

Hourly - Add Job Record

Name and ID:
 Transaction:
 Transaction Status: Pending
 Approval Category: Hourly - Add Job Record, ADDJBH
 Next

Job and Suffix:
Query Date: Aug 12, 2018
 Last Paid Date:

Query Date should always be first date of pay period in which employee's start date falls in. This date should also match Job Begin Date and Jobs Effective Date

Approve Disapprove Return for Correction More Info Add Comment

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[EPAF Approver Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

* - indicates a required field.

*****IMPORTANT*****
If there is a date listed in the 'Current Value' of the Job Begin Date, you should use the Reactivate Job Record EPAF instead.

Hourly - Add Job Record, BV9615-00 TMP SVC/MAINT

Enter Changes	Current Value	New Value
Job Begin Date: *		08/12/2018
Jobs Effective Date: *		08/12/2018
Personnel Date: *		08/14/2018
Contract Type: *		Primary
Job Status:		Active
Job Change Reason: *		1REIN
Regular Rate: *		10.00
FTE: *		1.00
Hours per Day: *		8
Hours per Pay: *		80
Timesheet Orgn:		100160
Time Entry Method:		Employee Time Entry via Web
Title:		TEMPORARY SERVICE/MAINTENANCE
Step:		0

Job Begin Date and Jobs Effective Date must match first date of pay period in which the employee's start date falls in.

Personnel Date should match employee's first date of employment.

Current

Effective Date: 08/12/2018

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
-----------	------	--------------	---------	---------	----------	----------	---------	------	---------	-------------	----------	----------

New

Effective Date: 08/12/2018

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
X	510170	100160	602415	3411		2			100.00			

Routing details will vary based on Labor Distribution. Please refer to instructions previously provided by DASNR HR regarding routing details in order to ensure accuracy on EPAFs.

Monthly no end date - Add Job Record

Name and ID:
Transaction:
Transaction Status: Completed
Approval Category: Monthly no end date - Add Job Record, ADJBS2

Job and Suffix: 757422-00, Grad Teaching Ast
Query Date: Aug 13, 2018
Last Paid Date: Aug 31, 2018

Query Date should match employee's first date of work.

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[EPAF Approver Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

* - indicates a required field.

*****IMPORTANT*****

If there is a date listed in the 'Current Value' of the Job Begin Date, you should use the Reactivate Job Record EPAF instead.

Additional Salaried Job, 757422-00 Grad Teaching Ast, Last Paid Date: Aug 31, 2018

Enter Changes	Current Value	New Value
Job Begin Date: *		08/13/2018
Jobs Effective Date: *		08/13/2018
Personnel Date: *		08/13/2018
Contract Type: *	Primary	Primary
Job Status:	Active	Active
Job Change Reason: *	1REH	1REH
AnnSalary/ContractAmt: *	1333.33	1333.33
Factor: *	1	1
Pays: *	1	1
FTE: *	.5	.5
Hours per Day:	4	4
Hours per Pay:	86.67	86.67
Timesheet Orgn:	100211	100211
Title:	Grad Teaching Ast	Grad Teaching Ast
Step:	0	0

Job Begin Date, Jobs Effective Date and Personnel Date should all match employee's first date of employment.

Guidance for Factors and Pays can be found in the document titled [EPAF - Term Definitions and Tips](#) on the OSU Payroll website under the 'Payroll Tools' tab.

Current

Effective Date: 08/13/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
X		560700	100211	602440	3411		2			50.00			
X		519900	100211	602440	3420		2			50.00			

New

Effective Date: 08/13/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
X		519900	100211	602440	3420		2			50.00			
X		560700	100211	602440	3411		2			50.00			

Hourly - Change Job Record

Name and ID:

Transaction:

Transaction Status: Completed

Approval Category: Hourly - Change Job Record, CHGJBH

⏪ Previous Next ⏩

Cancel Transaction

Job and Suffix:

Query Date: Aug 20, 2018

Last Paid Date: May 19, 2018

Query Date should be date the action is to take place.

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[EPAF Originator Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

* - indicates a required field.

Change Existing Job Hourly, AT9947-00 Student Employment, Last Paid Date: May 19, 2018

Enter Changes	Current Value	New Value
Jobs Effective Date: *	08/20/2018	08/20/2018
Personnel Date:	08/20/2018	08/20/2018
Contract Type:	Primary	Primary
Job Status:	Active	Active
Job Change Reason: *	CDPI	CDPI
Regular Rate:	8.5	8.50
FTE:	.5	.5
Hours per Day:	4	4
Hours per Pay:	40	40
Timesheet Orgn:	100129	100129
Time Entry Method:	Employee Time Entry via Web	
Title:	Student Employment	
Appointment Percent:	100	
Time Entry Type:	Pay Period Time Sheet	

Jobs Effective Date and Personnel Date should be date the action is to take place.

Current

Effective Date: 08/20/2018

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
X	131009	100129	602460	3311	2370	1			100.00			

New

Effective Date: 08/20/2018

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
X	131009	100129	602460	3311	2370	1			100.00			

Hourly - Change Job Record (Retroactive)

Name and ID:
Transaction:
Transaction Status: Pending
Approval Category: Hourly - Change Job Record, CHGJBH

Job and Suffix:
Query Date: Oct 05, 2018
Last Paid Date:

Query Date should be the date following the Last Paid Date

* - indicates a required field.

