

# EPAF Faculty Overloads

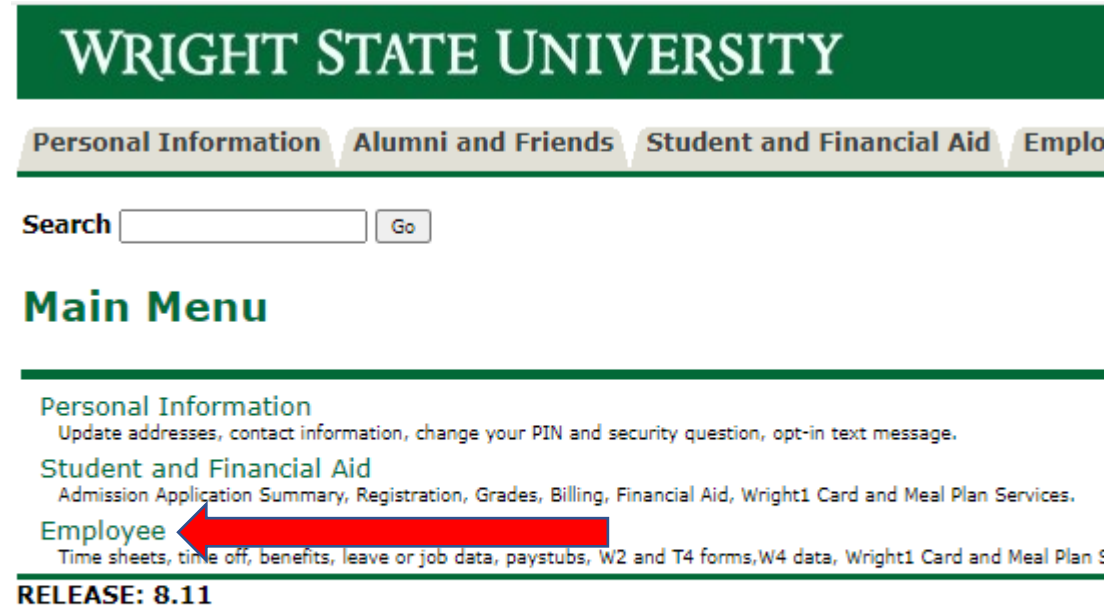
# Faculty Overloads

- **Overview**

- A faculty overload is defined as a faculty member who teaches more courses than their regular course load or works beyond the terms established by their contractual agreement.
- Faculty are paid extra for teaching these courses.

# Creating a Faculty Overload EPAF

- Open Banner 9 Wings Express
- Click on Employee



WRIGHT STATE UNIVERSITY

Personal Information Alumni and Friends Student and Financial Aid Emplo

Search  Go

### 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**

# Creating a Faculty Overload EPAF

- Click on Banner9 Employee Self Service

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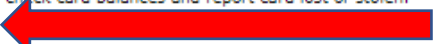
Search

## Employee

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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](#)

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# Creating a Faculty Overload EPAF

- 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](#)




# Creating a Faculty Overload EPAF

- Click on  
New EPAF

[Home](#) • [Personnel Actions](#)

Electronic Personnel Action Forms

<p><a href="#">EPAF Approver Summary</a></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><a href="#">EPAF Originator Summary</a></p> <p><u>Displays only those EPAF transactions that you have originated.</u></p>
 <p><a href="#">New EPAF</a></p> <p><u>Allows you to create a new transaction.</u></p>	<p><a href="#">Act as a Proxy</a></p> <p><u>Available to all self-service EPAF users who have been given proxy privilege.</u></p>
<p><a href="#">EPAF Proxy Records</a></p> <p><u>Allows you to specify and authorize one or more users to approve EPAFs in your absence.</u></p>	

# Creating a Faculty Overload EPAF

- 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 \*

# Creating a Faculty Overload EPAF


- Click on the ID.

Person Search Result ×

ID	Last Name	First Name	Middle Name	Birth Date	Name Type
<a href="#">U00994120</a>	Raider	Rowdy		01/01	

Results found: 1

Page 1 of 1 Per Page 25





# Creating a Faculty Overload EPAF

- **Approval Category:** Choose category Faculty Overload.
- **Query Date:** Should always be the first day of the month that the Employee should be paid or should have been paid.

WRIGHT STATE UNIVERSITY Gillis, Linda M.

