

How to pay a student worker a stipend or a one-time payment:

There are 4 approval categories to choose from, based on the type of hiring:

1. (03 or 04) Student New Employee Hourly– use this when hiring a brand new student worker.
2. (03 or 04) Student Reopen Hourly Job – use this when rehiring your student worker in the same 03 position or in the same 04 position they had previously.
3. (03 or 04) Student Rehire in a New Position – use this when hiring a student worker in a 2nd job who already has a job in another department, OR who is changing from an 03 student worker position to an 04 student worker position (or vice versa).

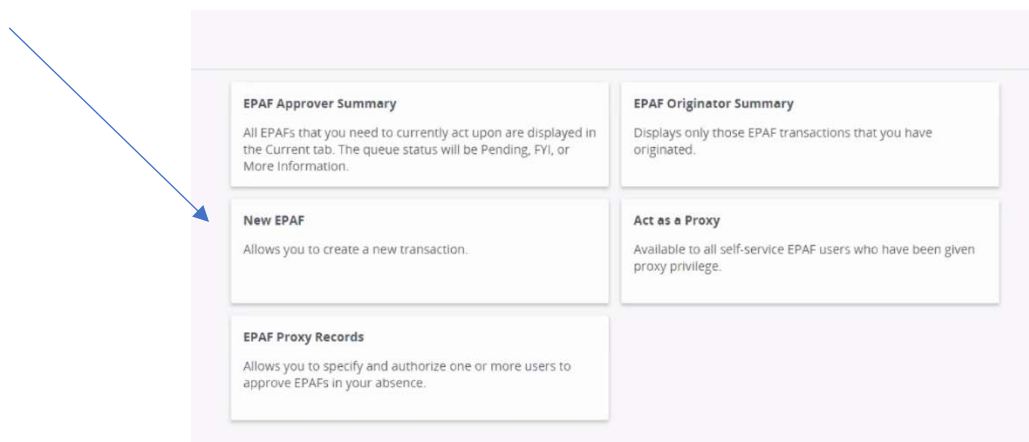
4. Student Worker Stipend – use this when paying a student a flat rate across payrolls rather than an hourly rate (ie: one-time payments; paying a Resident Assistant their stipend, etc...)

These are the step-by-step instructions for completing the EPAF to PAY A STUDENT WORKER A ONE-TIME PAYMENT OR A STIPEND:

Log into to Banner Self Service and click on Electronic Personnel Action Forms.

The screenshot displays the Banner Self Service Employee Dashboard for Sara M. Leporati. The dashboard includes a profile section with a 'My Profile' button and leave balance information as of 03/03/2022, showing 662.14 hours of Annual Leave and 0.00 hours of Military Leave. A 'Full Leave Balance Information' link is also present. The main content area is divided into two columns. The left column contains a 'Pay Information' section with links for 'Latest Pay Stub: 02/11/2022', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. Below this are sections for 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'. The right column features a 'My Activities' section with buttons for 'Enter Time' and 'Request Time Off', followed by a list of activities: 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Electronic Personnel Action Forms (EPAF)', 'Effort Certification', 'Labor Redistribution', 'Campus Directory', and 'Employee Menu'. A blue arrow points to the 'Electronic Personnel Action Forms (EPAF)' link in the 'My Activities' list.

Go to New EPAF



Enter the student's CWID number or search by name.

① Check the box to limit to search an Employee. Enter the Last Name and/or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

First Name stanislava	Last Name prosvietova	☐ is an employee or	ID 	SSN/SIN/TIN 	Search
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Enter or Generate New ID

Select the person.

Follow these next steps carefully:

- 1. Update the query date to be the 1st day of the pay period in which the student's stipend will be paid.** This is important so that the student receives their full stipend amount and it is not prorated on the first payroll! Query dates must be entered in the MM/DD/YYYY format. To determine the 1st day of the pay period, please visit the Payroll page - – www.ulm.edu/hr/payroll.html - to view the **Biweekly Pay Schedule** for the current calendar year.

