

## Reactivate Non Benefit Eligible Stipend EPAF

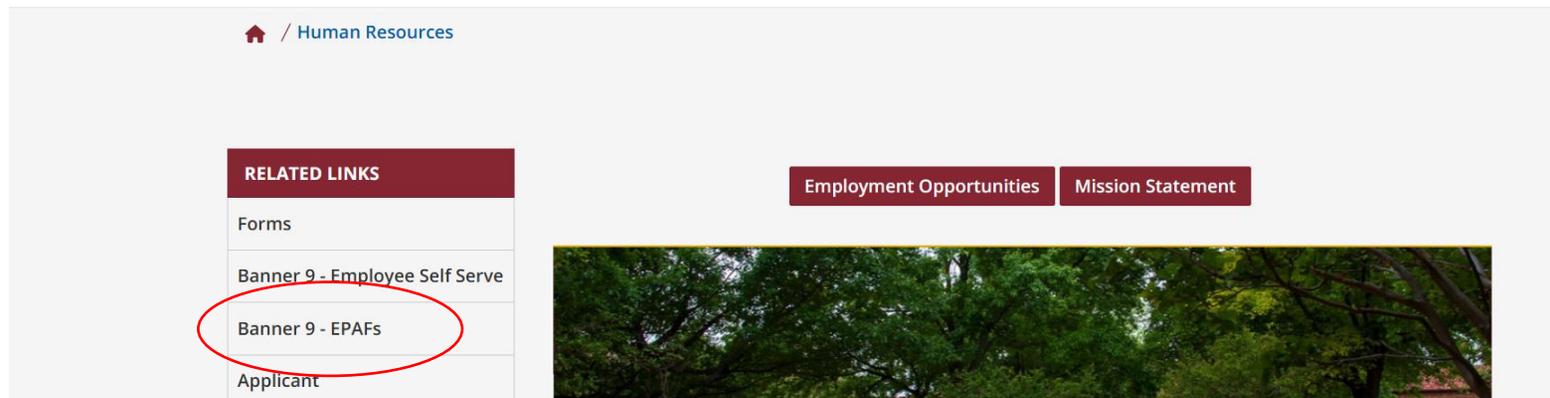
### Students and Temps

This EPAF is used when you are reactivating a job PC# that has already been activated. If you are using a new PC#, you will need to submit a NEW Non Benefit Eligible Stipend EPAF in the EPAF menu category listing.

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

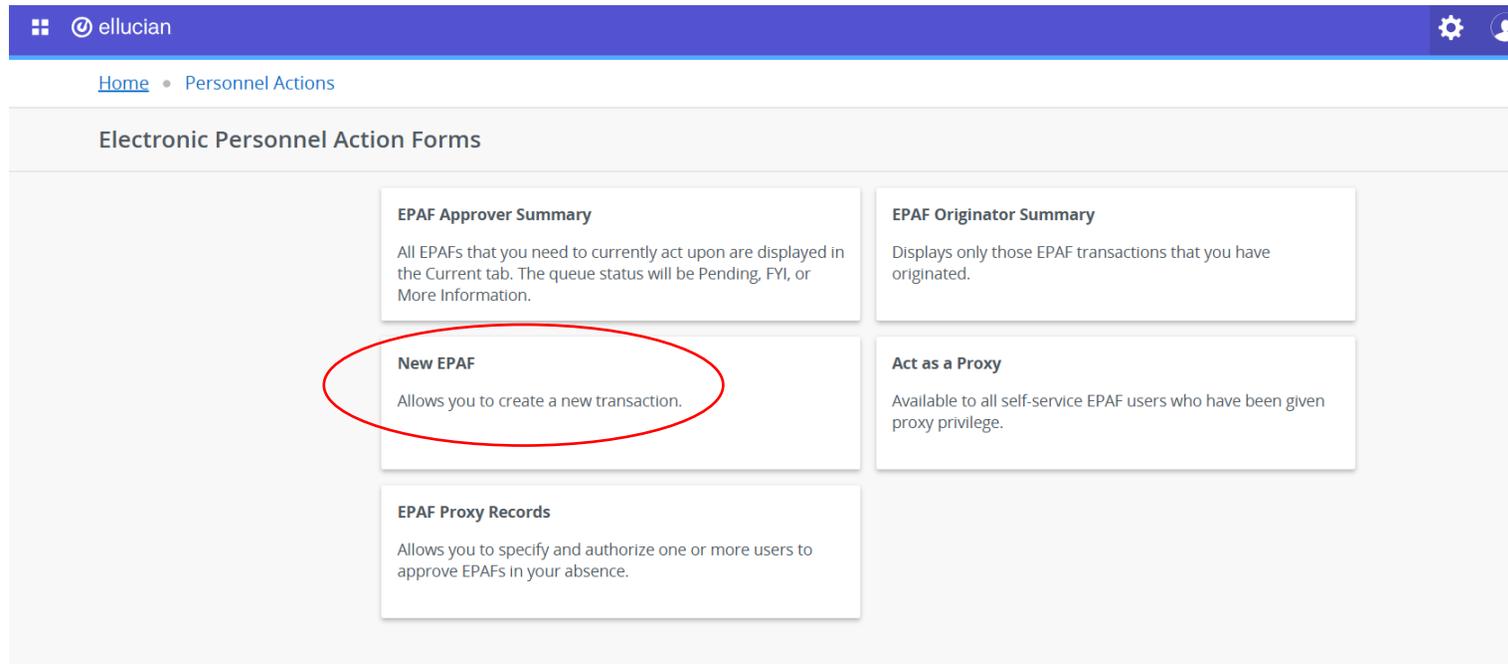
Click on **Banner 9 – EPAFs**

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 summary 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 EAPF Person Selection to search for information.

