

WELCOME

EPAF Review



OBJECTIVES



- Introduce ePAFs in Self-Service 9
- Review the changes
- Answer any questions
- To get employees paid correctly and in a timely manner

EPAF Matrix

Your semester guideline for preparing EPAFs.

	Faculty Adjuncts Faculty Overloads Unclassified Teaching	Unclassified Overload Non-Teaching	UNC <51% (Support Staff)
ECLS	17	23	23
Account Number	615200 - Overloads 615100 - Adjuncts 615150 - WSU Retirees 611108 - Unclassified Overload Teaching	611107	611110 611150 - WSU Retirees
Position Number	A = Adjuncts (includes WSU Retirees and Unclassified teaching) V = Faculty Overloads	V = Unclassified Overloads	B = Support Staff
Suffix	F1, etc	F1, etc	F1, etc
Deadline to HR:			
September 9, 2019			
Job Effective	September 1, 2019		
Job Personnel	August 26, 2019		
Job End Effective	December 31, 2019		
Job End Personnel	December 7, 2019		
Factor and Pay	4		

→ This is the first day of the month in which the employee should be paid. This is also your query date!

→ This is the first day the employee is scheduled to work..

→ This is the last day of the month in which the contract ends. 3

→ This is the last day the employee actually performs the work.

Summer 2016 EPAF Matrix

	Faculty Adjuncts Faculty Overloads Unclassified Teaching	Unclassified Overload Non-Teaching	UNC <51% (Support Staff)
Pay ID	SU	SU	SU
ECLS	17	23	23
Earn Code	SUM	SUM	SUM
Account Number	615300 - Faculty Summer 615302 - Overloads 615305 - Adjuncts 615350 - WSU Retirees 611112 - Unclassified Overload Teaching	611106	611111 611151 - WSU Retirees
Position Number	A = Adjuncts (includes WSU Retirees and Unclassified teaching) V = Faculty Overloads	V = Unclassified Overloads	B = Support Staff
Summer A Suffix	A1, etc	A1, etc	A1, etc
Summer B Suffix	B1, etc	B1, etc	B1, etc
Summer C Suffix	C1, etc	C1, etc	C1, etc
Summer D Suffix	D1, etc	D1, etc	D1, etc
Summer E Suffix	E1, etc	E1, etc	E1, etc
Summer H Suffix	H1, etc	H1, etc	H1, etc
Summer J Suffix	J1, etc	J1, etc	J1, etc

EPAF Matrix

Your semester guideline for preparing EPAFs.

DEADLINE TO HR:	May 12, 2016	June 10, 2016	May 12, 2016	May 12, 2016	June 10, 2016	July 13, 2016	August 15, 2016
Dates to use:	Summer A	Summer B	Summer C	Summer D	Summer E	Summer H	Summer J
Job Effective	May 1, 2016	June 1, 2016	May 1, 2016	May 1, 2016	June 1, 2016	July 1, 2016	August 1, 2016
Job Personnel	May 9, 2016	June 20, 2016	May 9, 2016	May 9, 2016	June 1, 2016	July 1, 2016	August 1, 2016
Job End Effective	June 30, 2016	July 31, 2016	July 31, 2016	May 31, 2016	June 30, 2016	July 31, 2016	August 31, 2016
Job End Personnel	June 16, 2016	July 28, 2016	July 28, 2016	May 31, 2016	June 30, 2016	July 31, 2016	August 31, 2016
Factor and Pay	2	2	3	1	1	1	1
Pay Dates	May 31, June 30	June 30, July 29	May 31, June 30, July 29	May 31	June 30	July 29	August 31

- This is the first day of the month in which the employee should be paid. This is also your query date!
- This is the first day the employee is scheduled to work..
- This is the last day of the month in which the contract ends.
- This is the last day the employee actually performs the work.

Deadlines

- ▶ The EPAF matrix indicates a “Deadline to HR”
 - ▶ The EPAF must be approved prior to the Deadline.
 - ▶ Payroll Deadline can be found on Payroll’s Website: <https://www.wright.edu/human-resources/payroll-schedules>
 - ▶ All required supporting documentation must be approved and received in HR prior to the Deadline.
 - ▶ The Department is responsible for ensuring the EPAF is approved and all the requirements are met prior to the Deadline.
 - ▶ Failure to comply will result in a delay of pay!



WARNING
DUE DATES ARE CLOSER
THAN THEY APPEAR

Welcome to the WingsExpress Landing Page

Login to Wings Express
(Employee Self-Service)

WRIGHT STATE UNIVERSITY

Employee Dashboard

Baker, Carmon R.

My Profile

Leave Balances as of 12/04/2023

Top Secret!!

Benefits

Employee Summary

My Activities

Enter Time

Approve Time

Approve Leave Report

Electronic Personnel Action Forms (EPAF)

Salary Planner

Effort Certification

Labor Redistribution

Select EPAF →

To Create a Create a Faculty Overload



Electronic Personnel Action Forms

EPAF Approver Summary

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.

EPAF Originator Summary

Displays only those EPAF transactions that you have originated.

New EPAF

Allows you to create a new transaction.

Act as a Proxy

Available to all self-service EPAF users who have been given proxy privilege.

EPAF Proxy Records

Allows you to specify and authorize one or more users to approve EPAFs in your absence.



Searching for an Employee

New in Employee Self-Service 9: "Is an employee" checkbox! Please note: A person maybe listed as employee, however their employment might be terminated or student or graduate school employment

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: rowdy Last Name: raider 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 *

[Generate new ID](#)
Query Date *
02/29/2024
Approval Category *

Enter Last Name and First Name, or UID (ID) or SSN, check the "is an employee" box and click search

Searching for an Employee

New EPAF Person Selection

ⓘ Check the box to limit to search an Employee. Enter the

First Name
rowdy

Enter or Generate New ID

ⓘ * indicates a required field. Enter an ID, select the link to

ID *

[Generate new ID](#)

Query Date *
02/29/2024

Approval Category *

Go

Person Search Result

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

Select employee from the list

Results found: 1



Query Date

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: rowdy Last Name: raider 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 *
U00994120
Rowdy Raider
[Generate new ID](#)
Query Date *
03/01/2024
Approval Category *

Query Date should always be the first day of the month that the Employee should be paid or should have been paid.



Approval Categories

Hire a New Adjunct

For new to WSU Hires Only

- Adjuncts
- Support Staff
- Previous Student or GA employment does not count as employment for the purposes of “Hire an Adjunct”.

Rehire or Create an Additional Adjunct Job

For established WSU Employees

- Returning Adjuncts and Support Staff
- Existing Unclassified Employees Teaching
- Any previously hired employee, excluding Grad and Student Employment
- Please note: Current hourly employees are ineligible to perform Adjunct, Support Staff and/or Unclassified Overload Contracts.

