

Reactivate a Non 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.



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 navigation tabs: Personal Information, Student, Financial Aid, and Employee. The Employee tab is selected and highlighted. 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 page. At the top, there are navigation tabs: Personal Information, Student, Financial Aid, and Employee. The Employee tab is selected and highlighted. Below the tabs is a search bar with a 'Go' button and a 'RETURN TO' link. The main content area is titled 'Employee' and 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 list 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 navigation tabs: Personal Information, Student, Financial Aid, and Employee. The Employee tab is selected and 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 content area is titled 'Electronic Personnel Action Form' and 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 list 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.
- **Query Date - enter the pay period in which the payment will be made. For example, semi-monthly payment dates run the 1st – 15th and 16th – 31st**
- Choose the correct Approval Category: **Reactivate Non Benefit Eligible 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 C

* - indicates a required field.

ID: *  

Query Date: MM/DD/YYYY*

Query date will be the 1st or the 16th




Approval Category: * ▼

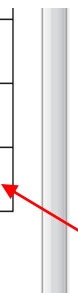
Correct Approval Category

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

[EPAF Approval Summary](#) | [EP](#)

- Click All Jobs and you'll notice that the job you are reactivating appears. Select and click "Go"

Primary	SA15SW	00	\$9.06/GA Coach	25013, Graduate Asst Coaches	Sep 01, 2013	May 31, 2014	May 31, 2014	Terminated	
Secondary	SA22SW	00	\$9.06/concessions/Athletics	5000, General Athletics	Sep 12, 2014		Mar 15, 2015	Active	
Secondary	SC15SW	00	\$450/MBB Camp 6-1/8-1	4700, Dean Univ Wellness n Dir Rec Sports	Aug 01, 2014	Aug 15, 2014	Aug 15, 2014	Terminated	



- In Section 1 of the EPAF, the payment history from the previous job is listed under Current Value.
- Under the New Value, notice the 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**

* - indicates a required field.

Reactivate Non Benefit Eligible Stipend, SC15SW-90 MB Camp, Last Paid Date: Jul 15, 2019

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	07/15/2019	06/01/2021
Title: *	MB Camp	\$total lump sum/Camp or Assignment Nam
Job Status: *(Not Enterable)	Terminated	A
Regular Rate: *	250	
Contract Type: *	Primary	Not selected v
FTE: *(Not Enterable)	0	0
Hours per Day: *(Not Enterable)	1	1
Hours per Pay: *(Not Enterable)	1	1
Time Entry Method: *(Not Enterable)	Payroll Time Entry	P
Job Change Reason: *(Not Enterable)	300	200

EPAF Approval Category Reference

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

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

Regular Rate: The amount to be paid.

Contract Type: Primary, Secondary, Overload.

FTE: Note: Defaults, not enterable

Hours per Day & Pay: Defaults, not enterable

Time Entry Method: Defaults, not enterable

Job Change Reason: Defaults 900. Not enterable.

- Under the EARN CODE - the previous **EFFECTIVE DATE** defaults make sure to **update to the NEW date**, The TYPE of EARN CODE (132) and Hour per Pay = 1.00

Earn Code, SC15SW-90 MB Camp, Last Paid Date: Jul 15, 2019

Current			
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours Special Rate Shift End Date
07/01/2019	132, Misc Hourly-Commission/Stipend	1.00	1

New Value									
Effective Date	MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date	MM/DD/YYYY	Remove
07/01/2019		132, Misc Hourly-Commission/Stipend	1.00			1			
		Not Selected				1			
		Not Selected				1			
		Not Selected				1			
		Not Selected				1			

- **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.**

FOAPAL, SC15SW-90 MB Camp, Last Paid Date: Jul 15, 2019

Current												
Effective Date: 07/01/2019												
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override End Date
M		24709	4700	7014	16	99999				100.00		

New												
Effective Date: MM/DD/YYYY 06/01/2021												
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override End Date
M		24709	4700	7014	16	99999				100.00		
Total:										100.00		

Job Status Change, SC15SW-00 \$450/MBB Camp 6-1/8-1, Last Paid Date: Aug 15, 2014

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	08/15/2014	06/15/2015
Job Status: *(Not Enterable)	Terminated	1
Job Change Reason: *(Not Enterable)		300

End One Time Payments on the 15th 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	Venera J Flores-Stafford	Approve
46 - (HRDIR) Human Resources Director	DFISHER	Dawn Rae Fisher	Approve
99 - (PAYROL) Payroll	SKREBS	Sandra Sue Krebs	Apply
Not Selected			Not Select
Not Selected			Not Select
Not Selected			Not Select
Not Selected			Not Select

Save and Add New Rows

Comment

One time payment of \$450 for Men's Bball camp - 6-8-15 to 6-12-15 (30hrs)

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.