Reactivate a Non Benefit Eligible Stipend EPAF

1. Go to Employee Self Service Banner: https://portal.mwsu.edu:9040/pls/PROD/twbkwbis.P_WWWLogin
   or from the Portal, click on Web World https://my.mwsu.edu/web/mycampus/home

2. Enter your User ID (always use a Capital M) and PIN and click the Login button. If you’ve forgotten your PIN, click on the Forgot PIN button.
3. Once logged in, click on EMPLOYEE.

4. Once on the Employee tab, Click on Electronic Personnel Action Forms.

5. Click on NEW EPAF.
• Enter the employee’s Campus ID or click on the search icon (magnifying glass) to search for the employee you are creating the EPAF.

• **Query Date** - enter the pay period in which the payment will be made. For example, semi-monthly payment dates run the 1st – 15th and 16th – 31st.

• Choose the correct Approval Category: **Reactivate Non Benefit Eligible Stipend**

• Click “Go”

• Click All Jobs and you’ll notice that the job you are reactivating appears. Select and click “Go”
• In Section 1 of the EPAF, the payment history from the previous job is listed under Current Value.

• Under the New Value, notice the date from the query date, or EFFECTIVE DATE defaults in, so your date should be correct. Enter the following fields: Title, Hourly Rate, Contract Type, FTE, Hours per day, Hours per pay. Example is shown below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY</td>
<td>08/15/2014</td>
<td>06/01/2015</td>
</tr>
<tr>
<td>Title:</td>
<td>$450/MBB Camp 6-1/8-1</td>
<td>$450/Men’s BBall Camp</td>
</tr>
<tr>
<td>Job Status: *(Not Enterable)</td>
<td>Terminated</td>
<td></td>
</tr>
<tr>
<td>Regular Rate:</td>
<td>450</td>
<td></td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Secondary</td>
<td></td>
</tr>
<tr>
<td>FTE:</td>
<td>.025</td>
<td>.75</td>
</tr>
<tr>
<td>Hours per Day:</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Hours per Pay:</td>
<td>2.17</td>
<td>65</td>
</tr>
<tr>
<td>Time Entry Method: *(Not Enterable)</td>
<td>Payroll Time Entry</td>
<td></td>
</tr>
<tr>
<td>Job Change Reason: *(Not Enterable)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Make sure the employee is making at least $7.25/minimum wage
Refer to Payroll Semi-Monthly EPAF Hours ORANGE Wksht.

EPAF Approval Category Reference
Jobs Effective Date: MM/DD/YYYY Defaults from Query Date.
Title: $ Lump Sum amount/Camp or Assignment Name
Regular Rate: The hourly rate to be paid.
Contract Type: Primary, Secondary, Overload.
FTE: Note: Expressed as a decimal, not a percent.
Hours per Day & Pay: Refer to the Payroll Semi-Monthly EPAF Hours Worksheet.
Time Entry Method: Defaults, not enterable
• Under the EARN CODE - Enter the EFFECTIVE DATE, The TYPE of EARN CODE (132) and the TOTAL HOURS ACTUALLY WORKED.

• The FOAPAL or Account Information: verifies the account the PC# is paid from. FOAPAL defaults from the PC#. If the defaulted FOAPAL is incorrect, please contact Budget. **This field cannot be updated by the user.**
Very Important: **In the comments section, indicate the justification for payment, the payment amount, and the actual dates & hours the duty was performed.** Once comments are “saved”, they cannot be changed. Be careful with articulating comments. An EPAF user can make multiple comments to the EPAF and comments can be attached to the EPAF at any approval level.

End One Time Payments on the 15th or last day of the month.
Click **Save** and **Submit** to finalize your hire and to send your EPAF for approval.

Review the Error Messages that will be displayed at the top of the EPAF form as soon as you attempt to submit the transaction. **Warnings do not prevent your EPAF from being submitted, and only errors must be corrected.**

√ Check that all required data has been entered in the EPAF fields. Verify that the information entered is typed correctly.

√ Check dates entered in fields to ensure they are appropriate for each field.

√ Check that you have saved all changes.

√ Check that you have submitted the EPAF.