Create a Faculty Overload

For established WSU Faculty

- To pay Overload Teaching
- To pay for additional work performed (honorariums, summer research, etc)

Approval Categories

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 *

U00994120

Rowdy Raider

[Generate new ID](#)

Query Date *

03/01/2024

Approval Category *

Rehire or Create Additional Adjunct Job, AJ0002

Hire A New Adjunct, AJ0001

Create Faculty Overload Job, OJ0001

Using the descriptions provided, click the drop down and select the appropriate approval category

Approval Categories

Rowdy Raider is FT Faculty,
the Approval Category should be Create
a Faculty Overload



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 checked="" type="checkbox"/> Is an employee	or	ID	or	SSN/SIN/TIN	<input type="button" value="Search"/>
<input type="text" value="rowdy"/>	<input type="text" value="raider"/>			<input type="text"/>		<input type="text"/>	

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 *

[Generate new ID](#)

Query Date *

Approval Category *

Position and Suffix Selection

- ▶ **Axxxxx = Adjunct**
 - ▶ Any teaching resulting or contributing to a grade
 - ▶ Unclassified Employee Teaching
 - ▶ STEM School Substitutes
- ▶ **Bxxxxx = Support Staff**
 - ▶ Non-teaching related activities, i.e. Research.
 - ▶ Teaching/Academic related activities, i.e. Program Director/Coordinator, HS/Pre-College/College Credit Plus courses, Campus Rec.
- ▶ **Vxxxxx = Faculty Overload**
 - ▶ FT Faculty: Courses over their normal teaching load, Summer Research and Teaching (Academic Faculty only), Summer Advising, Course Development, Commencement Performances, etc.

Position and Suffix Selection

- ▶ The position number must correspond to the Budget Org in the Labor Distribution, and vice versa.
- ▶ Feel free to give your HR Ops Analyst a call if you are uncertain of the position number you should be using.

Helpful Hint: if you must change the Organization Code in the Labor Distribution, it's probably

NOT the right position number.

Position and Suffix 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: rowdy Last Name: raider 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 *
U00994120

Rowdy Raider

[Generate new ID](#)

Query Date *
03/01/2024

Approval Category *
Create Faculty Overload Job, OJ0001

Click Go.

To see a list of all jobs, past and present, select All Jobs

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Secondary	984065	00	Administrative Support Coordinator	218500, Department of Human Resources	01/05/2022			Active
Primary	999253	00	Athletics Marketing Prog Mgr	IAC55, Intercollegiate Athletics	02/01/2022		10/31/2023	Active



Position and Suffix 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
03/01/2024

Approval Category
Faculty Overload Job, OJ0001

Create a Faculty Overload Job, OVL001

To search for a position number not listed, click the magnifying glass

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>						
<input type="checkbox"/>	Secondary	984065	00	Administrative Support Coordinator	218500, Department of Human Resources	01/05/2022			Active
<input type="checkbox"/>	Primary	999253	00	Athletics Marketing Prog Mgr	IAC55, Intercollegiate Athletics	02/01/2022		10/31/2023	Active
<input type="checkbox"/>	Secondary	998782	00	Clinical Assistant Professor	251400, Kinesiology & Health	07/01/2022	06/30/2023		Terminated
<input type="checkbox"/>	Secondary	999135	00	Instructor	285000, Biomed & Human Factor Engin	08/01/2022	07/31/2023	05/31/2023	Terminated
<input type="checkbox"/>	Secondary	999253	BN	Bonus: Ticket Sales	IAC55, Intercollegiate Athletics	01/01/2023	01/31/2023		Terminated
<input type="checkbox"/>	Secondary	CL9997	T1	WOOO - Custodial Service Worker Lead	TC073D, Physical Plant WOOO	03/01/2023	04/30/2023		Terminated
<input type="checkbox"/>	Secondary	P89187	00	Interim Chair, Computer Science	282000, Computer Science	01/15/2023	06/15/2023		Terminated
<input type="checkbox"/>	Secondary	P89865	00	Interim Mascot	250000, Dean's Office-Hlth Educ & Hum Svcs	03/01/2023	04/30/2023	04/30/2023	Terminated

Active Jobs

Next Approval Type

Go

A list of current and previous positions will be listed or insert a new position number and suffix in the New Job Position and Suffix Field. NOTE: Watch for the appropriate suffix, the ePAF Matrix will provide the suffix information!

Select a Position Number and Suffix

Searching for a Position Number

eClasses: 17 for Adjunct and Overload,
23 for Support Staff

WRIGHT STATE UNIVERSITY

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

Enter search criteria and select Go. Then select the link under Position to select it.

Position Number

Employee Class

COA

Budget Organization

Go

- All
- 09, Admin w/ Faculty Rank Academic
- 10, Admin w/ Faculty Rank Fiscal
- 11, Faculty FT Academic
- 12, Faculty PT Academic 51-74%

WRIGHT STATE UNIVERSITY

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

Enter search criteria and select Go. Then select the link under Position to select it.

Position Number

Employee Class

COA

Budget Organization

Go

- W, Wright State University
- All
- W, Wright State University

COA: Chart of Accounts,
always W, Wright State University

WRIGHT STATE UNIVERSITY

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

Enter search criteria and select Go. Then select the link under Position to select it.

Position Number

Employee Class

COA

Budget Organization

Go

- All
- 210700, President
- 210707, Strategic Initiatives
- 210709, Institutional Research
- 210715, University Compliance

Scroll and find the Budget Org in
the FOAP from the Labor Distribution

Select a Position Number and Suffix

Searching for a Position Number

The image shows two screenshots of the Wright State University HR system. The top screenshot shows the 'New Position Selection' form with search criteria: Employee Class '17, Faculty PT Adjunct', COA 'W, Wright State University', and Budget Organization '233203, R/E Fees Film Class Private Voice'. A red arrow points to the 'Go' button with the text 'Click go'. The bottom screenshot shows the search results table with the text 'Select a position' overlaid in red.

WRIGHT STATE UNIVERSITY

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

New Position Selection

Enter search criteria and select Go. Then select the link under Position to select it.

Position Number:

Employee Class: 17, Faculty PT Adjunct

COA: W, Wright State University

Budget Organization: 233203, R/E Fees Film Class Private Voice

Go

Click go

WRIGHT STATE UNIVERSITY

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

Enter search criteria and select Go. Then select the link under Position to select it.

