EPAF Student, Work Study, and Nonstudent Hourly Approver Guide

Once signed into Self-Service Banner—select Employee

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STATE				
Arkansas State University				
Personal Information Student Financial Aid Paculty Services Employee Finance				
Search 00	ACCESSIBI	LITY SITE		ELP EXIT
Main Menu				
Personal Information Update address, central information; Change your just				
Please keep your address and telephone number current to help ensure that you receive important ASU communications. Student				
Apply for Admission, Register, View your & addemic records and Financial Aid.				
View your Financial Ald Information.				
Faculty and Advisors Enter Grades and poststation overrides, View Class Lists and Student Information.				
Employee 📥				
Finance	 			
RELEAGE: 0.7.1				
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The below screen will come up-Click on Electronic Personnel Action Forms

Arkansas State University
· · · · · · · · · · · · · · · · · · ·
Personal Information Student Financial Aid Faculty Services Employee Finance
Search Go
Employee
Download the Employee Self Service guide or contact Payroll Services at 9/2-2293 or <u>bhp-support@astate.edu</u> for assistance.
Questions regarding Account Balances should be directed to the Treasurer's Office at 972-2285.
Leave Report
Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, Benefit Statement.
Pay Information Direct Deposit Allocation, Earnings and Deductions History, Pay Stubs and Notice of Salary.
Jobs Summary
Electronic Personnel Action Forms
Tax Forms W4 Information or W2 Form.
Salary Planner
Account Summary by Term
myBill
view coll, make a payment or deposit, and establish Unline Installment Plan. Effort Certification
Training and Procedures
Pay Stub Emp Admin
RELEASE: 0.9.1
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LIICK ON EPAF Approver Summary



This is the list of names in your queue. Click on a name highlighted in blue.

EPAF Approver Summary × +								
← → C ⋒ ⊡ https://ssb-dev	.ec.astate.ee	du:9003/TEST/E	wpkepaf.P_DispApproverSummary					
Arkansas State Universi Personal Information Student Employee	ty Finance							
Search Go								,
EPAF Approver Summary								
Gurrente In My Queue History								
Select the link under Name to access details of	of the transa	ction.						
Queue Status: All Go								
			New EPAE Update Proxies Search	ch Proxy or Superuse	or Filter Transactio	ons		
Select All Reset Save				CLINE METERS				
1 - 3 of 3 Jump to Bottom								
PAF Transactions	₽ ID	Transaction	▲ Type of Change ▼	▲ Submitted Date	🔶 Effective Date	Required Action	Action	Links
Canada, Hilary K. Hourly Student Extra Help, X10102-00	50039533	47522	Hourly Student Position-rehire in different position number	Apr 29, 2021	Apr 16, 2021	Approve		Comments Warnings
Kearny, Valerie M. Hourly Student Extra Help, X10077-00	50571464	47524	Hourly Student Position-rehire in different position number	Apr 29, 2021	Apr 16, 2021	Approve		**Comments Warnings
Worm, Alexander J. Hourly Non Student Extra Help, X00131-00	50210744	47523	Hourly Non Student rehire Different Position with End Date	Apr 29, 2021	Apr 16, 2021	Approve		**Comments Warnings
1 - 3 of 3 Return to Top **Comments Exist								
Select All Reset Save								

This below information will show on one screen:

	EPAF Preview	× +		
\leftarrow	⇒ C ଜ	https://ssb-dev.ec.astate.edu:90	03/TEST/bwpkepaf.P_I	DispEpafPreview?p_trans_no=47922&p_user_role=ORIGINATOR
Ark	cansas St	Student Employee Finance		
Searc	:h	Go		
EPA	F Preview			
Name Trans Trans Appro	and ID: Va action: 47 faction Status: W oval Category: Ho	alerie Marie Kearny, 50571464 7922 alting ourly Student Position-rehire in different p	osition number, HRSTDF	Job and Suffix: X00001-00, Hourly Student Extra Help Query Date: May 16, 2021 Last Paid Date: Jul 31, 2020
Delet	te Void Upd	ate Add Comment		
				Approval Types Account Distribution Routing Queue Transaction History
				EPAF Originator Summary
Jump	to Bottom			Retain to EPAP Mena
\star - ind	dicates a require	d field.		
Upda	te Employee In	formation Rehire		
Enter	r Changes	Current Value	New Value	
Emplo	ovee Class Code:	CG, 12 Mo Graduate Asst or Student	LH, Student Hourly	
Home	COAS:	3]	
Home	e Organization: 💌	259201, Biological Sciences		
Distrit	bution COA:	2	3	
Distrit	bution Orgn: *	259201, Biological Sciences		
Curre	nt Hire Date:	01/01/2021		

