

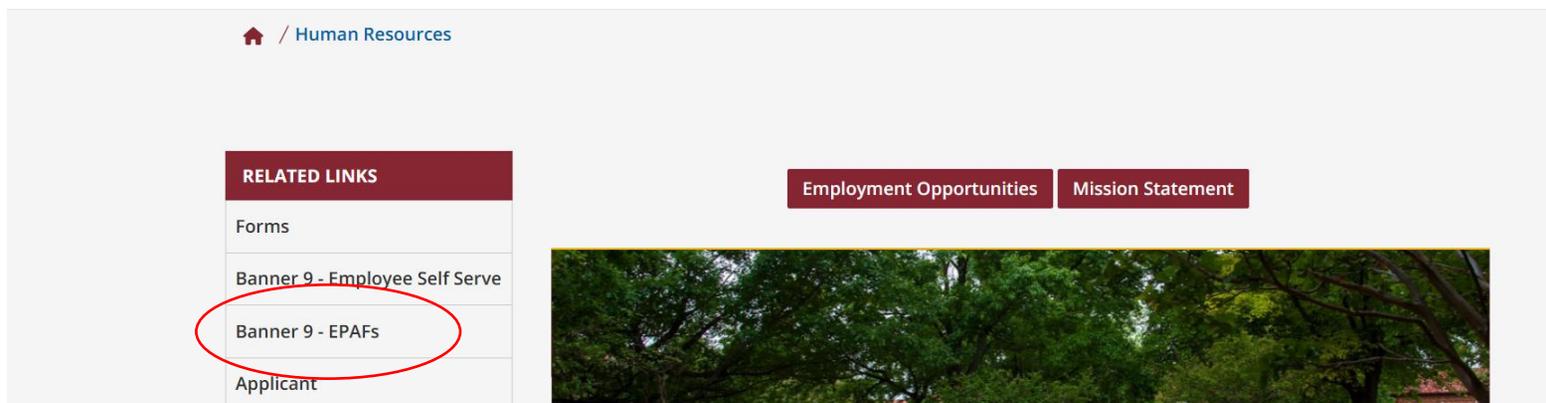
Reactivate a Faculty Stipend EPAF

*This EPAF is used for benefit eligible faculty receiving additional pay for duties performed outside of their job. You will use the **REACTIVATE EPAF** if this PC# is being used again. If the Faculty member is being issued a NEW PC# then submit the **FACULTY STIPEND EPAF**.*

Visit the [MSU Texas Human Resources Website](#)

