

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 er

5. Select New EPAF

Electronic Personnel Action Form

EPAF Approver Summary EPAF Originator Summary

New EPAF

EPAF Proxy Records

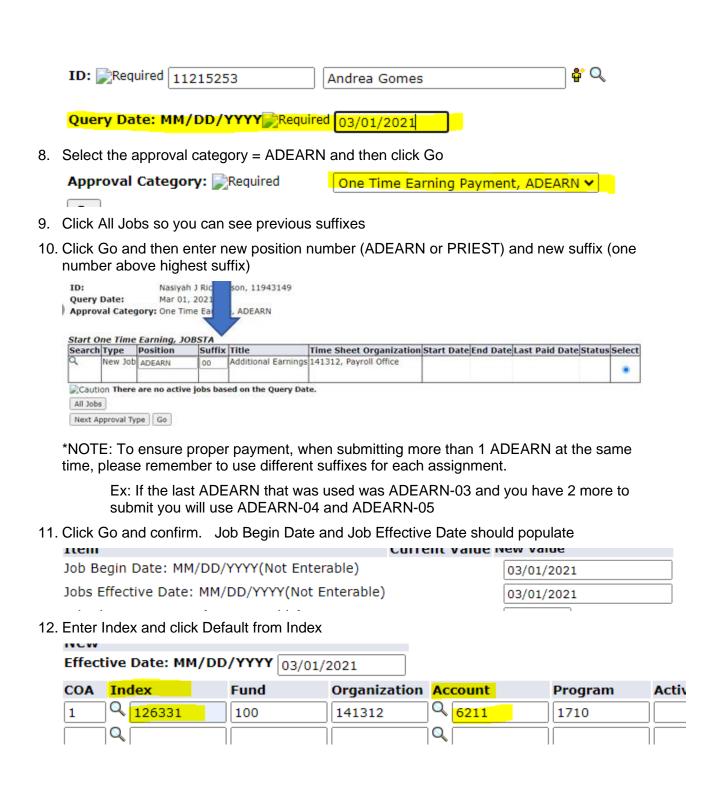
Act as a Proxy

RELEASE: 8.18

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



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



13. Enter Account

Default from Index

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:

Save and Add New Rows

- 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 I	Deemed Hours Specia	al 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

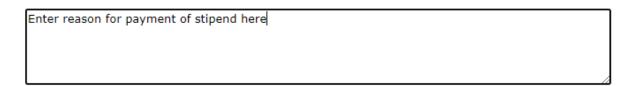
- 16. Routing Queue:
 - a. Select appropriate approvers (Note: if index begins with a 2, 5 or 6 then Grant approval level is required below)
 - b. Press Save

Routing Queue



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

Comment



- 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

Errors and Warning Messages					
Туре	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.			