Personnel Directory	Payroll Information
Human Resources	For payroll information or help, contact us at 318-342-5140 or email payroll@ulm.edu .
Employee Handbooks	- documents below are offered as PDF unless otherwise noted
Faculty Handbook PDF	Web Time Entry
Classified Handbook PDF	Web Time Entry Manual - Non-Exempt
Unclassified Handbook PDF	Web Time Entry Manual - Exempt
Employee Information	Web Time Entry Step-by-Step Instructions Full-time Employees
Job Description Template DOC	Web Time Entry Manual - hourly employees (students, GAs, casual wage)
Hiring Procedures	Web Time Entry Step-by-Step Instructions Hourly Employees
Holiday Schedule 22-23 PDF	FAQ: Web Time Entry for Supervisors
Holiday Schedule 21-22 PDF	FAQ: Web Time Entry for Employees
Layoff & Furlough	Payroll Calendars
Optional Pay List PDF	2020 Bi-Weekly Pay Schedule
Payroll	2021 Bi-Weekly Pay Schedule
Classified Performance Evaluation System	2022 Bi-Weekly Pay Schedule
Unclassified Staff Evaluation System	2023 Bi-Weekly Pay Schedule
Prohibited Political Activity PDF	2020-21 PT Faculty & Overload Pay Schedule
Employee Assistance Program (EAP)	2021-22 PT Faculty & Overload Pay Schedule
Employee Recognition Program	2022-23 PT Faculty & Overload Pay Schedule
E-Verify Employer PDF	
Related Links	
Title IX	

This will give you a snapshot of ALL the payrolls during year and will show you pay period start & end dates.

In our example, we are going to pay our student a one-time payment on biweekly payroll #05. Since this is a one-time payment, it will be paid in full on ONE payroll, so we will need to use the begin date and the end date of the ONE payroll that we want to pay her on (*in this case, payroll #05*).

2023 Bi-Weekly Pay Schedule

Payroll #	Pay Period Dates	PAF Deadline to HR	EPAF Apply Deadline	Timesheet Due Date	Approver Due Date	Pay Date	Notes
1	12/24/2022 – 1/6/2023	1/4/2023	1/6/2023	1/6/2023	1/9/2023	1/13/2023	
2	1/7/2023 – 1/20/2023	1/18/2023	1/20/2023	1/20/2023	1/23/2023	1/27/2023	
3	1/21/2023 – 2/3/2023	2/1/2023	2/3/2023	2/3/2023	2/6/2023	2/10/2023	
4	2/4/2023 – 2/17/2023	2/13/2023	2/14/2023	2/14/2023	2/15/2023	2/24/2023	Due dates changed
5	2/18/2023 – 3/3/2023	3/1/2023	3/3/2023	3/3/2023	3/6/2023	3/10/2023	
6	3/4/2023 – 3/17/2023	3/15/2023	3/17/2023	3/17/2023	3/20/2023	3/24/2023	
7	3/18/2023 – 3/31/2023	3/27/2023	3/28/2023	3/29/2023	3/30/2023	4/6/2023	Due dates & pay date
8	4/1/2023 – 4/14/2023	4/12/2023	4/14/2023	4/14/2023	4/17/2023	4/21/2023	
9	4/15/2023 – 4/28/2023	4/26/2023	4/28/2023	4/28/2023	5/1/2023	5/5/2023	

We see that 2/18/2023 is the *first date* of the pay period (NOTE: This is the date you should enter as your Query Date) and 3/3/2023 is the *last date* of the pay period in which the student will receive her stipend. She will receive her full payment in ONE paycheck. This number (1) will be your Factor/Pay. (Note: if you were paying your student a stipend across multiple payrolls, your factor/pay and start & end dates would need to be adjusted accordingly. For example, if your student were to receive a stipend paid across Biweekly Payrolls #05, 06 and 07, the effective start date would be the 1st day of payroll #05 (2/18/2023), the effective end date would be the last day of payroll #07 (3/31/2023), and the Factor & Pay would be “3” since the stipend is paid across 3 payrolls.)

Enter or Generate New ID

* indicates a required field. Enter an ID, select the link to search for an ID, or generate a new ID.

ID *



Stanislava Prosvietova

[Generate new ID](#)

Query Date *

02/18/2023



Approval Category *

Student Worker Stipend, SDT1TP



Go

2. Select “**Student Worker Stipend**” as the approval category and click “Go.”

On the next page, **click on “All Jobs” to view the person’s employment history:**

Details

ID

Stanislava Prosvietov

Query Date

03/15/2023

Approval Category

04 Student Rehire Same Posn Hr, S4RHHR

Rehire Hourly, RHHRLY

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
☒	New Job								
☐	Primary	ST3001	02	03 Student Worker	400018, Admissions	01/11/2023	05/13/2023	03/03/2023	Active

All Jobs

Next Approval Type

Go

There are multiple reasons for paying a student a stipend (it could be a one-time payment for an award, or to pay them for additional duties as a Resident Assistant, for example) so reviewing their job history will let you know if the student is already actively employed in a student worker position, which will then tell you if the stipend should be set up as a primary or a secondary position. Also, you need to make a note of the highest suffix that’s been used on any Student Worker positions.

