ELECTRONIC PERSONNEL ACTION FORM (EPAF)

Labor Distribution (for future pays only)

Accessing the EPAF

Log into ESTHER (https://esther.rice.edu/) using your Rice ID and password (PIN). Then, click Login.

Click on the Employee link at the main menu.

Click on the Electronic Personnel Action Form (EPAF) link at the Employee menu.
Click on the New EPAF link.

Electronic Personnel Action Form

**Useful Tools:**
- EPAF Originator Dashboard by Department
- EPAF Approver Dashboard by Department
- Payroll Calendar
- EPAF Documentation (Student Job Assignments)
- EPAF Documentation (Labor Distributions)

EPAF Approver Summary
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**Note:** The Payroll Calendar for the current year is available for review by clicking on the Payroll Calendar link. In addition, there is EPAF documentation for Student Job Assignments and Labor Distributions available by clicking on the appropriate EPAF Documentation link.
Completing the EPAF

Enter the Banner ID (the E or the S is case-sensitive) and must include all appropriate zeros. Then, press Enter (or Submit).

If the Banner ID is not known, click on the Magnifying Glass icon to search for an ID by name.

Enter the last name and/or first name; then, click on Go to retrieve a list. Click on the applicable ID number to select that individual.
Once the appropriate individual appears in the ID field, press Enter.

Select the Approval Category (Labor Distribution, LABOR) from the drop-down box. Once the approval category is selected, the current job assignments will appear.

The Query Date will default to the current date; however, this date (effective date of the labor distribution) can have a previous date as long as it is **NOT on/before the Last Paid Date for the particular position**. When the query date is changed to a different date, make sure to use the MM/DD/YYYY format to avoid errors.

Then, click Submit.

On the next screen, select the appropriate active position.

New EPAF Job Selection

Then, click Submit.
Scroll down to the **JOB LABOR** section.

**Electronic Personnel Action Form**

Click **SAVE** before clicking **SUBMIT**-otherwise you may lose your changes.

**Warnings**= info only (no action needed)

**Errors**= **ACTION REQUIRED** to remove before EPAF can be submitted

**JOB ASSIGNMENT** section:
Files that require action have a red asterisk * (5 fields require attention)

- **Contract Type** = Default is primary. Change to secondary if active primary job on previous screen.
- **Job Begin Date** = Leave default (If new position/suffix for employee). **DELETE** if position/suffix was assigned to employee before (clicked on Select button on previous screen).
- **Title** = Specific job titles help employees identify the correct position in Web Time Entry
- **Timesheet Org** = Org tied to primary timesheet approver. Enter the appropriate org so the approver can access/approve timesheet.
- **Regular Rate** = Hourly pay rate

**JOB LABOR section:**

- **Effective Date** = Do **NOT** change if job assignment EPAF
- **COA** (chart of accounts) = Required and always 1
- **FWS Fund** = Verify/change fund (R19900 for FY19)
- **Account Code** = 60810 for undergrads and 60880 for graduates

**ROUTING QUEUE** section:

- **DEPT 20** = Banner ID of approver
- **SFS 30** = JUBLICK
- **RCA 40** = BWF1
- **PAYROL 85** = Banner ID of anyone in Payroll

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The effective date will default to the effective date of the Labor Distribution (from the first screen). This effective date is changeable (but for the labor distribution EPAF only) and can be a previous date as long as it is **NOT on/before the Last Paid Date for the particular position**. Make sure to use the MM/DD/YYYY format to avoid errors.

The current funding will default for the position. Make the appropriate changes to the funding.

Job Labor, 170100-00 Payroll Specialist, Last Paid Date: Aug 06, 2016

<table>
<thead>
<tr>
<th>Current</th>
<th>Effective Date: 07/03/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>A1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New</th>
<th>Effective Date: MM/DD/YYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>A1</td>
</tr>
<tr>
<td>1</td>
<td>R18500</td>
</tr>
</tbody>
</table>

- Enter a **number 1** in the **COA** field for **every** funding line to avoid errors. This field is required for every funding source line.
• Delete rows and enter new funding in a blank line to populate the default program/activity codes.
• After the fund, org, and accounts are entered, click Default from Index to populate the program/activity codes.
• Make sure the total **percent is 100**.
• When funding lines need to be deleted, click on Save and Add New Rows for the Remove check box to appear. Then, check the Remove box for funding lines that need to be deleted.

