Frequently Asked Questions & Helpful Hints

When is an ePAF due?

Review the Payroll calendar, locate the specific pay period you want your ePAF to be effective by, and the due date will be listed under the column titled "Fully Approved ePAFs Due."

How do I view an ePAF that has been submitted?

Once logged into the ePAF Main Menu, click on the ePAF Originator Summary. Any ePAFs listed in the Current tab are ePAFs that have not been submitted or returned to you. Click on the History tab to view ePAFs that have been submitted. Click on the person's name to open the ePAF to view the details and Routing Queue.

What do the different statuses of an ePAF mean?

- Waiting: The ePAF has not been submitted and needs to be updated and submitted or deleted.
- Pending: The ePAF has been submitted but has not yet been fully approved.
- Disapproved: The ePAF cannot move forward.
- Voided: The ePAF has been removed from all approval queues and will remain in the originator's history.
- Returned for Correction: The ePAF must be corrected and resubmitted.
- Approved: The ePAF has been fully approved but not yet applied by Payroll.
- Completed: The ePAF has been fully approved and applied by Payroll.

What do I do when I receive warning messages after submitting my ePAF?

All warning messages can be ignored as your ePAF will be submitted regardless of any warning messages that are received. Only error messages will prevent you from submitting your ePAF.

I submitted an ePAF then realized I need to make a change to it. What do I do?

From your ePAF Originator Summary, click on your History tab and open the ePAF that needs to be corrected. Click on the Return for Correction button. The ePAF will then be moved to the Originator Summary > Current tab. The Originator can then update the ePAF/make changes and then resubmit.

Who should I select for some of the approval levels?

In addition to your Budget Unit Manager and Divisional Executive, there are additional approvers that will need to be selected depending on the type of ePAF you are submitting.

Employee/Staff Supplemental BW & BT (includes grants)

6) Click All Jobs and all previous position numbers for this employee will populate. Check to see if the position number you are looking for is listed.

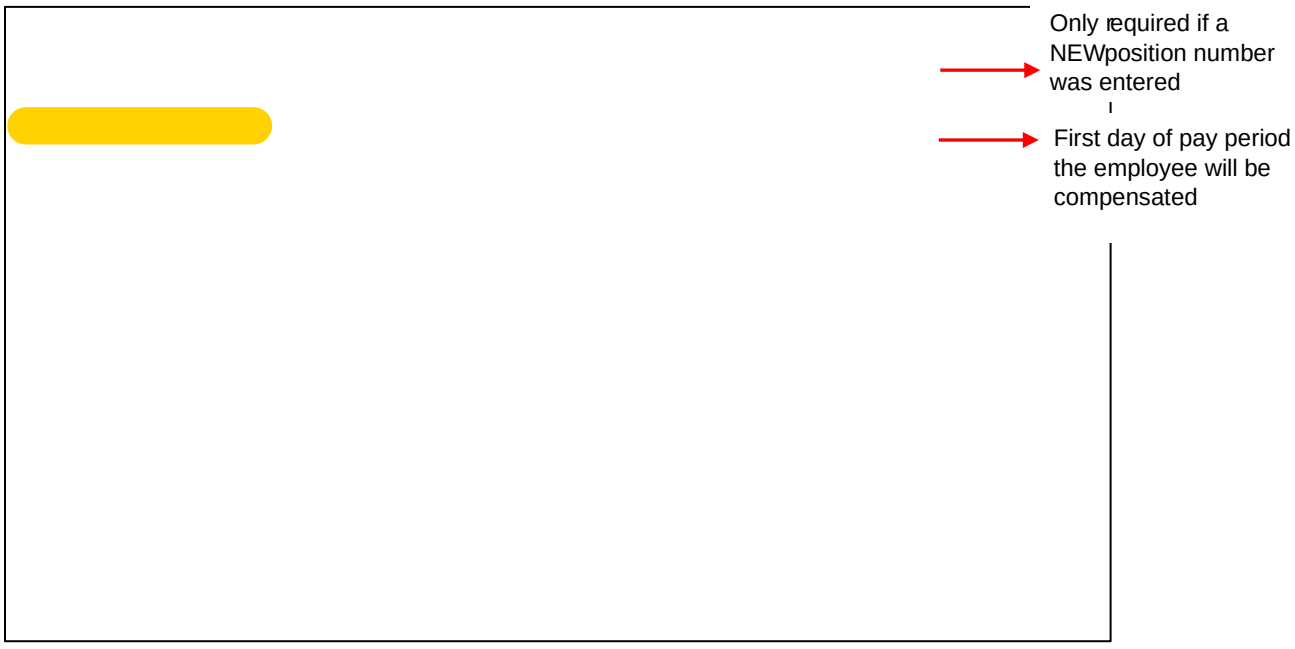
7) If this is a new position number for the employee, input the position number and the suffix, which will always be 00, then click Go, or…

…select an existing position number and click Go.