Hourly employee in new position, X00001-00 Hourly Student Extra Help, Last Paid Date: Jul 31, 2020

Enter Changes	Current Value	New Value
Job Begin Date: 🛥	05/16/2019	05/16/2021
Contract Type: 🛥	Primary	Primary
Step: *	0	0
Regular Rate: 💌	12.5	7.25
Jobs Effective Date: 💌	05/16/2021	05/16/2021
Job Change Reason: 🝝	BGSES	BGSES
Timesheet COA:	т	т
Timesheet Orgn: \star	218026	
Time Entry Method:	Employee Time Entry via Web	Employee Time Entry via Web

This example below shows information about the employee. It shows the Current Value of an existing employee and the New Value for the employee in the Update Employee information Rehire section. Verify the begin date and hourly rate is correct and all other information. Verify the FOAP information is correct in the new FOAP section.

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EPAF Pr	eview	* +		
> G	່ ເຈີ 🖸 http	ps://ssb-dev.ec.a	state.edu:9	J03/TEST/bwpkep
Jpdate Empl	oyee Informatio	n Rehire		
Entor Change	oc Current			Now Value
Employee Stat	tus: Active	value		Active
Employee Clas	s Code: CG, 12 M	Graduate Asst	or Student	I.H. Student Hou
Home COAS:	3			3
Home Organiz	ation: • 259201, E	Biological Scien	es	
Distribution CO	DA: J	1		2
Distribution Or	rgn: 🔹 259201, E	Biological Sclen	tes	
Current Hire D	Date: 01/01/20	21		
<i>iourly</i> emplo	oyee in new posi	tion, x00901	00 Hourt	Student Extra H Value
Job Begin Date	e: • 05/16/20	19	05/16	/2021
Contract Type:	: * Primary		Prima	ry
Step: *	0		0	
Regular Rate:	 12.5 		7.25	
Jobs Effective	Date: • 05/16/20	21	05/16	/2021
Job Change Re	eason: . BGSES		BGSE	s
Timesheet CO	A: T		т	
Timesheet Org	jn: \star 218026			
Time Entry Me	thod: Employee	e Time Entry via	WebEmplo	yee Time Entry y
Supervisor ID	: • [5035039]	7		/
Current				
Effective Dat	te: 05/16/2021			
COA Index F	und Organizati	on Account Pr	ogram Act	ivity Location P
J 2:	23595 259201	615200 12	20	/
			. /	
New			X	
Effective Dat	te: 05/16/2021			
COA Index F	und Organizati	on Account Pr	ogram Act	ivity Location P
J 2:	23595 259201	615200 12	20	
Routing Que	ue			
Approval Leve	1 1	Name Required	Action Que	Je Status Action I
Dept Head/Dep	t Chair, 5	Approve	In th	e Queue
Dean/Admin Of	ficer, 15	Approve	In th	e Queue
Vice Chancellor,	/Vice President, 65	Approve	In th	e Queue
Budget Office, 7	75	Approve	In th	e Queue
Payroll, 95		Approve	In th	e Queue
SuperUser, 99		Apply	In th	e Queue
Transaction I	History			
Action Date	e User Na	me		

The Routing Queue determines all involved in the approval process. If the FOAP fund is 2XXXXX or 15XXXX please be sure Sponsored Programs Accounting is added to the approval routing. If the student/non-student is an international employee, please be sure International Programs has been added to the approval routing. If they have not been added, 'return for correction' to have them added.

Verify all information is correct and click Approve. If you do not agree click Disapprove. If any information is incorrect click Return for Correction.

The status will be confirmed at the top once the selection is made.