Steps	Instructions
1	Log into Banner Self Service: Click: **Employee, ePAF** link.
2	Click: **New ePAF.**
3	**ID#: Enter the A#,** then Tab to next field. The name will automatic populate.
4	**Query Date:** Enter the start/effective date (MM/DD/YYYY format). **(10/01/2011)** **Approval Category:** click the *down menu arrow* for a list of categories. **Select: Merit Increase - J** Click the **GO** button.

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 Category. Select Go.

＊ - indicates a required field.

ID: ＊ A00168664   Jamie A Gilliam

Query Date: MM/DD/YYYY ＊ 10/01/2011
Approval Category: ＊ Merit Increase - J, JMERIT

[Go]

EPAF Approver Summary | EPAF Originator Summary

Return to EPAF Menu

Steps	Instructions
5	The below screen should appear, after you click **GO**. Click on the **Radio Button (last column on the right)** under **Select** for the **current Primary position**. NOTE: Check for the correct **Position Number, Suffix, Title, and Status = Active.** Click the **GO** button. The ePAF Transaction should appear.

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Jamie A Gilliam, A00168664
Query Date: Oct 01, 2011
Approval Category: Merit Increase, JMERIT

Merit Increase - J, MERIT

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									○
	Primary	505771	01	Sports Information Coordinator	131001, Athletics Director	May 09, 2011		Jun 14, 2011	Active	◉

[All Jobs]

[Go]

New EPAF

Steps	Instructions
6a	**Transaction Information:** Enter the information for the ePAF under **New Value:** **Example Only** Job Begin Date: **05/09/2011** This Date should be the same date as the Current Value Jobs Effective date: **10/01/2011** Personnel Date: **10/01/2011** Step: **0** FTE: **1.00** Enter the current FTE (Example 1.00; .80; .50 etc) Job Change Reason: **J –Merit Increase** Annual Salary: 65000 Enter the amount: (Example: 65000) **HOW to Calculate Annual Salary for FTE less than 1.00:** Example: FTE = **80%** (.80): 65, 000 x **.80** = **52,000**: Enter 52,000 as the **Annual Salary.** If FTE = **.50 (Hourly-HR)**: 65,000 x .50 = **32,500**: Enter 32,500 as the **Annual Salary.**
6b	**OR** Hourly (HR) – Enter the hourly rate as the **Regular Rate:** 15.94 per hour. **Routing Queue:** Enter information in the Routing Queue: Select the Search Icon and select the correct User Name for each Approval Level.
6c	**Comments:** Enter comments in this section.

Name and ID: Jamie A Gilliam, A00168664
Transaction: **Query Date:** Oct 01, 2011
Transaction Status: **Last Paid Date:** Jun 14, 2011
Approval Category: Merit Increase - J, JMERIT

Save

Approval Types | Routing Queue | Transaction History

✳ - indicates a required field.

Merit Increase - J, 505771-01 Sports Information Coordinator, Last Paid Date: Jun 14, 2011

Item	Current Value	New Value	
Job Begin Date: MM/DD/YYYY✳	05/09/2011	05/09/2011	Job Begin Date: New Value should be the same Date as the Current Value
Jobs Effective Date: MM/DD/YYYY✳	05/18/2011	10/01/2011	
Personnel Date: MM/DD/YYYY✳	05/18/2011	10/01/2011	
Step: ✳	0	0	
FTE: ✳	1	1	
Job Change Reason: ✳	G	J, Merit Increase	
Regular Rate: (Not Enterable)	15.942788		
Assign Salary: (Not Enterable)	1275.42		
Annual Salary: ✳	33161	65000	

Routing Queue   Enter User Name based upon your department routing Information; below information is a sample only.

Approval Level		User Name		Required Action
10 - (C/D/D) CP/Dir/DeptHead/Res Mgr/Dean	🔍	CP/DIR/DEPTHEAD/RES MGR/DEAN Vonda Maclin		Approve
20 - (HUMRES) Human Resources-Approve	🔍			Approve
30 - (PAYROL) Payroll	🔍	GIBBSD	R Diane Gibbs	FYI
50 - (HRIS) HRIS - Apply	🔍	VOM0001	Vonda O Maclin	Apply
Not Selected	🔍			Not Selected

Steps	Instructions
7	Click the **Save** and **Submit** (**Complete Submit**) button. NOTE Messages: "**Your change has been saved successfully"** and "The transaction **has been successfully submitted**."

	NOTE: **Warning and Error Messages**: Error Messages must be corrected before submission. Warning Messages can be submitted. If you are not sure of your errors, please send a *print screen of the transaction* to Vonda Maclin@uah.edu.