

## SPECIAL ASSIGNMENT PAYMENT FORM Quick Reference Guide

### SPECIAL ASSIGNMENT PAYMENT FORM

A Special Assignment Payment Form is a one-time payment for additional work or project performed, and is to be paid out at the completion of the assignment.

To access the form:

- Log in to Self-Service Banner.
- Select the **Submit Electronic Forms** link on the **Employee** tab.

Fill in the information in the **Employee Information** section of the form.

- **Banner ID** (if known).
- **Name and Address** (if Banner ID not known).
- **New or Current Employee.**
- **Employee Type.**
  - **Managerial**
  - **Faculty**
  - **Professional**
  - **Other**

Fill in the **Request Details.**

- **Total Compensation** (Total amount being paid).
- **Total Hours Worked on this Assignment.**
- **Employee's Normal Work Schedule** (Note: Example given is M-F 8-4).
- **Dates of Proposed Additional Service**
  - **Begin Date**

- **End Date**

- **Department Assignment/Duties**

**Provided For** (Department Name).

- **How will services performed differ from normal position/responsibilities?**
- **Additional Responsibilities will be/were performed:**
  - **Outside normal work hours**
  - **Other**

Fill in the **Funding Source (FOAPAL).**

- **Fund**
- **Org**
- **Account (pre-populated)**
- **Prog**

- **Is this a recurring assignment?**

**Additional Info:** Attach any needed documentation for an employee without a Banner ID (W-4, I-9, Direct Deposit form).

**Approvals:**

- **HR SAP Administrator**
- **Supervisor or Director of Program/PI**  
Search for the supervisor/director or PI for grant-funded assignments.
- **Dean** (if applicable).
- **Division Head:** Select from drop down.

**Submit Form.**

#### IMPORTANT NOTE

If you do not know the Banner ID, leave it blank, Enter the name and address and then attach any needed documentation under Additional Info. HR approver will assign a Banner ID once they receive the completed request.

#### IMPORTANT NOTE

If funds are not available, please submit a paper budget transfer to the Budget Office or contact the Office of Sponsored Programs (for Grant-Funded).

## **SPECIAL ASSIGNMENT PAYMENT FORM**

### **Quick Reference Guide**

#### **EMAILS**

Once submitted, a string of emails will be triggered.

- The Submitter will receive an email confirming the submission and recapping the form information.
- The HR approver will receive an email with the form information, directing them to the Approval portal.
  - If no Banner ID submitted, HR approver will assign prior to approving in system.
- Once it has been approved by the HR approver, the Budget or OSP Approver will receive an email, directing them to the Approval portal.
  - OSP approver will enter the Position/Suffix for grand-funded.
- Once the Budget/OSP Approver has approved, the Supervisor/Director of Program or PI will receive an email, directing them to the Approval portal.
- Once the Supervisor/Director or PI has approved, the Dean (if the Dean was included in the submission) will receive an email, directing them to the Approval portal.
- Once the Dean (or Supervisor/Director or PI) has approved, the Division Head will receive an email, directing them to the Approval portal.
- Once all approvals have been obtained, the Submitter will receive an email directing them to follow a link and verify that the work has been completed. *Once this has been done, the EPAF will be created.*

#### **ORIGINATOR SUMMARY**

Once the form has been submitted, the Submitter will be able to check the approval progress as it is being made.

The Submitter can access the **Originator Summary** from the **Submit Electronic Forms** link of the **Employee** menu.

The **Originator Summary** consists of:

- An **Open Requests** and **Closed Request** tab.
- A listing of the requests (depending on which tab you have accessed).
- The **ID, Type of Form, Date submitted, Status**, and a **Cancel** button.
- The **ID** number is a hyperlink; when you select it, it will bring you into the form.
- A **Document** drop-down menu is located at the bottom of the summary form. You can select the type of Electronic Form you want to fill out, then select **New**. This will bring you into a new form.

#### **CANCELATIONS AND RESUBMISSIONS**

- If a Submitter wants to cancel a request, there is a **Cancel** button located on the **Originator Summary** screen.
- If at any time the submission is NOT approved, the Submitter will need to resubmit a new request with any updated information.