Creating a Casual EPAF

Online instructions for creating an EPAF can be found at http://www.pcc.edu/hr/compensation/epaf/creating.html

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Preliminary Step --- Is This Employee "Active"? If Not…

If you have an employee who is new to PCC, returning after an absence, or if you are unsure whether the employee is in the PCC system as an active employee, follow the steps to Prepare to Create an EPAF for a New Employee *[pdf]* before continuing.

Employees must also have their I9 and W4 on file with HR/Payroll before you can create an EPAF for them. For some casual employees, a Background Check is also required beforehand.

Directions:

1. **Access EPAF** from the MyPCC "Employee" tab --

   - Go to MyPCC → Employee Tab → Banweb Main Menu → Employee Services Tab → Electronic Personnel Action Forms

   - From here, click on "EPAF Originator Summary."

     The EPAF Originator Summary is your "home base." This is where you will see EPAFs awaiting your action, if any have been returned to you for correction. You can also view past EPAFs from here (on the "History" tab).

     Before you create your very first EPAF, it's a good idea to set up your **Default Routing Queue** first. That way, each time you create a new EPAF you won't need to enter the list of approvers – it will default in automatically. *Directions are at: www.pcc.edu/hr/compensation/epaf/Creating_setup_approvals.html*

2. **Click 'New EPAF'**

3. On the first screen, enter the employee's:
   1. G Number
   2. **First Day of Job**
   3. Type of EPAF

4. Click the '**Go**' button

New EPAF Person Selection

i Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date

* - indicates a required field.

ID: ***** G00 ____   Thomas M Gerhardt

Query Date: MM/DD/YYYY *****   11/21/2016

Approval Category: *****   Create a New Casual Job, CENJOB

Go

5. Enter the **Position Number**

6. Click the '**All Jobs'** button

Create a New CE/SE Job, CENJOB

Search	Type	Position	Suffix	Title
🔍	New Job	997140		Casual/S40100/P

7. You will see a list of jobs this employee has previously held at PCC, if any.

All Jobs

Look at the list of position numbers – Are there any with the **same** position number you just typed for the new job?

If you DO see jobs on the list with the same position number as the one you just typed for the new job, look at the **suffix number**.

Search	Type	Position	Suffix
🔍	New Job	997140	
	Suffix Numbers	997140	01
	Primary	997598	00
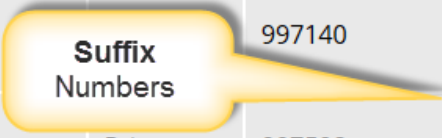
8. For the new job, type in the suffix number that is *one above the highest suffix number* already used for that position.

(See example at right.)

If there are no jobs listed, or if the employee has never used the *same* position number before, then type '**01'** for the suffix.

9. Click the '**Go'** button

Create a New CE/SE Job, CEI

In this case, you would type 04 for the suffix number.

Search	Type	Position		
🔍	New Job	997152		Casua
	Secondary	996116	01	FYI Te perso
	Secondary	997152	01	EMT S EVALL
	Primary	997152	02	EMT C ASSIS
	Primary	997152	03	EMT C ASSIS
	Secondary	998767	01	TEST
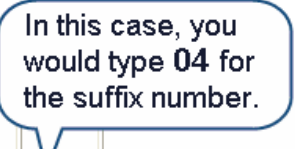
10. On the next screen, type in the fields, using all CAPS.

Item	Current Value	New Value
Timesheet Orgn: *	🔍	C40100
Job Begin Date: MM/DD/YYYY*(Not Enterable)		11/21/2016
Jobs Effective Date: MM/DD/YYYY*(Not Enterable)		11/21/2016
Contract Type: *		Secondary ▾
Total Encum Hrs: *		599
Total Contract Hrs: *		599
Encumbrance Hours: *		599
Job Change Reason: *(Not Enterable)		EP001
Job Location: *		CA, Cascade Campus
Step: (Not Enterable)		
Salary Grade:		CLER
Regular Rate:		15.05
Title:		CA INT'L ED OFFICE SUPPORT

Field	What to Type
Timesheet Orgn	The Org. Code (budget code) for the budget that is paying for the position.
Job Begin Date Job End Date	LEAVE as it is. All fields that say "Not Enterable" should be left as they are.
Contract Type	Choose "Secondary" UNLESS this is a new employee, or one returning after a long absence and recently activated. (If that's the case, choose "Primary" instead).
Total Encumbered Hours Total Contract Hours Encumbrance Hours	Maximum # of hours the employee will be authorized to work this year. Defaults to '599' (the maximum for most casuals). If you change it, make sure to change all 3 hours fields so they are the same.
Job Location	Use the drop-down menu to indicate the employee's job location.
Step	LEAVE as it is. All fields that say "Not Enterable" should be left as they are.
Salary Grade	Enter one of these codes (CLER is the most common): CLER = Clerical / Administrative Support SERV = Service Assistant / Maintenance TECH = Technical Assistant PROF = Professional MGMT = Management

Regular Rate	The employee's rate of pay (example: **16** for $16.00/hr.)
Title	Type in a Job Title for the job (all CAPS).

11. The next section is about when the job will end (terminate).

Most users leave this section as it is -- only two fields (the "date" fields) would ever be changed, if necessary.

The job end dates default automatically to just before the end of the fiscal year.

Terminate a Job, 997140-03 Casual/S40100/Pool

Item	Current Value	New Value
Job End Date: MM/DD/YYYY✱		06/17/2017
Jobs Effective Date: MM/DD/YYYY✱		06/17/2017
Job Status: ✱(Not Enterable)		T
Job Change Reason: (Not Enterable)		EP002
Encumbrance Hours: (Not Enterable)		0.00

12. The LAST section is about who will be approving the EPAF.

Use the '**Magnifying Glass**' search icon to find the login name associated with the person you're looking for.

Routing Queue

Approval Level	User Name	
20 - (HRIS) HRIS Audit	🔍	KENGSTRO
80 - (AUTHSG) Authorized Signature	🔍	MBENTON
90 - (APPLY) Applier - HR	🔍	JKINNEY

Line 1: Your HRIS Representative

Line 2: The employee's Managing Supervisor

Line 3: The Manager of HRIS

Who is my HRIS Representative?

That depends on what letter your department's Organization Code (budget code) begins with:

- ORGS A,S -- Melissa Morton
- ORGS B,C,E,R,T,V -- Karen Engstrom

(Note: If you have set up your **Default Approval Queue** beforehand, you don't have to do this part. See www.pcc.edu/hr/compensation/epaf/Creating_setup_approvals.html for details.)

Last Steps

You are now ready to Save and finalize your work.

- **Click 'Save'
  or 'Save and Add New Rows'**

Look for the message at the top of the screen.

✓ Your change was saved successfully.
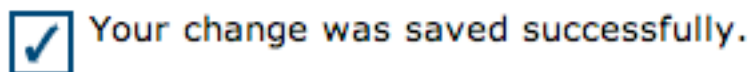
If you got **Error Messages** instead, read them and make any changes needed. (Warning Messages can be ignored.) Click 'Save' again when you've fixed the problem.

Click Submit

If you got **Error Messages** here, read them and make any changes needed. (**Warning Messages can be ignored.**)

Look for this message at the top of the screen, confirming that you are done.

✓ The transaction has been successfully submitted.
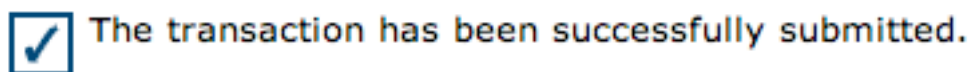
To navigate between screens, you can use your Browser back/next arrows OR click on the links at the bottom of each page.

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