

# Winter Session Payment

Winter session appointments will be made through the EPAF process using the position called Winter Session that has an employee class code of 9W. This is a one-time payment issued at the end of the session.

Enterers can use NBIPORG in Banner to look up winter session position number for their department. The position number starts with **WSxxxx**. The PAF will need to be routed to both the department approver and the dean's office.

Follow these steps to create a winter session teaching appointment.

Winter Session	Payroll Dates	Deadline	Pay Date
Session I	Dec 25 – Jan 24	Salary pay period #2	February 1

**Please Note:** The dates on the appointment in PWIEMPV will reflect the actual dates of the winter session (12/27/21 to 01/15/22).

Refer to the salary payroll schedule for the pay period deadline date to have the appointment entered and approved in Banner.

Follow these steps to set up a winter session appointment after creating or updating the person's biographical record (PWAEBIO), verifying the current employment status and determining if the new employee has ever been employed in the position number (PWIEMPV). This process is called the PAF (Personnel Action Form).

**Please Note:** For winter non-VT faculty a conviction check needs to be completed before a winter session appointment can be entered. This is required by University Policy 4060.

**Forms Needed** (Maintain in your departmental files):

- [Wage Employee Appointment Record \(P12W\)](#) - Biographical section will need to be completed
- Spreadsheet indicating appointments

## Payroll Steps

- Department and employee completes the Online I-9 (Employment Eligibility Verification).
- Employee completes tax forms and direct deposit through OneCampus (<https://onecampus.vt.edu>) after username (PID) has been generated (if needed).

## PAF Directions

1. Navigate to PWIEMPV page, type the person's ID number then click on the Go Button. Next click on the NOAEPAF tab.

2. **ID:** If needed, type the person's ID number without any spaces or hyphens.
3. **Query Date:** Type the effective date of the appointment. For winter session, type 12/25/2021.
4. **Approval Cat:** Type or select from the list of values WSHIRE (if the person does not have a current active job) or WSJOB (if the person does have a current active job).
5. **Approval Type:** WSHIRE or WSJOB will default into this field.
6. **Position:** Type the winter session position number identified on NBIPORG. Note: If you do not type in a winter session position number, "Approval category invalid for position, empl class" will display.
7. **Suffix:** Type the appropriate suffix number. 00 (zeros) for the first time a person is assigned to a position, 01 for the second time, etc.
8. Click on the Go Button.

Applied Status	Field Name	Current Value	New Value	Remove
P	Employee Class Code*	6E	9W	<input type="checkbox"/>
P	Home Organization*	099000	099000	<input type="checkbox"/>
P	Distribution Orgn*	099000	099000	<input type="checkbox"/>
P	Regular Rate*		1500	<input type="checkbox"/>
P	FTE*		0	<input type="checkbox"/>
P	Employee Status*	A	A	<input type="checkbox"/>
P	Jobs Effective Date*		12/25/2020	<input type="checkbox"/>
P	Personnel Date*		12/26/2020	<input type="checkbox"/>
P	Home COAS*	U	U	<input type="checkbox"/>
P	Distribution COA*	U	U	<input type="checkbox"/>
P	Job Begin Date*		12/25/2020	<input type="checkbox"/>
P	Job Change Reason*		WSAPT	<input type="checkbox"/>
P	Step*		0	<input type="checkbox"/>
P	Current Hire Date*	07/01/2002	12/26/2020	<input type="checkbox"/>

9. **Employee Class Code:** The appropriate position type code (9W) will default.
10. **Home Organization and Distribution Organization:** If you are setting up a WSHIRE, these two fields will display. Type your 6-digit department number.

11. **Timesheet Orgn:** If you are setting up a WSJOB, this field will display. Type your 6-digit department number.
12. **Regular Rate:** Type the total amount for a one-time payment.
13. **FTE:** Type 0 (zero).
14. The remaining fields will auto-populate with the correct information.
15. Save the first step of the PAF. The notification should display “Saved successfully” at the top of the page.
16. **Next Action:** From the Tools menu select Next Action to go to the next step of the PAF. The Approval Type field changed to FUND. This is the second step of this PAF process.
17. Click on the Go button.
18. A split screen of funding information will appear, normally with default information.