Selecting an existing position number

8) Refer to the current payroll calendar to fill in the jobs effective date, which is the first day of the pay period the employee will be compensated.

   a. <u>The Job Begin Date is required if you entered a new position number and must be the same as the Jobs Effective Date</u>. If you did not enter a new position number, leave this field blank.



9) Scroll down to the Default Earning section and input the following:

You may enter additional lines for payments to be made for future pay periods (see example below), but please email Payroll and cc your BUM and S

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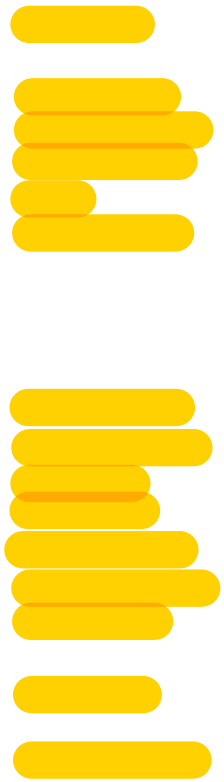

6) Click All Jobs to view all previous position numbers. Check to see if the position number you are looking for is listed.
7) Select the position number you would like to reactivate, or if this is a new position for the student, input the new position number, suffix will always be (00)then click Go.
8) Input the required information highlighted below.

9) Scroll down to the Routing Queue and select the routing information for each approval level. If you have set up default routing for this type of ePAF, your approvers should have pre-populated,

11) After you have added your comments, click Save – you must always save your EPAF before submitting it.

12) If you are ready to send the ePAF, click on Submit. Any warning messages can be ignored, but

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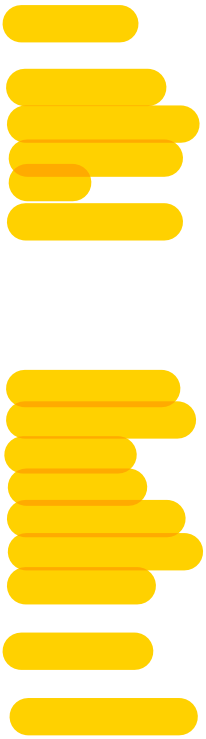


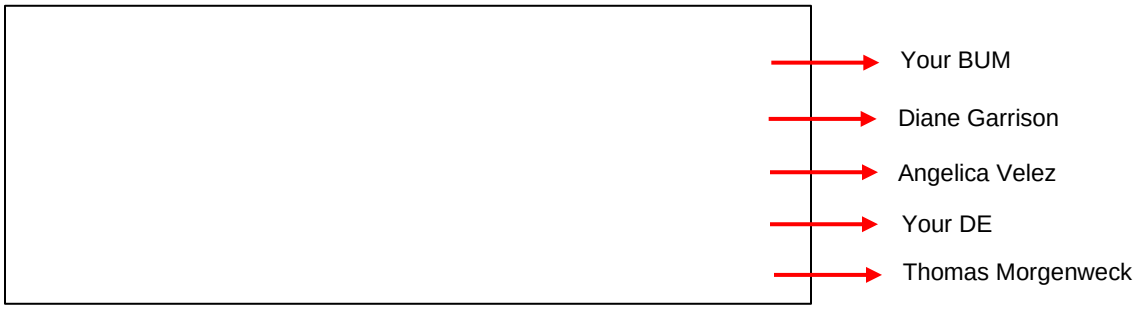
5) On the Approval Category field, select code WSTUDY for a federal work study student who has previously worked, then click Go.

6) Click All Jobs to view all previous position numbers. Check to see if the position number you are looking for is listed.

7) Select the position number you would like to reactivate, or if this is a new position for the student, input the position number, suffix will always be (00), then click Go.

8) Input the required information highlighted below.

9) Scroll down to the Routing Queue and select the routing information shown below. If you have set up default routing for this type of ePAF, your approvers should have prepopulated, but you can still make changes if needed by using the Search option.



10) Comments are required. Input the name and contact information (email and extension) of the person in your office who oversees the student worker. After you have added your comments, click Save – you must always save your EPAF before submitting it.

