MTH 102 (Contract Professional Assignment Renewal)

This EPAF is used for returning fiscal year professional assignments only (P3 or P4), and for just their primary job or main assignment. Before you begin this EPAF, please be sure you have the following information:

- The beginning and ending assignment dates
- The position number and suffix for assignment (Suffix is typically 00)
- The BSU ID number of employee and the supervisor
- The salary
- Number of Pays/Factors (typically 12 per fiscal year)
- Job Change Reason Code - CNTRE – Contract Renewal
- The names of approvers that will be included
- Necessary information for Comments section (such as: work dates, classes being taught, or total dollar amount to be paid.)

Log on to Self-Service Banner and click on the Employee tab. You will see a box labeled Electronic Personnel Action Forms - click on it to reach the main EPAF menu. Choose the option: 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. The date you are doing the EPAF will automatically default into this field, but you should make the query date the first day of the month in which the assignment begins for the employee on which you are originating the EPAF. Then select MTH102 from the drop down menu that is activated by clicking on the arrow highlighted in the previous illustration.
The menu of all active EPAFs will appear as shown below.

![EPAF Menu](image)

After you have selected MO-Contract Assignment – MTH102 from the list shown above, 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. The suffix for most position numbers is 00.

![Job Information Section](image)

Click on GO to move to the Job Information section of the EPAF shown on the next page.

In thinking about what dates to use in the date fields on the Job Information section of this EPAF, remember if you don’t use the first day of the month in the PAF Effective Date field to begin the assignment, the payment will be prorated.

Enter the PAF Effective Date which is the first day of the month in which the assignment begins (see image on next page).
Then click on the SAVE button found at either the top or bottom of the EPAF screen.

The Current Value column will then populate showing information from the prior assignment if there was one. The Job Begin Date field (highlighted below) can be left blank if this job was previously assigned to the employee. In that case if you populate this field, it must be with the same date as is in the Current Value column.

Enter the work begin date *(usually the first day of the semester)* in the Personnel Date field. In the annual salary field place the total amount to be paid for this assignment. Factors and pays will always be the same number: for the fiscal year they will be 12. Job change reason in this case is CNTRE (Contract Renewal). Complete the Supervisor ID field which is a required field, but the current supervisor may or may not be the same as on the prior assignment. The (Not Enterable) fields are pre-filled. See example below.
NOTE: If this EPAF is being submitted after the first month of the semester, **before proceeding**, please contact UHRS via e-mail at [ERP@bsu.edu](mailto:ERP@bsu.edu) for specific instructions.

The next section of the EPAF is the End a Job Assignment section. The PAF Effective Date for this section should be the end of the last month of the semester, and the Personnel Date should be the date the work actually stopped. The Job Status is Terminated (T) and the job change reason code should be ENDJB (End of Job Assignment). See example below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAF Effective Date</td>
<td>05/30/2018</td>
<td></td>
</tr>
<tr>
<td>Personnel Date</td>
<td>05/30/2016</td>
<td></td>
</tr>
<tr>
<td>Job Change Reason</td>
<td>ENDJB, End of Job Assignment</td>
<td>Terminated</td>
</tr>
<tr>
<td>Job Status</td>
<td>Terminated</td>
<td></td>
</tr>
</tbody>
</table>

**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.

Then, complete the Routing Queue section of the EPAF which lists the approval levels you will select for this action. When you initially go to this section, the user name fields will be blank; but when you click on the magnifying glass **(highlighted in the illustration below)**, a list of possible approvers will appear from which you may select.
Please select your HR Rep at the 650 Pre-approval HR level. You will need to add other approval levels that are required for your area such as Director, College Budget Director, etc. In some areas, the Vice President may be assigned an FYI instead of an Approve in the Required Action field. If the position is in Academic Affairs, select the Provost instead of the Vice President. University Compliance and the President are required approvers.

Next PLEASE add detailed comments to the EPAF. Below is an example of what those comments might be for this EPAF.

When the comments section is completed:

1. Save the EPAF again;
2. Click on the Submit button at either the top or bottom of the form.
3. “Your transaction has been successfully submitted” will be the message displayed.

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.