Quick Sheet: Creating a Special Projects EPAF

Complete instructions for creating a Special Projects EPAF can be found at
http://www.pcc.edu/hr/compensation/epaf/Special-Projects.html

Notes: *If you have a **new PCC employee** who does not already have an employee record in Banner, email the following information to your HRIS Specialist FIRST:*
Employee Name, ID, Type of Employee, Org Code, and Start Date.
Employees must also have their I9 and W4 on file with HR/Payroll before you can originate an EPAF for them. For PT Faculty, a Background Check is also required beforehand.

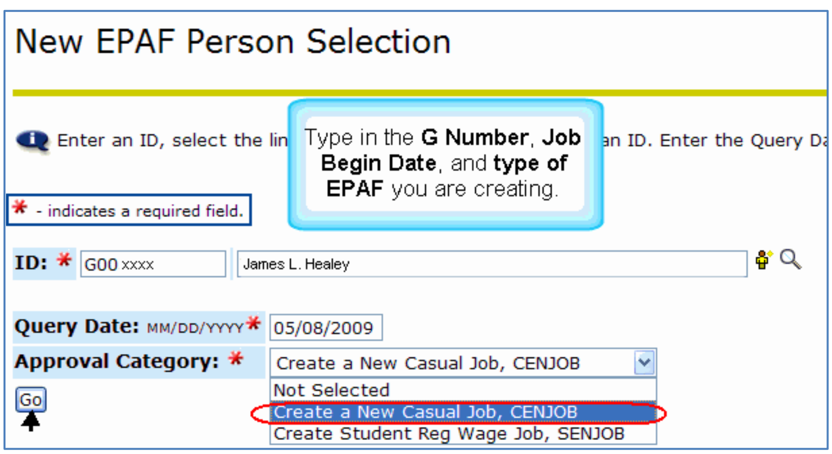
1. **Access EPAF on MyPCC.**
   - Go to MyPCC → Employee Tab → Banweb Main Menu → Employee Services Tab → Electronic Personnel Action Forms (link)
   - From here, click on **EPAF Originator Summary**.

You will see a list of EPAFs awaiting your action, if you have any. For example, your managing supervisor may return an EPAF to you for correction. If you see nothing in your queue, continue.

Before you create your first EPAF, it's recommended that you set up the **Default Routing Queue** first. This way, each time you create a new EPAF you don't need to enter the list of approvers – it will default in. *Directions are at:*
www.pcc.edu/hr/compensation/epaf/Creating_setup_approvals.html

2. **Click 'New EPAF'**

3. **First Screen** – Enter G #, First Day of Job, and Type of EPAF.



For Approval Category, use the drop-down menu option **Special Projects, PT Faculty**, SPPRO

4. Second Screen – Position Number and Suffix Number

Follow these steps carefully!

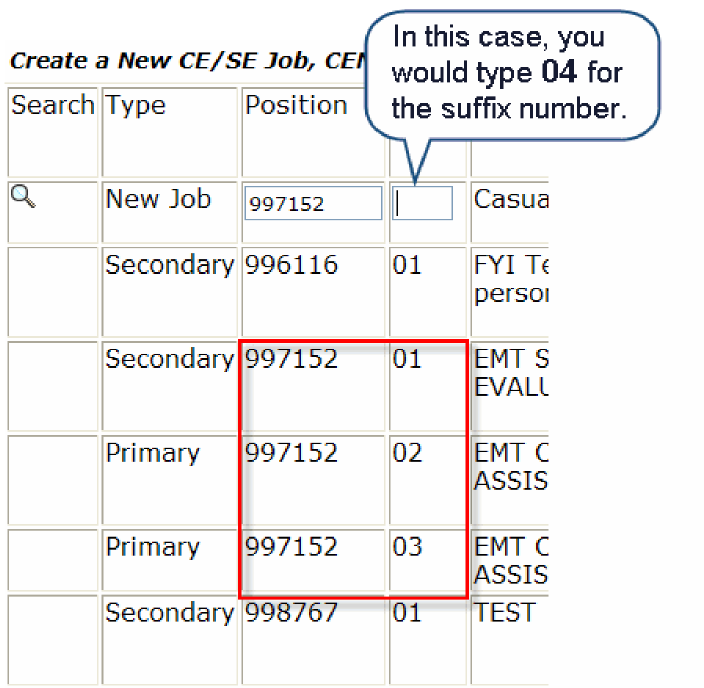
a. Type in the **Position Number** for the job.

b. Click the **All Jobs** button.

You will get a list of all positions the employee has held. Look at the **position numbers** -- are there any with the **same** position number you typed for the new job?

If you DO see jobs on the list with the same position number as the one you just typed for the new job, look at the **suffix number**.

c. For your new job, type in the suffix number that is *one above the highest suffix number listed* for that position. If the employee has never used the same position number before, type '01' for the suffix.



Create a New CE/SE Job, CE

Search	Type	Position		
	New Job	997152		Casua
	Secondary	996116	01	FYI Te perso
	Secondary	997152	01	EMT S EVALU
	Primary	997152	02	EMT C ASSIS
	Primary	997152	03	EMT C ASSIS
	Secondary	998767	01	TEST

d. Press the 'Go' button.

