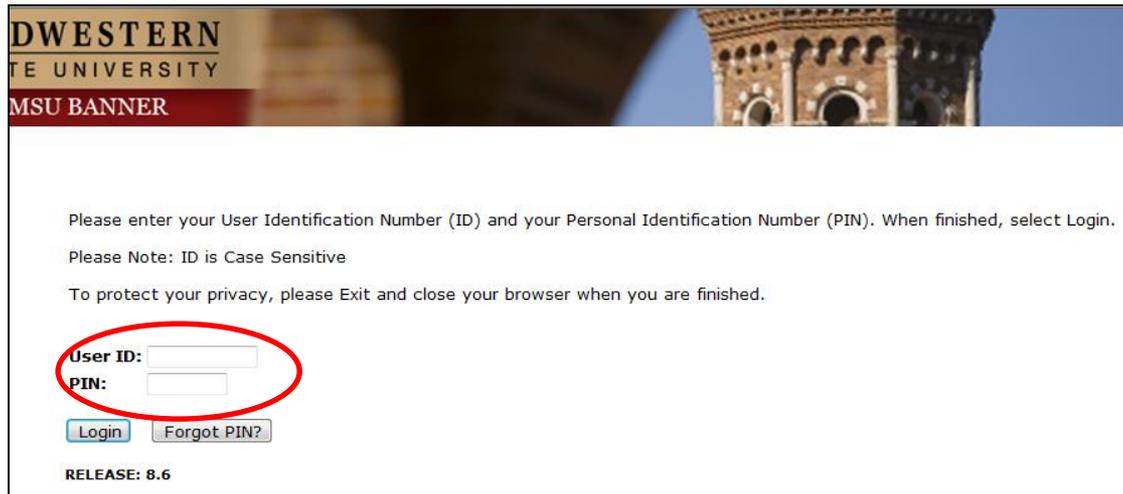


Benefit Eligible Stipend EPAF

1. Go to Employee Self Service Banner: https://portal.msutexas.edu:9040/pls/PROD/twbkwbis.P_WWWLogin
2. Enter your User ID (always use a Capital M) and PIN and click the Login button. If you've forgotten your PIN, click on the Forgot PIN button.



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MSU BANNER

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.
Please Note: ID is Case Sensitive
To protect your privacy, please Exit and close your browser when you are finished.

User ID:
PIN:

RELEASE: 8.6

3. Once logged in, click on **Employee**.

4. Once on the Employee tab, Click on Electronic Personnel Action Forms.

The screenshot shows the MSU Web World main menu. At the top, there are navigation tabs: Personal Information, Student, Financial Aid, and Employee. Below the tabs is a search bar with a 'Go' button. The main menu lists several options: Personal Information, Student, Financial Aid, and Employee. The Employee link is circled in red. Below the menu items, there is a welcome message for Courtney M. Grimes and a 'RELEASE: 8.6' footer.

The screenshot shows the MSU Web World Employee menu. At the top, there are navigation tabs: Personal Information, Student, Financial Aid, and Employee. Below the tabs is a search bar with a 'Go' button. The main menu lists several options: Time Sheet, Leave Report, Request Time Off, Electronic Personnel Action Forms, Benefits and Deductions, Pay Information, Tax Forms, Jobs Summary, Leave Balances, and Campus Directory. The Electronic Personnel Action Forms link is circled in red. Below the menu items, there is a 'RELEASE: 8.10.1' footer.

5. Click on **NEW EPAF**.

The screenshot shows the MSU Web World Electronic Personnel Action Form page. At the top, there are navigation tabs: Personal Information, Student, Financial Aid, and Employee. Below the tabs is a search bar with a 'Go' button. The main menu lists several options: EPAF Approver Summary, EPAF Originator Summary, New EPAF, EPAF Proxy Records, and Act as a Proxy. The New EPAF link is circled in red. Below the menu items, there is a 'RELEASE: 8.9' footer.