Position Number:

Employee Class: 17, Faculty PT Adjunct

COA: W, Wright State University

Budget Organization: 233203, R/E Fees Film Class Private Voice

Go

Select a position

Position	Title	Employee Class	COA	Budget Organization	Start Date	End Date
A98721	Adjunct	17, Faculty PT Adjunct	W	233203, R/E Fees Film Class Private Voice	01/01/2008	
V88251	Faculty Overload	17, Faculty PT Adjunct	W	233203, R/E Fees Film Class Private Voice	07/01/2015	

If an appropriate position number is not found when searching by the Budget Org, email your assigned HR Associate and request a new position number. Please include the type of position (adjunct, support staff, overload), FOAP and the start date.

Select a Position Number and Suffix

🔍 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
03/01/2024

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	V89251	S4	Faculty Overload	233203, R/E Fees Film Class Private Voice				
<input type="checkbox"/>	Secondary	984065	00	Administrative Support Coordinator	218500, Department of Human Resources	01/05/2022			Active
<input type="checkbox"/>	Primary	999253	00	Athletics Marketing Prog Mgr	IAC55, Intercollegiate Athletics	02/01/2022		10/31/2023	Active
<input type="checkbox"/>	Secondary	998782	00	Clinical Assistant Professor	251400, Kinesiology & Health	07/01/2022	06/30/2023		Terminated
<input type="checkbox"/>	Secondary	999135	00	Instructor	285000, Biomed & Human Factor Enginr	08/01/2022	07/31/2023	05/31/2023	Terminated
<input type="checkbox"/>	Secondary	999253	BN	Bonus: Ticket Sales	IAC55, Intercollegiate Athletics	01/01/2023	01/31/2023		Terminated
<input type="checkbox"/>	Secondary	CL9997	T1	WOOC - Custodial Service Worker Lead	TC073D, Physical Plant WOOC	03/01/2023	04/30/2023		Terminated
<input type="checkbox"/>	Secondary	P8911	00	Interim Chair, Computer Science	282000, Computer Science	01/15/2023	06/15/2023		Terminated
<input type="checkbox"/>	Secondary	P89885	00	Stipend: Interim Mascot	250000, Dean's Office-Hlth Educ & Hum Svcs	03/01/2023	04/30/2023	04/30/2023	Terminated

Active Jobs

Next Approval Ty

Go

Click the checkbox next to the position and suffix and click go

Create a Faculty Overload

Electronic Personnel Action Form

Details

Name and ID
Rowdy Raider, U00994120

Query Date
03/01/2024

Transaction

Transaction Status

Approval Category
Create Faculty Overload Job, OJ0001

Enter the information for the EPAF and either Save or Submit

Create a Faculty Overload Job, V89251-S2 Faculty Overload

Job Begin Date *	03/01/2024	Old Value:
Jobs Effective Date *	03/01/2024	Old Value:
Personnel Date *	03/01/2024	Old Value:

The query date will populate the Job Effective Date and the Personnel Date. Note: You may need to change the dates!!

The Correct Dates are extremely important!!

Helpful Hint: Use the ePAF Matrix!!
Job Effective and Personnel Dates are provided for common ePAFs.

Job Begin Date: The first time the employee *ever* had this specific position number and suffix. If the employee had this position with this suffix, V89251-S2, before, the **JOB Begin Date** would appear in the Old Value Box. Since they have not had the position and suffix in the past, the old values information is blank.

Jobs Effective Date: This is the first day of the month in which the employee is to be paid. This date should **ALWAYS** be the same as your **Query Date**.

Personnel Date: This is the first day the employee is scheduled to work.

Create a Faculty Overload

Create a Faculty Overload Job, V89251-S2 Faculty Overload

Job Begin Date *	03/01/2024	Old Value:
Jobs Effective Date *	03/01/2024	Old Value:
Personnel Date *	03/01/2024	Old Value:
Contract Type *	0	Old Value:
Job Status *	A	Old Value:
Job Change Reason *	OV001	Old Value:
Step *	0	Old Value:
Annual Salary *	2000	Old Value:
Factor *	1	Old Value:
Pays *	1	Old Value:
IPEDS Report Ind *	N	Old Value:
FTE *	.001	Old Value:
Timesheet COA *	W	Old Value:
Timesheet Orgn *	233203	Old Value:

New In Employee Self-Service 9: Current Values are now Old Values.

- Old Values will populate if the employee has had the position & suffix in the past
- Fields with an asterisk are required.
- Fields that are light gray will auto-fill and cannot be changed.
- Annual Salary is the contract salary for this specific position. The Annual Salary will split by the number of factor/pays and paid monthly (see next slide).
- The timesheet org should be the same as the org in the labor distribution.

Factor and Pays

Factor *



Old Value:

Pays *



Old Value:



- These numbers will always be identical.
- They represent the number of months a contract is worked.
- *Generally*, 1, 2, 3 or 4.
- **HINT**: See EPAF matrix!

Verify Labor Effective Date

If incorrect

Check Query Date



Helpful Hint: If you set your Query Date correctly, this auto fills your labor date.

Verify Labor Distribution, V89251-S2 Faculty Overload

Current

Effective Date
03/01/2024

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

New

Effective Date MM/DD/YYYY

03/01/2024

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
W	233203	190000	233203	615200	10005					100		

+ Default from Index

+ Add Row

Verify Organization Code

If incorrect

Contact Analyst



Helpful Hint: If your organization code is incorrect, you probably have the wrong position number.

Current









Effective Date
03/01/2024


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


New

Effective Date MM/DD/YYYY

03/01/2024 

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
w 	233203 	190000 	233203 	615200 	10005 					100		

 Default from Index

 Add Row





Searching for the Labor Distribution

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
W	233203	190000	233203	615200	10005					100		



- Click the Magnified glass to search for the Index.

Searching for the Labor Distribution

Index Codes (COA) and Descriptions

Project

! There are more values available than are currently displayed. Please provide filter criteria to refine the values being displayed.

i Enter filter criteria and press enter. The percent sign is the wildcard.

Filter results

- 233104, (W) - Summer/Adj Fac & GA/GTA-Wm Studies
- 233200, (W) - Theatre Arts
- 233202, (W) - Sum/Adj Fac & GA/GTA-Theatre Arts
- 233203, (W) - Lab Fees: Film Class & Private Voice
- 233204, (W) - R/E Theatre Preparatory Grades 9-12
- 233205, (W) - R/E Theatre Productions
- 233211, (W) - Dept of Theatre Dance Audition
- 233216, (W) - R/E Dance Lab Fees
- 233217, (W) - R/E Motion Picture Course Fee
- 233218, (W) - R/E Acting Musical Theatre Lab Fees

CANCEL SELECT

Effective Date MM/DD/YYYY

03/01/2024

COA	Index
W	233203

- Search for the appropriate code and click select once found.
- This will automatically populate in the Index Field.

