

Next you will see a section that says “Current” and “New Value.” This is where you will enter the earnings information. .”



! For paying a STIPEND – You will need to enter the Effective Date (again, use the beginning date of the pay period), select “ ” as the earn code for the Stipend, and enter “ ” Unit Per Pay.



Under the "Termination of Job" section, enter the of the *termination* and the .

The Jobs Effective Date should *always* be entered as the *last day of the pay period* that the GA is to be paid to avoid the stipend from being prorated. Please refer to the appropriate GA Pay Schedule posted on the Payroll website.

If you are not able to key the date into the field, click on the calendar icon and select the date from the calendar:

The Personnel Date should reflect the GA's actual last day of work and doesn't necessarily have to be the last date of the pay period. (The Jobs Effective Date drives the payment and any proration, but the Personnel Date is only for recordkeeping purposes.)

Next fill out the routing queue.

At minimum, the EPAF routing queue must contain the following levels: Director/Dean, Graduate Office, HR Staffing Specialist, Payroll, Student Accounts, Dean of Grad School, and HR Apply. DO NOT DELETE any of these levels from the routing queue. DO NOT CHANGE THE REQUIRED ACTION of any of these levels in the routing queue. All parties in the routing queue are preset to APPROVE, except Students Accounts is preset for "FYI" and the HR Apply level is preset to APPLY the EPAF into the payroll. These *Required Actions* should never be changed.

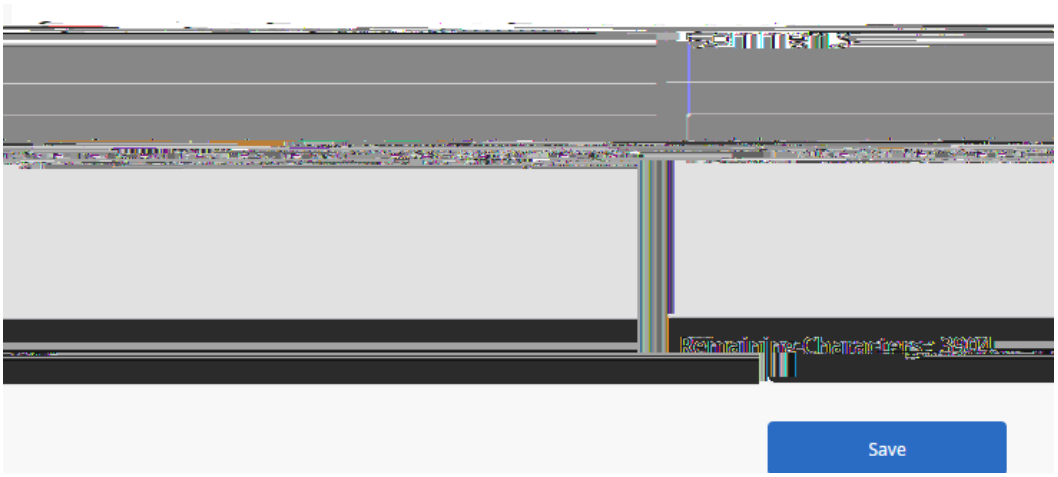
In the dropdown box next to each Approval Level, select the appropriate people to approve the EPAF:

For the level, T ɔ ḥ ȡ n ƾ

For the level, select the appropriate Payroll Analyst according to the student's last name: Currently, Jackie Sias is the payroll analyst for last names A-F, Felicia Gibson has G-M. For last names beginning with N-Z, please select Felicia Gibson for letters N, O, and T-Z, and select Jackie Sias for letters P-S.
For , select Leporati.

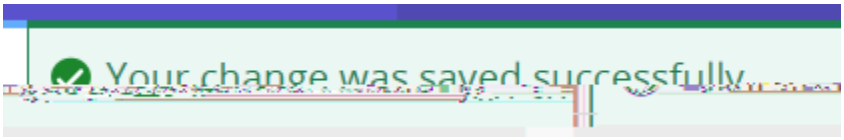
Complete the remaining routing queue, and if your EPAF needs additional approvals, such as approval from Grants & Contracts or from a Project PI (budget manager of a grant), you can simply click "Add Row" and select the appropriate approval levels you need to add to the EPAF's routing queue, select the appropriate person to approve at that level, and select "Approve" as their Required Action.

Each approver in the routing queue should carefully review the PAF for accuracy before approving. If

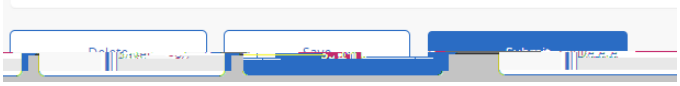


Then click to SAVE.

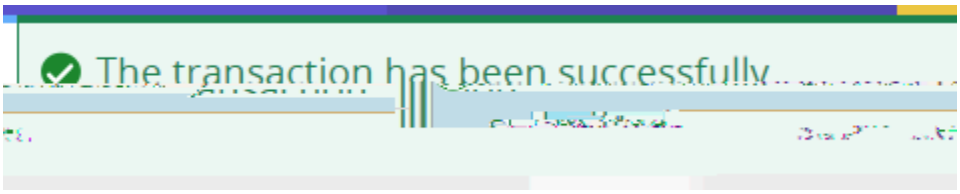
If there were no errors that Banner would recognize (ie: missing information in required fields, dates entered in the wrong format, etc…), then you should receive a message in the top right corner of your screen that your changes were saved successfully:



If you receive WARNING messages, that is ! All EPAFs will having Warning messages. However, if you receive an ERROR message, you must resolve it before you will be able to Submit the EPAF successfully.



Click Submit and you should receive a confirmation message that the PAF was submitted:



DONE!