After the changes have been made, click on Save and Add New Rows to save the changes. A confirmation will appear if there are no errors.

**Electronic Personnel Action Form**

*Your change was saved successfully.*

Scroll down to verify the changes to the funding.

**Job Labor, 170100-00 Payroll Specialist, Last Paid Date: Aug 06, 2016**

<table>
<thead>
<tr>
<th>Current Effective Date: <strong>07/03/2012</strong></th>
<th>New Effective Date: <strong>MM/DD/YYYY 09/17/2017</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>COA</td>
<td>Fund</td>
</tr>
<tr>
<td>----</td>
<td>-----</td>
</tr>
<tr>
<td>1</td>
<td>A1</td>
</tr>
</tbody>
</table>

[Image of funding table]

Then, scroll down to the **ROUTING QUEUE**.

Enter the Banner ID for the individual who is to approve the EPAF in the departmental (20) queue or select the applicable Banner ID from list (by clicking on the magnifying glass). Confirm name appears in field next to the User Name field to avoid errors. Then, type the user names for the Research & Cost Accounting (40) and Payroll (85) queues or select approvers from the list (by clicking on the magnifying glass).
If multiple approvers are needed at the department level, additional approvers can be added by selecting Department 20 as the approval level from the “Not Selected” drop-down boxes located under the Payroll 85 queue. Please be sure to add the appropriate User Name (Banner ID) and select “Approve” for the required action. **Note:** This is used when there is split funding and the department approver does not have security to approve for all of the orgs.

If any information needs to be communicated to department approvers, Research & Cost Accounting, and/or Payroll, please add a comment.

**Comment**

Click on Save.

Once the change is saved successfully and the “**your change was saved successfully**” confirmation appears, the EPAF can be submitted to the departmental approval queue. Click Submit.

**Electronic Personnel Action Form**

- Be sure to 'Save' any changes before you 'Submit' otherwise you may lose your changes.

  "Once your transaction has been successfully submitted, the student is eligible to start employment and may be added to the work/training schedule."
If there are any errors with the new Labor EPAF, an “error(s) occurred” alert will appear.

Electronic Personnel Action Form

Error(s) occurred.

Scroll down to the Errors and Warning Messages.

Errors and Warning Messages

<table>
<thead>
<tr>
<th>Type</th>
<th>Message Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Labor Change</td>
<td>ERROR</td>
<td>New Job Labor Distribution Date should be &gt;= query effective date.</td>
</tr>
</tbody>
</table>

Any errors will need to be corrected before the Labor EPAF can be submitted to the approval queues. Refer below for common errors:

*ERROR* New Job Labor Distribution Date should be >= query effective date. This error appears when the effective date under the Job Labor Change is different than the Query Date on the initial EPAF screen. Change the Job Labor Change effective date or Query Date so both dates match.

*ERROR* Fund, Organization, Account is required. This error appears when any part of the fund, org, and/or account is omitted. Enter the correct fund, or, and/or account under the Job Labor Change section.

*ERROR* The Fund (Organization, Account, Program, Activity, or Location) code is invalid. Please change. This error appears when any part of the funding is invalid or the COA field has anything other than a number 1. Update the funding under the Job Labor Change section.

*ERROR* Labor Distribution Percentage must be between .01 and 100. This error appears when the percent is blank or zero. Update the percent field in the Job Labor Change section.

In some cases, the warnings will appear under the Electronic Personnel Action Form heading:

Electronic Personnel Action Form

User Id(s) must be entered for Routing Queue

Action: Scroll down to the Routing Queue and enter the appropriate Banner IDs for the departmental, RCA, and Payroll queues. The department (20), RCA, and Payroll queues are required to have approvers listed even if the originator is also the department approver and/or RCA’s approval is not required (no R fund).
Electronic Personnel Action Form

Job Labor Distribution Total Percentages must be exactly 100%.

