**BWK 115 (Temp Primary Job Assignment Renewal)**

This EPAF is used for employees paid biweekly when renewing a temp job assignment that is the employee’s only (primary) assignment. Before you begin this EPAF, please be sure you have the following information:

- The beginning assignment date and the ending date
- The position number and suffix for assignment. (Suffix is typically 00)
- The BSU ID number of the employee and the supervisor
- The hourly pay rate
- Job Change Reason - CONT – Continuation of a Temporary Assignment
- The names of approvers that will be included
- Necessary information for the Comments section

Log on to Self Service Banner and click on the Employee tab. Select the box labeled Electronic Personnel Action Forms. This brings up the main EPAF menu. Choose New EPAF. Shown below is what will be displayed.
Enter the BSU ID number of the employee in the ID field, and then enter the Query Date. You should make the query date the beginning date of the assignment. Then, select BWK 115 – Temp Job Assignment from the drop down menu that is activated by clicking on the arrow highlighted in the illustration above. Then, click on GO.

You will then see the job information section of the EPAF in which you will enter the position number and suffix as shown in the highlighted fields below. Then, click on GO to display the Job Information section of the EPAF as shown below.
For this example, we are continuing a temporary assignment for an employee who will begin work on Monday, April 24, 2017. Enter the Job Begin Date, PAF Effective Date, and Personnel Date which is the first day in which the assignment begins. Job Begin Date will be the date that is in the Current Value field. (For further detail about these date fields, please refer to the training document, “EPAF Date Fields” on the Banner EPAF User Guide webpage by clicking on the link for Banner EPAF General Information and selecting EPAF Date Fields). See example below:

- Note that the Job Type field is “Not Enterable”, as the job type for this EPAF will always be “P – Primary.”
- “Step” is used for service positions only. This field will always be “0” for staff positions. Please contact your HR Representative if you have questions about the Step field for service employees.
- Then, enter the Hourly Rate, followed by Shift (1, 2, or 3)
- Job Change Reason used with BWK115 is “CONT – Continuation of Assignment.”
- Please note the “(Not Enterable)” fields that exist in the EPAF.

**TIP:** If you haven’t saved the EPAF for a while you may want to do so at this time by clicking the Save button at the top or bottom of the form.
In the End a Job Assignment section, enter the end date for the assignment in the PAF Effective Date field. The Personnel Date field is for information only and does not have to be completed. However, if you enter a date in this field – it would be the same as the PAF Effective Date. The Job Change Reason Code will be “ENDJB – End of Job Assignment”, and the Job Status will be “Terminated.”

Next, complete the Routing Queue section of the EPAF which lists the approval levels that you want for this action. Shown below is that section with the mandatory approval levels populated with the appropriate approvers. When you initially go to that section the user name fields will be blank, but when you click on the magnifying glass a list of possible approvers will appear from which you may select.

You may add other approval levels that may be required for your area such as Director, College Budget Director, Budget Office, etc. In most areas, unless you are specifically told otherwise, the Vice President may be assigned an FYI instead of an Approve in the Required Action field. Shown above is what a Routing Queue might look like before specific individuals have been selected in the Director and Budget Office levels.
Next, PLEASE add detailed comments to the EPAF. Below is an example of what those comments might be for this EPAF. Note: If you need to change the FOAP for the temporary assignment, please enter the correct FOAP in the comments and it will be updated when the EPAF is applied.

Your final steps in creating the EPAF should be:

1. Check the EPAF for accuracy
2. Select “SAVE”
3. Select “SUBMIT”

If you encounter errors and are unsure how to correct them, please contact your Super Admin. If your Super Admin is not available, please send an email to ERPHR@bsu.edu for assistance.