EXPENSE DISTRIBUTION CHANGE

ELECTRONIC PERSONNEL ACTION FORM (EPAF) MANUAL

Banner Human Resources Self-Service

Any questions please email hrpayroll@temple.edu

EPAF System Issues please email CompCTR_HR@Temple.edu
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Introduction

An EPAF is an Electronic Personnel Action Form; an online form, originated by a department to submit data changes to an employee’s Banner record.

EPAF functionality in Employee Self-Service allows you to:

- Create transactions
- Approve transactions
  - Each EPAF action has pre-assigned approval levels, which represent electronic signatures approving the transaction.
- Track items through the approval process
- Add comments to a transaction
- Search transactions
- Provide audit trail

Purpose

The purpose of the EDCF EPAF is to change the funding on an employee for pay periods that have not been paid. This EPAF replaces the Expense Distribution Paper Change Form for labor changes only. The EPAF will be routed to the pre-assigned approver(s) in the department. Please note: HR is not part of the approval queue; the department is solely responsible to create and approve their transactions. Once all approver(s) have approved the transactions, the changes are automatically applied to the Banner database each night.

This EPAF is only used to change the expense/labor distribution of an employee. It cannot be used to change items such as an employee’s salary, title or earn type.

Rules

- Please adhere to payroll deadlines and schedules.
- The effective date of the change must be greater than the employee’s Last Paid Date.
- The effective date of the change must be a future PAY PERIOD BEGIN DATE.
  - Please refer to the payroll schedules for the correct begin dates.
- Contact Kathy Nogami at nogami@temple.edu if you need to update your list of Originators or Approvers.
How to Access EPAFs...

1. From bottom of www.temple.edu, click on TU Portal
2. Log into TU Portal
3. Go to Banner Tab
4. Find the EPAF Channel, click on Electronic Personnel Action Form
5. The EPAF Menu will be displayed

Alternative, if you do not see EPAF Channel

1. From bottom of www.temple.edu, click on TU Portal
2. Log into TU Portal
3. Under TU Applications, click on Self-Service Banner
4. Click on Employee
5. Click on Electronic Personnel Action Form
6. The EPAF Menu will be displayed

Electronic Personnel Action Form

- EPAF Approver Summary
- EPAF Originator Summary
- New EPAF

RELEASE: 8.5

Based upon your EPAF role, you will be granted access to one or more of the above links.
How to Set Up Your EPAF Approval Queue...

Before you create an EPAF, it is recommended to set up your default Approval Queue (also called the ‘Routing Queue’). This is a list of your department manager(s) who will be approving your EPAFs. Once this is set up, you won’t have to indicate who approves your EPAFs each time you create a new EPAF, since it will automatically appear as your default routing queue. If needed, you may override any of these defaults on the individual EPAF.

1. Click on the link **EPAF Originator Summary**

2. Click on link **Default Routing Queue**
3. Click the down arrow next to the Approval Category and select the category for which you want to establish default routing. Then, click “Go”.
4. Screen will refresh and the mandatory approval levels will default in.

   ![Approval Queue Diagram]

   a. In the ‘30’ Approval Levels row, under User Name
      i. Click the magnifying lens
      ii. Click on the name of the Approver you want
      iii. Click on “Select”

   b. In the ‘99 – (APPLY) EPAF Apply Appworx’ row, under User Name
      i. Click the magnifying lens
      ii. Click on Banworx Appworx
      iii. Click on “Select”
   c. Do not change the Required Action.
   d. Do not add any rows.

5. Click on “Save and Add New Rows”.
6. The message, “Your change was saved successfully” appears.

7. To exit out of the EPAF Default Routing Queue, click on the “Return to EPAF Menu” at the bottom of the page.

- If you ever need to change a User Name – just click on Magnifying Lens and select a different name and then click on “Save and Add New Rows”.

- Please note: You must repeat set up for “Default Routing” for every EPAF Approval Category (i.e. Separation From Employment, Expense Distribution Changes, etc.) you are authorized to originate.
How to Create A New EPAF...

1. Click on New EPAF

   New EPAF

2. **ID** = Enter the TUId or use the magnifying glass to search for an employee by name.

