

# FACULTY STIPEND EPAFs

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1. Go to Employee Self Service Banner: [https://portal.msutexas.edu:9040/pls/PROD/twbkwbis.P\\_WWWLogin](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.



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:

Login

Forgot PIN?

RELEASE: 8.6

3. Once logged in, click on EMPLOYEE.

The screenshot shows the MSU Web World main menu. At the top, there are four tabs: Personal Information, Student, Financial Aid, and Employee. The Employee tab is highlighted and circled in red. 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 option is circled in red. Below the menu is a 'RELEASE: 8.6' notice.

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

The screenshot shows the MSU Web World Employee menu. At the top, there are four tabs: Personal Information, Student, Financial Aid, and Employee. The Employee tab is highlighted. Below the tabs is a search bar with a 'Go' button and a 'RETURN TO' link. 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 option is circled in red. Below the menu is a 'RELEASE: 8.10.1' notice.

5. Click on NEW EPAF.

The screenshot shows the MSU Web World Electronic Personnel Action Form page. At the top, there are four tabs: Personal Information, Student, Financial Aid, and Employee. The Employee tab is highlighted. Below the tabs is a search bar with a 'Go' button and a 'RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT' link. 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 option is circled in red. Below the menu is a 'RELEASE: 8.9' notice.

- Enter the employee's Campus ID or click on the search icon (magnifying glass) to search for the employee you are creating the EPAF for.
- Enter the effective date of the job (the first day the job starts) in the Query Date field. **Please note that the Query Date field always defaults to today's date, therefore it is very important that you enter the FIRST DAY OF THE MONTH THE STIPEND WILL BE PAID!**
- Choose the correct Approval Category: **FACULTY Stipend**
- Click "Go"

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

\* - indicates a required field.

a. Employee's Campus ID

ID: \*

Query Date: MM/DD/YYYY\*

b. HINT: FOR STIPENDS the Query Date Always Equals the Job Effective Date of the first day of the month you want the employee to be paid.

Approval Category: \*

⚠ There are no active jobs based on the Query Date.

c. Correct Approval Category

[Originator Summary](#)

- Enter the position number if you already know it or you may search for the Position Number by clicking the "magnifying glass"
- Press GO

Enter Position Number and Suffix

Stipend Payment, STIPEN

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	YS44TM	00	Clerical Staff Add Temp Job Mo	2602, Computer Science					
	Primary	DI0799	00	Assistant Professor	2704, History	Sep 01, 2012		Oct 31, 2014	Active	

Next Approval Type

- 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.**

Stipend Payment, YS44TM-00 Clerical Staff Add Temp Job Mo

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		01/01/2015
Jobs Effective Date: MM/DD/YYYY*		01/01/2015
Title: *(Not Enterable)		Stipend
Annual Salary: *		
FTE: *(Not Enterable)		0
Contract Type: *(Not Enterable)		0
Hours per Day: *(Not Enterable)		1
Hours per Pay: *(Not Enterable)		1
Factor: *		
Pays: *		
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 (always 1)

## 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	Remove
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		
	Not Selected				1		
	010, Regular Monthly				1		
	016, Student Monthly				1		
	024, State OT Paid				1		
	026, Federal OT Paid				1		
	032, Additional Hours				1		
	036, Intellectual Pay				1		
	037, Retention Pay				1		
	038, Bonus Playoffs				1		
	040, Award Pay				1		
	042, Stipend (One Time)				1		
	043, Stipend - Monthly				1		
	056, Event Staff				1		
	110, Partial Per Diem				1		
	114, Moving Expense - Taxable				1		
	124, Cell Phone Allowance				1		
	128, Misc - Benefit Eligible				1		
	130, Misc - Non Benefit Eligible				1		

FOAPAL, YD18TM-00 T

Save and Add New Rows

- **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

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
Q M		23008	3000	7005	22	99999				100.00			
Q													
Q													
Q													
Q													
<b>Total:</b>										100.00			

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

Job Status Change, YD18TM-00 Temp Staff Monthly

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		2/28/2014
Job Status: *(Not Enterable)		1
Job Change Reason: *(Not Enterable)		300

- Complete your mandatory routing queue and click on magnifying glass for a list of approvers.

Routing Queue

Approval Level	User Name	Required Action
8 - (PREPAY) PrePayroll	<input type="text"/>	Approve
10 - (DEPT) Department	<input type="text"/>	Approve
11 - (BUDGET) Senior Budget	<input type="text"/>	Approve
20 - (DEAN) Dean	<input type="text"/>	Approve
24 - (PRPROV) Pre Provost	<input type="text"/>	Approve
25 - (VP/PRV) VP/Provost/AD	<input type="text"/>	Approve
46 - (HRDIR) Human Resources Director	<input type="text"/>	Approve
99 - (PAYROL) Payroll	<input type="text"/>	Apply
Not Selected <input type="button" value="v"/>	<input type="text"/>	Not Selected <input type="button" value="v"/>
Not Selected <input type="button" value="v"/>	<input type="text"/>	Not Selected <input type="button" value="v"/>
Not Selected <input type="button" value="v"/>	<input type="text"/>	Not Selected <input type="button" value="v"/>
Not Selected <input type="button" value="v"/>	<input type="text"/>	Not Selected <input type="button" value="v"/>

Comment



**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.