Searching for the Labor Distribution

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
W	233203									100		

+ Default from Index

+ Add Row



- Click Default from Index

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
W	233203	190000	233203		10005					100		

+ Default from Index

+ Add Row



- The Fund, Organization and Program will automatically populate.
- You will need to populate the Account Code. (Follow the ePAF Matrix)

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
W	233203	190000	233203	615200	10005					100		

+ Default from Index

+ Add Row

Terminate Employee Job

Terminate Employee Job, V89251-S2 Faculty Overload

Dates autofill from your Query Date

Job Change Reason *



Old Value: Not Selected

Jobs Effective Date *



Effective date is last day of the month pay is to end



Personnel Date *



Personnel date is the last day the employee works



Job Status *



Old Value:

Terminate Employee Job

Terminate Employee Job, V89251-S2 Faculty Overload

Job Change Reason *



Old Value: Not Selected

Jobs Effective Date *



Old Value:

Personnel Date *



Old Value:


Job Status *



Old Value:

Routing Queue Basics

Routing Queue

Approval Level	User Name	Required Action	Remove
35 - (BUSMNG) Business Manager	W002TNW - Whack, Tony N.	Approve	
65 - (BUDPLN) Budget Planning	W035NLM - Chmidling, Nichole L.	FVI	
70 - (PAYROL) Payroll Office	W001KAC - Thomas, Kimberly A.	FVI	
95 - (HRAPLY) Human Resources Applier	W014BMW - Williams, Brenda M.	Apply	

+ Add Row

Minimum Routing
Queue





Helpful Hints: Some important additional approvers to remember...


- Grant Money (66, 67, 69#'s) must have RSP, Chris Spohn
- Foundation Money (55#) must have Sheri Coyle
- Typically, the Department Chair is also a required approver

Routing Queue Basics

Routing Queue

Approval Level	User Name	Required Action	Remove
35 - (BUSMNG) Business Manager	W002TNW - Whack, Tony N.	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	
Not Selected	Not Selected	Not Selected	

Helpful Hints

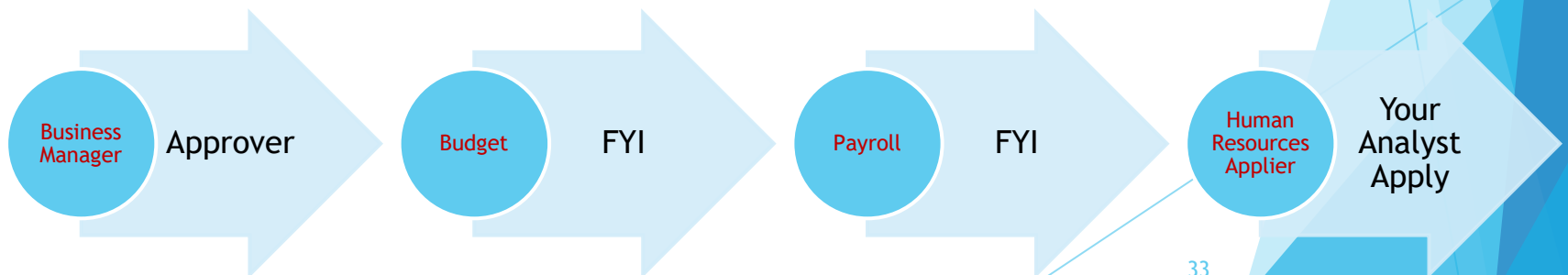
- 
- **Approval Level** - (Chair, Payroll Office, Business Manager. Etc)
 - **User Name** - The list of the appropriate approvers will populate in the drop down. Go down the list and select the correct approver.
 - **Required Action** - Budget & Payroll are always FYI. However, everyone else should be Approve.
 - To add another person to the approval queue click “Add Row”

Routing Queue Basics

Routing Queue

Approval Level	User Name	Required Action	Remove
35 - (BUSMNG) Business Manager	W144MAL - Leonard, Maralee 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	W047KLJ - Jackson, Karah L.	Apply	

+ Add Row



Comments

Made By

Brenda M. Williams

Date

03/17/2024 12:10 PM

Comment

Private voice lessons, \$100 per hour for 20 hours = \$2,000

Add Comment

Remaining Characters : 4000

Comments are Important! Please make sure to add them when making changes or just for more information.

Remaining Characters : 3898

Delete

Save

Submit

Comments

Made By

Karah Lillian Jackson

Date

03/18/2024 02:39 PM

Comment

Comments are Important! Please make sure to add them when making changes or just for more information.

Made By

Brenda M. Williams

Date

03/17/2024 12:10 PM

Comment

Private voice lessons, \$100 per hour for 20 hours = \$2,000

Add Comment

Remaining Characters : 4000

Comments
are
IMPORTANT

Comments Section

<h2>Description of Work</h2>	<ul style="list-style-type: none">• Note: Comments MUST include credit hours or number of hours worked<ul style="list-style-type: none">• If not included, we will need to call you! ☺• Teaching (add course info)• Accompaniment/Teaching Lessons• Observing Students
<h2>Location If Off Campus</h2>	<ul style="list-style-type: none">• Miami University Middleton, 4200 North University Blvd, Middletown, OH 45042• Online course taught from home• Note: Multiple work locations cannot be submitted on the same EPAF
<h2>Course Information</h2>	<ul style="list-style-type: none">• Soc 4223, 4 cr hrs, Soc 4225, 4 cr hrs, taught together• Observing 5 students @ 5 hours each• Voice lessons, 12 students x 1 hr x 12 weeks = total 144 hrs

SAVE VS SUBMIT

Comments

Made By
Karah Lillian Jackson
Date
03/18/2024 02:39 PM

Comment
Comments are important! Please make sure to add them when making changes or just for more information.

Made By
Brenda M. Williams
Date
03/17/2024 12:10 PM

Comment
Private voice lessons, \$100 per hour for 20 hours = \$2,000

Add Comment

Remaining Characters : 4000

Delete

Save

Submit

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



First hit save

SAVE VS SUBMIT

Comments

Made By
Karah Lillian Jackson
Date
03/18/2024 02:39 PM

Comment
Comments are Important! Please make sure to add them when making changes or just for more information.

Made By
Brenda M. Williams
Date
03/17/2024 12:10 PM

Comment
Private voice lessons, \$100 per hour for 20 hours = \$2,000

Add Comment

Remaining Characters : 4000

Delete

Save

Submit

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



Then hit submit

SAVE VS SUBMIT

✔ The transaction has been successfully submitted.