In Section 1 of the EPAF, notice that your date from the query date, or EFFECTIVE DATE defaults in, so your date should be correct. Enter the following fields: **STIPEND ANNUAL SALARY, and the PAY & FACTOR.**

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		01/01/2015
Jobs Effective Date: MM/DD/YYYY*		01/01/2015
Title: *		Stipend
Annual Salary: *		<input type="text"/>
FTE: *(Not Enterable)		0
Contract Type: *(Not Enterable)		0
Hours per Day: *(Not Enterable)		1
Hours per Pay: *(Not Enterable)		1
Factor: *		<input type="text"/>
Pays: *		<input type="text"/>
Job Change Reason: *(Not Enterable)		900
Step: *(Not Enterable)		0

EPAF Approval Category Reference

Job Begin Date: MM/DD/YYYY Defaults from Query Date (start date).

Jobs Effective Date: MM/DD/YYYY Defaults from Query Date (start date).

Contract Type: Primary, Secondary, Overload. Defaults O on Stipends.

Job Status: Defaults, not enterable.

FTE: Note: Expressed as a decimal, not a percent. Defaults to 0 on Stipends.

Annual Salary: The total amount to be paid.

Hours per Day & Pay: Refer to EPAF Payroll Calculations Wksht or this section will be defaulted.

Factor & Pays: represents the number of pay periods between the start date (query date) and job end date.

Job Change Reason: Defaults 900. Not enterable.

Step: Defaults 0. Not enterable.

Under the EARN CODE - Enter the EFFECTIVE DATE, The TYPE of EARN CODE and HOURS PER PAY (**Hours or Units per Pay** will **always** match the **Hours per Pay in Section 1 of the EPAF**)

EARNINGS DEFINITION

042 – Stipend (One Time) Pay: Stipend pay is 1 lump sum as a 1 time pay.

043 – Stipend – Monthly: Recurring Temporary Payment

Earn Code, YD18TM-00 Temp Staff Monthly

Current

Effective Date Earnings Hours or Units Per Pay Deemed Hours Special Rate Shift End Date

New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
01/01/2015	Not Selected	1			1		
	010, Regular Monthly						
	016, Student Monthly						
	024, State OT Paid				1		
	026, Federal OT Paid						
	032, Additional Hours						
	036, Intellectual Pay				1		
	037, Retention Pay						
	038, Bonus Playoffs						
	040, Award Pay						
	042, Stipend (One Time)				1		
	043, Stipend - Monthly						
	056, Event Staff						
	110, Partial Per Diem						
	114, Moving Expense - Taxable						
	124, Cell Phone Allowance						
	128, Misc - Benefit Eligible						
	130, Misc - Non Benefit Eligible						

Save and Add New Rows

FOAPAL, YD18TM-00 T

The FOAPAL or Account Information: verifies the account the PC# is paid from. FOAPAL defaults from the PC #. If the defaulted FOAPAL is incorrect, please contact Budget. **This field cannot be updated by the user.** Your effective date will default from the Query Date, so please make sure this is the start date of the STIPEND PAYMENT.

FOAPAL, YD18TM-00 Temp Staff Monthly

Current
Effective Date: 01/01/2015

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
New													
Effective Date: MM/DD/YYYY 01/01/2015													
Q	M	23008	3000	7005	22	99999				100.00			
Q													
Q													
Q													
Q													
Total:										100.00			

Job Status Change Section: **Always end on the last day of the month for STIPEND JOBS!!!!**

Job Status Change, YE41TM-00 Temp Staff Monthly

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		03/31/2015
Job Status: *(Not Enterable)		T
Job Change Reason: *(Not Enterable)		300

Complete the Mandatory Routing Queue and select approvers for each level. Click magnifying glass for names.