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

New EPAF Person Selection

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


\* 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 \*   
Rowdy Raider  
[Generate new ID](#)

Query Date \*

Approval Category \*

- Create Faculty Overload Job, OJ0001
- Rehire or Create Additional Adjunct Job, AJ0002
- Create Faculty Overload Job, OJ0001



# Creating a Faculty Overload EPAF

- If the EPAF is to run concurrently in the same semester, you would need to use Suffix S2, S3, S4, etc.
- Check Box by the job you want to create if it is the same position and suffix, just a different year.
- Click Go.

WRIGHT STATE UNIVERSITY Gillis, Linda M.

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

### New EPAF Job Selection

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

Details

ID: Rowdy Raider, U00994120      Query Date: 01/01/2024      Approval Category: Faculty Overload Job, OJ0001

Create a Faculty Overload Job, OVL001


















Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	V89609	S2	Faculty Overload	226000, Pediatrics Instruction				
<input 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](#)

# Creating Faculty Overload EPAF

- **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 V position number at the top of the page.

Create a Faculty Overload Job, V89609-S2 Faculty Overload

Job Begin Date *	01/01/2024			Old Value:
Jobs Effective Date *	01/01/2024			Old Value:
Personnel Date *	01/04/2024			Old Value:
Contract Type *	O			Old Value:
Job Status *	A			Old Value:
Job Change Reason *	OV001			Old Value:
Step *	0			Old Value:
Annual Salary *	5000			Old Value:
Factor *	4			Old Value:
Pays *	4			Old Value:
IPEDS Report Ind *	N			Old Value:
FTE *	.001			Old Value:
Timesheet Orgn *	226000			Old Value:

# Creating a Faculty Overload EPAF

**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, V89609-S2 Faculty Overload

Current

Effective Date  
01/01/2024

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
No results found.											

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	226000	190002	226000	615200	10005					100		

+ Default from Index

+ Add Row



# Creating a Faculty Overload EPAF

- **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, V89609-S2 Faculty Overload

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
Job Change Reason \*

OV002, Overload - Terminate   Old Value: Not Selected


Jobs Effective Date \*

04/30/2024   Old Value:

Personnel Date \*

04/30/2024   Old Value:

Job Status \*

T  Old Value:

# Creating a Faculty Overload EPAF

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

## Routing Queue

Approval Level	User Name	Required Action	Remove
35 - (BUSMNG) Business Manager	W040KAP - Rex, Kimberly A.	Approve	
65 - (BUDPLN) Budget Planning	W035NLM - Chmidling, Nichole L.	FYI	
70 - (PAYROL) Payroll Office	W001KAC - Thomas, Kimberly A.	FYI	
95 - (HRAPLY) Human Resources Applier	W014BMW - Williams, Brenda M.	Apply	

[+ Add Row](#)



# Creating a Faculty Overload EPAF

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

Comments

Add Comment



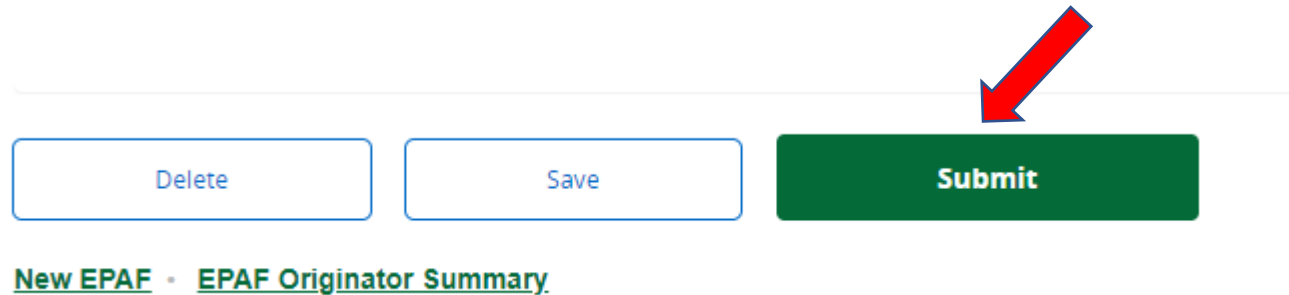
Remaining Characters : 4000

Save



# Creating a Faculty Overload EPAF

- Click **Submit**.



- This completes the process of creating an EPAF for a Faculty Overload.