

## 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.

ID: \* M00000000 Pan, Peter

Query Date: MM/DD/YYYY \* 05/05/2014

Approval Category: \* Not Selected

Go

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

### STEP 2: New EPAF Job Selection

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
Q	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

1. Select correct position to enter pay change.  
2. Click 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 style="background-color: yellow;" type="text"/>
Jobs Effective Date: MM/DD/YYYY*		<input style="background-color: yellow;" type="text"/>
Regular Rate: *		<input style="background-color: yellow;" 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 style="background-color: yellow;" type="text"/>
Jobs Effective Date: MM/DD/YYYY*		<input style="background-color: yellow;" type="text"/>
Regular Rate: *		<input style="background-color: yellow;" 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	STHERRIEN	Approve
95 - (PAYROL) Payroll Apply	MCLARK40	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.