

Educational Incentive Pay

To process the Educational Incentive, **make sure you know the position # associated with the EPAF. (Position 5E000, suffix 00)**

Key the **Payee J# in the ID block** and **hit TAB** to select an employee to process. (Hint: By making the query date the first day of the pay cycle that you want the payment executed, the system will pre populate that date in all blocs necessary on the next screen) After updating the query date, **select the approval category of "Educational Incentive Pay"** from the drop down menu. Click **Go**.

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

Use the date the transaction will take effect.

Query Date: MM/DD/YYYY*

Approval Category: *

Employee Job Assignments									
Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status
Primary	004111	00	Payroll Specialist	402400, Payroll		Oct 01, 2013			Active

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In the display below there are primary and secondary positions already assigned to this employees. Notice that you can add a new job. Enter the **position # 5E0000** in the **position field** on the New Job row. Tab to the next field and enter the suffix of **"00"**.

The system will automatically populate the position title, org number and department name from which the payment will be made. See the detail below.

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Marcus T. Arlum, J00778247
Query Date: Jun 01, 2014
Approval Category: Education Incentive Pay, J00047

One-Time Payment, 1PAY

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text" value="🔍"/>	New Job	5E0000	00	Education Incentive	401000, VP - Business & Finance						<input type="radio"/>
	Primary	004111	00	Payroll Specialist	402400, Payroll		Oct 01, 2013			Active	<input type="radio"/>

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Click on **'Go'** after entering the position # and suffix.

Update the job begin date and the job effective date with the start date of the payroll cycle. Keep in mind that at the beginning of the pay period will always be on the 1st day or the 16th day of the month, while the end of the pay period can be the 15th, 28th, 30th 31st, and the 29th depending on what month and year you want the payment made.

So be mindful of the start and end date of the payroll you will be using to pay the extra pay.

After entering the **required dates**, enter the payment **amount in the salary block**.

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit

Name and ID: Marcus T. Arlum, J00778247 **Job and Suffix:** 5E0000-00, Education Incentive
Transaction: 56604 **Query Date:** Jun 01, 2014
Transaction Status: Return for Correction **Last Paid Date:**
Approval Category: Education Incentive Pay (Faculty/Staff), J00047

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* - indicates a required field.

One-Time Payment, 5E0000-00 Education Incentive

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		06/01/2014
Jobs Effective Date: MM/DD/YYYY*		06/01/2014
Personnel Date: MM/DD/YYYY*		06/01/2014
Salary: *	500.00	
Step: *(Not Enterable)	0	
Factor: *(Not Enterable)	1.0	
Pays: *(Not Enterable)	1.0	
Contract Type: *(Not Enterable)	S	
Job Change Reason: (Not Enterable)	-	
Job Status: (Not Enterable)	A	

Current Value	New Value
Job Begin Date	1 st day of the pay cycle
Job Effective Date	1 st day of the pay cycle
Personnel Date	1 st day of the pay cycle
Salary	Payment Amount

Terminate Job, 5E0000-00 Education Incentive

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		06/15/2014
Job Status: (Not Enterable)	T	
Job Change Reason: (Not Enterable)	00013	

Next, enter the payment termination date (i.e. the end of the pay cycle that the payment will happen). We chose 06/01/2014 for the start date, so the end date has to be 06/15/2014.

Labor Distribution Changes, 5E0000-00 Education Incentive

Current														
Effective Date: 06/01/2014														
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date	Remove
J	417605	160150	401000	610015	60					100.00				
Total:										100.00				

Labor Distribution Effective Date should also be the 1st day of the pay cycle

Once the dates and salary are entered, perform the functions **of selecting the routing queue** – see page 15 for details. The routing queue contains the list of persons required to approve such transaction.

Select the corresponding approval level, J#, name and action required of each person (Approvers) needed for authorization.

Routing Queue

Approval Level	User Name	Required Action	Remove
30 - (DEAN) Dean_Director	J00482	Robin Michele Spann-Pack	Approve
50 - (VP) Vice President	J00032	Michael Thomas	Approve
70 - (BUDGET) Budget	J00495	Chavin Johnson	Approve
80 - (HR) Human Resources Approver	J00473	Keunta D McPhearson	Approve
85 - (HR2) Human Resources Applier	J00085	Linda Wilson	Apply
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected

Save and Add New Rows

Comment

Date: Oct 15, 2014 01:02:48 PM
Made by: Rodney George Denne', J00017026
Comments: Degree: Masters in Business Administration Graduation Date: May 2014

Transaction History

Action	Date	User Name
Created:	Oct 15, 2014	Rodney George Denne'

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In the **Comment** section, indicate the degree granted and the graduation date of the employee.

NOTE: For all Educational Incentive Payments to be processed, an official transcript (stamped & sealed) should be forwarded to the Department of Human Resources.

SAVE your work and **review** for accuracy.

The system will display information about the **successfulness of being saved correctly**, the **status**, the **query date** used, the **approval category** being processed, and the **transaction number**. Notice that the transaction **has not** been submitted at this point.

Electronic Personnel Action Form

- ✓ Your change was saved successfully.
- ✗ Enter the information for the EPAF and either Save or Submit

Name and ID: Marcus T. Arlum, J00778247 **Job and Suffix:** 5E0000-00, Education Incentive
Transaction: 56604 **Query Date:** Jun 01, 2014
Transaction Status: Return for Correction **Last Paid Date:**
Approval Category: Education Incentive Pay (Faculty/Staff), J00047

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Once you have **reviewed your work**, Click the **SUBMIT** button to execute the transaction.

Electronic Personnel Action Form

- ✓ The transaction has been successfully submitted.
- ✗ Enter the information for the EPAF and either Save or Submit

Name and ID: Marcus T. Arlum, J00778247 **Job and Suffix:** 5E0000-00, Education Incentive
Transaction: 56604 **Query Date:** Jun 01, 2014
Transaction Status: Pending **Last Paid Date:**
Approval Category: Education Incentive Pay (Faculty/Staff), J00047

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Errors and Warning Messages

Type	Message Type	Description
One-Time Payment	WARNING	*WARNING* Annual Salary is outside the Table/Grade range.

* - indicates a required field.

The system will display information about the **successfulness of being submitted correctly**, the **status**, the **query date** used, the **approval category** being processed, and the **transaction number**.