

## HOW TO PROCESS A SALARY ADJUSTMENT EPAF

When processing a Salary Adjustment EPAF, please ensure a final approval Memorandum from Compensation has been sent to Data Administration.

There are two types of salary adjustments – Exempt (Salaried) and Non-Exempt (Hourly)


Salary Adjustment EPAF should only be used when the department receives approval from Compensation.



**Please note: A Salary Adjustment EPAF will not be processed by Human Resources unless we received the final approved memorandum.**

Steps	Instructions	Comments
1	Go to the EPAF Menu and select “New EPAF” link > Complete the “New EPAF Person Selection” page then > Complete the “New EPAF Job Selection” page.	See pages 16-20 for instructions.
2	You are now on the “Electronic Personnel Action Form” – Review the top section to ensure you have identified the person you want to process, the correct Approval Category and the Query Date is accurate based on the EPAF Payroll Calendar.	See pages 17-18 for instructions on how to Search for the employee’s A-number.

### Electronic Personnel Action Form

 Enter the information for the EPAF and Click Save; then click Submit to **Commit** the transaction.

**User does not have access to view current values.**

**Name and ID:** Lerm Torr A00 23      **Job and Suffix:** 9 76 -00, STAFF NURSE  
**Transaction:**      **Query Date:** Mar 15, 2009  
**Transaction Status:**      **Last Paid Date:** Nov 08, 2008  
**Approval Category:** Salary Adjustment - Hourly, SALADH

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Steps	Instructions	Comments
3	The Jobs Effective Date will already be defaulted in from the Query Date.	
4	Enter Personnel Date.	This date is the actual date for the event. For a salary adjustment, it is the day the employee should or will receive their new salary/regular rate.
5	Enter either the Step or Annual Salary/Regular Rate.	<b>Not Both</b>
6	The Job Change Reason is a default.	This reason can be changed depending on the type of adjustment you are processing.

**Salary Adjustment - Hourly**

[Click here for EPAF Payroll Calendar](#)

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY		<input type="text" value="03/15/2009"/>
Personnel Date: MM/DD/YYYY		<input type="text" value="02/15/2009"/>
Step:		<input type="text" value="25"/>
Regular Rate:		<input type="text"/>
Job Change Reason:		<input type="text" value="EA, Equity Adjustment"/>

Steps	Instructions	Comments
7	In the Routing Queue Section, the mandatory Approval Levels appears in this section. Type in the appropriate Banner IDs for each level in the User Name column.	If the Originator completed the Default Routing Queue page then the user names will also appear in this section.
8	Originator may include additional levels if necessary. Use the drop down menu to select the approval levels and required actions.	

**Routing Queue**

Approval Level	User Name	Required Action
20 - (DEPTAP) Department Approvers	<input type="text" value="TRAIN20"/> Esther S Train	<input type="text" value="Approve"/>
50 - (BUDGET) Budget	<input type="text" value="TRAIN22"/> Wilmer Trainer	<input type="text" value="Approve"/>
70 - (PAYROL) Payroll	<input type="text" value="SANTANC"/> Christine Santangelo	<input type="text" value="FYI"/>
90 - (HRADMN) HR Data Administration	<input type="text" value="MARTINM1"/> Miriam E Martinez	<input type="text" value="Approve"/>
99 - (APPLY) Appliers	<input type="text" value="MARTINM1"/> Miriam E Martinez	<input type="text" value="Apply"/>
Not Selected <input type="button" value="v"/>	<input type="text"/>	Not Selected <input type="button" value="v"/>
Not Selected <input type="button" value="v"/>	<input type="text"/>	Not Selected <input type="button" value="v"/>
Not Selected <input type="button" value="v"/>	<input type="text"/>	Not Selected <input type="button" value="v"/>
Not Selected <input type="button" value="v"/>	<input type="text"/>	Not Selected <input type="button" value="v"/>

Steps	Instructions	Comments
9	Add a statement or a note in the Comment section to communicate information concerning the employee to all Approvers in the queue.	Comments, such as: Memorandum already sent to HR.
10	After you have entered your comments, click on the <b>SAVE</b> button to save all your entries.	

**Comment**

Compensation approval memo sent to HR.

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Steps	Instructions	Comments
11	Once you click <b>SAVE</b> , you will receive a message indicating your changes have been save successfully.	
12	Then click on the <b>SUBMIT</b> button to send the transaction to be approved by the Users in the routing queue. You will receive a message indicating you have submitted the transaction successfully.	You will receive a workflow email.

### Electronic Personnel Action Form

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**Your change was saved successfully.**

 Enter the information for the EPAF and Click Save; then click Submit to **Commit** the transaction.

**User does not have access to view current values.**


Name and ID: Lerm Torr A00 23	Job and Suffix: 9 7 -00, STAFF NURSE
Transaction: 34704	Query Date: Mar 15, 2009
Transaction Status: Waiting	Last Paid Date: Nov 08, 2008
Approval Category: Salary Adjustment - Hourly, SALADH	

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### Electronic Personnel Action Form

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**The transaction has been successfully submitted.**

 Enter the information for the EPAF and Click Save; then click Submit to **Commit** the transaction.

**User does not have access to view current values.**

Name and ID: Lerm Torr A00 23	Job and Suffix: 9 7 -00, STAFF NURSE
Transaction: 34704	Query Date: Mar 15, 2009
Transaction Status: Pending	Last Paid Date: Nov 08, 2008
Approval Category: Salary Adjustment - Hourly, SALADH	