

EPAFOriginator Instructions For Pay Change

Use for student pay change.

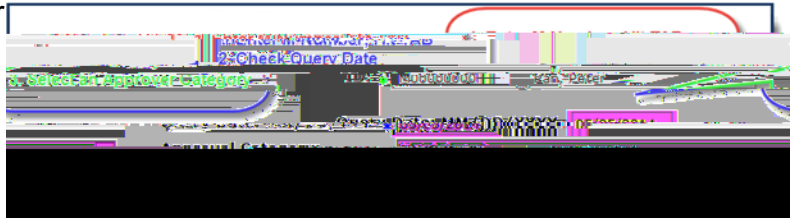
The Electronic Personnel Action Form, or EPAF, will take the place of paper Personnel Action Forms. In order to enter a pay change EPAF, please have the following information compiled.

- x Student M-Number
- x Position Number
- x New Rate of Pay
- x Termination Date

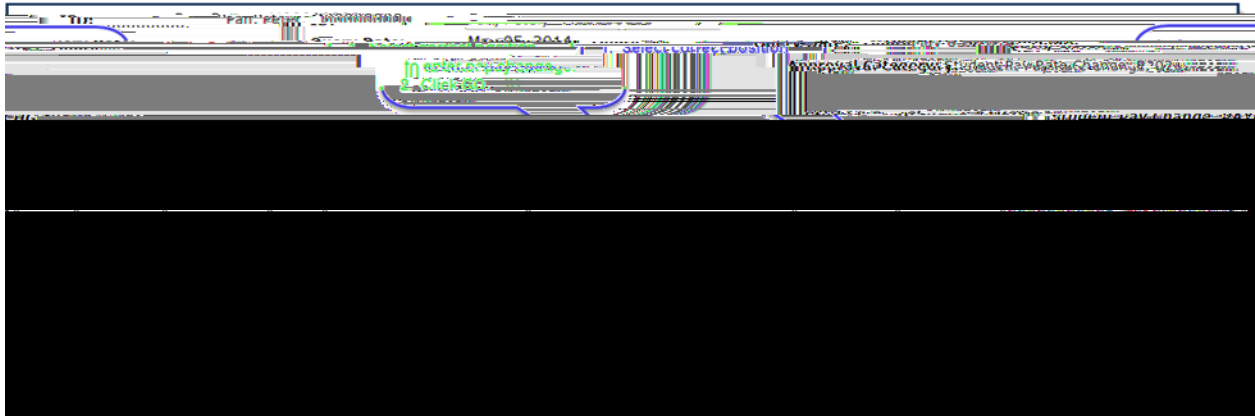
Log into myGate and click on the Employee Tab. ~~Go to~~ the Personnel Action Notices channel and click on Create a New EPAF.

STEP 1: New EPAF Person Selection

- x ID: Enter the student's MSU M-Number
- x Hit TAB. Verify student name.
- x Query Date: Enter the query date.
- x Approval Category: Select pay change Approval Category (EPAF) from drop down menu.
- x Click theGO button.



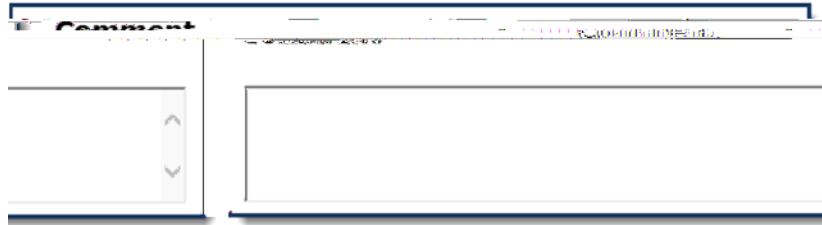
STEP 2: New EPAF Job Selection



- x Select position for the pay change.
- x Click theGO button.

STEP 6: Comments

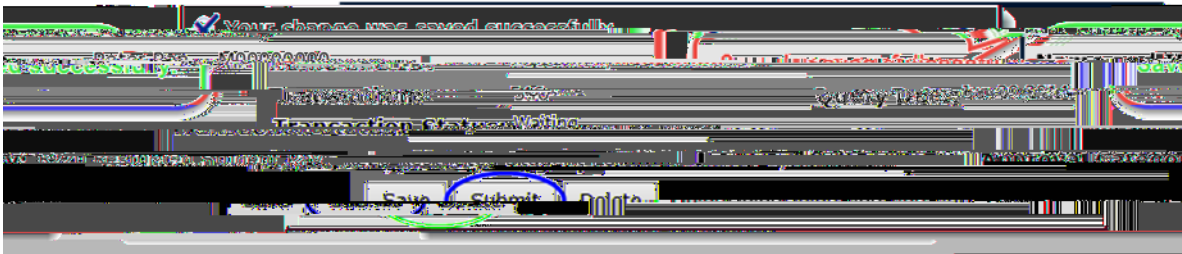
Comments added to the EPAF cannot be deleted once they have been saved.

A screenshot of a web application interface showing a 'Comment' field. The field is a large, empty text area with a vertical scrollbar on the left side. The title 'Comment' is visible at the top left of the field area.

- x Enter any comments and information you want approvers to have access to.
- x Click the SAVE button.

STEP 7: Save and Submit

After the EPAF has been completely filled out and saved you will receive a message that the EPAF was saved successfully.



- x Submit: Once saved, click SUBMIT.

An EPAF Originator will receive the following message once the EPAF has been successfully submitted.