Change Existing Job Hourly, BT9864-00 Student worker for Kakani

Enter Changes	Current Value	New Value
Jobs Effective Date: *	09/29/2018	10/05/2018
Personnel Date:	09/29/2018	09/23/2018
Contract Type:	Primary	Primary
Job Status:	Active	Active
Job Change Reason: *	CTRAN	CDATA
Regular Rate:	10	10
FTE:	.5	.5
Hours per Day:	4	4
Hours per Pay:	40	40
Timesheet Orgn:	100159	100159
Time Entry Method:	Employee Time Entry via Web	Employee Time Entry via Web
Title:	Student worker for Kakani	Student Worker Kakani
Appointment Percent:	100	
Time Entry Type:	Pay Period Time Sheet	

Jobs Effective Date should be the date following the Last Paid Date and should match the Query Date

Personnel Date should be the date the change should have taken place

This example is for a change in the employee's start date.

If the employee had a change in pay rate that was not submitted in time, a Prior Period Adjustment form will need to be submitted for any amount employee should have been paid but did not receive.

Current

Effective Date: 09/29/2018

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
X	543110	100159	602460	3411		2			100.00			

New

Effective Date: 10/05/2018

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
X	543110	100159	602460	3411		2			100.00			

Change EPAF for Monthly, Non-Exempt Employee

Name and ID:

Transaction:

Transaction Status: Pending

Approval Category: Hourly - Change Job Record, CHGJBH

Next

Job and Suffix:

Query Date: Aug 01, 2018

Query Date should match the date the change is to take place.

Last Paid Date: Jul 31, 2018

Return for Correction Void Add Comment

Approval Category must be 'Hourly - Change Job Record' if change is for employee who is monthly, non-exempt.

Approval Types | Account Distribution | Routing Queue | Comments | Transaction History

[EPAF Originator Summary](#)

[Return to EPAF Menu](#)

Jump to Bottom

* - indicates a required field.

Change Existing Job Hourly, 632464-00 ADMIN SUPP SUPERVISOR, Last Paid Date: Jul 31, 2018

Enter Changes	Current Value	New Value
Jobs Effective Date: *	07/01/2018	08/01/2018
Personnel Date:	07/01/2018	08/01/2018
Contract Type:	Primary	Primary
Job Status:	Active	Active
Job Change Reason: *	FYBUD	CINC
Regular Rate:	15.855769	15.903543
FTE:	1	1
Hours per Day:	8	8
Hours per Pay:	173.33	173.33
Timesheet Orgn:	100355	100355
Time Entry Method:	Payroll Time Entry	
Title:	ADMIN SUPP SUPERVISOR	Ext Admin Supp Spclt
Appointment Percent:	100	
Time Entry Type:	None	

Jobs Effective Date and Personnel Date should match date the change is to take place

Regular Rate for monthly, non-exempt employees should have 6 numbers following the decimal.

Hours per Pay should follow what would be entered for a monthly paid employee.

Current

Effective Date: 07/01/2018

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
X	162355	100355	602402	3532	2610	3			100.00			

New

Effective Date: 08/01/2018

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
X	162355	100355	602402	3532	2610	3			100.00			

Monthly - Change Job Record

Name and ID:

Transaction:

Transaction Status: Completed

Approval Category: Monthly - Change Job Record, CHJBS

⏪ Previous Next ⏩

Job and Suffix:

Query Date: Aug 13, 2018

Last Paid Date: Aug 31, 2018

Query Date should be date the action is to take place.

Cancel Transaction

[Approval Types](#) | [Account Distribution](#) | [Errors](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[EPAF Originator Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

Change Existing Job Salaried, 430047-00 Ext Ed FCS/4H Yth Dev, Last Paid Date: Aug 31, 2018

Enter Changes	Current Value	New Value
Jobs Effective Date: *	08/13/2018	08/13/2018
Personnel Date: *	08/13/2018	08/13/2018
Contract Type: *	Primary	Primary
Job Change Reason: *	CTTLE	CTTLE
Job Status:	Active	Active
Title:	Ext Ed FCS/4H Yth Dev	Ext Ed FCS/4H Yth Dev
FTE:	1	1
Hours per Day:	8	8
Hours per Pay:	173.33	173.33
Factor:	12	12
Pays:	12	12
AnnSalry/ContractAmt:	45684	45684
Timesheet Orgn:	100316	

Jobs Effective Date and Personnel Date should be date the action is to take place.

Guidance for Factors and Pays can be found in the document titled [EPAF - Term Definitions and Tips](#) on the OSU Payroll website under the 'Payroll Tools' tab.