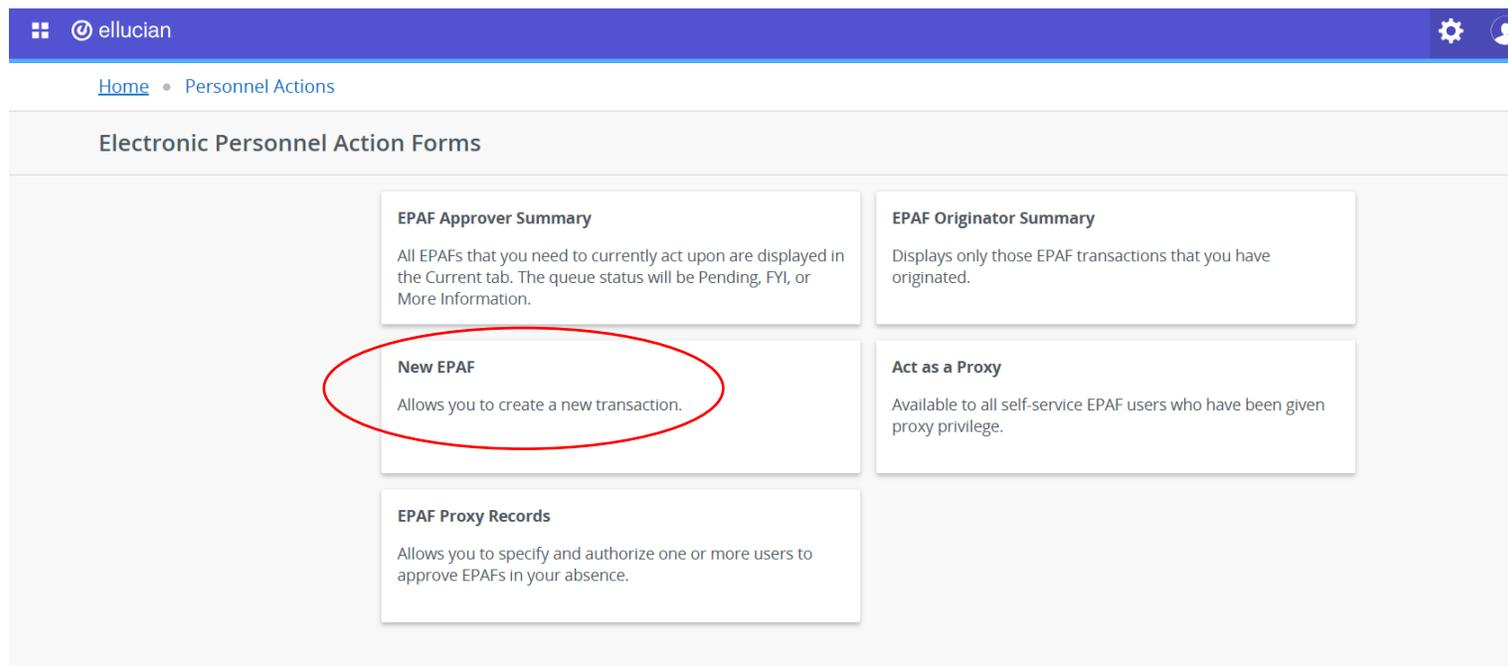
Click on **Banner 9 – EPAFs**

If you are not already logged in the portal, log in by using your computer log in:
firstname.lastname & password



Once you are logged in to the portal, you will see your EPAF dashboard

To start your EPAF, click New EPAF to open the form.



The screenshot shows the EPAF dashboard interface. At the top, there is a blue header bar with the ellucian logo and navigation icons. Below the header, the breadcrumb trail reads "Home • Personnel Actions". The main content area is titled "Electronic Personnel Action Forms" and contains five interactive cards:

- EPAF Approver Summary**: All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.
- EPAF Originator Summary**: Displays only those EPAF transactions that you have originated.
- New EPAF**: Allows you to create a new transaction. (This card is circled in red in the image.)
- Act as a Proxy**: Available to all self-service EPAF users who have been given proxy privilege.
- EPAF Proxy Records**: Allows you to specify and authorize one or more users to approve EPAFs in your absence.

Enter the **Employee's M#** in the ID or use the New EPAF Person Selection to search for information.

Query Date = the first day the month. If you do not update this date it will auto populate to today's date.

** Benefit Eligible Dates: enter the pay period in which the payment will be made. For example, monthly pay dates run the 1st-31st.

Approval Category

Reactivate Faculty Stipend, Choose MN – Reactivate Faculty Stipend – **FASTP2**

Select GO to open the EPAF transaction.

The screenshot shows a web form titled "Enter or Generate New ID". At the top, there is a help text: "* indicates a required field. 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." Below this, there are four input fields: "ID" with the value "M20353673", a name field with "Mustang, Maverick", "Query Date" with "02/01/2026", and "Approval Category" with a dropdown menu showing "MN - Reactivate Faculty Stipend, FASTP2". A blue "Go" button is located at the bottom of the form. A red oval highlights the "Query Date" and "Approval Category" fields and the "Go" button.

Select GO > Click All Jobs.

Select the PC# you are going to Reactivate. If you don't see the PC#, then you need to do a FACULTY STIPEND EPAF.

<input type="checkbox"/>	Overload	YE37TM	00	Accreditation Data Manager	22432, Ugrad and Clin Mental Hlth Dept Oper	09/01/2021	08/31/2022	08/31/2022	Terminated
<input type="checkbox"/>	Overload	YE451M	00	CBE Stipend	12100, Graduate Programs Administration	04/01/2020	04/30/2020	04/30/2020	Terminated
<input checked="" type="checkbox"/>	Overload	YE47TM	00	US Prep Stipend	22432, Ugrad and Clin Mental Hlth Dept Oper	08/01/2025	08/31/2025	08/31/2025	Terminated
<input type="checkbox"/>	Overload	YG031M	00	Bonus	12100, Graduate Programs Administration	08/01/2015	07/31/2016	07/31/2016	Terminated
<input type="checkbox"/>	Overload	YG05TM	00	Stipend	22432, Ugrad and Clin Mental Hlth Dept Oper	09/01/2025	09/30/2025	09/30/2025	Terminated
<input type="checkbox"/>	Overload	YG09TM	00	Evaluator for SPAD GY2	12100, Graduate Programs Administration	03/01/2021	03/31/2022	03/31/2022	Terminated
<input type="checkbox"/>	Overload	YO07TM	00	Dir Academic Hiring	12100, Graduate Programs Administration	02/01/2017	06/30/2017	06/30/2017	Terminated