3. **Query Date** = this date will default to today’s date. You MUST update it to reflect the date you want the change to be EFFECTIVE.
   - Must be greater than the employee’s Last Paid Date.
   - Must be a **future PAY PERIOD BEGIN DATE** for the job you are updating.
     - Please refer to the payroll schedules for the correct begin dates.
     - [http://www.temple.edu/hr/departments/payroll/payrollduedates.htm](http://www.temple.edu/hr/departments/payroll/payrollduedates.htm)

4. **Approval Category** = select the appropriate Approval Category from list.

5. Click “Go”.
6. Confirm the correct employee is being processed.
7. Select the job/position that you wish to update the Expense/Labor Distribution.
   - You can only update one job at a time.
   - Each job (position/suffix) will need a separate transaction created.
8. Click “Go”.
**How to Change Job Labor Distribution...**

In the “**CURRENT**” section – the current labor and the effective date of the last change will default into the form if you have HR Security (eclass/org) access.

<table>
<thead>
<tr>
<th>COA</th>
<th>INDEX</th>
<th>FUND</th>
<th>ORGANIZATION</th>
<th>ACCOUNT</th>
<th>PROGRAM</th>
<th>ACTIVITY</th>
<th>LOCATION</th>
<th>PROJECT</th>
<th>COST</th>
<th>PERCENT</th>
<th>ENCUMBRANCE OVERRIDE END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>77130</td>
<td>100000</td>
<td>77130</td>
<td>6520</td>
<td>06</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the “**NEW**” section – the current distribution defaults into the form where you can add new rows or make changes to the existing rows.

9. Verify the **New Effective Date** equals a future **Pay Period Begin Date** for job selected.
   - For Monthly Pay Id, this will always be the First of the Month.
   - For Bi-weekly Pay Id, this date varies each month.

10. Enter **Index** codes and the **percentages** for each row.
    - If you need help determining the INDEX please refer to page 21.
    - If you are deleting a row, enter a zero in the ‘Percent’ field.
    - Take note of the “Account” code before you click on “Default from Index”
      - you will need to re-enter the account code.