Routing Queue

Approval Level	User Name		Required Action
10 - (DEPT) Department	DFISHER	Dawn Rae Fisher	Approve
25 - (VP/PRV) Vice President/Provost	MFWOLE	Marilyn McCorkle Fowle	Approve
30 - (BUDGET) Budget	TORTIZ	Terry Ortiz	FYI
46 - (HRDIR) Human Resources Director	DFISHER	Dawn Rae Fisher	Approve
51 - (PRES) President	JROGERS	Jesse W Rogers	FYI
99 - (PAYROL) Payroll	CSTRICKLAND	Connie Lea Strickland	Apply
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected

Save and Add New Rows

Comment

Employee will receive stipend payment of \$500.00/mo for training in January 2015 - February 2015.

[Approval Types](#) | [Default Earnings](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

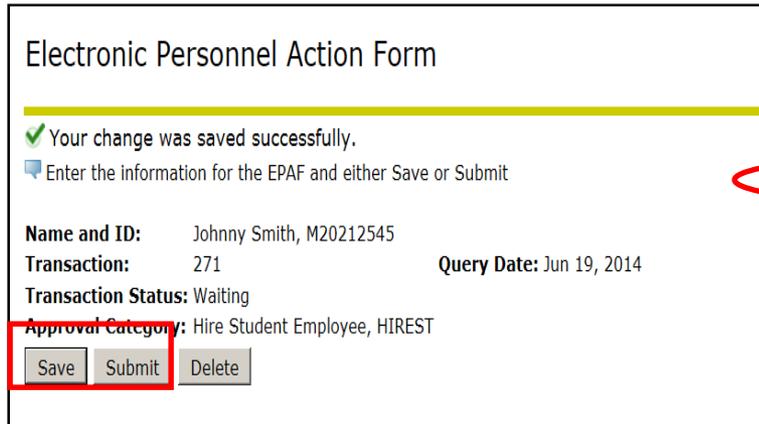
Save

[Return to Top](#)



Very Important: In the comments section, indicate the justification for payment, the monthly amounts and the dates the duty was performed. Once comments are “saved”, they cannot be changed. Be careful with articulating comments. An EPAF user can make multiple comments to the EPAF and comments can be attached to the EPAF at any approval level.

Click **Save** and **Submit** to finalize your hire and to send your EPAF for approval.

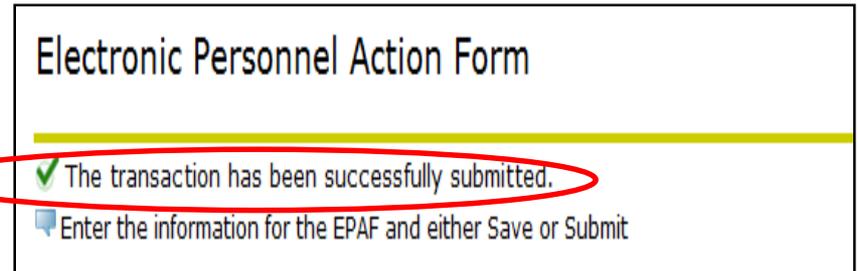


Electronic Personnel Action Form

✓ Your change was saved successfully.
Enter the information for the EPAF and either Save or Submit

Name and ID: Johnny Smith, M20212545
Transaction: 271 **Query Date:** Jun 19, 2014
Transaction Status: Waiting
Approval Category: Hire Student Employee, HIREST

Save Submit Delete



Electronic Personnel Action Form

✓ The transaction has been successfully submitted.
Enter the information for the EPAF and either Save or Submit



Review the Error Messages that will be displayed at the top of the EPAF form as soon as you attempt to submit the transaction. **Warnings do not prevent your EPAF from being submitted, and only errors must be corrected.**

- ✓ Check that all required data has been entered in the EPAF fields. Verify that the information entered is typed correctly.
- ✓ Check dates entered in fields to ensure they are appropriate for each field.
- ✓ Check that you have saved all changes.
- ✓ Check that you have submitted the EPAF.