Current

Effective Date: 08/13/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
X		162316	100316	602222	3532	2610	3			50.00			
X		432316	100316	602222	3532	2610	3			50.00			

New

Effective Date: 08/13/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
X		162316	100316	602222	3532	2610	3			50.00			
X		432316	100316	602222	3532	2610	3			50.00			

Monthly - Change Job Record (Retroactive Adjustment)

Name and ID:

Transaction:

Transaction Status: Pending

Approval Category: Monthly - Change Job Record, CHJBS

⏪ Previous Next ⏩

Job and Suffix:

Query Date: Oct 01, 2018

Last Paid Date: Sep 30, 2018

Query Date should be the date following the Last Paid Date.

* - indicates a required field.

Change Existing Job Salaried, Last Paid Date: Sep 30, 2018

Enter Changes	Current Value	New Value
Jobs Effective Date: *	07/01/2018	10/01/2018
Personnel Date: *	07/01/2018	09/01/2018
Contract Type:	Primary	Primary
Job Status:	Active	Active
Job Change Reason: *	FYBUD	CADJ
AnnSalary/ContractAmt:	132672	134676
Factor:	12	12
Pays:	12	12
FTE:	1	1
Hours per Day:	8	8
Hours per Pay:	173.33	173.33
Timesheet Orgn:	100418	100418
Title:	PROFESSOR	Professor

Jobs Effective Date be the date following the Last Paid Date and should match the Query Date.

Personnel Date should be the date the change should have taken place.

An ENP EPAF will need to be submitted for any amount employee should have been paid but did not receive. In this example, an ENP EPAF would be submitted for the difference in pay the employee should have received in September but did not.

Current

Effective Date: 09/01/2018

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
X	131550	100418	602002	3311	2370	1			44.00			
X	131200	100418	602002	3311	2370	1			51.48			
X	131203	100418	602002	3311	2370	1			4.52			

New

Effective Date: 10/01/2018

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
X	131200	100418	602002	3311	2370	1			51.48			
X	131203	100418	602002	3311	2370	1			4.52			
X	131550	100418	602002	3311	2370	1			44.00			

Hourly - New Hire with End Date

Name and ID:
Transaction:
Transaction Status: Pending
Approval Category: New Hour Job With End Date, NWHRE
 Next ↻

Job and Suffix:
Query Date: Aug 12, 2018
Last Paid Date:

Query Date should always be first date of pay period in which employee's start date falls in. This date should also match Job Begin Date and Jobs Effective Date

Approve Disapprove Return for Correction More Info Add Comment

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[EPAF Approver Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

* - indicates a required field.

Create/Change PEAEMPL Record

Enter Changes	Current Value	New Value
Employee Status: *		Active
Employee Class Code:		2S, OSU DASNR Bw Temp (1.5OT)
Current Hire Date:		08/13/2018
Home Organization:		100159
Benefit Category:	Leave these fields blank.	
Leave Category Code:	This will ensure they are coded correctly by OSU Benefits	
Home COAS:		X

Employee Class Code should match Employee Class listed on NBAPOSN. Always review information on NBAPOSN prior to choosing Employee Class Code.

Current Hire Date and Personnel Date should match employee's first date of employment and the dates listed on the I-9 & E-Verify forms.

Create New Hourly Job, BV9614-00 TMP SKILLED CRAFTS

Enter Changes	Current Value	New Value
Job Begin Date: *		08/12/2018
Jobs Effective Date: *		08/12/2018
Personnel Date: *		08/13/2018
Contract Type: *		Primary
Job Status:		Active
Job Change Reason: *		1NEW
Regular Rate: *		7.25
FTE: *		1
Hours per Day: *		8
Hours per Pay: *		80
Timesheet Orgn: *		100159
Time Entry Method:		Employee Time Entry via Web
Title:		Temp for Rocatelli
Step:		0

Job Begin Date and Jobs Effective Date must match first date of pay period in which the employee's start date falls in.

Current Hire Date and Personnel Date should match employee's first date of employment and the dates listed on the I-9 & E-Verify forms.

Current

Effective Date: 08/12/2018

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date

New

Effective Date: 08/12/2018

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
X	152195	100159	602410	3422		2			100.00			

Terminate/End Pay Job Record Only, BV9614-00 TMP SKILLED CRAFTS

Enter Changes	Current Value	New Value
Jobs Effective Date: *		12/01/2018
Personnel Date: *		12/01/2018
Job Change Reason: *		2END
Job Status:		Terminated

Jobs Effective Date should match last date of pay period in which employee's last date of work falls in.

Personnel Date should match employee's actual last date of work.

Job Change Reason should be 2END

Hourly - New Employee

Name and ID:
Transaction: 150297
Transaction Status: Pending
Approval Category: Hourly - New Employee, NWHRH
[Previous](#) [Next](#)

Job and Suffix:
Query Date: Jul 29, 2018
Last Paid Date:

Query Date should always be first date of pay period in which employee's start date falls in. This date should also match Job Begin Date and Jobs Effective Date

[Return for Correction](#) [Void](#) [Add Comment](#)

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[EPAF Originator Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

* - indicates a required field.

Create/Change PEAEMPL Record

Enter Changes	Current Value	New Value
Employee Status: *		Active
Employee Class Code:		2U, OSU DASNR Bw Stdnt (1.5OT)
Current Hire Date:		08/03/2018
Home Organization:		100129
Benefit Category:	Leave these fields blank.	
Leave Category Code:	This will ensure they are coded correctly by OSU Benefits	
Home COAS:		X

Employee Class Code should match Employee Class listed on NBAPOSN. Always review information on NBAPOSN prior to choosing Employee Class Code.

