Submitting ADEARN ePAF

1. Log into PirateNet portal
2. Go to Profile tab
3. Under Banner Self Service, select Employee
4. Select Electronic Personnel Action Form

Request Time Off
Electronic Personnel Action Forms
Benefits and Deductions
View your retirement, health, flexible spending, open e

5. Select New EPAF

Electronic Personnel Action Form

EPAF Approver Summary
EPAF Originator Summary
New EPAF
EPAF Proxy Records
Act as a Proxy
RELEASE: 8.18

6. Enter CWID of employee or search by clicking on the magnifying glass.

ID: Required [   ] [   ] 👤 🔍

Query Date: MM/DD/YYYY Required [04/14/2021]
Approval Category: Required [Not Selected ▾]

7. Query date should be beginning of the month the employee should be paid example, 03/01/2021, for March 2021

ID: ![Required] 11215253   Andrea Gomes   👤 🔍

Query Date: MM/DD/YYYY ![Required] 03/01/2021

8. Select the approval category = ADEARN and then click Go

Approval Category: ![Required]   One Time Earning Payment, ADEARN ▾

9. Click All Jobs so you can see previous suffixes

10. Click Go and then enter new position number (ADEARN or PRIEST) and new suffix (one number above highest suffix)

ID: Nasiyah J Ric...son, 11943149
Query Date: Mar 01, 2021
Approval Category: One Time Ea..., ADEARN

Start One Time Earning, JOBSTA

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	ADEARN	00	Additional Earnings	141312, Payroll Office					●

![Caution] **There are no active jobs based on the Query Date.**

[All Jobs]

[Next Approval Type] [Go]

*NOTE: To ensure proper payment, when submitting more than 1 ADEARN at the same time, please remember to use different suffixes for each assignment.

> Ex: If the last ADEARN that was used was ADEARN-03 and you have 2 more to submit you will use ADEARN-04 and ADEARN-05

11. Click Go and confirm.   Job Begin Date and Job Effective Date should populate

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY(Not Enterable)		03/01/2021
Jobs Effective Date: MM/DD/YYYY(Not Enterable)		03/01/2021

12. Enter Index and click Default from Index

New

Effective Date: MM/DD/YYYY 03/01/2021

COA	Index	Fund	Organization	Account	Program	Activ
1	🔍 126331	100	141312	🔍 6211	1710	
	🔍			🔍		

[Default from Index] [Save and Add New Rows]

Current

13. Enter Account

14. Under New Value enter effective date as the first of the month in which payment should occur (MM/DD/YYYY) and make the following selections:

- Earnings select STS
- Hours or Units per pay = 1
- Special rate = dollar amount employee should be paid

New Value							
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
03/01/2021	STS, Stipend Special Rate(one-time)	1		100	1		

15. End One Time Earning, enter last day of the payment month under the "Item/Current Value/New Value" section

End One Time Earning, ADEARN-00 Additional Earnings

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY		03/31/2020
Job Change Reason: (Not Enterable)		05020

16. Routing Queue:
    a. Select appropriate approvers (Note: if index begins with a 2, 5 or 6 then Grant approval level is required below)
    b. Press Save

Routing Queue

Approval Level		User Name		Required Action
40 - (APPROV) Departmental Approver		PENNTAMI	Tamica T. Penn	Approve
50 - (VPAPPR) Second Approval		LYONSPAT	Patrick G Lyons	Approve
90 - (HRIS) HRIS		HREPAF	HR EPAF	Apply
Not Selected				Not Selected

Save and Add New Rows

17. The comments box should be used to provide details pertaining to payment. If necessary, submit additional backup via email

Comment

Enter reason for payment of stipend here

18. Select Save – You will see the Status change to Waiting and a transaction number will be created.
19. Select Submit and you will see the status move to Pending.
    a. If status does not move to pending, review errors.
    b. Within a few minutes this will kick off emails to originator and approvers.

Note: You will likely receive a warning regarding budgeting when submitting an ADEARN. This can be bypassed.

Errors and Warning Messages

Type	Message Type	Description
Start One Time Earning	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.
Start One Time Earning	WARNING	*WARNING* Rate for this job is outside the Table/Grade range.
Start One Time Earning	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.
Start One Time Earning	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.
Start One Time Earning	WARNING	*WARNING* Total FTE for this employee exceeds one as of the eff date.