WAYNE STATE
UNIVERSITY
HUMAN RESOURCES

COURSE OVERVIEW

COURSE NAME
Data Entry Post EPAF

INSTRUCTOR INFORMATION
Les Nolan
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COURSE LENGTH
Two hours

COURSE DESCRIPTION
This course will provide participants with knowledge and skills for the EPAF transactions that require entering additional employee information directly into Native Banner to complete the personnel transaction.

LEARNING OBJECTIVES
By the conclusion of this course, partipants will be able to:

- Enter Emergency Contact information into Banner form PPAIDEN
- Enter Degree Information into Banner form PPAGENL
- Update Service Dates into Banner form PEAEMPL.
- Enter Faculty Data Processing information into Banner form PEAFACT.
- Enter Volunteer Faculty Assignments information into Banner.

PREREQUISITES
Access to WSU Blackboard and Banner Self-Service Pre-Production 8 are required.

COURSE MATERIALS
You will need the following course materials:

- Data Entry Post EPAF Job Aids

COURSE OUTLINE

Lesson 1:   Emergency Contact (PPAIDEN)

        Topic 1:   Review Authorizing Documentation

        Topic 2:   Enter Data into Banner form PPAIDEN

Lesson 2:   Degree Information (PPAGENL)

        Topic 1:   Review Authorizing Documentation

        Topic 2:   Enter Data into Banner form PPAGENL

Lesson 3:   Updating Service Dates (PEAEMPL)

        Topic 1:   Review Authorizing Documentation

        Topic 2:   Enter Data into Banner form PPAGENL

Lesson 4:   Faculty Data Processing (PEAFACT)

        Topic 1:   Review Authorizing Documentation

        Topic 2::   Enter Data into Banner form PPAGENL

Lesson 5:   Entering Volunteer Faculty Assignments

        Topic 1:   Review Authorizing Documentation

        Topic 2:   Enter Data into Banner form PPAGENL

SUCCESSFUL COMPLETION

To successfully complete this learning program you must meet the following criteria:

- ✓ Attend all instructor-led sessions
- ✓ Participate in instructor-led activities
- ✓ Complete all eLearning as assigned
- ✓ Successfully pass posttests (80% or higher)

ADDITIONAL RESOURCES

There are several WSU websites available to supplement this course. The websites listed below are not required for this course but are helpful references you can refer to as needed.

- Error and Warning Messages: Descriptions and Resolutions
- EPAF Transaction Deadline Schedule
- Tips for processing EPAF Transactions
- Transaction Management
- Selecting Approval Categories
- Transfer/Separation Checklist (for TERM-J and TERM-E)
- Blackboard Glossary for a list of terms and definitions (located in the Tools link)