Current Hire Date and Personnel Date should match employee's first date of employment and the dates listed on the I-9 & E-Verify forms.

Create New Hourly Job, 703522-00 Stu Wkr

Enter Changes	Current Value	New Value
Job Begin Date: *		07/29/2018
Jobs Effective Date: *		07/29/2018
Personnel Date: *		08/03/2018
Contract Type: *		Primary
Job Status:		Active
Job Change Reason: *		1NEW
Regular Rate: *		9.00
FTE: *		0.25
Hours per Day: *		2
Hours per Pay: *		20
Timesheet Orgn: *		100129
Time Entry Method:		Employee Time Entry via Web
Title:		
Step:		0

Job Begin Date and Jobs Effective Date must match first date of pay period in which the employee's start date falls in.

Current Hire Date and Personnel Date should match employee's first date of employment and the dates listed on the I-9 & E-Verify forms.

Current

Effective Date: 07/29/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
-----	-------	------	--------------	---------	---------	----------	----------	---------	------	---------	-------------	----------	----------

New

Effective Date: 07/29/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
X		150108	100129	602460	3420		2			33.00			
X		160101	100129	602460	3530	2610	3			33.00			
X		171021	100129	602460	3600	2790	1			34.00			

Monthly no end date - New Employee

Name and ID:

Transaction: 149808

Transaction Status: Pending

Approval Category: Monthly no end date - New Employee, NWHR52

Previous Next

Job and Suffix:

Query Date: Aug 08, 2018

Query Date should match employee's first date of work

Last Paid Date:

Return for Correction Void Add Comment

Approval Types | Account Distribution | Routing Queue | Comments | Transaction History

EPAF Originator Summary

Return to EPAF Menu

Jump to Bottom

* - indicates a required field.

Create/Change PEAEMPL Record

Enter Changes	Current Value	New Value
Employee Status: *		Active
Employee Class Code:		10, OSU Gen Univ Grad Stdnt
Current Hire Date:		08/08/2018
Home Organization:		100129
Benefit Category:	Leave these fields blank.	
Leave Category Code:	This will ensure they are coded correctly by OSU Benefits	
Home COAS:		X

Employee Class Code should match Employee Class listed on NBAPOSN. Always review information on NBAPOSN prior to choosing Employee Class Code.

Current Hire Date should match employee's first date of work and the dates listed on the I-9 & E-Verify forms.

Create New Salaried Job, AG9839-00 Graduate Research Assistant

Enter Changes	Current Value	New Value
Job Begin Date: *		08/08/2018
Jobs Effective Date: *		08/08/2018
Personnel Date: *		08/08/2018
Contract Type: *		Primary
Job Status:		Active
Job Change Reason: *		1NEW
AnnSalry/ContractAmt: *		1200
Factor: *		1
Pays: *		1
FTE: *		.50
Hours per Day:		4
Hours per Pay:		86.67
Timesheet Orgn:		100129
Title:		Graduate Teaching Assistant
Step:		0

Job Begin Date, Jobs Effective Date and Personnel Date should all match employee's first date of work and the dates listed on the I-9 & E-Verify Forms.

Guidance for Factors and Pays can be found in the document titled EPAF - Term Definitions and Tips on the OSU Payroll website under the 'Payroll Tools' tab.

Current													
Effective Date: 08/08/2018													
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date

New													
Effective Date: 08/08/2018													
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
X		131359	100129	602440	3311	2370	1			100.00			

Hourly - Reactivate Job with End Date

Name and ID:

Transaction:

Transaction Status: Completed

Approval Category: Hourly - Reactivate Job Record With End Date, REJBH2

⏪ Previous Next ⏩

Query Date Jul 15, 2018

Query Date should be first date of pay period in which employee's start date falls in. This date should also match Jobs Effective Date.

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[EPAF Approver Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

* - indicates a required field.

Reactivate Terminated Hourly Job, AV9987-00 Temp Admin Support, Last Paid Date: Jul 28, 2018

Enter Changes	Current Value	New Value
Jobs Effective Date: *	07/15/2018	07/15/2018
Personnel Date: *	07/23/2018	07/23/2018
Contract Type: *	Primary	Primary
Job Status: *	Active	Active
Job Change Reason: *	1REH	1REH
Regular Rate: *	9	9.00
FTE: *	.5	.50
Hours per Day: *	4	4
Hours per Pay: *	40	40
Timesheet Orgn: *	100287	100287
Title: *	Temp Admin Support	Temp Admin Support
Job End Date:	08/11/2018	-

Jobs Effective Date should match first date of pay period in which employee's start date falls in.

Personnel Date should match employee's first date of employment.

