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.
3. Once logged in, click on EMPLOYEE.

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

5. Click on NEW EPAF.
• 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.

  - **ID:**

  - **Query Date:** MM/DD/YYYY

  - **Approval Category:** MN - Faculty Stipend, FASTIP

- **c. Correct Approval Category**

- **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.

- **b.** 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**
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**.

**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

---

**Current**

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Earnings</th>
<th>Hours or Units Per Pay</th>
<th>Deemed Hours</th>
<th>Special Rate</th>
<th>Shift</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2015</td>
<td>042, Stipend (One Time)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**New Value**

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Earnings</th>
<th>Hours or Units Per Pay</th>
<th>Deemed Hours</th>
<th>Special Rate</th>
<th>Shift</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2015</td>
<td>Not Selected</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Select Earnings**

- Not Selected
- 042, Stipend (One Time)
- 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
• 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.

• Job Status Change Section: Always end on the last day of the month for STIPEND JOBS!!!!!
• Complete your mandatory routing queue and click on magnifying glass for a list of approvers.

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 - (PREPAY) PrePayroll</td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>10 - (DEPT) Department</td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>11 - (BUDGET) Senior Budget</td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>20 - (DEAN) Dean</td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>24 - (PRPROV) Pre Provost</td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>25 - (VP/PRV) VP/Provost/AD</td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>46 - (HRDIR) Human Resources Director</td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>99 - (PAYROL) Payroll</td>
<td></td>
<td>Apply</td>
</tr>
</tbody>
</table>

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](image.png)

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.