



Go to New EPAF

- [redacted] #1 @ [redacted]

Select the person.


The [redacted]

On the next page,

Follow these next steps carefully:

-  #† @



. This is important so that the GA receives their full stipend amount and it is not prorated on the first payroll! Query dates must be entered in the MM/DD/YYYY format.

[www.ulm.edu/hr/payroll.html](http://www.ulm.edu/hr/payroll.html) - to view the

To hire a GA for the Spring 2023 semester, for example, you can click on the \_\_\_\_\_  
\_\_\_\_\_ and see that GAs will be paid across 9 payrolls, with the 1<sup>st</sup> paycheck covering  
the pay period of 1/7/2023 - 1/20/2023:

A good idea is to print the calendar so you can refer back to it as you enter information in your EPAF. In  
our example, if we are hiring a GA to work the full Spring 2023 semester, we see that 01/07/2023 is the  
\_\_\_\_\_ of the pay period in which the GA will receive their \_\_\_\_\_ paycheck (NOTE: This is the date you  
should enter as your Query Date



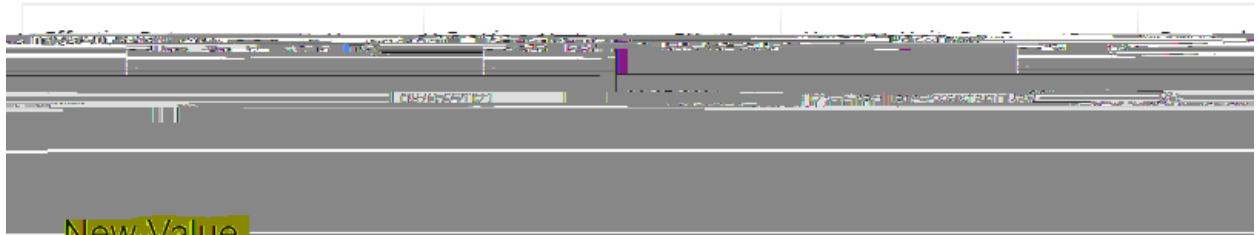




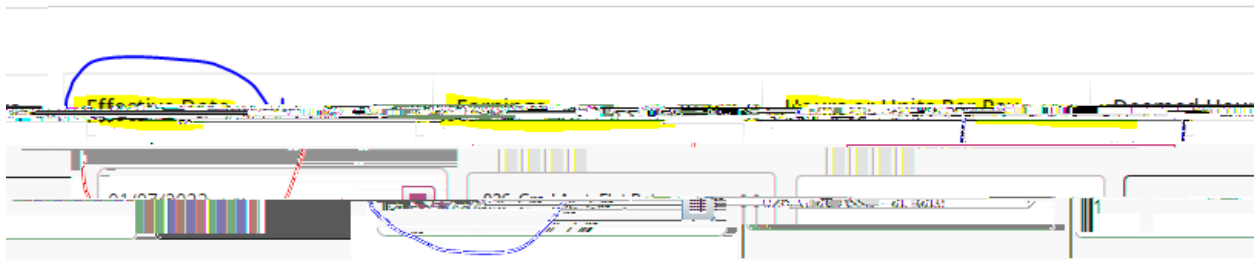


@ 8° # V  
t h 8° u - )  
V t !

## Current



A screenshot of a table interface. The table has several rows and columns. One cell in the lower part of the table is highlighted in yellow and contains the text "New Value".



A screenshot of a table interface. A blue circle highlights a cell in the top row. A red dashed line connects this cell to another cell in the table below. The table contains various data entries, some of which are highlighted in yellow.

+ Add Row

o ! For paying a STIPEND Select as the earn code for the  
y h h

Scroll down to ( 0 )

y **Termination of Job** of the and the

The Jobs Effective Date should be entered as the that the GA is to be paid to avoid the stipend from being prorated. Please refer to the appropriate GA Pay Schedule posted on the Payroll website.

If you are not able to key the date into the field, click on the calendar icon and select the date from the calendar:



The Personnel Date should reflect the 8<sup>th</sup> the last date of the pay period. (The Jobs Effective Date drives the payment and any proration, but the Personnel Date is only for recordkeeping purposes.)