Current

Effective Date: 07/23/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
X		328012	100287	602410	9982	2300	1			100.00			

New

Effective Date: 07/23/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
X		328012	100287	602410	9982	2300	1			100.00			

Terminate/End Pay Job Record Only, AV9987-00 Temp Admin Support, Last Paid Date: Jul 28, 2018

Enter Changes	Current Value	New Value
Jobs Effective Date: *	07/15/2018	08/11/2018
Personnel Date: *	07/23/2018	07/28/2018
Job Change Reason: *	1REH	2END
Job Status:	Active	Terminated

Jobs Effective Date should match the last date of the pay period in which employee's last date of work falls in.

Personnel Date should match employee's last date of work.

Hourly - Reactivate Job Record

Name and ID:
 Transaction:
 Transaction Status: Pending
 Approval Category: Hourly - Reactivate Job Record, REJBH
 ⏪ Previous Next ⏩

Job and Suffix:
Query Date: Aug 12, 2018
 Last Paid Date: Dec 30, 2017

Query Date should always be first date of pay period in which employee's start date falls in. This date should also match Jobs Effective Date

Approve Disapprove Return for Correction More Info Add Comment

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[EPAF Approver Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

* - indicates a required field.

Reactivate Terminated Hourly Job, AT9861-00 Student Employment - Ferrell, Last Paid Date: Dec 30, 2017

Enter Changes	Current Value	New Value
Jobs Effective Date: *	02/10/2018	08/12/2018
Personnel Date:	12/07/2017	08/20/2018
Contract Type:	Primary	Primary
Job Status:	Terminated	Active
Job Change Reason: *	2END	1REH
Regular Rate:	7.25	7.25
FTE:	.25	.25
Hours per Day:	2	2
Hours per Pay:	20	20
Timesheet Orgn:	100418	100418
Title:	Student Employment - Ferrell	Student Employment - Ferrell
Job End Date:	02/10/2018	-
AnnSalary/ContractAmt:	3770	

Jobs Effective Date should match first date of pay period in which employee's start date falls in.

Personnel Date should match employee's first date of employment.

Current

Effective Date: 08/21/2017

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost Percent	Encumbrance Override	End Date
X	131551	100418	602460	3311	2370	1		100.00		

New

Effective Date: 08/12/2018

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost Percent	Encumbrance Override	End Date
X	131559	100418	602460	3311	2370	1		100.00		

Monthly - Reactivate Job Record

Name and ID:
 Transaction:
 Transaction Status: Completed

Job and Suffix:
 Query Date: Sep 01, 2018
 Last Paid Date: Aug 31, 2018

Query Date should be date job should be reactivated.

Approval Category: Monthly with end date - Reactivate Job Record, REJBS

Previous Next

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[EPAF Approver Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

* - indicates a required field.

Reactivate Salaried Job with End Date, BG9924-00 Grad Rsrch Ast, Last Paid Date: Aug 31, 2018

Enter Changes	Current Value	New Value
Jobs Effective Date: *		09/01/2018
Personnel Date:		09/01/2018
Contract Type:		Primary
Job Status:		Active
Job Change Reason: *		1REH
AnnSalary/ContractAmt:		1667.00
Factor:		1
Pays:		1
FTE:		.50
Hours per Day:		4
Hours per Pay:		86.67
Timesheet Orgn:		100418
Title:		

Jobs Effective Date and Personnel Date should be date job should be reactivated.

Guidance for Factors and Pays can be found in the document titled [EPAF - Term Definitions and Tips](#) on the OSU Payroll website under the 'Payroll Tools' tab.

Current											
Effective Date: 09/01/2018											
COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override End Date
X	453496	100418	602440	3420		2			100.00		

New											
Effective Date: 09/01/2018											
COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override End Date
X	453496	100418	602440	3420		2			100.00		

Terminate/End Pay Job Record Only, BG9924-00 Grad Rsrch Ast, Last Paid Date: Aug 31, 2018

Enter Changes	Current Value	New Value
Jobs Effective Date: *	09/01/2018	12/31/2018
Personnel Date: *	09/01/2018	12/31/2018
Job Change Reason: *	1REH	2END
Job Status:	Active	Terminated

Jobs Effective Date and Personnel Date should be date job will end.

Terminate Job Record Only - Hourly

Name and ID: Jackalyn Ann Elliott, A11734061

Job and Suffix: AT9843-00, Student Employment - Schatzer

Transaction: 153566

Query Date: Aug 25, 2018

Transaction Status: Pending

Last Paid Date: Apr 21, 2018

Approval Category: Terminate - Job Record Only, TERMJB

Query Date must match last day of pay period in which employee's last date of work falls in.

⏪ Previous Next ⏩

Approve Disapprove Return for Correction More Info Add Comment

[Approval Types](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[EPAF Approver Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

* - indicates a required field.

Terminate/End Pay Job Record Only, AT9843-00 Student Employment - Schatzer, Last Paid Date: Apr 21, 2018

Enter Changes	Current Value	New Value
Jobs Effective Date: *	06/02/2018	08/25/2018
Personnel Date: *	06/02/2018	08/13/2018
Job Change Reason: *	CTRAN	2END
Job Status:	Terminated	Terminated

Jobs Effective Date must match last day of pay period in which employee's last date of work falls in.

Personnel Date should be last date employee will be working.

If Jobs Effective Date and Termination Date are the last date of a pay period in the future, Employee Status must be changed to 'Active'.