11. Click “**Default from Index**”. *(Page refreshes and Fund, Org and Program drop into form)*
12. Enter **Account Code** (include rows to be deleted) and click “**Save and add New Rows**”.
13. If you need to delete a row, click on the ‘**Remove**’ box and “**Save and add New Rows**”.

```plaintext
<table>
<thead>
<tr>
<th>COA</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project</th>
<th>Cost</th>
<th>Percent</th>
<th>Encumbrance Override End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>77130</td>
<td>100000</td>
<td>77130</td>
<td>6520</td>
<td>06</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>77160</td>
<td>100000</td>
<td>77160</td>
<td>6520</td>
<td>06</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>77140</td>
<td>100000</td>
<td>77130</td>
<td>6520</td>
<td>06</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>77160</td>
<td>100000</td>
<td>77160</td>
<td>6520</td>
<td>06</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```
This step will determine who will approve and apply the EPAF transaction. If you set up your Default Routing Queue (see page 4) these values will be pre-populated for you. All approval levels listed on the EPAF must have a User Name and Required Action.

14. Select the magnifying lens to select your department approver from the list.
   - The Approval Level 99 ‘EPAF APPLY’ User Name must equal BANWORX.
   - Do not add any other Approval Levels
   - Do not change the Required Action

15. Click “Save and add New Rows”.

To change (add or delete) to the list of department approvers please contact Kathy Nogami in Human Resources at Nogami@temple.edu.
Comments can be entered at any point for EPAFs during the Electronic Approvals process, provided you have been defined in the approval queue. As an originator you can enter comments for an EPAF until you submit the EPAF to the approval queue. Once you submit the EPAF to the approval queue, you can then enter additional comments only from the EPAF preview page or the EPAF Originator Summary Page.

16. In the Comment Section, as appropriate enter comments for the approvers with an explanation for the action.
17. Click on “Save” at the bottom or the top of the form.
   - Return to the top of the form (if you are not already there).
   - You should see the message – “Your change was saved successfully.”
   - Check your data entry.
   - Verify the Effective Date is at the beginning of a future Pay Period.

18. Now, click on “Submit”. If error occurs, fix the errors, Save and Submit again.
   - Once all errors are corrected, the status changes from Waiting to Pending.
   - The EPAF automatically routes to the approvers (one at a time) in the order of their approver levels.
   - The approver will receive an email notification that an EPAF transaction is waiting for their approval.
   - If the approver disapproves or returns your transaction for correction you will receive an email.

19. To enter another EPAF transaction; click on “New EPAF”.
How to Troubleshoot and Correct Errors...

⚠️ Warnings – simply deliver information to the user, but will still allow the EPAF to process.
โปรดไม่ให้ใช้งาน ทำให้กระบวนการต่อไปไปร้าว

ℹ️ Errors - will not allow the EPAF to progress to the approval levels. Errors must be corrected.
โปรดไม่ให้ใช้งาน ทำให้กระบวนการต่อไปไปร้าว

✔️ Use Internet Explorer as your web browser. And make sure you do not have a ‘POP UP’ Blocker turned on.

<table>
<thead>
<tr>
<th>Warnings or Error Messages</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>A duplicate transaction, xxxxxx, for this person exists for this approval category at waiting status.</td>
<td>Before creating a new transaction for this person, check the Originator Summary and ‘clean up’ any existing waiting status transactions.</td>
</tr>
<tr>
<td>This approval category does not allow the creation of a person record.</td>
<td>TUid entered does not exist in the Banner System. Check that you have entered the correct TUid.</td>
</tr>
<tr>
<td>User does not have access to view current values.</td>
<td>This refers to the originators HR Org/Eclass Security; you may not be able to see the existing values. It does not prevent the originator from creating and submitting the EPAF. If you feel you should have access to view this Org/Eclass please have your supervisor contact Kathy Nogami <a href="mailto:Nogami@temple.edu">Nogami@temple.edu</a>.</td>
</tr>
<tr>
<td>There are no active jobs based on the Query Date.</td>
<td>TUid entered is an employee but they have no active job as of the date entered.</td>
</tr>
<tr>
<td>No transactions found in your queue.</td>
<td>Confirm you are in the correct tab, The CURRENT tab will contain the transactions waiting for you to act upon.</td>
</tr>
<tr>
<td>New effective date must be greater than the last date of 01-JAN-2013.</td>
<td>A future labor distribution change is already in the system with an effective date of 1/1/2013. To correct you must the Effective dates on the form to be greater.</td>
</tr>
<tr>
<td>Effective Date must be greater than the Last Paid Date of 31-JAN-2013.</td>
<td>You are trying to change labor distribution for a pay period that has already been processed. To correct you must change the Effective date on the form to be greater than Last Paid Date.</td>
</tr>
<tr>
<td>Account Index invalid</td>
<td>Make sure a T is entered in the COA field.</td>
</tr>
</tbody>
</table>

If the above solutions do not solve your issue and you are unable to submit transaction, please send an email to hrpayroll@temple.edu include a brief description of issue and screen shot of error message.
How to Manage the EPAFs you created...

EPAF ORIGINATOR SUMMARY

The EPAF Originator Summary page is available to all originators to check the status of their EPAF transactions. EPAF transactions are available for only 6 months in Self-Service, after that period they can only be accessed by HR Staff thru Banner INB.

