

EPAF Originator Instructions For Pay Change

Use for student pay change.

The Electronic Personnel Action Form, or EPAF, will take the place of paper Personnel Action Forms. In order to enter a pay change EPAF, please have the following information compiled.

- Student M-Number
- Position Number
- New Rate of Pay
- Termination Date

Log into myGate and click on the Employee Tab. Scroll to the Personnel Action Notices channel and click on Create a New EPAF.

STEP 1: New EPAF Person Selection

- **ID:** Enter the student's MSU M-Number.
- Hit **TAB**. Verify student name.
- **Query Date:** Enter the query date.
- **Approval Category:** Select a *pay change* Approval Category (EPAF) from drop down menu.
- Click the **GO** button.

1. Enter M-Number; Hit TAB
2. Check Query Date
3. Select an Approver Category

ID: * M00000000 Pan, Peter
Query Date: MM/DD/YYYY * 05/05/2014
Approval Category: * Not Selected
Go

STEP 2: New EPAF Job Selection

1. Select correct position to enter pay change.
2. Click GO.

ID: Pan, Peter, M00000000
Query Date: May 05, 2014
Approval Category: Student Pay Rate Change, B202

Student Pay Change, PAYCHG

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Date	Status	Select
	New Job									<input type="radio"/>
	Secondary	FA0075	00	100929 Federal Workstudy	W00046, Administrative Specialist	Aug 17,2013	May 09,2014	Feb 21,2014	Active	<input checked="" type="radio"/>
	Primary	SA0155	00	100929 Student Workers	W00046, Administrative Specialist	Aug 17,2013	May 09,2014	Feb 21,2014	Active	<input type="radio"/>

All Jobs
Next Approval Type Go

- Select position for the pay change.
- Click the **GO** button.

STEP 3: The EPAF Form

Note Last Paid Date.

Student Pay Change, SA0086-00 100300 Student Workers, Last Paid Date: May 30,2014

⚠ User does not have access to view current values.

Item	Current Value	New Value
Job Status: *(Not Enterable)		A
Personnel Date: MM/DD/YYYY*		<input type="text"/>
Jobs Effective Date: MM/DD/YYYY*		<input type="text"/>
Regular Rate: *		<input type="text"/>
Job Change Reason: *(Not Enterable)		E0003

1. Enter the Personnel Date.
2. Enter the Effective Date.
3. Enter the new rate of pay.

- **Regular Rate:** Enter the student’s new rate of pay.
- **Jobs Effective Date:** Enter the date the new pay rate should begin. Jobs Effective Date cannot be prior to Last Paid Date.
- **Personnel Date:** Enter the date the new pay rate should begin.

STEP 4: Termination Record

- **Jobs Effective Date:** Enter the date the new pay rate will end.
- **Personnel Date:** Enter the date the new pay rate will end.

1. Enter the Personnel Date.
2. Enter the Jobs Effective Date.
3. Enter the rate of pay.

Termination record for student, SA0086-00 100300 Student

⚠ User does not have access to view current values.

Item	Current Value	New Value
Job Status: *(Not Enterable)		T
Personnel Date: MM/DD/YYYY*		<input type="text"/>
Jobs Effective Date: MM/DD/YYYY*		<input type="text"/>
Regular Rate: *		<input type="text"/>
Job Change Reason: *(Not Enterable)		E0002

STEP5: Approval Routing Queue

Routing Queue

Select an approver for each of the mandatory approval levels.

Approval Level	User Name	Required Action
10 - (FINMGR) Financial Manager	<input type="text"/>	Approve
75 - (GRANTS) Restricted FOAPALS (Grants)	<input type="text"/>	Approve
80 - (STEMPL) Student Financial Aid	WCAIN	Approve
95 - (PAYROL) Payroll Apply	SJENNINGS	Apply
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected

Only restricted EPAFs require Grants approval.

Save and Add New Rows

- **Approval Levels:** Enter the appropriate User Name for each mandatory Approval Level.
- Click **Save and Add New Rows**.

STEP 6: Comments

Comments added to the EPAF cannot be deleted once they have been saved.

Comment

- Enter any comments and information you want approvers to have access to.
- Click the **SAVE** button.

STEP 7: Save and Submit

After the EPAF has been completely filled out and saved, you will receive a message that the EPAF was saved successfully.

✓ Your change was saved successfully.

Name and ID: Peter Pan, M00000000

Transaction: 546 **Query Date:** Jun 20,2014

Transaction Status: Waiting

Approval Category: R220 Restricted Student Pay

Saved successfully.

- **Submit:** Once saved, click **SUBMIT**.

An EPAF Originator will receive the following message once the EPAF has been successfully submitted.

✓ The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

Name and ID: Pan, Peter, M00000000

Transaction: 546 **Query Date:** May 22,2014

Transaction Status: Pending

Approval Category: R220 Restricted Student Pay Change

Successful Submission

Note Transaction Number.