11) If you are ready to send the ePAF, click on Submit. Any warning messages can be ignored, but any ERROR messages must be corrected. If you receive an error message, make the necessary corrections, click Save then Submit. *If you put in a new position number and receive the error shown below after submitting, you must input the Job Begin Date (first day of pay period) in order to correct the error.*

12) After correcting any errors, click Save then Submit. You will receive the message below confirming the ePAF was successfully submitted, and the transaction status will show as pending.

Student Grant Position New Hire (has never worked on campus) ePAF

Steps that need to be taken prior to completing the Student New Hire ePAF:

- Student completes application
- Department emails Human Resources with the names of the student(s).
- HR sends an email to the student(s) with a link to the onboarding forms.
- Students complete first part of I-9, department completes second part of 1-9.
- Process ePAF

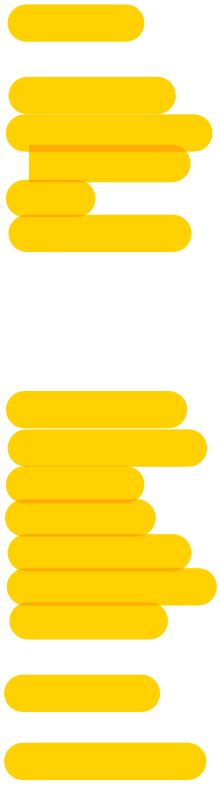
What information is needed to complete the ePAF?

- Student Z# or name
- Date the I-9 was verified
- Job effective date (first day of the pay period the student will start working)
- Position number
- Rate of pay
- Timesheet org
- Time entry method

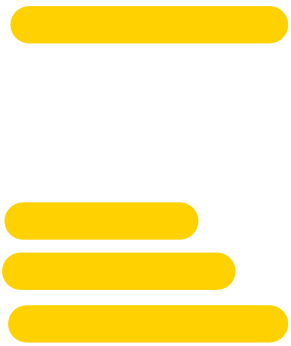
Creating a Student Grant Position New Hire ePAF

1) Log into the Stockton portal, click on the Employee tab, then click on the link for Self Service Banner.
2) Click on the Employee tab > ePAF Main Menu > New ePAF.
3) Input the Z# (include the Z) or use the search function to search by name.

4) The query date defaults to the date you are starting the form. The query date must be earlier



8) Scroll down to the Routing Queue and select the routing information shown below. If you have set up default routing for this type of EPAF, your approvers should have prepopulated, but you can still make changeA-.05 Tc -0.001 Twr b(c)8.1(d)3(l)42(u)llA-4(n)90(hthr)14(eSc)8.1(t)6(e)rroulal



10) Comments are required. Input the name of the person who will be approving the student's timesheet. After you have added your comments, click Save – you must always save your EPAF before submitting it.

11) If you are ready to send the ePAF, click on Submit. Any warning messages can be ignored, but any ERROR messages must be corrected. If you receive an error message, make the necessary

Terminating a Student Position ePAF

All Federal Work Study student terminations will be handled by the Office of Financial Aid. These instructions are for terminating Non-Federal Work Study students. All student worker positions will be automatically terminated if the student hasn't been paid from that position number in 60 days.

1) Log into the Stockton portal, click on the Employee tab, then click on the link for Self Service Banner.
2) Click on the Employee tab > ePAF Main Menu > New ePAF.
3) Input the Z# (include the Z) or use the search function to search by name.
4) Query date defaults to the date you are starting the form and can be left as is.
5) On the Approval Category field, select code STTNRM to terminate/remove a student from a position, then click Go.
6) Select the position you would like to terminate then click Go.
    a. If you do not see the position number listed, that position has already been terminated.
7) Input the Jobs Effective Date which is the last day of the pay period (listed in the "To" column on the payroll calendar). If the student has not/will not post any hours for the current pay period, you can use the end date of the previous pay period as your effective date.

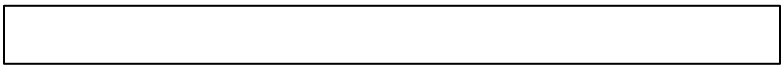
8) Scroll down to the Routing Queue and select the routing information shown below, if necessary. If you have set up default routing for this type of ePAF, your approver should have pre-populated.

9) If you are ready to send the ePAF, click on Submit. Any warning messages can be ignored, but any ERROR messages must be corrected. If you receive an error message, make the necessary corrections, click Save then Submit.

Submitting a Saved ePAF or Resubmitting a Returned ePAF

1) Log into the Stockton portal, click on the Employee tab, then click on the link for Self Service Banner.
2) Click on the Employee tab > ePAF Main Menu > ePAF Originator Summary.
3) All ePAFs that have been returned to you or have not been submitted will be listed under your Current tab.

