# End Job Assignment, MTH400 and BWK400

The purpose of this document is to help you become familiar the Electronic Personnel Action Forms (EPAFs). This document assumes you have reviewed the Creating EPAFs tutorial and have basic knowledge of accessing and navigating Self-Service Banner.

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EPAF Terms, Abbreviations, and Reference Key

Before you begin, take a few moments to become familiar with the terms used throughout this process.

You will need to know

- ➤ Employee classification codes
- ➤ The organization (FOAPAL) code for your department
- ➤ The position code, or where to get it
- ➤ How to search for people

#### **Term Abbreviations**

BE .....Benefits Eligible

 $\mathsf{COA}\ldots$ . Chart of Accounts

Cont.....Continuing

 ${\sf Contrt} \dots .{\sf Contract}$ 

FT.....Full Time
LTD .....Long Term Disability

NB ......No Benefits

PT.....Part Time

Rec.....Receive

Reg .....Regular

Rtmt .....Retirement

Sck.....Sick Pay

#### **EMPLOYEE CLASS**

A1 . . . Affiliated Service-FT BE

B1.... Bargaining Unit-FT BE

B2... Bargaining Unit PT No Benefits

E1.... Exempt Staff-FT BE

E2 . . . Exempt Staff-PT No Benefits

F1.... Faculty Tenure or Ten Track-BE

F2 . . . Faculty Contract-PT BE No Rtmt

F3 . . . Faculty Contract-FT BE No Rtmt

F4 . . . Faculty Semester-PT No Benefit

F5 . . . Faculty Semester-FT NB Rec Sck

LR . . . LTD Retiree Post Emp-BE Varies

N1 . . . Non Exempt Staff-FT BE

N2... Non Exempt Staff Reg-PT NB

P1.... Professional-FT Cont Contrt BE

P2 . . . Professional-PT Cont Contrt BE

P3 . . . Professional-FT Contract BE

P4... Professional-PT Contract BE

P5 . . . Professional-FT BE 10mo

S1.... Student-Under Grad Hourly

S2 . . . Student-Under Grad Salary\*

S3 . . . Student-Graduate Asst Salary\*

S4 . . . Student-Graduate Asst Hourly

TB... All Temporary BiWeekly-NB

TM... All Temporary Monthly-NB

Hourly/\*Paid Bi-Weekly | Salary/Paid Monthly

#### **APPROVAL CATEGORIES**

BW-New Job Assignment Ongoing, BWK100

BW-Casual Assignment Flat Amount, BWK101

BW-Add a Stipend as a Secondary Job, BWK102

BW-Add a Secondary Job Assignment, BWK103

BW-New Job Assignment with Termination Date, BWK110

BW-Change Base Pay, BWK201

BW-Add Additional Earnings to Existing Job, BWK300

BW-Change in Labor, BWK301

BW-End Job Assignment, BWK400

General Title Change, GEN300

MO-New Job Assignment Ongoing, MTH100

MO-Limited Contract Assignment, MTH101

MO-New Job Assignment with Termination Date, MTH110

MO-Additional Compensation with New Labor, MTH105

MO-Change Base Pay, MTH201

MO-Additional Earnings, MTH300

MO-Change In Labor, MTH301

MO-End Job Assignment, MTH400

Student-New Hire, STU100

Student-New Stipend Hire, STU101

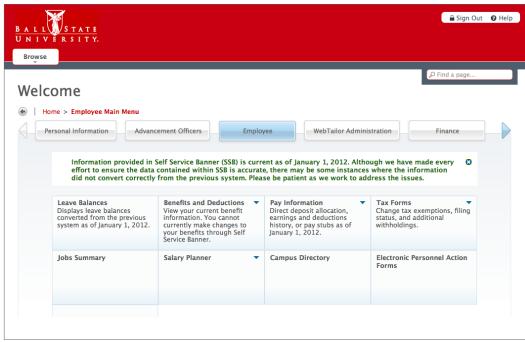
Student-Reactivate, STU200

Student-Change Base Pay, STU201

Student-End Job Assignment, STU400

New EPAF to Terminate Job Assignment for an Existing Employee

The Electronic Personnel Action Form (EPAF) is used to assign activation dates, employment classifications and wages to new employee records or change existing employee's records. Some changes would include: title change, new job assignment, adding stipends, changing jobs, and ending job assignments.



This document assumes that you have basic skills for creating EPAFs.

#### Before you begin. . .

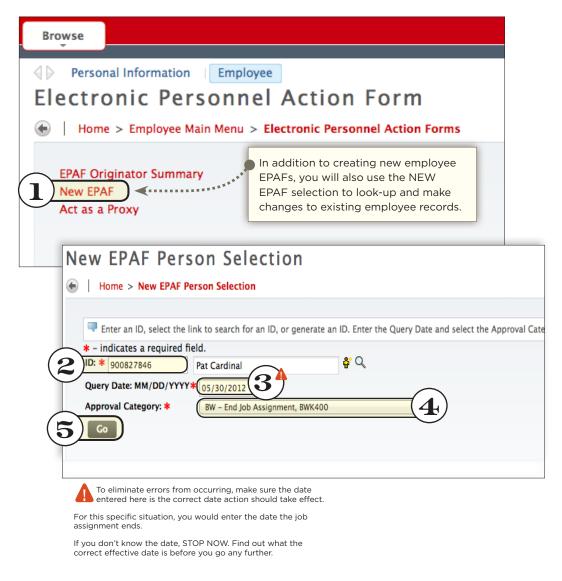
Review <u>Creating a New EPAF</u> before you begin using these instructions.

