

Graduate Salary Flat Rate, GRFLAT

Monthly Deadline – Flat pay positions must be entered by the 15th of the month and approved by the 17th.

EPAF Screen #1

1. ID - enter the graduate student's 850# and hit tab. Double check the student's name is correct.
2. Query Date – Change to first day of month to be paid in (i.e. 07/01/2019) and hit tab.
 - a. Important - Not changing the Query Date is a common error.
 - b. If not entered on the initial screen, you'll have to restart the EPAF.
3. Approval Category – for existing Grad student employees select *Graduate Salary Flat Rate, GRFLAT*.
4. Click 'All Jobs' to see if the student previously had or now has a GR job established. If yes, click **Go**.
 - a. If no, complete an *Graduate Update Form*. The student will need to complete an I-9 at the Grad Office.
 - b. When the *Graduate Update Form* is processed by Nancy Holland, a GR Flat pay can be entered.

EPAF Screen #2

5. Enter a Position # - These correlate to the fund the Grad is being paid from. (i.e. G00440 is paid from fund 319139.)
 - a. **SSRS/HR Campus/Supplemental Compensation/EPAF/EPAF Active Positions with Funding**
6. Enter the Suffix # - 00 is the first job on this position, 01 is the second job, 02 is the third job, etc.
7. Click **All Jobs** to see if the student has had this specific Position-Suffix before. If not, click **Go**.
 - a. If yes, **do not reuse a suffix**. (common error). Use the next highest suffix on that position #, then hit **Go**.
 - b. Example: Click **All Jobs** and if position G00440-00 exists, the next Position-Suffix must be G00440-01.

EPAF Screen #3

8. Job Begin Date – This should autofill the first day of the month from the Query Date on the first job entry page.
 - a. If this is not the first of the month (i.e. 07/01/2019), the Query Date was not entered correctly. Start Over.
9. Job Effective Date – Same as above.
10. Personnel Date – For simplicity's sake, enter the first day of the month, (i.e. 07/01/2019).
 - a. Optional - This can be the date the employee first starts physically working.
11. Annual Salary – Enter the new student employee's Total Pay. (i.e. 1000, 5000, etc) No special characters, such as "\$".
12. FTE – Enter the Full Time Equivalent. Use the FTE calculator. Consider other active jobs this student may have.
 - a. During the Fall and Spring, a student's combined jobs FTE should be at or under .5 FTE (20 hours per week) for payroll tax purposes.
 - b. 1 FTE = 40 hours per week / .5 FTE = 20 hours per week / .25 FTE = 10 hours per week
13. Title – Enter the Purpose Code for this position. (i.e. GR01) This is found on the Purpose Code & Title Report.

- a. **SSRS/HR Campus/Supplemental Compensation/EPAF/EPAF Purpose Code and Title**
 - b. Purpose Code flips to correct title for reporting.
14. **Factor and Pays** – This will split the total pay over the # entered here. Factors and Pays should always match.
 - a. A total pay of 1000 with a Factor of 1 and Pay of 1 will pay out \$1000 to the Grad only once.
 - b. A total pay of 1000 with a Factor of 2 and Pay of 2 will pay out \$500 twice. (\$500 pay in July and \$500 pay in August)
The Query/Begin/Effective date would be 07/01/2019 and the End Job date would be 08/31/2019.
 15. **Timesheet Org** – Enter your timekeeping org. This connects this job to the staff timekeeper. The next section enables you to verify the fund.
 16. **End Job Record** – The *Jobs Effective Date* must be the last day of the month (i.e. 07/31/2019). Be very careful with end dates.
 - a. If—for example—07/30/2019 is entered, banner will pro-rate the pay over 30 days instead of paying the full 31 days.
 - b. All GR Flat jobs must end before fiscal year end on 06/31/2020. These positions are encumbered and cannot cross the fiscal year.
 17. **Routing Queue** – This can be set up in Banner screen NTRROUT. It must include the following:
 - a. Originator – User Name of the person entering the job
 - b. Dept Head/Chair & Dean/VC – Grad stipends have 2 approval levels after the Originator and before HRAPPLY.
 - c. Apply Transactions – User Name is HRAPPLY (all caps, no spaces)
 18. Click **Save** at bottom. A green checkmark should appear at the top. A red X means something was entered incorrectly.
 19. Click **Submit** at the top. A green checkmark should appear at the top. A red X means something was entered incorrectly.
 20. Go to EPAF Approver Summary.
 21. Check the Action box and click **Save**. This sends the job to the Dept Head/Chair to Approve.

Jobs are applied in banner, after they are approved by all, the next time the HRAPPLY process runs. (HRAPPLY picks up jobs daily, Monday-Friday at 9:30am.)