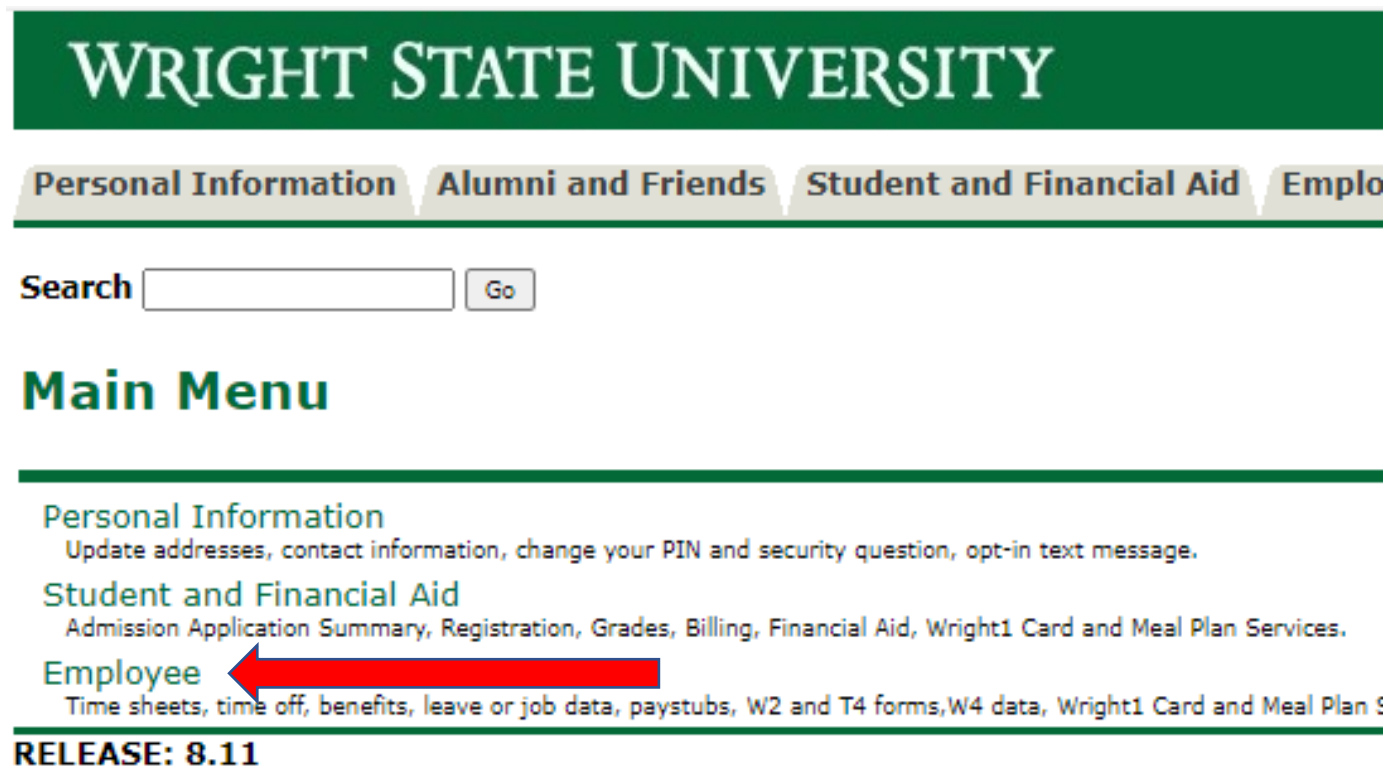


EPAF Hiring Adjuncts/Support Staff

Hiring Adjuncts/Support Staff

- Open Banner 9 Wings Express
- Click on Employee



WRIGHT STATE UNIVERSITY


[Personal Information](#) [Alumni and Friends](#) [Student and Financial Aid](#) [Emplo](#)

Search

Main Menu

[Personal Information](#)
Update addresses, contact information, change your PIN and security question, opt-in text message.

[Student and Financial Aid](#)
Admission Application Summary, Registration, Grades, Billing, Financial Aid, Wright1 Card and Meal Plan Services.

[Employee](#) 
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data, Wright1 Card and Meal Plan S

RELEASE: 8.11

Hiring Adjuncts/Support Staff

- Click on Banner9 Employee Self Service

Search

Employee

Welcome to Employee Self Services. We currently offer On-Demand HR Services such as Pay or Form processing is also available.