The screenshot displays the 'Electronic Personnel Action Form NOAEPAF 9.3.13V1 (PPRD)' interface. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. The main header shows 'Pending Change: [ ] Proxy For: ID: 999999901 Timothy C Cat Transaction Number: 1591470 Query Date: 12/25/2020 Last Paid Date: [ ] Start Over'. Below this, transaction details are listed: 'Transaction Status: Waiting Approval Category: WSHIRE Winter Session Appointment Approval Type: FUND Maintain Funding Position: WS1001 Winter Session Suffix: 00'. The 'Job Labor Distribution' tab is selected, showing two sections: 'CURRENT JOB LABOR DISTRIBUTION' and 'NEW JOB LABOR DISTRIBUTION'. Both sections contain a table with columns: COA, Index, Fund, Organization, Account, Program, Activity, Location, Project, Cost, Percent, and Enc End Date. The 'CURRENT' section shows one record with COA 'U', Index '120207', Fund '120207', Organization '000100', Account '11605', Program '010011', and Percent '100.00'. The 'NEW' section shows a similar record with the same values. A 'Total Percent' row at the bottom of the 'NEW' section shows '100.00'. Navigation controls like 'Settings', 'Insert', 'Delete', 'Copy', and 'Filter' are visible for each table.

19. **COA:** This field will display with a default of U (University).
20. **Index:** Indicates the funding number to be charged. Type over to change, if needed.
21. **Percent:** Indicates percent charged to the funding number. Type over to change, if needed. Add additional funding and percent numbers if split funding is desired. Click the insert option for additional rows.
22. Save the funding step. The notification should display “Saved successfully” at the top of the page.
23. **Next Action:** From the Tools menu select Next Action to go to the next step of the PAF. The Approval Type field changed to JOBEND. This is the third step of this PAF process.
24. Click on the Go button.

Electronic Personnel Action Form NOAEPAF 9.3.13V1 (PPRD)

Pending Change: ☐ Proxy For: ID: 999999901 Timothy C Cat Transaction Number: 1591470 Query Date: 12/25/2020 Last Paid Date: All New Values have been defaulted and are not overridable

Transaction Status: Waiting Approval Category: WSHIRE Winter Session Appointment Approval Type: WSEND Winter Session Termination Position: WS1001 Winter Session Suffix: 00

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments
TRANSACTION				
Applied Status	Field Name	Current Value	New Value	Remove
	Personnel Date*		01/16/2021	<input type="checkbox"/>
	Jobs Effective Date*		01/24/2021	<input type="checkbox"/>
	Job Status*		T	
	Job Change Reason*		JOBEN	
* - indicates a required field.				
APPROVER				
Approver Action		Queue Status		

25. **Personnel Date:** The end date of the winter session will default.

26. **Jobs Effective Date:** The jobs end effective date for payroll will default.

27. **Job Status:** T (Terminated) displays as the default.

28. Save the job end step. The notification should display “Saved successfully” at the top of the page.

29. **Routing Information:** From the Tools menu select Routing to go to the next step of the PAF.

Electronic Personnel Action Form NOAEPAF 9.3.13V1 (PPRD)

Pending Change: ☐ Proxy For: ID: 999999901 Timothy C Cat Transaction Number: 1591470 Query Date: 12/25/2020 Last Paid Date: Start Over

Transaction Status: Waiting Approval Category: WSHIRE Winter Session Appointment Approval Type: WSHIRE Winter Session Appointment Position: WS1001 Winter Session Suffix: 00

Transaction	Default Earnings	Job Labor Distribution	Routing	Other Information and Comments
ROUTING				
Originator ID	POERTNER			
Level Code *	Level	User ID	Name	Required Action *
APPR10	10			Approval
APPR20	20			Approval
PERSNL	90	PAYAPPLY	Personnel Services	Apply
Queue Status: In Queue				
Action Date				

30. **UserID:** In the APPR10 row enter the username (PID) of your department approver. In the APPR20 row enter the username (PID) of the dean approver. To search for a PID position the cursor in the UserID field and click on the search button. In the PERSNL 90 row it will display PAYAPPLY.

31. Save the fourth step of the PAF. The notification should display “Saved successfully” at the top of the page.

32. **Submit Transaction:** From the Tools menu select Submit Transaction. Verify that the Transaction Status field has changed from Waiting to Pending.

33. **Notify:** Notify your department approver the dean's office approver. The departmental approver must approve the PAF first before the dean's office can approve it. The approval must take place prior to the deadline date for a timecard to be generated and the employee to be paid on time.