**Action:** Scroll down to the Job Labor Change and update the percentage for funding and/or add additional funding.

**After all corrections to errors are made, click on Save. Then, click Submit.**

When the “the transaction has been successfully submitted” confirmation appears, the Labor EPAF has been submitted to the departmental queue.

Electronic Personnel Action Form

Reviewing Status of EPAF – Originator

Initiators may click on the EPAF Originator Dashboard by Department link in the EPAF main menu to access EPAFs.

Electronic Personnel Action Form

**Useful Tools:**
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Then, enter the search criteria (date range or employee ID) and click Submit.

**Hint:** Both date fields are required and are the activity dates of the EPAF (dated created/submitted). The date range cannot exceed 180 days from the begin date.
Click on the View Details link to access the EPAF.

Initiators may also click on the EPAF Originator Summary link to access the EPAF summary screen. This screen provides information related to where the EPAF is in the approval process. This screen also gives the initiator the capability to make changes to the EPAF before the departmental approver provides approval and moves the EPAF to RCA or Payroll’s queue.

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Click on the Current or History tab. Then, select the transaction status and click Go.
Hint: Items listed within the Current tab may require additional action by the originator. Items listed within the History tab will reflect previously submitted EPAs to the approval queues. Once an EPAF entry is selected, initiators can click on the employee’s name link to detail into the entry. Then, if the department has not approved the EPAF, the originator can click Void or Return for Correction, if changes are needed. If return for correction is selected, the initiator can make the appropriate changes to the existing EPAF, save the entry, and then resubmit to the departmental approval queue.

Once the EPAF has been submitted for approval by the originator, the transaction status will be useful to determine the status of the EPAF. The transaction status can be found within the EPAF Originator Summary.

The transaction status is also available within the detail of the EPAF (click on the employee name’s link).
Waiting – The EPAF is in the process of being created and has not been submitted to the approval queue.

Pending – Awaiting approval by department, Research & Cost Accounting, and/or Payroll. Changes can be made to EPAF by clicking Void or Return for Correction.

Return for Correction – The EPAF has been returned to the originator for correction. Originator needs to correct the EPAF and resubmit through the approval queue.

Disapproved – Department or other approval level has rejected entry. Originator will need to click Return for Correction then Update to make changes and/or resubmit.

Voided – Originator has voided the entry.

Approved – All approval levels (department and RCA) have approved the EPAF.

Completed – Entry has been applied to Banner by Payroll.

For further information, refer to the queue status within the routing queue. This can be accessed by clicking on the employee’s name link to detail into the entry and scrolling down to the routing queue.

Routing Queue

Pending – Awaiting approval by department, Research & Cost Accounting, and/or Payroll.

In the Queue – Entry is not currently in the approval queue at that particular level. Approval from department and/or Research & Cost Accounting level(s) is needed before status changes to Pending.

Removed from Queue – Originator has voided the entry or entry has been returned to originator.

Approved – Department or other approval level has approved entry.

Disapproved – Department or other approval level has rejected entry.

Return for Correction – Department or other approval level has returned the entry for correction to the originator. Refer to the comments section for information related to the return. Originator will need to make changes to the entry, save, and resubmit.

Applied – Entry has been approved at all levels and applied to Banner by Payroll.
Approving the EPAF – Departmental Approver

Click on the EPAF Approver Dashboard by Department link. (Approvers can also click on the EPAF Approver Summary link to access EPAFs.)

Electronic Personnel Action Form

For those who clicked on EPAF Approver Dashboard by Department, click on Action link to access the EPAF.

Review the EPAF, then click on Approve. For Disapprove and Return for Correction, click on Add Comment and indicate a comment to alert the originator to the reason for the particular action. Then, click on Disapprove or Return for Correction.

Repeat these steps as necessary to submit actions for all available entries.
For those who clicked on **EPAF Approver Summary**, select Current or In My Queue tab; select the queue status. Then, click Go.

Review the EPAF, then click on Approve. For Disapprove and Return for Correction, click on Add Comment and indicate a comment to alert the originator to the reason for the particular action. Then, click on Disapprove or Return for Correction.
Repeat these steps as necessary to submit actions for all available entries.