RATE CHANGE

We would like to announce that with the change to electronic personnel forms for students, we are temporarily suspending the requirement to submit a student evaluation form when submitting a merit rate increase. We are working toward an electronic version and will reinstate the requirement once a solution is in place.

First, I will need to open up NIDA. I can do that by going to the main Andrews webpage, then under Faculty Staff at the top, click on NIDA Lookup. Once in, I can obtain my student's ID number, and I can confirm in the Employee line their position in my department.

I am now ready to start my EPAF.

Go to www.andrews.edu/go/myemployeedash. I may need to log in with my AU credentials. Once logged in, over on the right side of the screen, under My Activities, click on Electronic Personnel Action Forms (EPAF).

Once I am in the EPAF admin page, I will see some tiles. FYI if I have not ever been an approver, I will not see the EPAF Approver Summary tile, also if I have not been assigned in an approval queue for a submitted EPAF, I will not see the EPAF Proxy Records tile.

Something I need to keep in mind while I am working on completing the EPAF is that I will need to dismiss any messages that pop up at the right-hand corner. I can do that by clicking on the number in that corner.

To start the EPAF, I'll click on the New EPAF tile. On this first screen, I will go back to the NIDA screen and copy my student's ID number and paste it in the ID field here (remember: the leading zeros will ALWAYS need to be included). I will then tab over, and their name should appear in the field below.

Please note: do not click on the Generate new ID, we do not use this function

In the query date field, today's date will default in. If necessary, I will need to change this to be the effective date of the rate change.

Next, I will need to select the EPAF category. Clicking the drop-down arrow, I select the Rate Change category. As soon as I select this category, if I scroll down, I will see all their active campus positions listed. (The All Jobs button will bring up terminated/prior positions).

Then I click the Go button.

The next screen will be selecting the job or position that I want to change the rate for. Click/check the box of the position to apply the change to and click Go.

This will now take me to the EPAF screen.

I can confirm all the information I entered or selected in the prior screen in the top section here.

On the Change Hourly Rate section heading, I will notice the position code, job title, and last paid date next to it.

The first thing I need to do is confirm the date field. What defaults in is the date I entered in the prior screen. IMPORTANT step: I need to look at the last paid date indicated on the section heading above and compare it to the effective date I entered. The effective date must be AFTER the last paid date–make the change if necessary. If my effective date is BEFORE the last paid date on the job, I will NOT be able to submit the EPAF.

NOTE: If my rate change should have been effective prior to the last paid date, then I will need to calculate what the retroactive pay difference would have been and submit to payroll a payment request for that amount using the one-time pay form found on the HR website– indicating it is for a retro rate increase effective before a submitted EPAF.

Next is the Salary Grade. I see that there is a link to the student wage scale document for me to review. I can just copy and paste this onto another browser window.

Next, I will enter the new hourly rate. Again, I need to ensure that the rate fits within the level that I've just entered, per the student wage scale.

Lastly, I will need to select what type of rate increase this EPAF is for. I will click on the field and type "RATE". This will bring up three increase types for me to choose from:
- Merit rate increase: no student evaluations needed at this time, and in general, there should not have been a grade change above
- Job responsibility rate change warranting higher rate: a grade change may have been indicated above, if there was a significant change in responsibility expectation, and a comment will need to be added explaining the responsibility changes
- Scale rate change due to new state minimum wage, or other student scale related adjustment: comment will need to be added providing brief explanation

Lastly, the Routing Queue will be completed. I see two minimum required approval levels. These should not be changed. The first is the immediate supervisor. This can be the actual immediate supervisor, or it can be the hiring manager, if that is the structure and protocol in my department. I will go to the Username column and search for that individual and select their name. Then, for the next approval level, I will select the name listed in the Username of the HR applier. FYI, the applier will be the one to take the final action to reflect the rate change to the job in Banner.

I will need to remember that if my rate of pay above was above the maximum of grade C on the student wage scale, which is currently $11.25, I will need to do a couple more things.
- I will need to add another approval level by clicking on the + add row, typing 75 to section the approval level 75 - COMP Compensation Approval, and under the username, select the name listed there, then select Approve as the required action needed
- Then I will need to add a Comment below indicating the justification for the higher rate, which could include a brief job description

Additionally, if needed or appropriate, I can add an FYI approval level. They will be prompted to acknowledge, but the acknowledgement is not required for the EPAF to be applied.

If I mistakenly add an approval level, I can always delete it by clicking on the trash icon over to the right.

In the Comments section, I can add any additional comments that might be helpful for the EPAF.

Once I have completed filling out the EPAF fields and routing queue and any comments, I need to click Save at the bottom. I need to make sure no errors pop up at the top. If there are, I need to correct it and RE-SAVE (otherwise, my entries and correction are not saved). If I ever need to stop in the middle of completing a new EPAF, I can always click Save and come back to finish it later.

Important: I will always need to remember to SAVE any new EPAFs or updates to an EPAF. Saving does NOT submit the EPAF, but just saves it. Likewise, submitting does not Save any changes I've made since the last time I saved.

If I am ready to submit my EPAF, then I will click on the Submit button that appears after the initial save is done. Then I'm done! It will now be routed to the person indicated in the Immediate Supervisor approval level for approval. This EPAF will now appear under the History tab in the EPAF originator summary. I can get to the EPAF originator summary by clicking here.

Both the immediate supervisor approver and/or the HR applier may notice corrections that need to be made on the EPAF and can return it to me for correction. I will receive notification of this and will need to make the correction, SAVE, and submit the EPAF again.

FYI on notifications: I will be notified if any (additional) comments are entered and once the EPAF is applied.