(Note: You don't have to press Tab on your keyboard anymore – just click the 'Go' button.)

To navigate between screens, you can use your Browser back/next arrows or click on the links at the bottom of each page.

5. **Third Screen – Enter Details of the Job, + Approval Queue**

a. Type in the fields. Use all CAPS.

> All fields that say '**Not Overrideable**' should be left as they are; do not type in them!

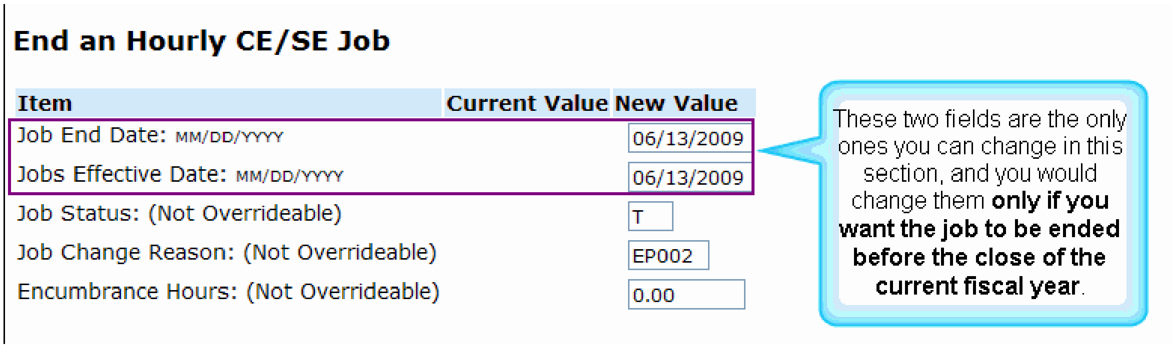
Field	***What to Type***
Title	Type in the Job Title, such as "CURRIC DEVELOPMENT" or "CONFERENCE COORDINATION" (all caps).
Timesheet Orgn	The Org. Code (budget code) for the budget that is paying for the position.
Contract Type	"Secondary" is the correct answer, <u>unless</u> this is their first job ever at PCC, in which case it would be "Primary."
Total Encumbered Hours Total Contract Hours	For these two fields, enter the maximum authorized hours to be worked. They should both be the same.
Job Location	Use the drop-down menu to choose
Salary Encumbrance	**Enter the maximum amount to be paid for this employee**, based on the Total (maximum) Contract Hours you indicated above. (Rate of Pay x Total Encum. Hrs.)

One Time Pay Type AJ Job

Item	Current Value	New Value
Title:		CURRICULUM DEVELOPMENT
Timesheet Orgn:		S40100
Contract Type:		Secondary
Total Encum Hrs:		8
Total Contract Hrs:		8
Hours per Pay: (Not Overrideable)		70
Job Location:		CA, Cascade Campus
Salary Group: (Not Overrideable)		2010
Salary Table: (Not Overrideable)		IS
Salary Grade: (Not Overrideable)		SPPRO
Step: (Not Overrideable)		1
Regular Rate: (Not Overrideable)		
Salary Encumbrance:		223.28
Job Begin Date: MM/DD/YYYY(Not Overrideable)		11/30/2009
Jobs Effective Date: MM/DD/YYYY(Not Overrideable)		11/30/2009
Factor: (Not Overrideable)		
Pays: (Not Overrideable)		
Job Change Reason: (Not Overrideable)		EP022

Salary Encumbrance: Enter the **Total amount** you intend to pay for <u>all hours</u>.

The **next section** is about when the job will end (terminate).
The job end dates will default automatically to the end of the fiscal year.



The LAST section is about who will be approving the EPAF.

If you have set up your **Default Approval Queue** beforehand, you don't have to do this part. See www.pcc.edu/hr/compensation/epaf/Creating_setup_approvals.html for details.

Use the '**Magnifying Glass**' search icon to find the login name associated with the person you're looking for.

Line 1: Type in the Banner login name of your **HR representative**

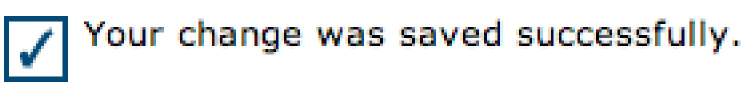
Line 2: Type in the Banner login name of the employee's **supervising manager**

Line 3: Type in in the Banner login name of the **Manager of HR systems** development (currently Julie Kinney)

You are now ready to Save and finalize your work.

- **Click 'Save'**
  or 'Save and Add New Rows'

Look for the message at the top of the screen.



If you got **Error Messages** instead, read them and make any changes needed. (Warning Messages can be ignored.) Click 'Save' again when you've fixed the problem.

Click Submit

If you got **Error Messages** here, read them and make any changes needed. (Warning Messages can be ignored.) Click 'Save' again when you've fixed the problem, then hit 'Submit' again.

Look for this message at the top of the screen: