Creating a Casual EPAF

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

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."

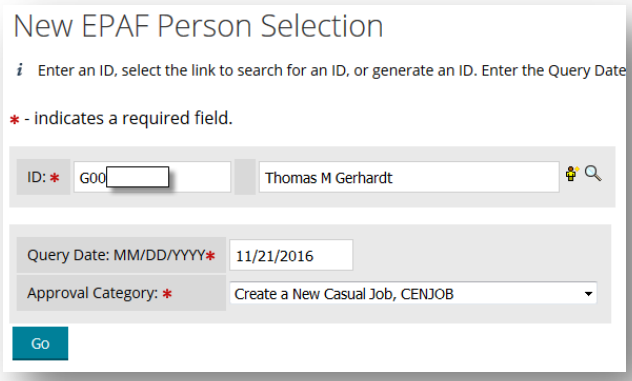
     The EPAF Originator Summary is your "home base." This is where you will see EPAFs awaiting your action, if any have been returned to you for correction. You can also view past EPAFs from here (on the "History" tab).

     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

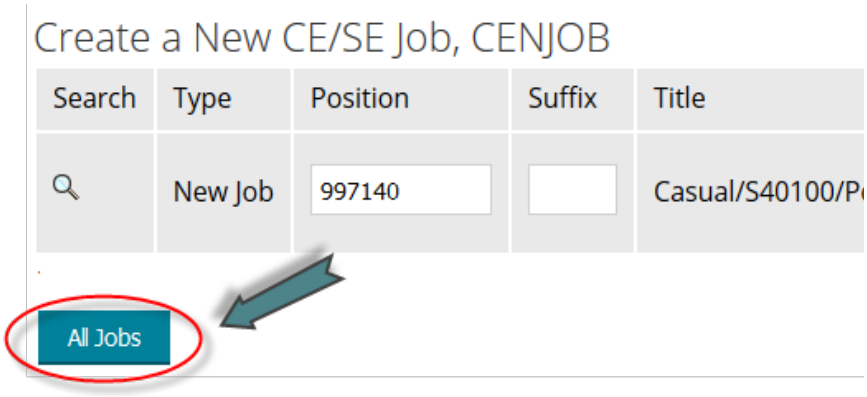


Follow these next steps carefully!

5. Enter the **Position Number**

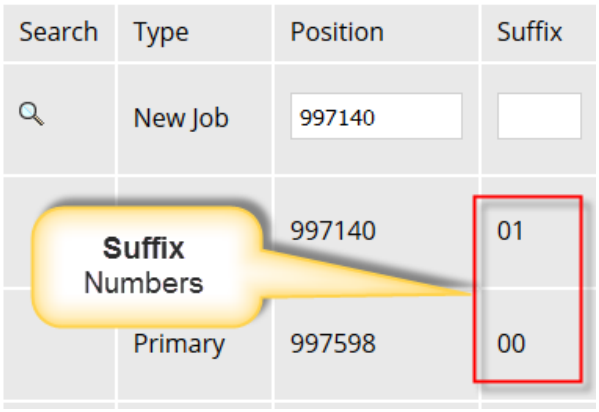
6. Click the ‘**All Jobs’** button

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



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**.

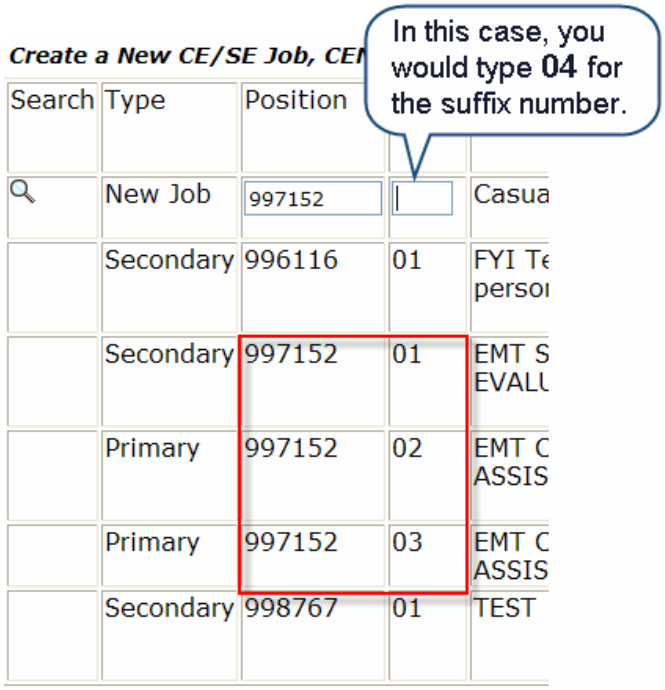


8. For the new job, type in the suffix number that is *one above the highest suffix number* already used for that position.

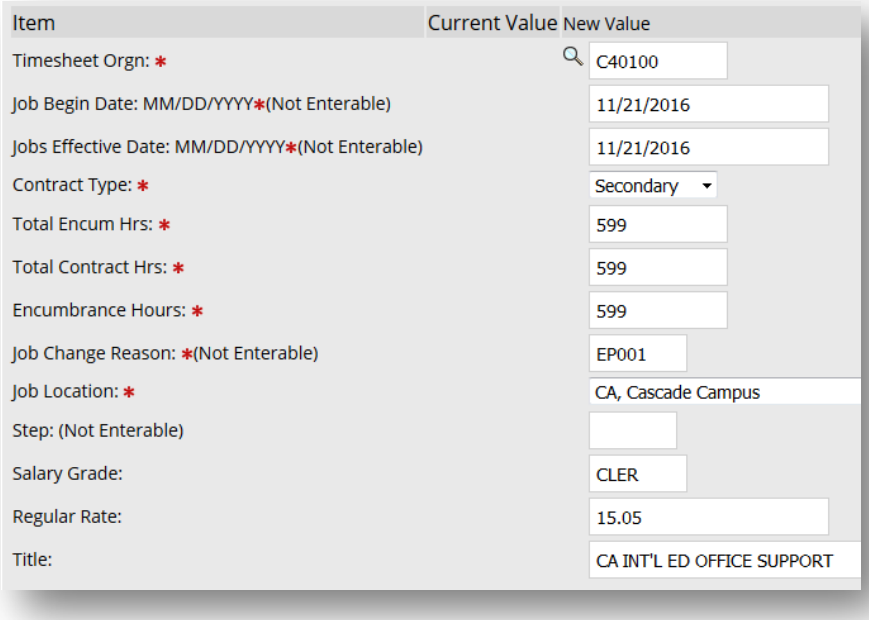
   (See example at right.)

   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



10. On the next screen, type in the fields, using all CAPS.



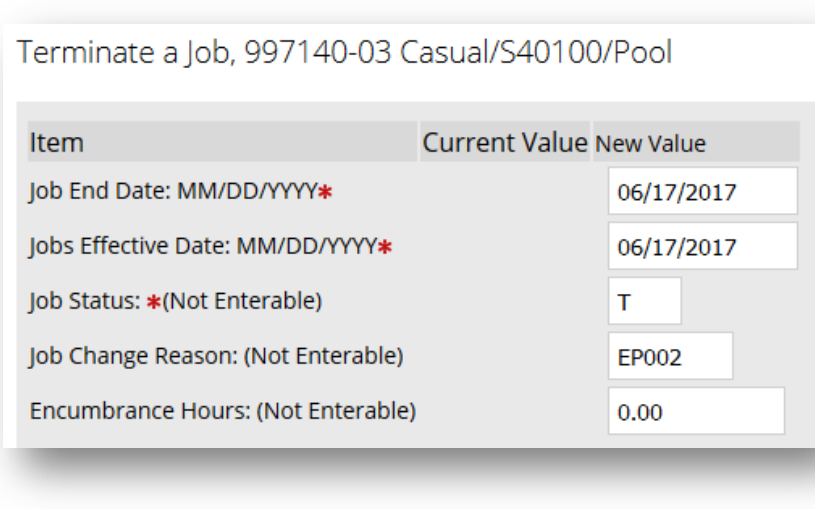
Field	***What to Type***
Timesheet Orgn	The Org. Code (budget code) for the budget that is paying for the position.
Job Begin Date Job End Date	LEAVE as it is. All fields that say “Not Enterable” should be left as they are.
Contract Type	Choose “Secondary” UNLESS this is a new employee, or one returning 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).

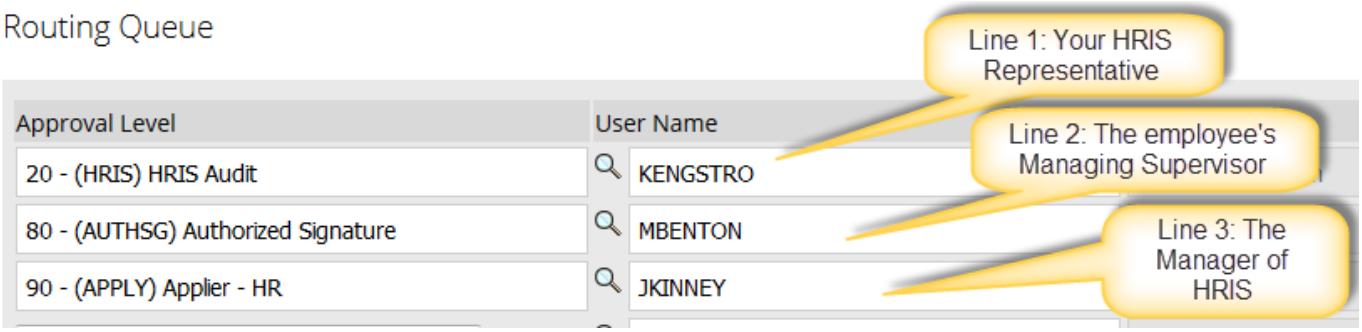
Most users leave this section as it is -- only two fields (the "date" fields) would ever be changed, if necessary.

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



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.



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

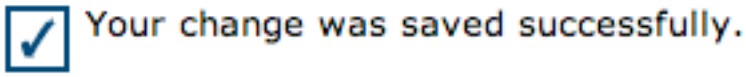
(Note: If you have set up your **Default Approval Queue** beforehand, you don't have to do this part. See www.pcc.edu/hr/compensation/epaf/Creating_setup_approvals.html for details.)

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.

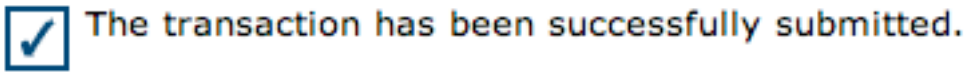


If you got **Error Messages** instead, read them and make any changes needed. (Warning Messages can be ignored.) Click 'Save' again when you've fixed the problem.

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.



To navigate between screens, you can use your Browser back/next arrows OR click on the links at the bottom of each page.

IT Training Team
training@pcc.edu