

EPAF FAQ

Q: Why are we now using SPAIDEN instead of PPAIDEN?

A: In order to support an upgrade in Banner HR security, employee information is accessed/entered using the SPAIDEN screen. The screen is essentially identical to PPAIDEN – although SPAIDEN does not have SSN/SIN/TIN on the Current Identification screen. Access to SPAIDEN replaces PPAIDEN access.

Q: When is the last day I can submit an EPAF on time?

A: Please submit your EPAF **AT LEAST 3 business days** before the end of a pay period. For instance, a miscellaneous payment with a begin date of Sept 10 should be submitted by Sept 21 to make the Sept 24 pay period cut-off date. It is highly encouraged to submit an EPAF as soon as possible in the event it needs to be returned or requires multiple approvers. This way, we can ensure an employee's payment will be made on time. In addition, please do not assume that because your EPAF is submitted that it will go through successfully. Please check back on all EPAF to ensure they are "completed."

Q: How do I know what sort of position should be entered?

A: For a detailed list of what positions are used for please refer to:

<http://hr.gmu.edu/forms/PositionPrefix.pdf>

If you are looking for what position number to use specifically, please refer to the pooled position lookup found under Patriotweb Self Service under the Employee Services tab. You would enter your organization number that the position would be paid out of and choose the corresponding position number.

Q: The pooled position page isn't where it used to be? Where can I find it??

A: The pooled position lookup screen can now be found in Patriotweb Self Service under the Employee Services tab.

Q: Does a student have to be student wage or can they just be wage or vice versa?

A: If someone is considered a full time student they must be entered as student wage. If they are no longer a student, they will need to change assignment to wage. This has to be done by terminating the current position and entering a new one.

Q: How do I check the status of my EPAF?

A: You need to write down the transaction number for each transaction you enter. You can go back into NOAEPAF and type in the transaction # to check the status of your EPAF. "Waiting" means it has not been submitted by you yet. "Returned for correction" means that you must correct your EPAF and resubmit. "Pending" means that it is awaiting approval. "Approved" or "completed" means it has been fully approved. It is a submitter's duty to make sure your EPAF

has made it through the process. By merely submitting the EAPF it does not mean that it is guaranteed to make it through the process.

Q: If my employee is an international student...what do I use for their social security number when creating their G# in Banner???

A: You would use all 0's. Do not input anything into the Alternative ID tab in SPAIDEN. You would skip this tab completely.

Q: Can I enter someone's information without having their I-9 entered?

A: You will need the employee's I-9 information in front of you while entering their record into Banner.

Q: What is an original hire?

A: Someone who has not held a paying job at Mason since Banner's inception, July 1 2002. There will be no job record in NBIJLST.

Q: What is a current hire?

A: Someone who has held a paying job at Mason since Banner's inception, July 2002. A current hire will have job history in Banner always.

Q: What is NBIJLST? How do I know what suffix to use?

A: It is the form in Banner that allows a submitter to determine whether a person is a current/original hire as well as determining how many jobs an employee has had since working at mason. This form also will help you determine which suffix to use if a position number needs to be repeated. Please remember that your query date needs to be 07/01/02. If someone has already had a job with the exact position number, you would use the next unused suffix in the succession. For instance, if someone has had the position WG9999 with the suffix 00, you would use WG9999/01.

Q: How many pay periods are in a semester for a GTA/GRA and Adjuncts?

A: For GTA/GRA there are 9 – For adjuncts there are 7.
These will stay the same for Fall and Spring semesters.

Q: Can I enter a transaction if I do not know the employee's last date of work.

A: Yes. But there is an exception to this. GTA/GRA/ADJ must have an end date. Banner will not allow you to complete the transaction without this.
For wage assignments, you may create a transaction without a termination date and then later add one when such date is known.

Q: What do I do if my employee cannot finish the assignment as originally entered??

A: There is an action within NOAEPAF that allows you to terminate assignments early. This is called an early termination. An EARLY termination is used if there is already an end date in Banner. If there is not already an end date, then a termination would be used.

Q: What are the pay structures for semi-monthly assignments??

A: The beginning of the pay period for semi-monthly EPAF's is always on the 10th or the 25th and the end is always the following 9th or 24th

EX: 3/25-4/09 or 4/10-4/24

Q: Do my pays and factors have to match???

A: Yes and always. No exceptions to this rule in the EPAF world. For semi-monthly assignments, your pays and factors must align with the beginning and ending dates.

Q: What is the difference between Primary and Overload???

A: These two words refer to the Contract Type line on the GENJOB screen. If an employee has **never had a job or does not hold an active job** at the university OR currently does not hold a job, the Contract Type will be P for Primary.

If the employee has an **active** job at the university, the contract type will be O for Overload.

Q: In reference to Adjuncts. Can I enter one transaction for a professor teaching 4 classes?

A: No. There must be a transaction created for each class being taught. Please include the course and section number in the title lines for all adjunct positions.

Q: Can I change the position number and suffix once the transactions have been saved??

A: No. the position number and transaction are unique to each and cannot be changed once saved. If you have entered the position number or suffix incorrectly you will have to delete your current PAF and create a new one.

Q: I do not see a place to enter the time sheet approver information. Where do I do this?

A: You will need to enter the timesheet approver information in the Other Information and Comments section. You must include timesheet approver's name, G#, and position number (which can be found in NBIJLST). This MUST be filled out for Wage, Student Wage, and Work Study positions.

Q: Can I delete/Void my own transaction?

A: Yes. Please see below:

Since you are the submitter you are able to void transactions that are in WAITING status only. Just follow the steps below:

- In Banner go to NOAAPSM
- Click the drop-down box next to "Transaction Status" and choose "Return/Correction"
- Click the drop-down box next to "Queue Status" and choose "None (Originator)"
- Ctrl+Page Down
- Highlight the transaction you want to void
- Click the drop-down box next to "Approver Action" and choose "Void"
- Save

*This can be done with any transaction now. Depending on the status of the transaction (waiting/returned for correction) determines which "transaction" status you choose.