

# Non Benefit Eligible Stipend EPAF

1. Go to Employee Self Service Banner: [https://portal.mwsu.edu:9040/pls/PROD/twbkwbis.P\\_WWWLogin](https://portal.mwsu.edu:9040/pls/PROD/twbkwbis.P_WWWLogin) or from the Portal, click on Web World <https://my.mwsu.edu/web/mycampus/home>



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.

A screenshot of the login page for the Employee Self Service Banner. The header features the Midwestern State University logo and the text 'MSU BANNER'. Below the header is a banner image of a building. The main content area contains the following text: 'Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.', 'Please Note: ID is Case Sensitive', and 'To protect your privacy, please Exit and close your browser when you are finished.' Below this text are two input fields: 'User ID:' and 'PIN:'. The 'User ID:' field is circled in red. Below the input fields are two buttons: 'Login' and 'Forgot PIN?'. At the bottom of the page, the text 'RELEASE: 8.6' is visible.

3. Once logged in, click on EMPLOYEE.

The screenshot shows the MSU Web World main menu. At the top, there are navigation 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' footer.

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 navigation 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' 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. 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' footer.

- Enter the employee's Campus ID or click on the search icon (magnifying glass) to search for the employee you are creating the EPAF.
- **Query Date - enter the pay period in which the payment will be made. For example, semi-monthly payment dates run the 1<sup>st</sup> – 15<sup>th</sup> and 16<sup>th</sup> – 31<sup>st</sup>**
- Choose the correct Approval Category: **Non Benefit Eligible Stipend**
- Click "Go"

Indicates a required field.

ID: \*   

Query Date: MM/DD/YYYY\*  Query date will be the 1<sup>st</sup> or the 16<sup>th</sup>

Approval Category: \*  

Go Choose correct EPAF type

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

Approval Category: Non Benefit Eligible 1x Pay, NBSTIP

Enter Position Number and Suffix

**Non Benefit Eligible Stipend, NBSTIP**

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">YA33TH</span>	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">00</span>	Temp Staff Hourly	5500, Men's Athletics					
	Secondary	SA15GH	00	\$9.06/GA/MBB Coach	25013, Graduate Asst Coaches	Sep 01, 2014		Mar 15, 2015	Active	
	Secondary	SA22SW	00	\$9.06/concessions/Athletics	5000, General Athletics	Sep 12, 2014		Mar 15, 2015	Active	

All Jobs Next Approval Type Go

- 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: **Title, Hourly Rate, Contract Type, FTE, Hours per day, Hours per pay.** Example is shown below.

Non Benefit Eligible Stipend, SA24SW-00 Student Assistant

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*(Not Enterable)		05/01/2015
Jobs Effective Date: MM/DD/YYYY*(Not Enterable)		05/01/2015
Title: *		\$500/Volleyball Camp
Regular Rate: *		12.50
Contract Type: *		Primary
FTE: *		1
Hours per Day: *		8
Hours per Pay: *		86.67
Time Entry Method: *(Not Enterable)		P
Job Change Reason: *(Not Enterable)		900
Step: *(Not Enterable)		0

Make sure the employee is making at least \$7.25/minimum wage

Refer to Payroll Semi-Monthly EPAF Hours ORANGE Wksht.

### EPAF Approval Category Reference

**Job Begin Date:** MM/DD/YYYY Defaults from Query Date

**Jobs Effective Date:** MM/DD/YYYY Defaults from Query Date.

**Title:** \$ Lump Sum amount/Camp or Assignment Name

**Regular Rate:** The hourly rate to be paid.

**Contract Type:** Primary, Secondary, Overload.

**FTE:** Note: Expressed as a decimal, not a percent.

**Hours per Day & Pay:** Refer to the Payroll Semi-Monthly EPAF Hours Worksheet.

**Time Entry Method:** Defaults, not enterable

**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 (132) and **TOTAL HOURS ACTUALLY WORKED.**

• **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.**

Earn Code, YA33TH-00 Temp Staff Hourly

**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
05/01/2015	132, Misc Hourly-Commission/Stipend	40			1		
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

Save and Add New Rows

FOAPAL, YA33TH-00 Temp Staff Hourly

**Current**

Effective Date: 05/01/2015

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

**New**

Effective Date: MM/DD/YYYY 05/01/2015

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override	End Date
Q M		45517	5500	7005	21	88888				100.00		
Q												
Q												
Q												
Q												
<b>Total:</b>										100.00		

Job Status Change, SA24SW-00 Student Assistant

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		05/15/2015
Job Status: *(Not Enterable)		T
Job Change Reason: *(Not Enterable)		300

End payments on the 15<sup>th</sup> or last day of the month.

Routing Queue

Approval Level	User Name		Required
7 - (PREPAY) PrePayroll	SKREBS	Sandra Sue Krebs	Approve
8 - (HRPRE) HR Preview	MMARTINEZ	Merlinda R Martinez	Approve
10 - (DEPT) Department	VSTAFFORD		Approve
46 - (HRDIR) Human Resources Director	DFISHER		Approve
99 - (PAYROL) Payroll	SKREBS	Sandra Sue Krebs	Apply
Not Selected			Not Selec
Not Selected			Not Selec
Not Selected			Not Selec
Not Selected			Not Selec

Comment

Example 1:  
One time Payment of \$500 - Volleyball Camp dates 5-4-15 - 5-8-15 (40hrs)  
Example 2:  
Volleyball Camp dates: 5-1-14 - 5-15-14 worked: 5-1(4hrs), 5-4 to 5-8 (26hrs), 5-11 to 5-15 (10hrs)

[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 payment amount, and the actual dates & hours 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.