EPAF MTH 300

Additional Earnings Existing Job – no Grants

EPAF MTH 300 is used to attach additional earnings to a monthly employee’s job in non-academic areas.

If the nature of a payment is very closely associated with a monthly employee’s primary position, then an MTH 300 may be used. This payment will be paid from the same FOAP as the primary assignment.

MTH 300 cannot be used on grant-funded positions.

Before you begin this EPAF, please be sure you have the following information:

- The beginning and ending assignment dates
- The position number for assignment
- The BSU ID number of the employee and the supervisor
- The payment amount
- The names of approvers that will be included
- Necessary information for Comments section

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:
Next, enter the BSU ID number of the employee and tab over. The employee name will appear in the next field. Remember, you may search for the BSU ID by clicking on the magnifying glass. Then enter the Query Date which will be the first day of the first month in which you want the additional earnings to begin:

Then select “MO – Additional Earnings (Existing Job No Grants), MTH300” from the drop-down menu under Approver Category, then click on “Go”:
After clicking on “Go”, you should see any active jobs for the employee. On the far right, select the job you want to change by clicking on the “radio button”, then click once again on “Go”:

![Diagram showing how to select a job]

Next you will see the Add Additional Earnings to Job section, where you can view the “Current” earnings set up for an employee, as well as a section for “New Value” – this is where the new additional earnings information will be entered:

![Table showing Add Additional Earnings to Job section]

**Note that Regular Monthly Pay also appears in the New Value section.** Information for the additional earnings should be entered over this information, so that the employee is not paid his/her regular pay twice in one month. Enter the information as follows:

- Effective Date which, like the Query Date, will be the first day of the first month in which you want the additional earnings to begin:
- Earnings code – which in this example will be “240, Allowance – Auto”
- Hours or Units Per Pay, which is “1”. This means the employee will be paid the additional amount once per month
- Special Rate, which is the amount to be paid each month. (In this example it is $300.00. Enter “300” without the currency symbol.)
- Finally, enter the End Date, which is the day after the last day of the last pay period in which the additional earnings occur. (In this example the additional earnings will end on 06/30/2014, so you would enter 07/01/2014.)
Shown below is how the fields will appear once completed:

![Image of EPAF fields](image)

**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.

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:

![Image of Routing Queue section](image)

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.
Next you will see a Comment section. It is important to add comments about the changes you are making for documentation purposes:

Comment

Auto allowance of $300 from 3/1/14 through 6/30/14.

Then, save and submit your EPAF.

Questions? Please contact your Super Admin, or send an email to: erphr@bsu.edu

✓ For a list of Super Admins, please go to:
  http://cms.bsu.edu/about/administrativeoffices/informationtechnology/banner/bannerhelpstaff/superadmins