Routing Queue

Approval Level	User Name	Required Action	Remove
35 - (BUSMNG) Business Manager	W144M4L - Leonard, Marilee A.	Approve	
65 - (BUDPLN) Budget Planning	W035HLM - Chmiding, Nichole L.	FYI	
70 - (PAYROL) Payroll Office	W001KAG - Thomas, Kimberly A.	FYI	
95 - (HRAPLY) Human Resources Applier	W047KJL - Jackson, Karah L.	Apply	

Comments

Made By
Karah Lillian Jackson
Date
07/12/2024 04:12 PM

Comment
Comments are important! Please make sure to add them when making changes or just for information

Add Comment

Remaining Characters : 4000

**Always check
to verify the ePAF is submitted!**

Name and ID
Rowdy Raider, U0094120

Job and Suffix
V89251-S2, Faculty Overload

Transaction
200610

Query Date
03/01/2024

Transaction Status
Pending

Approval Category
Create Faculty Overload Job, OJ0001

Errors and Warning Messages



Type	Message Type	Description
Create a Faculty Overload Job	WARNING	"WARNING" This Job Assignment is IPEDS Reportable, but the IPEDS Report Indicator is set to No.
Create a Faculty Overload Job	WARNING	"WARNING" Annual Salary is outside the Table/Grade range.
Create a Faculty Overload Job	WARNING	"WARNING" Total FTE for this position is greater than budgeted FTE.
Terminate Employee Job	WARNING	"WARNING" This Job Assignment is IPEDS Reportable, but the IPEDS Report Indicator is set to No.

Warnings and Error Messages:

- Warning Messages are FYI.
- Error Messages require action before the EPAF can be routed for approval and applied.

Create a Faculty Overload Job, V89251-S2, Faculty Overload

Job Begin Date	03/01/2024
Jobs Effective Date	03/01/2024
Personnel Date	03/01/2024
Contract Type	Overload
Job Status	Active
Job Change Reason	OVD01
Stop	0
Annual Salary	2000
Factor	1
Pays	1
IPEDS Report Ind	N
FTE	001
Timesheet COA	W
Timesheet Org	233203

Terminate Employee Job, V89251-S2, Faculty Overload

Job Change Reason	OVD02
Jobs Effective Date	03/01/2024
Personnel Date	03/05/2024
Job Status	Terminated

Verify Labor Distribution, V89251-S2, Faculty Overload

Percent	COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Encumbrance Override	End Date
100	W	233203	190000	233203	615200	10006						

Routing Queue

Approval Level	Name	Required Action	Status	Date
Business Manager, 35	Marilee Anne Leonard, W144MAL	Approve	Pending	
Budget Planning, 65	Nichole Louise Chmiding, W035NLM	FYI	In the Queue	
Payroll Office, 70	Kimberly Ann Thomas, W001KAC	FYI	In the Queue	
Human Resources Applier, 95	Karah Lillian Jackson, W047KLJ	Apply	In the Queue	

Comments

Date	Made By	Comments
07/12/2024 04:12 PM	Karah Lillian Jackson	Comments are important! Please make sure to add them when making changes or just for information

Transaction History

Action	Date	User Name
Created	07/12/2024	Karah Lillian Jackson
Submitted	07/12/2024	Karah Lillian Jackson

Name and ID Rowley Rader, U0004120	Transaction 200810	Transaction Status Pending	Approval Category Create Faculty Overload Job, OJ001
Job and Suffix V89251-S2, Faculty Overload	Query Date 03/01/2024		

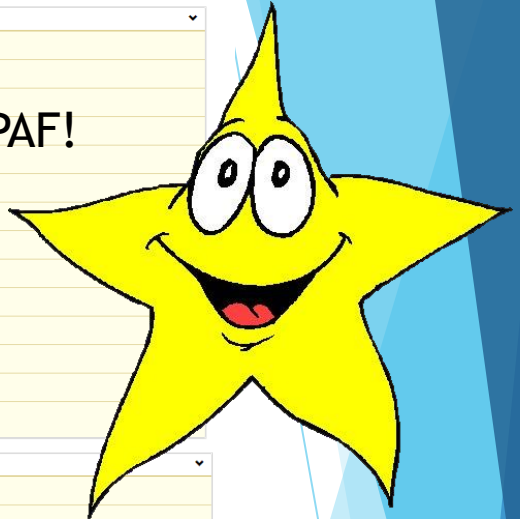
Errors and Warning Messages

Type	Message Type	Description
Create a Faculty Overload Job	WARNING	*WARNING*This Job Assignment is IPEDS Reportable, but the IPEDS Report Indicator is set to No.
Create a Faculty Overload Job	WARNING	*WARNING* Annual Salary is outside the TableGrade range.
Create a Faculty Overload Job	WARNING	*WARNING* Total FTE for the position is greater than budgeted FTE.
Terminate Employee Job	WARNING	*WARNING*This Job Assignment is IPEDS Reportable, but the IPEDS Report Indicator is set to No.

Create a Faculty Overload Job, V89251-S2, Faculty Overload

Job Begin Date	03/01/2024
Jobs Effective Date	03/01/2024
Personnel Date	03/01/2024
Contract Type	Overload
Job Status	Active
Job Change Reason	OVS01
Step	0
Annual Salary	2000
Factor	1
Pays	1
IPEDS Report Ind	N
FTE	001
Timesheet COA	W
Timesheet Orig	233203

**Congratulations!!!
It's a submitted ePAF!**



Terminate Employee Job, V89251-S2, Faculty Overload

Job Change Reason	OVS02
Jobs Effective Date	03/31/2024
Personnel Date	03/29/2024
Job Status	Terminated

Verify Labor Distribution, V89251-S2, Faculty Overload

New
Effective Date: 03/01/2024

Percent	COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Encumbrance Override End Date
100	W	233203	190000	233203	015200	10005					

Routing Queue

Approval Level	Name	Required Action	Status	Date
Business Manager: 35	Marilee Anne Leonard, W144MAL	Approve	Pending	
Budget Planning: 85	Nichole Louise Chmiding, W059NLM	Fill	In the Queue	
Payroll Office: 70	Kimberly Ann Thomas, W801WAC	Fill	In the Queue	
Human Resources Applier: 60	Karah Lillian Jackson, W047HLJ	Apply	In the Queue	



Comments

Date	Made By	Comments
07/12/2024 04:12 PM	Karah Lillian Jackson	Comments are important! Please make sure to add them when making changes or just for information share.

Transaction History

Action	Date	User Name
Created	07/12/2024	Karah Lillian Jackson
Submitted	07/12/2024	Karah Lillian Jackson

Once Completed

WRIGHT STATE UNIVERSITY   Williams, Brenda M.

[Home](#) • Personnel Actions

Electronic Personnel Action Forms

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

All ePAFs are the **RESPONSIBILITY** of the Originator until the ePAFs have been applied by your Analyst. Follow the progress of your EPAFs in the EPAF Originator Summary and follow-up when necessary!

Waiting Status!!