Terminate - Job Record Only (Monthly Employee)

Name and ID:

Transaction: 149794

Transaction Status: Approved

Approval Category: Terminate - Job Record Only, TERMJB

⏪ Previous Next ⏩

Job and Suffix:

Query Date: Aug 12, 2018

Last Paid Date: Jul 31, 2018

Query Date should match employee's last date of work

Return for Correction

Void

Add Comment

[Approval Types](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[EPAF Originator Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

* - indicates a required field.

Terminate/End Pay Job Record Only, AG9955-00 Graduate Teaching Assistant, Last Paid Date: Jul 31, 2018

Enter Changes	Current Value	New Value
Jobs Effective Date: *	07/01/2018	08/12/2018
Personnel Date: *	07/01/2018	08/12/2018
Job Change Reason: *	FYBUD	2END
Job Status:	Active	Terminated

Jobs Effective Date and Personnel Date should match Query Date and employee's last date of work unless EPAF is being submitted retroactively.

Terminate Job Record and Employee (Hourly - Not Future Dated)

Name and ID:

Transaction:

Transaction Status: Pending

Approval Category: Terminate - Job Record and Employee, TERME

Next ↻

Job and Suffix:

Query Date: Apr 21, 2018

Last Paid Date: Apr 21, 2018

Query Date should match last date of pay period in which employee's last date of work falls in.

Add Comment

[Approval Types](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[EPAF Approver Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

* - indicates a required field.

Terminate/End Pay Job Record Only, Last Paid Date: Apr 21, 2018

Enter Changes	Current Value	New Value
Jobs Effective Date: *	09/19/2017	04/21/2018
Personnel Date: *	09/19/2017	04/21/2018
Job Change Reason: *	1NEW	2SEPV
Job Status:	Active	Terminated

Jobs Effective Date should match last date of pay period in which employee's last date of work falls in.

Personnel Date should match employee's actual last date of work.

Job Change Reason should match reason for employee's termination. There are currently 3 options to choose from.

Current 'Job Change Reason' choices

2SEPD, Employee Death
2SEPI, Employ. Involuntary Separation
2SEPV, Employee Voluntary Separation

Terminate Employee

Enter Changes	Current Value	New Value
Term Reason Code: *		V5, Personal Reasons
Termination Date: *		04/21/2018
Last Work Date: *		04/21/2018
Employee Status:	Active	Terminated

Term Code should describe reason for separation as accurately as possible.

Termination Date should match last date of pay period in which employee's last date of work falls in.

Last Work Date should match employee's actual last date of work.

Terminate Job Record and Employee (Hourly - Future Dated)

Name and ID:

Transaction:

Transaction Status: Completed

Approval Category: Terminate - Job Record and Employee, TERME

Job and Suffix:

Query Date: Aug 25, 2018

Last Paid Date: Aug 11, 2018

Query Date should match last date of pay period in which employee's last date of work falls in.

[Approval Types](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[EPAF Approver Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

* - indicates a required field.

Terminate/End Pay Job Record Only.

Enter Changes	Current Value	New Value
Jobs Effective Date: *	08/25/2018	08/25/2018
Personnel Date: *	08/19/2018	08/19/2018
Job Change Reason: *	2SEP	2SEPV
Job Status:	Terminated	Terminated

Jobs Effective Date should match last date of pay period in which employee's last date of work falls in.

Personnel Date should match employee's actual last date of work.

Job Change Reason should match reason for employee's termination. There are currently 3 options to choose from.

Current 'Job Change Reason' choices

2SEPD, Employee Death
 2SEPI, Employ. Involuntary Separation
 2SEPV, Employee Voluntary Separation

Terminate Employee

Enter Changes	Current Value	New Value
Term Reason Code: *		V8, Mutually Satisfactory Release
Termination Date: *		08/25/2018
Last Work Date: *		08/19/2018
Employee Status:	Active	Active

Term Code should describe reason for separation as accurately as possible.

Termination Date should match last date of pay period in which employee's last date of work falls in.

Last Work Date should match employee's actual last date of work.

Because Jobs Effective Date and Termination Date are a last date of a pay period in the future, Employee Status must be changed to 'Active'.

Terminate Job Record and Employee - Monthly

Name and ID:

Transaction:

Transaction Status: Pending

Approval Category: Terminate - Job Record and Employee, TERME

⏪ Previous Next ⏩

[Add Comment](#)

Job and Suffix:

Query Date: Aug 31, 2018

Last Paid Date: Jul 31, 2018

Query Date should be employee's last day of work.

[Approval Types](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[EPAF Approver Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

* - indicates a required field.

Terminate/End Pay Job Record Only,

Enter Changes	Current Value	New Value
Jobs Effective Date: *	07/01/2018	08/31/2018
Personnel Date: *	07/01/2018	08/31/2018
Job Change Reason: *	FYBUD	2SEPV
Job Status:	Active	Terminated

Jobs Effective Date and Personnel Date should match employee's last day of work.

Job Change Reason should match reason for employee's termination. There are currently 3 options to choose from.