Additional On-Demand HR Services will follow in the future. [Need more information on Employee Self Services](#)

[Time Sheet](#)

[Leave Report](#)

[Request Time Off](#)

[Electronic Personnel Action Forms](#)

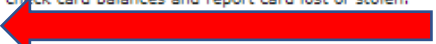
[Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)
W4 information

[Leave Balances](#)

*** [Parking Services](#)**
Order your parking permit, pay citations and update your vehicle information.

[Wright1 Card and Meal Plan Services](#)
Purchase Meal Plans, make Wright1 Card deposits, check card balances and report card lost or stolen.

[Banner9 Employee Self Service](#) 

*****Click on the Banner9 Employee Self Service link to access Effort Certification and Labor Redistribution*****

[Classified Employee: HR - Overtime Choice](#)
Form to modify Classified Employee's overtime choice.

[Banner9 General Self Service](#)

RELEASE: 8.11

Hiring Adjuncts/Support Staff

- Click on Electronic Personnel Action Forms (EPAF)

[Employee Dashboard](#)

Employee Dashboard

Gillis, Linda M.

[My Profile](#)

Leave Balances as of 07/02/2024

Sick Leave in hours	298.64	Vacation Leave in hours	75.11	Winter Leave in hours	0.00
Fall Leave in hours	0.00	COVID-19 Leave in hours	0.00		

[Full Leave Balance Information](#)

Benefits ^

Employee Summary ^

My Activities

[Enter Leave Report](#)

[Approve Time](#)


[Approve Leave Report](#)

[Electronic Personnel Action Forms \(EPAF\)](#)

[Salary Planner](#)

[Effort Certification](#)

[Labor Redistribution](#)




Hiring Adjuncts/Support Staff

- Click on
New EPAF

[Home](#) • Personnel Actions

Electronic Personnel Action Forms

<p>EPAF Approver Summary</p> <p><u>All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.</u></p>	<p>EPAF Originator Summary</p> <p><u>Displays only those EPAF transactions that you have originated.</u></p>
 <p>New EPAF</p> <p><u>Allows you to create a new transaction.</u></p>	<p>Act as a Proxy</p> <p><u>Available to all self-service EPAF users who have been given proxy privilege.</u></p>
<p>EPAF Proxy Records</p> <p><u>Allows you to specify and authorize one or more users to approve EPAFs in your absence.</u></p>	

Hiring Adjuncts/Support Staff

- Type First Name, Last Name or ID (UID) or SS Number in the fields to find the employee.
- Click Search.

Home • Personnel Actions • New EPAF Person Selection

New EPAF Person Selection

i Check the box to limit to search an Employee. Enter the last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

First Name Last Name Is an employee or ID or SSN/SIN/TIN

Enter or Generate New ID

i * indicates a required field. 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.

ID *

[Generate new ID](#)

Query Date *

Approval Category *

Hiring Adjuncts/Support Staff


- Click on the ID.

Person Search Result ×

ID	Last Name	First Name	Middle Name	Birth Date	Name Type
U00994120	Raider	Rowdy		01/01	

Results found: 1

Page 1 of 1 Per Page 25



Hiring Adjuncts/Support Staff

- **Query Date:** Should always be the first day of the month that the Employee should be paid or should have been paid.
- **Approval Category:** Use the dropdown menu and choose Rehire or Create Additional Adjunct Job.

Home • Personnel Actions • New EPAF Person Selection

New EPAF Person Selection

i Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.



First Name Last Name Is an employee or ID or SSN/SIN/TIN

Enter or Generate New ID


i * indicates a required field. 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.


ID *

[Generate new ID](#)

Query Date *  

Approval Category *





Hiring Adjuncts/Support Staff

- Click Go.

[Home](#) • [Personnel Actions](#) • [New EPAF Person Selection](#)

New EPAF Person Selection

i Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

First Name	Last Name	<input type="checkbox"/> Is an employee	or	ID	or	SSN/SIN/TIN	
<input type="text"/>	<input type="text"/>			<input type="text" value="U00994120"/>		<input type="text"/>	<input type="button" value="Search"/>

Enter or Generate New ID


i * indicates a required field. 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.