WRIGHT STATE UNIVERSITY ⚙️ 👤 Williams, Brenda

[Home](#) • [Personnel Actions](#) • [EPAF Originator Summary](#)

EPAF Originator Summary

[Current](#) [History](#)

📘 Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transactions Transaction Status:

Name ^	ID	Transaction	Type of Change	Submitted Date	Effective Date	Status	Links
Raider, Rowdy Faculty Overload, V89251-S2	U00994120	193905	Create Faculty Overload Job		03/01/2024	Waiting	

SUBMIT SUBMIT SUBMIT SUBMIT SUBMIT SUBMIT

Track the EPAF



✓ You are acting as a Superuser.

Routing Queue

Approval Level	Name	Required Action	Status	Date
Business Manager, 35	Maralee Anne Leonard, W144MAL	Approve	Pending	
Budget Planning, 65	Nichole Louise Chmidling, W035NLM	FYI	In the Queue	
Payroll Office, 70	Kimberly Ann Thomas, W001KAC	FYI	In the Queue	
Human Resources Applier, 95	Karah Lillian Jackson, W047KLJ	Apply	In the Queue	

Comments

Date	Made By	Comments
07/12/2024 04:12 PM	Karah Lillian Jackson	Comments are important! Please make sure to add them when making changes o... more

Transaction History

Action	Date	User Name
Created	07/12/2024	Karah Lillian Jackson
Submitted	07/12/2024	Karah Lillian Jackson

Watch the Process

WRIGHT STATE UNIVERSITY Williams, Brenda M.

Home • Personnel Actions • Approver Summary

Approver Summary

Filtering On
You are acting as a Superuser.

Current In My Queue History

Select the link under Name to access details of the transaction

Transactions Queue Status All

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links
Raider, Rowdy Faculty Overload, V89251-S2	U00994120	200610	Create Faculty Overload Job	07/12/2024	03/01/2024	Approve	<input type="checkbox"/>	

‘Approve’ indicates that this contract has not yet been applied.

WARNING
WARNING

This employee is not going to be paid until this EPAF says....

COMPLETED!!

Faculty Overload

[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](#)



Faculty Overload

The screenshot shows a web browser window displaying the Wright State University WINGS Express TEST SYSTEM. The page title is "New EAP Person Selection". The interface includes a search bar, a "Go" button, and a "RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT" link. Below the search bar, there is a section for "New EAP Person Selection" with instructions: "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." A legend indicates that an asterisk (*) denotes a required field. The form contains the following fields: "ID:" with the value "U00846452" and a search icon; "Minnie Mouse" with a search icon; "Query Date:" with the value "01/01/2016"; and "Approval Category:" with a dropdown menu showing "Create Faculty Overload Job, OJ0001". A "Go" button is located below the form. A warning message states: "There are no active jobs based on the Query Date." Below the warning is an "All Jobs" button. The browser window shows the URL "https://oas5.wright..." and the page is zoomed to 105%.

WRIGHT STATE UNIVERSITY
WINGSExpress TEST SYSTEM
Need Help? Visit: www.wright.edu/wr
Your Self-Service Command Center

Personal Information Alumni and Friends Student and Financial Aid **Employee** Finance

Search Go [RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

New EAP 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: * 🔍

Query Date: MM/DD/YYYY *

Approval Category: *

Go

⚠️ There are no active jobs based on the Query Date.

105%

Faculty Overload

- Click on New EPAF



Home • Personnel Actions

Electronic Personnel Action Forms

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

Faculty Overload

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.

The screenshot shows a web form titled "New EPAF Person Selection" under the breadcrumb "Home > Personnel Actions > New EPAF Person Selection". The form has a header section with a blue bar containing a help icon and the text: "Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the 99N SSN. Select Go. A percent sign may be used as a wildcard." Below this are five input fields: "First Name", "Last Name", "ID", "SSN/SSN/TIN", and a "Search" button. Red arrows point to each of these fields. Below the search fields is a section titled "Enter or Generate New ID" with a help icon and the text: "* 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." This section contains an "ID" field with a red asterisk, a "Generate new ID" link, a "Query Date" field with a red asterisk and a calendar icon (showing 07/10/2024), and an "Approval Category" dropdown menu with a red asterisk. A green "Go" button is at the bottom of the form.

Faculty Overload

Creating a Faculty Overload EPAF

- 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

Faculty Overload

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

Home • Personnel Actions • New EPAF Person Selection

New EPAF Person Selection

Check the box to link 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 U0094120 or SSN/SIN/TIN Search

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 *
U0094120

Revolvy Number

Generate new ID

Query Date *
01/01/2024

Approval Category *
Create Faculty Overload Job, 0.0001

Return or Create Additional Adjust Job, A.0002

Create Faculty Overload Job, 0.0001

Faculty Overload

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

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: Randy Palko: 00054120 Query Date: 01/11/2024 Approval Category: Faculty Overload Job: 0J0001

Create a Faculty Overload Job: 0VLAB1

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	0000		Faculty Overload	20000 Pediatrics Instruction				
<input type="checkbox"/>	Primary	00010	S1	Adjunct	04015 Population and Public Health Co	01/01/2024	04/30/2024		Active
<input type="checkbox"/>	Secondary	00009	S1	Faculty Overload	20000 Pediatrics Instruction	01/01/2024	04/30/2024		Active

All Jobs Next Approval Type Go

Faculty Overload

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.

WRIGHT STATE UNIVERSITY

Home » Personnel Actions » New Personnel Action

Create a Faculty Overload Job, V89609-S2 Faculty Overload

Job Begin Date *	01/01/2024	Old Value
Job Effective Date *	01/01/2024	Old Value
Personnel Date *	01/04/2024	Old Value
Contract Type *	0	Old Value
Job Status *	A	Old Value
Job Change Reason *	016101	Old Value
Step *	0	Old Value
Annual Salary *	5000	Old Value
Factor *	4	Old Value
Pays *	4	Old Value
IPEDS Report Ind *	II	Old Value
FTE *	.001	Old Value
Timesheet Org *	226000	Old Value

Faculty Overload

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	220000	190002	220000	615200	10005					100		

[Default from Index](#) [Add Row](#)



Faculty Overload

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

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:

Faculty Overload

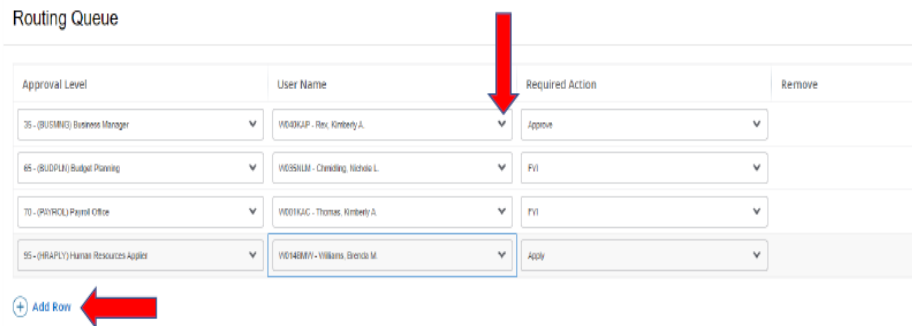
Creating a Faculty Overload EPAF

- 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	W00KJAP - Rex, Kimberly A.	Approve	
65 - (BUDPLN) Budget Planning	W05SILM - Channing, Nichole L.	Fill	
70 - (PROVCL) Provost Office	W001KJC - Thomas, Kimberly A.	Fill	
85 - (HRAPLY) Human Resources Apply	W0148MY - Williams, Elenzo M.	Apply	