Current 'Job Change Reason' choices

2SEPD, Employee Death
2SEPI, Employ. Involuntary Separation
2SEPV, Employee Voluntary Separation

Terminate Employee

Enter Changes	Current Value	New Value
Term Reason Code: *		E1, End of Assignment
Termination Date: *		08/31/2018
Last Work Date: *		08/31/2018
Employee Status:	Active	Terminated

Term Code should describe reason for separation as accurately as possible.

Termination Date and Last Work Date should match employee's last day of work.

Exception to Normal Pay Create New Job

Name and ID:
 Transaction:
 Transaction Status: Completed
 Approval Category: Exception to Normal Pay Create New Job, ENPNEW
 Previous Next

Job and Suffix:
 Query Date: Jul 01, 2018
 Last Paid Date: Jul 31, 2018

Query Date must be first day of the month that ENP should be paid.
 *If the ENP will be paid on "July's" regular or supplemental payroll, you must enter 07/01/2018.

[Approval Types](#) | [Default Earnings](#) | [Account Distribution](#) | [Errors](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[EPAF Approver Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

Exception to Normal Pay Add New Job, BG9911-Z0 Exception to Normal Pay, Last Paid Date: Jul 31, 2018

Enter Changes	Current Value	New Value
Job Begin Date:		07/01/2018
Jobs Effective Date:		07/01/2018
Personnel Date:		07/01/2018
Contract Type:		Overload
Job Status:		Active
Job Change Reason:		ENPRP
Payroll Id: *		JX
AnnSalary/ContractAmt:		0
Factor:		1
Pays:		1
Time Entry Method:		Payroll Time Entry
Time Entry Type:		None
Leave Report Method:		Payroll
Title:		Exception to Normal Pay
Step:		0

Job Begin Date and Jobs Effective Date must be the first day of the month that ENP should be paid. (Refer to example shown under Query Date)

Personnel Date can match first day of the month OR can be adjusted to match the date the action should have taken place.

Payroll ID should be adjusted according to when ENP should be paid. JM is for regular monthly payroll and JX is for supplemental payroll.

Exception to Normal Pay Payment Information, BG9911-Z0 Exception to Normal Pay, Last Paid Date: Jul 31, 2018

Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
----------------	----------	------------------------	--------------	--------------	-------	----------

Hours or Units per Pay should always be 1. Special Rate is the amount the employee should be paid. If the amount is a retroactive payment use the following calculation.
 Total number of days worked in month / Total number of working days in month * monthly rate employee is paid.

Effective Date should be first day of month that ENP should be paid.

New

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
----------------	----------	------------------------	--------------	--------------	-------	----------

End Date should be first day of month following when the ENP should be paid.

Jul 01, 2018	A10, Regular Monthly Adj	1.00		15.59	1	Aug 01, 2018
--------------	--------------------------	------	--	-------	---	--------------

Update Labor Distribution Information, BG9911-Z0 Exception to Normal Pay, Last Paid Date: Jul 31, 2018

Current

Effective Date: 07/01/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
X		580470	100160	602440	3511		3			33.33			
X		569848	100159	602440	3311		1			33.33			
X		525990	100159	602440	3511		3			33.34			

New

Effective Date: 07/01/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
X		525990	100159	602440	3511		3			33.34			
X		569848	100159	602440	3311		1			33.33			
X		580470	100160	602440	3511		3			33.33			

Terminate/End Pay Job Record Only, BG9911-Z0 Exception to Normal Pay, Last Paid Date: Jul 31, 2018

Enter Changes	Current Value	New Value
Jobs Effective Date: *		07/31/2018
Personnel Date: *		07/31/2018
Job Change Reason: *		2END
Job Status:		Terminated

Jobs Effective Date and Personnel Date should be last day of month that ENP should be paid.

Transfer to Hourly Job with No End Date

Name and ID:
 Transaction:
 Transaction Status: Pending
 Approval Category: Transfer to Hourly Job with No End Date, TRNJHN
 Previous Next

Job and Suffix: See approval types below.
 Query Date: Aug 20, 2018
 Last Paid Date: May 19, 2018

Query Date should always be the date the employee will begin working in position they will be transferring to.

Return for Correction Void Add Comment

Approval Types | Account Distribution | Routing Queue | Comments | Transaction History

[EPAF Originator Summary](#)

[Return to EPAF Menu](#)

Jump to Bottom

* - indicates a required field.

Terminate/End Pay Job Record Only, AT9947-00 Student Employment, Last Paid Date: May 19, 2018

Enter Changes	Current Value	New Value
Jobs Effective Date: *	08/21/2017	08/19/2018
Personnel Date: *	08/21/2017	08/19/2018
Job Change Reason: *	1NEW	CTRAN
Job Status:	Active	Terminated

Jobs Effective Date and Personnel Date should match employee's last date of work in position that employee is transferring from.

Job Change Reason should be CTRAN - Lateral Transfer and should match Job Change Reason under the Transfer section of EPAF.