In our example, we want to pay our student an award for winning a contest. Her job history shows she’s had 3 student worker jobs, and the highest suffix used so far is “02.” Also, she is CURRENTLY employed in as a student worker.

ID

Stanislava Prosvietova

Query Date

02/18/2023

Approval Category

Student Worker Stipend, SDT1TP

New Job Stipend, STIPEN

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
☒	New Job								
☐	Primary	ST3001	02	03 Student Worker	400018, Admissions	01/11/2023	05/13/2023	03/03/2023	Active
☐	Primary	ST3001	00	03 Student Worker	500055, Recreation Services	10/17/2020	05/27/2022	04/29/2022	Terminated
☐	Secondary	ST3001	01	03 Student Worker	210045, English	02/01/2022	12/09/2022	11/25/2022	Terminated

With the checkbox selected for “New Job,” enter the position number **ST3001** using ALL CAPS and, going up one number from the highest suffix used so far, enter a new suffix number that hasn’t been used yet (*in our example we will enter suffix “03”*) and click “Go.”

Details

ID: Stanislava Prosvietova,  Query Date: 02/18/2023 Approval Category: Student Worker Stipend,

New Job Stipend, STIPEN

Select	Type	Position	Suffix	Title	Time Sheet Organization
☒	New Job	ST3001 	03	03 Student Worker	220060, Business Operations
☐	Primary	ST3001	02	03 Student Worker	400018, Admissions
☐	Primary	ST3001	00	03 Student Worker	500055, Recreation Services
☐	Secondary	ST3001	01	03 Student Worker	210045, English

Active Jobs

Next Approval Type

Go

On the next screen, create the student’s record for the new job stipend. The fields with red asterisks (*) are required. You should have used the student’s hire date as the query date, so that date will auto-populate in. Select the appropriate Contract Type (Primary if the student is currently **NOT** in a student worker position; Secondary if the student **IS** currently employed as a student worker). *(Please note that the screenshots provided in this guide are **EXAMPLES ONLY**. The data you enter in EPAF will be based on your own hiring department and the employee’s situation.)*

New Job Stipend, ST3001-03 03 Student Worker

Jobs Effective Date *

02/18/2023 

Personnel Date

02/18/2023 

Job Begin Date *

02/18/2023 

Contract Type *

Not Selected 

Enter the total amount of the stipend in the “Annual Salary” field, and then enter the number of payrolls to spread the payments across in “Factor” and “Pays.” *In our example, we are paying our student an award of \$50 paid as a one-time payment:*

Hours per Pay



Annual Salary *



Factor *



Pays *



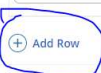
Next you will see a section that says “Current” and “New Value.” This is where you will enter the earnings information. **Under “New Value,” click on “Add Row.”**

Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
No Results Found						

New Value

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
					1	



THIS IS IMPORTANT! For paying a STIPEND – You will need to enter the Effective Date (again, use the beginning date of the pay period), select “**027, Student Labor Flat Rate**” as the earn code for the Stipend, and enter “**1**” Unit Per Pay.

New Value

Effective Date	Earnings	Hours or Units Per Pay	Deemed H
02/18/2023	027, Student Labor Flat Rate	1	

[+ Add Row](#)

Scroll down the “Labor Distribution” section to enter the funding source. Verify the Effective Date is correct. Enter the Index code from which you will pay your student their stipend and then click “Default from Index.” The fund, org # and program will then automatically populate. You will immediately receive a red message in the upper right corner telling you that an Account number is required. Enter **601230** which is the account number used for 03 Student Workers.

Home • Personnel Actions • New Personnel Action

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Cost	Percent	Encumbrance Override End Date	Remove
M	SCAREE	298016	200015		51						100		

[+ Default from Index](#) [+ Add Row](#)

Errors:

- Labor Distribution - Account code is required.
- Error(s) occurred.

If the student is getting paid from only one funding source, the percentage of the funding will be 100%.

If the student will be paid from 2 or more funds, click “Add Row” to add another source of funding, and then you can enter the correct percentage for each fund.

Under the “**Termination of Job**” section, enter the **Jobs Effective Date** of the *termination* and the **Personnel Date**.

The Jobs Effective Date should *always* be entered as the last day of the pay period that the student will their final payment of their stipend (as stipends are sometimes paid over multiple payrolls) to prevent the stipend from being prorated. You can verify the last date of a pay period by referring to the biweekly payroll calendars posted on the Payroll website.