Active Jobs

Next Approval Type

Go

Select GO to start the job

Enter the following NEW information. The date will pull from the Query date. If this is NOT the correct first day of the month, please start over.

Title, Annual Salary, Factor and Pay = how many times is the employee receiving this payment?

Reactivate Benefit Eligible Stipend/Lump Sum, YE47TM-00 US Prep Stipend, Last Paid Date: 08/31/2025

Jobs Effective Date (Not Enterable) *

02/01/2026



Old Value: 08/31/2025

Title

US Prep Stipend

Annual Salary *

500



Old Value: 11500

Job Status (Not Enterable) *

A



Old Value: Terminated

FTE (Not Enterable) *

1

Contract Type (Not Enterable) *

O



Old Value: Overload

Hours per Pay (Not Enterable) *

1

Hours per Day (Not Enterable) *

1

Factor *

1

Pays *

1

Job Change Reason (Not Enterable) *

038



Old Value: 066, End Of Contract/Job

For this example, the pay and factor is listed as 1 which means, we want this employee to receive one payment. The employee will receive \$500 in February paid March 1.

The FOAPAL (Fund, Organization, Account, Program, Activity, Location) – Pulls the account the payment will be paid from. Verify that this is the correct funding and start date before you submit.

FOAPAL, YE47TM-00 US Prep Stipend, Last Paid Date: 08/31/2025

Current

Effective Date
08/01/2025

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost
M		42453	2400	7005	12	88888			

New

Effective Date MM/DD/YYYY

02/01/2026

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost
M		42453	2400	7005	12	88888			

+ Default from Index

+ Add Row

Terminate Job – enter the last day of the month this particular stipend will end.

Terminate Job, YE47TM-00 US Prep Stipend, Last Paid Date: 08/31/2025

Jobs Effective Date *

02/28/2026



Job Status (Not Enterable) *

T

Job Change Reason (Not Enterable) *

066

Routing Queue - Make sure all mandatory default level User Names are selected. DO NOT Change the MANDATORY ROUTING QUEUE. You can add levels, but you will receive ERROR messages if you change the default levels.

Payroll: Choose SHMILLER for Monthly Payroll

Routing Queue

Approval Level	User Name	Required Action	Remove
8 - (PREPAY) PrePayroll	Not Selected	Approve	
10 - (DEPT) Department	Not Selected	Approve	
11 - (BUDGET) Senior Budget	Not Selected	Approve	
20 - (DEAN) Dean	Not Selected	Approve	
24 - (PRPROV) Pre Provost	Not Selected	Approve	
25 - (VP/PRV) VP/Provost/AD	Not Selected	Approve	
46 - (HRDIR) Human Resources Director	Not Selected	Approve	
99 - (PAYROL) Payroll	Not Selected	Apply	

[+ Add Row](#)

****Comments are required for ALL stipend payments. Add any additional information, duties, or instructions for the approvers listed in the routing queue.**

Comments

Add Comment

Remaining Characters : 4000

Save

[New EPAF](#) · [EPAF Originator Summary](#)

Save and Submit the EPAF to start the approval process. You will see a time stamp transaction once it is submitted. **Originators**** – if you notice your EPAF was created but there is not a submitted date, it's waiting on you. Once it's applied, it's active in payroll.**

Transaction History

Action	Date	User Name
Created	08/26/2025	Courtney Meagan Grimes
Submitted	08/26/2025	Courtney Meagan Grimes
Applied	08/28/2025	Vivica Chantel Guillory

Cancel Transaction

To view your transaction and monitor the status, visit your History tab for information.

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Home • Personnel Actions • EPAF Originator Summary

EPAF Originator Summary

Current **History**

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transactions Transaction Status: All

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Status	Links
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