Transfer Employment Data

Enter Changes	Current Value	New Value
Employee Status:	Active	Active
Employee Class Code:	2U, OSU DASNR Bw Stdnt (1.5OT)	1U, OSU Gen Univ Bw Stdnt (1.5OT)
Home Organization:	100129, Div of Agricultural Sci & Nat Rsrscs	
Distribution Orgn:	100129, Div of Agricultural Sci & Nat Rsrscs	
Benefit Category:	JS, OSU Students	JE, All Deds/Bens - Used for trans

Employee Class Code should match Employee Class for position employee is transferring to. Always review information on NBAPOSN prior to choosing Employee Class Code.

Organization information should match information for department that employee will be transferring to.

Transfer to Hourly Job, 704481-00 Stu Wkr

Enter Changes	Current Value	New Value
Job Begin Date: *		08/20/2018
Jobs Effective Date: *		08/20/2018
Personnel Date:		08/20/2018
Contract Type: *		Primary
Job Status:		Active
Job Change Reason: *		CTRAN
Regular Rate: *		8.50
FTE:		.5
Hours per Day:		4
Hours per Pay:		40
Timesheet Orgn:		100129
Time Entry Method:		Employee Time Entry via Web
Title:		
Step:		0

Job Begin Date should be date following the dates listed under Termination section of EPAF unless there is a date listed in the 'Current Value'. If there is a date listed, you must match that date.

Jobs Effective Date and Personnel Date should match date employee will be transferring to new job. These dates should also be the date following the dates listed under the Termination section of EPAF.

Job Change Reason should be CTRAN - Lateral Transfer and should match Job Change Reason under the Termination section of EPAF.

Update Labor Distribution Information, 704481-00 Stu Wkr

Current											
Effective Date: 08/20/2018											
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
New											
Effective Date: 08/20/2018											
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
X		123160	100129	602460	3700	2970	1			100.00	

Transfer to Salaried Job with No End Date

Name and ID:

Transaction:

Transaction Status: Pending

Approval Category: Transfer to a Salaried Job with No End Date, TRNJSN

Previous Next

Job and Suffix: See approval types below.

Query Date: Aug 20, 2018

Last Paid Date: Aug 11, 2018

Query Date should always be the date the employee will begin working in position they will be transferring to.

Approve Disapprove Return for Correction More Info Add Comment

Approval Types | Account Distribution | Errors | Routing Queue | Comments | Transaction History

[EPAF Approver Summary](#)

[Return to EPAF Menu](#)

Jump to Bottom

Errors and Warning Messages

Type	Message Type	Description
Transfer to Salaried Job	WARNING	*WARNING* Annual Salary is outside the Table/Grade range.

* - indicates a required field.

Terminate/End Pay Job Record Only, BT9881-00 Student Worker, Last Paid Date: Aug 11, 2018

Enter Changes	Current Value	New Value
Jobs Effective Date: *	01/14/2018	08/19/2018
Personnel Date: *	01/18/2018	08/19/2018
Job Change Reason: *	1REIN	CTRAN
Job Status:	Active	Terminated

Jobs Effective Date and Personnel Date should match employee's last date of work in position that employee is transferring from.

Job Change Reason should be CTRAN - Lateral Transfer and should match Job Change Reason under the Transfer section of EPAF.

Transfer Employment Data

Enter Changes	Current Value	New Value
Employee Status:	Active	Active
Employee Class Code:	2U, OSU DASNR Bw Stdnt (1.5OT)	2O, OSU DASNR Grad Stdnt
Home Organization:	100174, Biochemistry & Molecular Biology	100174, Biochemistry & Molecular Biology
Distribution Orgn:	100174, Biochemistry & Molecular Biology	100174, Biochemistry & Molecular Biology
Benefit Category:	JS, OSU Students	JE, All Deds/Bens - Used for trans

Employee Class Code should match Employee Class for position employee is transferring to. Always review information on NBAPOSN prior to choosing Employee Class Code.

Organization information should match information for department that employee will be transferring to.

Transfer to Salaried Job, BG9799-00 GRAD RSRCH AST

Enter Changes	Current Value	New Value
Job Begin Date: *		08/20/2018
Jobs Effective Date: *		08/20/2018
Personnel Date:		08/20/2018
Contract Type: *		Primary
Job Status: *		Active
Job Change Reason: *		CTRAN
AnnSalary/ContractAmt:		1850
Factor:		1
Pays:		1
FTE:		0.5
Hours per Day:		4
Hours per Pay:		86.67
Timesheet Orgn:		100174
Title:		Grad Teaching Ast
Step:		0

Job Begin Date should be date following the dates listed under Termination section of EPAF unless there is a date listed in the 'Current Value'. If there is a date listed, you must match that date.

Jobs Effective Date and Personnel Date should match date employee will be transferring to new job. These dates should also be the date following the dates listed under the Termination section of EPAF.

Job Change Reason should be CTRAN - Lateral Transfer and should match Job Change Reason under the Termination section of EPAF.

Guidance for Factors and Pays can be found in the document titled [EPAF - Term Definitions and Tips](#) on the OSU Payroll website under the 'Payroll Tools' tab.

Update Labor Distribution Information, BG9799-00 GRAD RSRCH AST

Current												
Effective Date: 08/01/2018												
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override End Date
New												
Effective Date: 08/20/2018												
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override End Date
X		541370	100174	602440	3411		2			100.00		