MTH 115 (New Job Assignment Monthly)

This EPAF is used for employees paid monthly when entering a new job assignment, either ongoing or with an end date. An example of an “ongoing” assignment (without an end date) would be a tenure track faculty member, continuing contract professional or regular exempt staff employee’s new assignment, but a contract professional employee requires an end date. Before you begin this EPAF, you should 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 annual salary
- The reason you are doing the EPAF (Such as: NEWHR – New Hire (first time only), PROMO – Promotion)
- The names of approvers that will be included
- Necessary information for the Comments section (For example, the new hire actual start date, promotion 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, but if you need to search for it, click on the magnifying glass. The date you are entering the EPAF will appear in the Query Date field, but you should change that date to the first day of work for a professional or exempt staff employee or the first day of the month in which the assignment begins for a new tenure track faculty member. Then, select MTH115 – New Job Assignment from the drop down menu that is activated by clicking on the arrow highlighted in the illustration above. Click on GO. You will then see the job information section of the EPAF in which the position number and suffix is entered as shown in the highlighted fields on the next page.
Then, click on GO to display the Job Information section of the EPAF as shown below.

For this example, we are hiring a new tenure track faculty employee who will begin work on August 16, 2013. The Job Begin Date and PAF Effective Date will be the first day of the month in which the assignment begins. The Personnel Date is the first day of work which in the case is the first day of the semester. (Please refer to the training document, “EPAF Dates” for further detail about these fields.) See example below:

- Note that the Job Type and Job Status fields are “Not Enterable”, as the job type for this EPAF will always be “P – Primary” and the Job Status will always be “A for Active”
- Enter the Annual Salary
- A commonly used Job Change Reason is “NEWHR - New Hire”, and appropriate for this example, (CNTRE – Contract renewal would be appropriate for a contract professional employee’s contract being renewed).

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. Tenure track faculty 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, leave “Not Selected” in the Job Change Reason field, and choose “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 contract professional, 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.”)

Note: the Personnel date would only be entered if you were ending the assignment. It is the date the work ends and is entered for historical and audit purposes.

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 Chair, College Budget Director, Dean, etc.
Shown above is what a Routing Queue might look like before specific individuals have been selected in the Chair and College Budget Director levels.

Next, PLEASE add 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.