ID *

[Generate new ID](#)

Query Date *

Approval Category *



Hiring Adjuncts/Support Staff

- If you are creating a new adjunct position, you will need to click the box by New Job and add the position # and suffix.
- If this job with this position # and suffix was used previously, you can just click the box with that position number and suffix.
- Click **Go**.

Home • Personnel Actions • New EPAF Person Selection • New EPAF Job Selection

New EPAF Job Selection

i Enter or search for a new position number and enter the suffix, or select the link next to Position.



Details

ID	Query Date	Approval Category
Rowdy Raider, U00994120	01/01/2024	Adjunct Rehire or Add'l Job, AJ0002

Create A Job for An Adjunct, JB0001

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>						
<input checked="" type="checkbox"/>	Primary	A99818	S1	Adjunct	CMH55, Population and Public Health Sci	01/01/2024	04/30/2024		Active
<input type="checkbox"/>	Secondary	V89609	S1	Faculty Overload	226000, Pediatrics Instruction	01/01/2024	04/30/2024		Active

All Jobs Next Approval Type **Go**



Hiring Adjuncts /Support Staff

- **Job Begin Date**: Always the first date they ever did this job with this position # and suffix.
- **Job Effective Date**: First date of the month they will be paid.
- **Personnel Date**: Beginning of semester or the first day they will work. It can be the first day of the month if applicable.
- **Contract Type, Job Status, Job Change Reason, Step Factor in Pays, IPEDS, FTE** will all autofill.
- **Annual Salary**: Type in annual salary.
- **Timesheet Org**: Type in applicable Org number.
- **NOTE**: The Timesheet Org must be linked to the position number at the top of the page.

Create A Job for An Adjunct, A99818-S1 Adjunct

Job Begin Date *

01/01/2024



Remove

Jobs Effective Date *

01/01/2024



Remove

Personnel Date *

01/01/2024



Remove

Contract Type *

Primary



Employee Class Code *

17



Job Status *

A



Old Value: Active

Job Change Reason *

RH001



Old Value: NH001

Step *

0

Annual Salary *

5000

Factor *

4

Pays *

4

Timesheet COA *

W

Timesheet Orgn *

226120



Old Value: CMH55

Hiring Adjuncts/Support Staff

Labor Distribution

will autofill.

If you need to make changes, you can modify Index or Fund, but the Organization must remain the same.

Verify Labor Distribution, A99818-S1 Adjunct

Current

Effective Date
01/01/2024

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
W	228120	190002	228120	815100	10005					100	

New

Effective Date MM/DD/YYYY

01/01/2024

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
W	226120	190002	226120	615100	10005					100		

+ Default from Index

+ Add Row



Hiring Adjuncts/Support Staff

- **Job Change Reason** will autofill.
- **Jobs Effective Date:** Must be the last day of the month they will be paid.
- **Personnel Date:** Can be the last day of the month they will be paid or the last day of the semester.
- **Job Status:** Autofills.

Terminate Employee Job, A99818-S1 Adjunct

Job Change Reason *

S0005, Separation - End of contract



Old Value: NH001, New Hire

Jobs Effective Date *

04/30/2024



Remove



Old Value: 01/01/2024

Personnel Date *

04/30/2024



Remove



Old Value: 01/01/2024

Job Status *

T



Old Value: Active

Hiring Adjuncts/Support Staff

- Use dropdown menus to select Business Managers, Chair, etc.
- Click on Add Row to add additional approval levels.

Routing Queue

Approval Level	User Name	Required Action	Remove
35 - (BUSMNG) Business Manager	W0100DR - Radford, Debra D.	Approve	
65 - (BUDPLN) Budget Planning	W035NLM - Chridding, Nichole L.	FYI	
70 - (PAYROL) Payroll Office	W001KAC - Thomas, Kimberly A.	FYI	
95 - (HRAPLY) Human Resources Applier	W047KLJ - Jackson, Karah L.	Apply	

+ Add Row



Hiring Adjuncts/Support Staff

- Add Comment:
Course Name
and #, Credit
Hours, Total Pay
- Click Save.

Comments

Add Comment

Remaining Characters : 4000

Save

[New EPAF](#) • [EPAF Originator Summary](#)

Hiring Adjuncts/Support Staff

- Click **Submit**.



[New EPAF](#) · [EPAF Originator Summary](#)

- This completes the process of creating an EPAF for Adjuncts/Support Staff.