If you are not able to key the date into the field, click on the calendar icon and select the date from the calendar:

Termination of Job, ST3001-03 03 Student Worker

Jobs Effective Date *

03/03/2023



Personnel Date

03/03/2023



Job Change Reason

DETEN



Job Status

T



Next fill out the routing queue.

At minimum, the EPAF routing queue must contain the following levels: Director/Dean, HR Staffing Specialist, Payroll, and HR Apply.

DO NOT DELETE any of these levels from the routing queue. DO NOT CHANGE THE REQUIRED ACTION of any of these levels in the routing queue. All parties in the routing queue are preset to APPROVE and the HR Apply level is preset to APPLY the EPAF into the payroll. These *Required Actions* should never be changed.

In the **User Name** dropdown box next to each Approval Level, select the appropriate people to approve the EPAF:

For the **Director/Dean** level, select your department’s budget head who will approve the hiring and the funding.

For the **HR Staffing Specialist** level, select the appropriate HR Staffing Specialist. Currently, **Mary Earl** is

the Staffing Specialist for all student workers.

For the **Payroll** level, select the appropriate Payroll Analyst according to the student's last name: Currently, Jackie Sias is the payroll analyst for last names A-F and P-S, and DeAngela Butler has G-O and T-Z.

For **HR Apply**, select Leporati.

If your EPAF needs additional approvals, such as approval from Grants & Contracts or from a Project PI (budget manager of a grant), you can simply click "Add Row" and select the appropriate approval levels you need to add to the EPAF's routing queue, select the appropriate person to approve at that level, and select "Approve" as their Required Action.

*Each approver in the routing queue should carefully review the PAF for accuracy before approving. If something is not correct on the PAF, the approver should add a comment explaining what needs to be addressed and click "**Return for Correction**" to send the PAF back to the originator to correct and resubmit for approval.*

Routing Queue

Approval Level	User Name	Required Action
2 - (DIR) Director/Dean	MORRIS - Chandler, Kristin M.	Approve
10 - (HRAPPR) HR Staffing Specialist	EARL - Earl, Mary E.	Approve
15 - (PAYROL) Payroll	SIAS - Sias, Jacqueline D.	Approve
99 - (HRAPPL) HR Apply	LEPORATI - Leporati, Sara M.	Apply

 Add Row

Comments

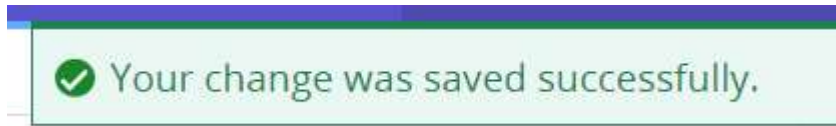
Add Comment

Remaining Characters : 4000



You may add a comment if you'd like, then click to SAVE.

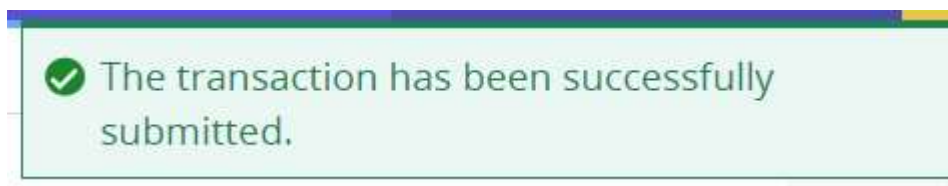
If there were no errors that Banner would recognize (ie: missing information in required fields, dates entered in the wrong format, etc...), then you should receive a message in the top right corner of your screen that your changes were saved successfully:



If you receive **WARNING** messages, that is **OKAY!** All EPAFs will have Warning messages. However, if you receive an **ERROR** message, you must resolve it before you will be able to Submit the EPAF successfully.

A screenshot of a web form. At the top, there are two dropdown menus: the first shows "99 - (HRAPPL) HR Apply" and the second shows "LEPORATI - Leporati, Sara M.". To the right of the second dropdown is an "Apply" button. Below the dropdowns is a blue "+ Add Row" button. Underneath is a section titled "Comments" with a large text area containing the placeholder "Add Comment". Below the text area, it says "Remaining Characters : 4000". At the bottom of the form are three buttons: "Delete", "Save", and "Submit". The "Submit" button is blue, while the others are white with blue borders. A blue arrow points from the "Submit" button down to the text below.

Click Submit and you should receive a confirmation message that the PAF was submitted:



DONE!

A NOTE ABOUT EPAF DEADLINES:

See the most up-to-date payroll calendar posted on the Payroll website for EPAF DEADLINES. The EPAF must be approved by all approvers in the routing queue and be Pending "HR APPLY" by the EPAF Deadline to be applied to that payroll.