+ Add Row


A screenshot of a 'Routing Queue' form. The form has a table with four columns: 'Approval Level', 'User Name', 'Required Action', and 'Remove'. There are four rows of data. A red arrow points to the dropdown menu in the 'User Name' column of the first row. Another red arrow points to the '+ Add Row' button at the bottom left of the table.

Faculty Overload


Creating a Faculty Overload EPAF

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

Comments

Add Comment 

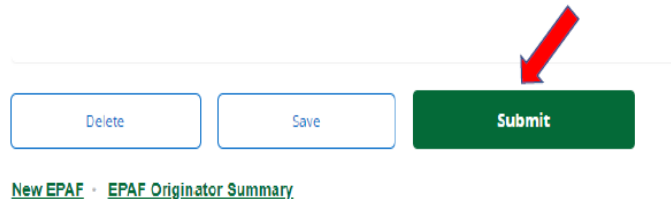
Remaining Characters : 4000



Faculty Overload

Creating a Faculty Overload EPAF

- Click Submit.



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

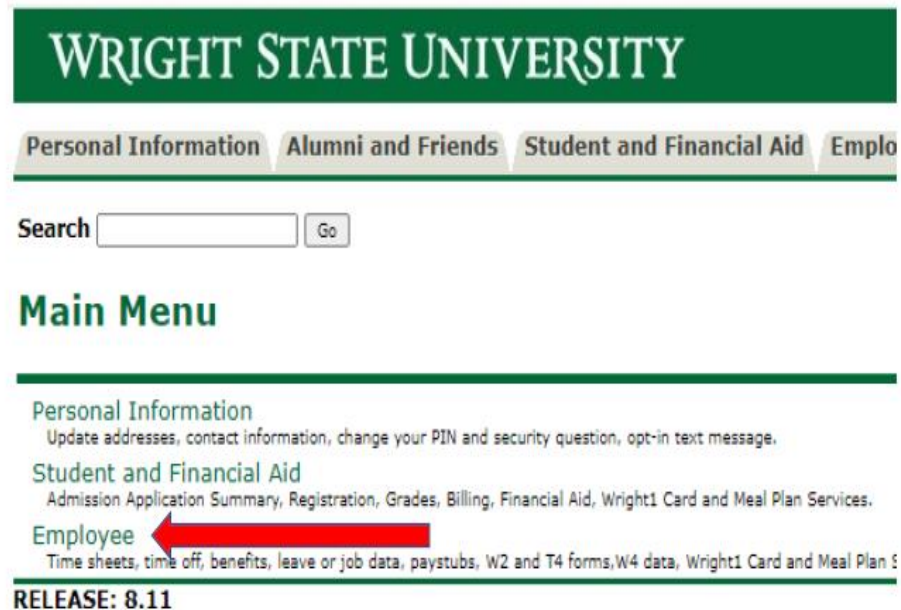
New Hire Basics

- ▶ New Adjuncts or returning Adjuncts who have not worked in the past 12 months must:
 - ▶ Meet with HR and complete new hire and I-9 documentation.
 - ▶ Apply for the position
 - ▶ Provide Original Transcripts to the Department.



Hire or Create Adjuncts or Support Staff Jobs

- 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

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Hire or Create Adjuncts or Support Staff Jobs

- Click on Banner9 Employee Self Service

Search

Employee

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

Additional On-Demand HR Services will follow in the future. Need more information on *Emplo*

[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 Employees's overtime choice.

[Banner9 General Self Service](#)

RELEASE: 8.11

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Hire or Create Adjuncts or Support Staff Jobs

- Click on Electronic Personnel Action Forms (EPAF)

The screenshot displays an 'Employee Dashboard' for Linda M. Gillis. It features a 'Leave Balances as of 07/02/2024' section with a table of leave types and their respective balances. Below this is a 'Full Leave Balance Information' link. On the left, there are expandable sections for 'Benefits' and 'Employee Summary'. On the right, there is a 'My Activities' section with a green 'Enter Leave Report' button and a list of links: 'Approve Time', 'Approve Leave Report', 'Electronic Personnel Action Forms (EPAF)', 'Salary Planner', 'Effort Certification', and 'Labor Redistribution'. A red arrow points to the 'Electronic Personnel Action Forms (EPAF)' link.

Leave Balances as of 07/02/2024		
Sick Leave in hours	236.64	
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	

Hire or Create Adjuncts or Support Staff Jobs

- Click on New EPAF

Home • Personnel Actions

Electronic Personnel Action Forms

EPAF Approver Summary
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.

EPAF Originator Summary
Displays only those EPAF transactions that you have originated.

New EPAF
Allows you to create a new transaction.

Act as a Proxy
Available to all self-service EPAF users who have been given proxy privilege.

EPAF Proxy Records
Allows you to specify and authorize one or more users to approve EPAFs in your absence.

Hire or Create Adjuncts or Support Staff Jobs

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

The screenshot shows a web interface for 'New EPAF Person Selection'. At the top, there is a breadcrumb trail: 'Home > Personnel Actions > New EPAF Person Selection'. Below this is a header section with the title 'New EPAF Person Selection' and a help icon. A blue instruction bar reads: '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/SSN/TIN. Select Go. A percent sign may be used as a wildcard.' Below the instruction bar are five input fields: 'First Name', 'Last Name', 'Is an employee' (checkbox), 'ID' (containing 'U00994120'), and 'SSN/SSN/TIN'. A green 'Search' button is to the right of the SSN field. Five red arrows point down to each of these five input fields. Below the search fields is a section titled 'Enter or Generate New ID' with a help icon and the text: '* 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.' This section contains four fields: 'ID *' (text input), 'Generate new ID' (checkbox), 'Query Date *' (calendar picker showing '07/10/2024'), and 'Approval Category *' (dropdown menu). A green 'Go' button is at the bottom of this section.

Hire or Create Adjuncts or Support Staff Jobs

- Click on the ID.