Next fill out the routing queue.

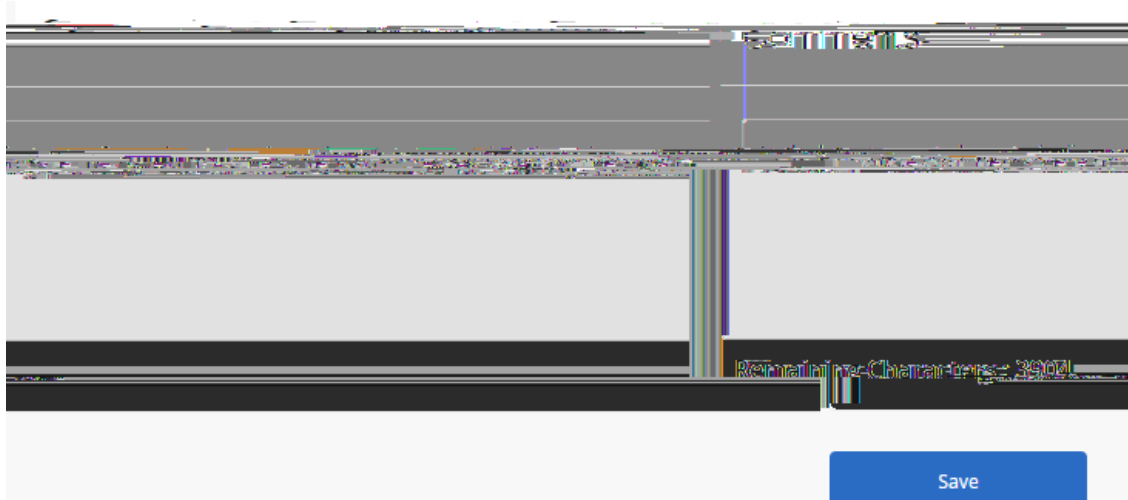
At minimum, the EPAF routing queue must contain the following levels: Director/Dean, Graduate Office, HR Staffing Specialist, Payroll, Student Accounts, Dean of Grad School, and HR Apply. DO NOT DELETE any of these levels from the routing queue. DO NOT CHANGE THE REQUIRED ACTION of any of these levels in the routing queue. All parties in the routing queue are preset to APPROVE, except Students should never be changed.

In the dropdown box next to each Approval Level, select the appropriate people to approve the EPAF:

For the funding,

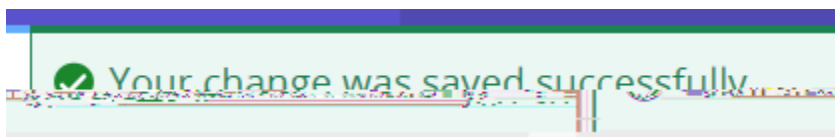
For the level, select the appropriate HR Staffing Specialist. Currently, is the Staffing Specialist for all Grad Assistants.

For the

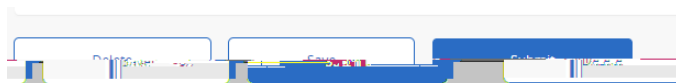


Then click SAVE.

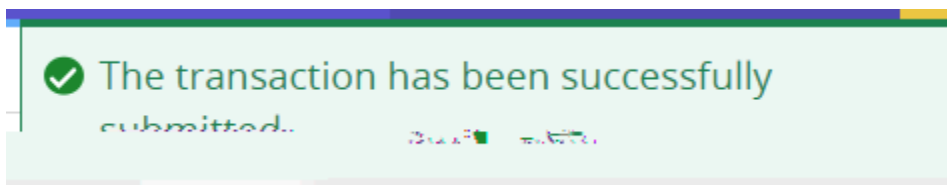
If there were no errors that Banner would recognize (ie: missing information in required fields, dates, etc.) you will receive a message in the top right corner of your screen that your changes were saved successfully:



If you receive **WARNING** messages, that is **OK**! All EPAFs will have Warning messages. However, if you receive an **ERROR** message, you must resolve it before you will be able to Submit the EPAF successfully.



Click Submit and you should receive a confirmation message that the PAF was submitted:



DONE!



\_\_\_\_\_

\_\_\_\_\_