BWK 115 (New Job Assignment Biweekly)

This EPAF is used for employees paid biweekly when entering a new job assignment, either ongoing or with an end date. For example, a full-time or part-time employee entering a new assignment is considered “ongoing” without an end date, but a temporary employee requires an end date. Before you begin this EPAF, please be sure you have the following information:

- The beginning assignment date and, if applicable, 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
- The reason you are doing the EPAF (Such as: NEWHR – New Hire (first time only), PROMO – Promotion, POSTR – Position Transfer, or TEMP – Temporary Assignment)
- The names of approvers that will be included
- Necessary information for the Comments section (For example, the new hire actual start date, promotion/transfer information)

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 – New
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 hiring a new employee to BSU who will begin work on Monday, January 28, 2013. Enter the Job Begin Date, PAF Effective Date, and Personnel Date which is the first day in which the assignment begins. The dates for this section will typically be a new employee’s first day of work. If a full-time employee is transferring or being promoted, you will need to enter the date of the next day after his/her previous assignment end date to prevent any disruption in benefits. (Please refer to the training document, “EPAF Dates” for further detail about these 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)
• The most common Job Change Reason used with BWK115 is “NEWHR - New Hire”. However, if a current employee is promoted to a new position, you would select, “PROMO - Promotion”. Or, if you are adding or extending a temporary employee’s assignment, you would select “TEMP - Temporary 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.

The next section of the EPAF is the End a Job Assignment section. Regular, full-time or part-time employees won’t have an end date, but since a date must be entered in the PAF Effective Date field in this section in order for the EPAF to submit successfully, enter the same PAF Effective Date that you entered into the Job Information section of the EPAF. Leave Personnel Date blank. Then, choose “Not Selected” for the Job Change Reason, and “Active” for the Job Status. This will create an “ongoing” assignment for the employee. See below. (Note: If you are creating the EPAF for a temporary assignment, enter the end date for that assignment in the PAF Effective Date field. The Job Change Reason Code will be “ENDJB – End of Job Assignment”, and the Job Status will be “Terminated.”)

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAF Effective Date: MM/DD/YYYY</td>
<td>01/28/2013</td>
<td></td>
</tr>
<tr>
<td>Personnel Date: MM/DD/YYYY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Change Reason:</td>
<td>Not Selected</td>
<td></td>
</tr>
<tr>
<td>Job Status:</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

Note: 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, unless the work ended before the original end date for the assignment.

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.

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.