4) Click on a name to open the specific ePAF.
5) Click on Update.
6) Make any necessary changes/updates then click Save.
7) Click on Submit. You will receive the message show below confirming your ePAF was successfully submitted.



Approving an ePAF

Approvers receive email notification when an ePAF is assigned to them for approval

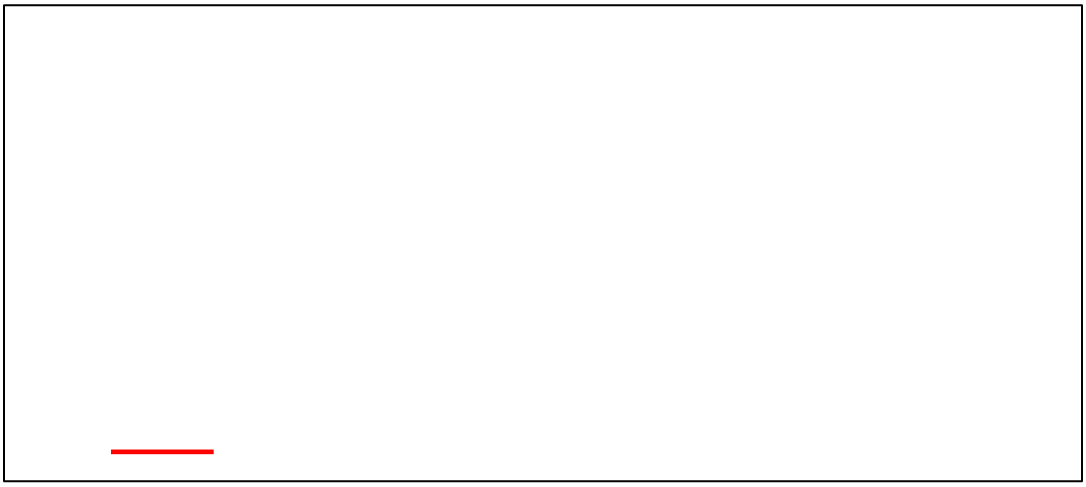
1) Log into the Stockton portal, click on the Employee tab, then click on the link for Self Service Banner.
2) Click on the Employee tab > ePAF Main Menu > ePAF Approver Summary.
3) You will land on the "current" tab. All ePAFs that are ready for you to approve will be listed.

- Current: ePAFs awaiting your approval.
- In My Queue: ePAFs that will eventually be in your current tab. You cannot take action on these ePAFs as they are either assigned to another approver or have not yet been submitted.
- History: A list of ePAFs you have already taken action on.

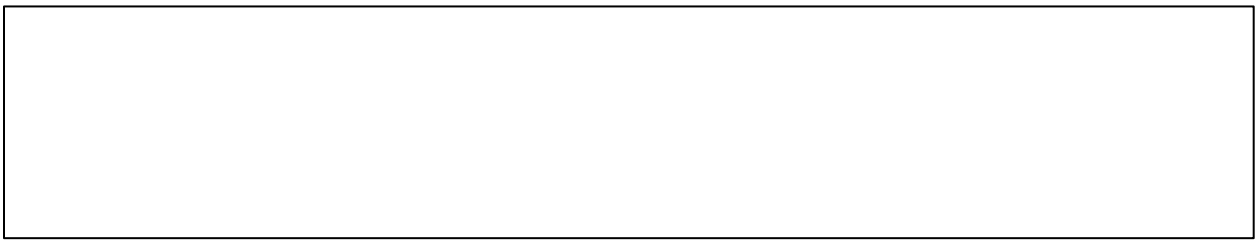
4) Review the ePAFs listed in your current tab.
   - Anything in blue is linked. All submitted ePAFs will have a comment from the Originator, indicated by **. Click on a name to open and view the ePAF.

   - What to look for on the ePAF
     - Approval Category = the type of ePAF being submitted
     - Rate of pay per hour if it's a student ePAF
     - Special rate for supplemental payments = total to be paid for that pay period
     - Read comments for additional pertinent information

5) After reviewing,



7) Click on the Next arrow to view the next report in your queue OR click on ePAF Approver Summary to go back to your list; do not use the back arrow on your browser to go back as your list will not refresh.



How to Set up a Proxy

1) Log into the Stockton portal, click on the Employee tab, then click on the link for Self Service Banner.
2) Click on the Employee tab > ePAF Main Menu > New e