

ePAF Transaction – Banner Self-Service Merit Increase - J

Steps	Instructions
1	Log into Banner Self-Service: Click: Employee, Electronic Personnel Action Form (ePAF) link.
2	Click: New ePAF .
3	ID#: Enter the A# , the Tab to next field. The name will automatic populate
4	<p>Query Date: Enter the start/effective date MM/DD/YYYY format (10/01/2022)</p> <p>Approval Category: Click the <i>down menu arrow</i> for a list of categories. Select: Merit Increase, MERIT</p> <p>Click the Go Button.</p>

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: * A

Query Date: MM/DD/YYYY*

Approval Category: *

Steps	Instructions
5	<p>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.</p> <p>NOTE: Check for the correct Positon Number, Suffix, Title, and Status = Active.</p> <p>Click the Go button. The ePAF Transaction should appear.</p>

New EPAF Job Selection

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

ID: Vonda O Maclin,

Query Date: Oct 01, 2022

Approval Category: Merit Increase, MERIT

Merit Increase, MERIT

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job										<input type="radio"/>
	Primary	330913	00	ePAF Queen/The Fixer/Problem Solver/Asst Exe Dir, HRIS		306001, Human Resources	Jan 26, 2022		Mar 22, 2022	Active	<input checked="" type="radio"/>

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Steps	Instructions
6	<p>Transaction Information: Enter the information for the ePAF under New Value: Example Only</p> <p>Job Begin Date: 01/26/2022 This date should be the same date as the Current Value FTE: 1.00 Enter the current FTE (Example: 1.00, .80, .75, .50, etc.) Annual Salary: 150000 Enter the new annual salary</p> <p>How to Calculate Annual Salary for FTE less than 1.00: Example FTE = 80% (.80): 150,000 x .80 = 120,000; Enter 120000 as the Annual Salary. If the FTE = .50 (Hourly on-call): 150,000 x .50 = 75,000; Enter 75000 as the Annual Salary.</p> <p>Routing Queue: Enter information in the Routing Queue: Select the Search Icon and select the correct User Name for each Approval Level.</p> <p>Comments: Enter comments in this section.</p>

* - indicates a required field.

Merit Increase, 330913-00 ePAF Queen/The Fixer/Problem Solver/Asst Exe Dir, HRIS, Last Paid Date: Mar 22, 2022

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*	01/26/2022	01/26/2022
Jobs Effective Date: MM/DD/YYYY*(Not Enterable)	03/23/2022	10/01/2022
Personnel Date: MM/DD/YYYY*(Not Enterable)	03/23/2022	10/01/2022
Step: *(Not Enterable)	0	0
FTE: *	1	1.00
Job Change Reason: *(Not Enterable)	C	J
Regular Rate: (Not Enterable)	48.076923	
Assign Salary: (Not Enterable)	3846.15	
Annual Salary: *	100000	150000

Job Begin Date: New Value should be the same date as the Current Value

Routing Queue

Approval Level	User Name	Required Action
10 - (C/D/D) CP/Dir/DeptHead/Res Mgr/Dean	<input type="text"/>	Approve
20 - (HUMRES) Human Resources-Approve	VOM0001 Vonda O Maclin	Approve
30 - (PAYROL) Payroll	GIBBSD R Diane Gibbs	FYI
50 - (HRIS) HRIS - Apply	VDG0002 Valerie Denean Green	Apply

Steps	Instructions
7	<p>Click the Save and Submit (Complete Submit) button.</p> <p>Note Messages: “Your change has been saved successfully” and “The transaction has been successfully submitted.”</p>
	<p>Note: Warning and Error Messages: Error messages must be corrected before submission. Warning messages can be ignored and submitted. If you are not sure of your errors, please email a print screen of the transaction and contact HRIS at x2282.</p>