Person Search Result ×

ID	Last Name	First Name	Middle Name	Birth Date	Name Type
U00004120	Raider	Reedy		01/01	

Results found: 1

Page 1 of 1 Per Page 25

Hire or Create Adjuncts or Support Staff Jobs

- **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 EPAP Person Selection

New EPAP 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 U00994120 or SSN/SIN/TIN Search

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 * U00994120 Rowdy Raider [Generate new ID](#)

Query Date * 07/12/2024


Approval Category *
Rehire or Create Additional Adjunct Job, AJ0002
Create Faculty Overload Job, OJ0001

Hire or Create Adjuncts or Support Staff Jobs

- Click Go.


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 *



Hire or Create Adjuncts or Support Staff Jobs

- 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

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: Adjunct Rehire of 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	A9818	S1	Adjunct	01H05, Population and Public Health Sci	01/01/2024	04/30/2024		Active
<input type="checkbox"/>	Secondary	V8608	S1	Faculty Overload	22000, Pediatrics Instruction	01/01/2024	04/30/2024		Active

All Jobs Next Approval Type **Go**

Hire or Create Adjuncts or Support Staff Jobs

- **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	<input type="checkbox"/> Remove
Jobs Effective Date *	01/01/2024	<input type="checkbox"/> Remove
Personnel Date *	01/01/2024	<input type="checkbox"/> Remove
Contract Type *	Primary	
Employee Class Code *	17	
Job Status *	A	<input type="checkbox"/> Old Value: Active
Job Change Reason *	RH001	<input type="checkbox"/> Old Value: NH001
Step *	0	
Annual Salary *	5000	
Factor *	.4	
Pays *	4	
Timesheet COA *	W	
Timesheet Orgn *	226120	<input type="checkbox"/> Old Value: GMH55

Hire or Create Adjuncts or Support Staff Jobs

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
IV	228120	10000	228120	614100	1000					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	Q 228120	Q 10000	Q 228120	Q 614100	Q 1000	Q				100		

[Delete All from Index](#) [Add Row](#)



Hire or Create Adjuncts or Support Staff Jobs

- **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 *

S0001, 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

Hire or Create Adjuncts or Support Staff Jobs

- 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
BS - (BUSM) Business Manager	WUZZD1: Raafed, Olayo O.	Approve	
BS - (BUSM) Budget Planning	WU3N61: Orending, Mubaki.	Fill	
TI - (PHSD) Physical Office	WU3N62: Thomas, Kimberly A.	Fill	
BS - (HRPV) Human Resources/Apple	WU4762: Jackson, Kaiti L.	Notify	

 Add Row


Hire or Create Adjuncts or Support Staff Jobs

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

Comments

Add Comment 

Remaining Characters : 4000

Save 

[New EDAE - EDAE Originator Summary](#)

Hire or Create Adjuncts or Support Staff Jobs

- Click Submit.



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

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

Default Routing Queue Setup

Electronic Personnel Action Forms

[EPAF Approver Summary](#)

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.

[EPAF Originator Summary](#)

Displays only those EPAF transactions that you have originated.

[New EPAF](#)

Allows you to create a new transaction.

[Act as a Proxy](#)

Available to all self-service EPAF users who have been given proxy privilege.

[EPAF Proxy Records](#)

Allows you to specify and authorize one or more users to approve EPAFs in your absence.


Start Here



Default Routing Queue Setup

EPAF Originator Summary

[Current](#) [History](#)

 Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transactions



Transaction Status

[New EPAF](#) • [Default Routing Queue](#) • [Transaction Search](#) • [Superuser or Filter Transactions](#)

Click Default Routing Queue


Default Routing Queues will save you time by auto filling the Approval Categories and must be set up for both EPAF types:

Rehire or Create Additional Adjunct Job (should also be used for new Adjuncts); Create Faculty Overload



WRIGHT STATE UNIVERSITY   Williams, Brenda M.

[Home](#) • [Personnel Actions](#) • [Originator Summary](#) • Default Routing Queue

EPAF Default Routing Queue

 Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category

Approval Category  

Rehire or Create Additional Adjunct Job, AJ0002

Create Faculty Overload Job, CJ0001

Select the desired option and click 'Go'.

Minimum Routing

- Business Manager and Budget as Approver
- Payroll as FYI
- Applier as Applier

WRIGHT STATE UNIVERSITY Williams, Brenda M. 1

Home • Personnel Actions • Originator Summary • Default Routing Queue

EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category

Rehire or Create Additional Adjunct Job A 10002

Go

Approval Category	User Name	Required Action	Remove
15 - (VIEWER) EPAF Viewer	Not Selected	Approve	
20 - (CHAIR) Chair	Not Selected		
25 - (GRNTP) Grant Principal Investigator	Not Selected		
28 - (REV1) Reviewer Level 1	Not Selected		
30 - (DIRAPV) Director_Other Approver	Not Selected		
35 - (BUSMNG) Business Manager	Not Selected		
35 - (BUSMNG) Business Manager	Not Selected		
65 - (BUDDL) Budget Planning	Not Selected	FYI	
70 - (PAYROL) Payroll Office	Not Selected	FYI	
95 - (HRAPLY) Human Resources Applier	Not Selected	Apply	

+ Add Row

Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

You may want to add your Director, Dean, etc., according to your College/ Department requirements.

New lines may be added as you complete EPAFs.

Helpful Hint: Only your HR Associate should be listed as Applier!!

SAMPLE



✔ Your change was saved successfully.

EPAF Default Routing Queue

ℹ Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category

Rehire or Create Additional Adjunct Job, AJ0002

Go

Approval Queue

Approval Level	User Name	Required Action	Remove
35 - (BUSMNG) Business Manager	Gillis, Linda M. (W111LMG)	Approve	
65 - (BUDPLN) Budget Planning	Chmidling, Nichole L. (W035NLM)	FYI	
70 - (PAYROL) Payroll Office	Thomas, Kimberly A. (W001KAC)	FYI	
95 - (HRAPLY) Human Resources Applier	Baker, Carmon R. (W083CRB)	Apply	

+ Add Row

Save Changes



Why are ePAFs returned for correction??

- Budget Org/Position Number are mismatched
- Use of same position number and suffix combination in the same term/year. This results in the original job record being deleted/overwritten and not being paid correctly.
- Position Number/Approval Category are mismatched.
- Incorrect Query Dates (these affect the Labor Distribution Effective Date)
- Possible Duplicate
- Effective Dates and Suffix are mismatched

Helpful Hints



- Use the Matrix! Use the Matrix! Use the Matrix!
- Watch your query & effective dates
 - Using the correct query date will ensure your Job and Labor Distribution Effective Dates are correct
 - Effective dates affect how the job is paid; if the effective dates are incorrect the job will not pay the correct amounts as scheduled.
- Deadlines are crucial to ensure timely payment
 - If you have questions, errors or other issues.....

Call your Associate!!