- CURRENT TAB – Contains the EPAFS you need to act upon!
  - Return for Correction
    - The Approver sent this transaction back to you for correction.
  - Waiting
    - This transaction was never submitted.
    - If this transaction is no longer valid then ‘Delete’ it.

- HISTORY TAB – items you already worked on.
  - Pending, Approved, Partially Complete, Complete, Disapproved, Voided, Canceled.

1. To review a transaction, click the name or transaction number.
2. To correct a transaction, click on “Update”
   - Select “Update”
   - Check the Comment Section
   - Make necessary corrections
   - “Save”
   - “Submit” again
     - Will re-route thru all approvers
3. Other Options “Delete”, “Void” and “Add Comment”
**EPAF Approver Summary**

The EPAF Approver Summary page is presented to all users designated as an EPAF approver or superuser in Employee Self-Service. EPAF transactions are available for 6 months in Self-Service, after that period they can only be accessed by HR Staff thru Banner INB.

- **CURRENT TAB** – Contains the EPAFS you need to act upon!
  - Pending – waiting for you to approve
  - More Information – waiting for you to approve

- **IN MY QUEUE TAB** – EPAFs that are still routing thru approvers or waiting to be submitted or waiting to be applied.

- **HISTORY TAB** - Approved, Acknowledged, Overridden, Applied, Disapproved, Returned for Correction, Void, Removed from Queue.

1. To review a transaction, click the “Name” of the individual to preview the entire transaction.
   - Do not use the ‘Select All’ approval option, this does not allow you to preview the detail of the transaction.
2. Ensure the transaction detail is reviewed for accuracy.
   - The Effective Date must equal a future Pay Period Begin Date for job selected.
3. “Approve” the transaction or “Return for Correction” if there are errors.
   - After all the assigned departmental approvers have approved the transaction it is applied to the Banner Database that evening.
   - Please note: HR does not approve your transaction; you are solely responsible.
   - If “Return for Correction” is selected use the Add Comment link to explain to the Originator what needs to be corrected.
4. Other options include “Disapprove” and “More Info”. Do not use “Disapprove” unless you do NOT want the transaction to occur at all. Use “More Info” if you want to indicate that you are gathering more information prior to making your decision and are putting ‘on hold’.
5. “Add Comment” - As an approver you can enter comments for an EPAF transaction only after the EPAF has been submitted by the originator to the approval queue.
The process sends out three email notifications:

1. When the Originator successfully ‘submits’ a transaction an email is sent to the first Approver in the routing queue. If there is more than one approver in routing queue then the emails are sent out one at a time; after each approver approves.

2. If an Approver – “Disapproves” a transaction then an email is sent to the Originator alerting them the transactions they entered was disapproved/cancelled by their approver.

3. If an Approver – “Returns for Correction” a transaction then an email is sent to the Originator alerting them a transaction is waiting for them to correct.
## EPAF TRANSACTION STATUS CHART

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiting</td>
<td>Transaction is being created, has not been submitted. A Waiting status transaction can be deleted on the Originator Summary Page.</td>
</tr>
<tr>
<td>Pending</td>
<td>Waiting for Approver to take action.</td>
</tr>
<tr>
<td>Return for Correction</td>
<td>Allows the Approver to return a transaction to the Originator for correction. If the transaction is resubmitted all approvers must take action on the transaction again.</td>
</tr>
<tr>
<td>Approved</td>
<td>The transaction is approved when all approvers in the queue have approved the transaction. All approved transactions are applied to the Banner database every work night.</td>
</tr>
<tr>
<td>Complete</td>
<td>The transaction has been applied to the Banner database.</td>
</tr>
<tr>
<td>Disapproved</td>
<td>The approver disapproved the transaction.</td>
</tr>
<tr>
<td>Void</td>
<td>It is no longer a valid transaction. Only the originator or superuser may void the transaction.</td>
</tr>
<tr>
<td>More Information</td>
<td>An approver can change status to more information. This identifies to other approvers in the queue that the current approver is seeking more information prior to taking action.</td>
</tr>
<tr>
<td>Acknowledge</td>
<td>Indicates that the FYI person has seen the transaction.</td>
</tr>
<tr>
<td>FYI</td>
<td>The transaction has been sent to the individual for information only. No positive action is required for the transaction to flow thru the approval queue.</td>
</tr>
<tr>
<td>In the Queue</td>
<td>The transaction needs action at a lower level. Transactions must be approved in the sequence defined in the routing information. The status changes to Pending when the transaction reaches you in the approval queue process.</td>
</tr>
</tbody>
</table>
What is an Index?...

In Banner, we use the Chart of Accounts FOAP (Fund, Organization, Account and Program) elements to complete financial transactions.

An index is a short cut to the FOP string.

All you need to do is enter the INDEX and the Fund, Org and Program is returned.

Benefits:

- Reduces key strokes.
- Reduces errors, especially, in areas that rely heavily on data entry.
- Insures that the FOP string is accurate.

Operating funds (100000):

- The corresponding org is equal to the index.
  - Example: The index for ‘100000 17020 01’ = 17020.

Non-operating funds (All except 100000):

- The fund number is equal to the index.
  - Example: The index for ‘420131 17020 03’ = 420131.

If you need to look up an INDEX, Please sign into TUPortal go to Banner Tab, Finance Channel.