MTH 102 (Monthly Contract Assignment)

This EPAF is used for academic year contract and semester faculty assignments only, 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 5 per semester – 10 per academic year)
- The reason you are doing the EPAF (such as: BGSMA – Begin semester assignment; CNTRE – Contract renewal; NEWHR – New hire – first time only)
- 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.

New EPAF 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.

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.

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.

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. 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.

If this is the first time the employee has been assigned this job, then the Job Begin Date must be entered.
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: one semester is 5; academic year is 10. 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 ERPHR@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 is not enterable. See example below.

**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.

Shown below is that section after the mandatory approval levels have been populated with the appropriate approvers.

You may add other approval levels that are required for your area such as Chair, College Budget Director, etc. In some areas, 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 Chair and College Budget Director levels or the President has been added.
Next PLEASE add detailed comments to the EPAF. Below is an example of what those comments might be for this EPAF.

**Comment**

Teaching a full load for the 2013-2014 academic year.

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.