# To complete this process you will need to know

- ➤ The person's ID or name
- If the payroll category for the person is biweekly, monthly, or student
- ➤ The date you want the change to occur
- ➤ Know the job position number or how to search for it.
- ➤ Know which employee class (E-class) to select for the position
- ➤ Know who should approve this request in your department
- ➤ Know the supervisor's ID—the person to whom the employee will report in the department

Be sure to have access to these details before you begin.

Entering the Person ID or Name, Query Date, and Approval Category



This example will step you through the process of creating a New EPAF for an existing employee whose current job assignment is being terminated.

Using this option records a termination date for the person's job. This ends the person's job assignment only, it does NOT terminate the person as an employee of Ball State.



**SELECT New EPAF** 



**ENTER** the person's ID.

After entering the person's ID, SELECT the TAB KEY on your keyboard once. This action will move the cursor to the Person's Name field causing the browser's window to refresh and within two seconds the Person's Name will appear.

For this example, Pat Cardinal is transferring to a new position and her current position must be terminated



For the Query Date, you would **ENTER** the date the job assignment *ends*. The date should be entered as MM/DD/YYYY.



Pat's position is paid bi-weekly so the Approval Category will begin with BW.
For this situation, you would **SELECT** 

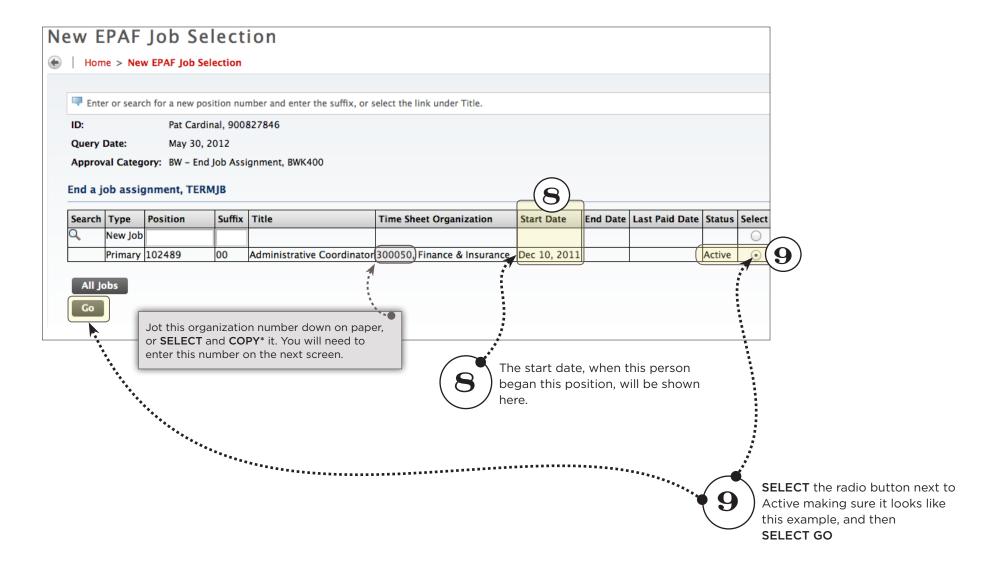
BW - End Job Assignment, BWK400

For positions paid on a monthly basis, you would select

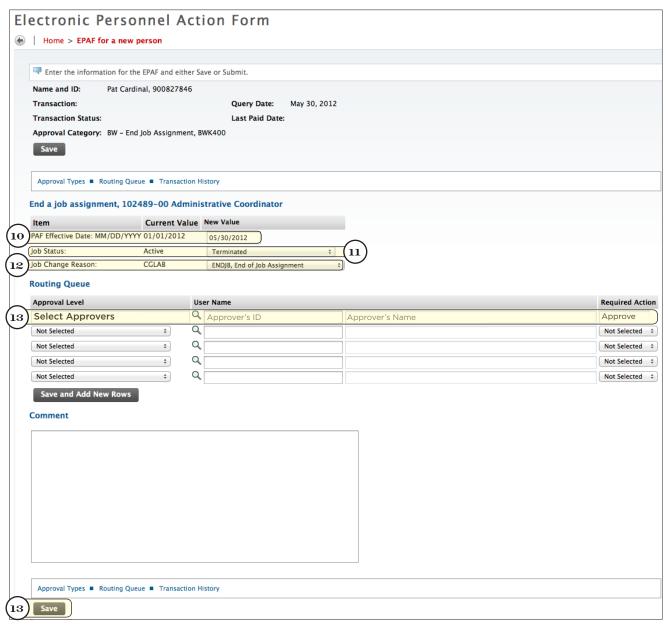
MO - End Job Assignment, MTH400



Selecting the Primary and Active Position



Ending a Job Assignment





Next to PAF Effective Date, CHECK the date for accuracy. This date should be the date the job assignment *ends* 



Next to Job Status, **SELECT**Terminated



Next to Job Change Reason,
SELECT
ENDJB, End of Job Assignment



**SELECT** the Approvers in your Routing Queue



**SELECT** Save

Change and Transaction Confirmation





Located at the top of the next screen, you will see a message confirming the changes to the person's record were successful.



Do not stop here, you have one more step!



To finish this process, you must **SELECT SUBMIT** 



Located at the top of the next screen, you will see a message confirming the submission was successful and the transaction is complete.