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

**\*\*Non Benefit Stipend Dates:** enter the pay period in which the payment will be made. For example, semi-monthly pay dates run the 1<sup>st</sup>- 15<sup>th</sup> & 16<sup>th</sup> -31<sup>st</sup>.

### Approval Category

Choose SM – Reactivate Student Employee Stipend Pay – **STAT3P**

Choose SM – Reactivate Temp Employee Stipend Pay - **STAT2P**

Home • Personnel Actions • New EAPF Person Selection

New EAPF Person Selection

Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

First Name Last Name  Is an employee or ID or SSN/SIN/TIN

Enter or Generate New ID

\* 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.

ID \*  
M20353673

Mustang, Maverick

Generate new ID

Query Date \*  
12/01/2025

Approval Category \*  
SM - Reactivate Temp Employee Stipend Pay, STAT2P

Go

Select GO

Select **ALL JOBS** to open the Selection Menu. Select the job (PC#) you are reactivating. **GO**

|                                     |          |        |    |                               |                        |            |            |            |            |
|-------------------------------------|----------|--------|----|-------------------------------|------------------------|------------|------------|------------|------------|
| <input checked="" type="checkbox"/> | Overload | YD30TM | 00 | Stipend-Banner Implementation | 13700, Human Resources | 06/01/2015 | 06/30/2015 | 06/30/2015 | Terminated |
|-------------------------------------|----------|--------|----|-------------------------------|------------------------|------------|------------|------------|------------|

Enter the following new information. The date will pull from the Query date. If this is NOT the correct date as listed above, please start over.

### Enter the Title & Regular Rate

Reactivate Non Benefit Eligible Stipend, YD30TM-00 Stipend-Banner Implementation, Last Paid Date: 06/30/2015

Jobs Effective Date \*

12/01/2025



Remove



Old Value: 06/30/2015

Title \*

Tutoring Stipend



Old Value: Stipend-Banner Implementation

Job Status (Not Enterable) \*

A



Old Value: Terminated

Regular Rate \*

200



Old Value: 350

Contract Type \*

Overload



FTE (Not Enterable) \*

1



Old Value: 0

Hours per Day (Not Enterable) \*

1

Hours per Pay (Not Enterable) \*

1

Time Entry Method (Not Enterable) \*

P



Old Value: Payroll Time Entry

Job Change Reason (Not Enterable) \*

200



Old Value: 066, End Of Contract/Job

# Earn Code – update to the new current date in the New Value section and verify the Earnings match the previous EPAF Earn Code in the Current section.

Earn Code, YD30TM-00 Stipend-Banner Implementation, Last Paid Date: 06/30/2015

## Current

| Effective Date | Earnings                | Hours or Units Per Pay | Deemed Hours | Special Rate | Shift | End Date |
|----------------|-------------------------|------------------------|--------------|--------------|-------|----------|
| 06/01/2015     | 042, Stipend (One Time) | 1                      |              |              | 1     |          |

## New Value

| Effective Date | Earnings                | Hours or Units Per Pay | Deemed Hours | Special Rate | Shift | End Date | Remove |
|----------------|-------------------------|------------------------|--------------|--------------|-------|----------|--------|
| 12/01/2025     | 042, Stipend (One Time) | 1                      |              |              | 1     |          |        |

[+ Add Row](#)

## Verify your FOAPAL is correct

FOAPAL, YD30TM-00 Stipend-Banner Implementation, Last Paid Date: 06/30/2015

## Current

Effective Date  
06/01/2015

| COA | Index | Fund  | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance Override End Date |
|-----|-------|-------|--------------|---------|---------|----------|----------|---------|------|---------|-------------------------------|
| M   |       | 81000 | 83401        | 7005    | 22      | 99999    |          |         |      | 100     |                               |

## New

Effective Date MM/DD/YYYY

12/01/2025

| COA | Index                | Fund  | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance Override End Date | Remove |
|-----|----------------------|-------|--------------|---------|---------|----------|----------|---------|------|---------|-------------------------------|--------|
| M   | <input type="text"/> | 81000 | 83401        | 7005    | 22      | 99999    |          |         |      | 100     |                               |        |

[+ Default from Index](#)

[+ Add Row](#)

## Enter your Routing Queue & Comments for justification for the stipend payment.

### Routing Queue

| Approval Level            | User Name                             | Required Action | Remove |
|---------------------------|---------------------------------------|-----------------|--------|
| 8 - (PREPAY) PrePayroll   | SHMILLER - Sanchez-Miller, Shannon L. | Approve         |        |
| 9 - (HRPRE) HR Specialist | MLOGGINS - Loggins, Mickie L.         | Approve         |        |
| 10 - (DEPT) Department    | DFISHER - Fisher, Dawn R.             | Approve         |        |
| 45 - (HRBEN) HR Benefits  | LVILLADIEGO - Villadiego, Liza C.     | Approve         |        |
| 99 - (PAYROL) Payroll     | SHMILLER - Sanchez-Miller, Shannon L. | Apply           |        |

[+ Add Row](#)

### 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.**

| 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.**

ellucian

[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 |
|------|----|-------------|----------------|----------------|----------------|--------|-------|
|------|----|-------------|----------------|----------------|----------------|--------|-------|