

Student Employment EPAF Guide

Office of Financial Aid

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For more information visit the Supervisor page on the Student Employment Website at

<http://studentjobs.richmond.edu/supervisors/index.html>

Contact the Office of Financial Aid for [Student Employment](#) Questions at
804-289-8438

Create a New EPAF

1. Go to [BannerWeb](http://bannerweb.richmond.edu) (bannerweb.richmond.edu) and login with your Net ID and password.
2. On the Main Menu select “Employee” and on the Employee tab select “EPAFs”.
3. Select “New EPAF”.

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Personal Information **Employee**

Search

Main Menu

Welcome, Mike Pagano, to BannerWeb, the University of Richmond W

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Update addresses, review name or social security number change information; Change your PIN.

[Employee](#) ←

Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.

[Onecard Services Main Menu](#)
Check your Spidercard balance and other Onecard related functions.

[Travel & Expense Reporting](#)
Create and review Travel & Expense Reports

[Online Check Request](#)
For reimbursement of an individual's University-related expenditures (not travel-related)

[University New Vendor Request](#)
Request Accounts Payable create a new vendor in Banner for future payments/reimbursements.

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Personal Information **Employee**


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View your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions.
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View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
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Change W-4 information; View your W-2 Form.
- [Current and Past Jobs](#)
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View or Update Emergency Contact Information.
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- [EPAFs](#) ←


Create a New EPAF

- This is the New EPAF screen shown below.
- Enter the student's ID or click the magnifying glass to search by name.
- Enter the Query Date. This should be the **first day** of the month the student begins working.
- Select the proper EPAF from the Approval Category drop-down menu. The EPAF should have the correct start term and salary Student-Level for the job you are creating.
- If the student already has an active job on campus it will display at the bottom of the screen. Select "Go" to continue creating the EPAF.

New EPAF Person Selection

 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * 

Query Date: MM/DD/YYYY*

Approval Category: *

- Not Selected
- Not Selected
- Non-credit Instructor Payment, NONCR
- Cellar/Catering/Freshens Non-Standard Rate Hire, STFDNS
- Student Smr Flwshp Funded by a NON-CS, 27,28 or 29XXX index, STFELW
- Student Smr Flwshp Funded by a CS,27,28 or 29XXX index, STFLWX
- Fall Semester: Hire Student-Level 1, STJAF1**
- Fall Semester: Hire Student-Level 2, STJAF2
- Fall Semester: Hire Student-Level 3, STJAF3
- Fall Semester: Hire Student-Level 4, STJAF4
- Hire an Athletics Camp Employee, STACMP
- Terminate a Student Job Record, STTERM

[Summary](#) | [EPAF Originator Summary](#)

[Return to EPAF Menu](#)

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Create a New EPAF

- **First** click the “All Jobs” button to see if the student has worked before. This will allow you to see both active and terminated jobs.
- If the search says there are no previous jobs, the Student **CANNOT** work. **They must complete new employee paperwork at the Financial Aid Office. They may not begin working until they bring a Release to Work form.** If a student has previously worked on campus they may begin working now.
- If the job you are creating is already listed but terminated, email [student employment](#) to re-open it. There is no need to complete another EPAF.
- Enter STHRLY for the Position (exceptions: Summer Fellowships use STFELW and Athletic Camps use STCAMP). For Suffix use the next available number (01,02, etc.) and then select “Go”.

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: [REDACTED]
Query Date: Jul 22, 2016
Approval Category: Hire Level 1 Student - Fall, STJAF1

Student Job, STJOB

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	STHRLY	04	EPAF Generated Hourly St Job	3214, Student Employee					<input checked="" type="radio"/>
	Primary	STHRLY	01	Catering Server 1	2826, Catering	May 08, 2015		Jul 02, 2016	Active	<input type="radio"/>
	Secondary	STHRLY	02	Reunion Student Ambassador	4313, Reunions	May 28, 2015		Jun 04, 2016	Active	<input type="radio"/>
	Secondary	STHRLY	03	Reunion Student Ambassador 16	4313, Reunions	Jun 02, 2016			Active	<input type="radio"/>

First

If no previous jobs you will see this

There are no jobs based on the Query Date.

Create a New EPAF

- Scroll down until you see the “Student – New Employee Set Up” section.
- If a student has had a previous job, leave the “New Value” field for the Current Hire Date blank and go to the next section of the EPAF.

Student - New Employee Set Up

Student With Previous Job on Campus

Item	Current Value	New Value
Current Hire Date: MM/DD/YYYY	10/28/2013	
Employee Status: *(Not Enterable)	Active	A
Employee Class Code: *(Not Enterable)	ST, Student Worker	ST
Home COAS: *(Not Enterable)	1	1
Home Organization: *(Not Enterable)	3214, Student Employee	3214

- If the student has not worked before enter the job begin date in the “Current Hire Date” like in the example below.
- Be sure to use the same job begin date throughout the rest of the form or you will receive errors.
- Go the next section in the EPAF.

Student - New Employee Set Up

Student With No Previous Job on Campus

Item	Current Value	New Value
Current Hire Date: MM/DD/YYYY		08/11/2016
Employee Status: *(Not Enterable)		A
Employee Class Code: *(Not Enterable)		ST
Home COAS: *(Not Enterable)		1
Home Organization: *(Not Enterable)		3214

Create a New EPAF

- In the Student Job section enter the following info.
- Contract Type - If the student has not worked before, the contract type should be Primary. If they have worked before it should be Secondary.
- Title - Enter the exact job title from the job description for this position
- Timesheet Orgn - enter your Timesheet Organization # to determine what roster the student will appear on (this is not necessarily the same index the job will be charged to as some index's may have multiple Org #s).
- Enter the Job Begin and Job Effective Date. Make sure they match each other and you use the same start date throughout the EPAF.
- Check to make sure the Salary Grade is correct for the pay rate level of this position. If not you will need to start over with a new EPAF and choose the correct Student-level job.

Student Job, STHRLY-1 EPAF Generated Hourly St Job

Item	Current Value	New Value
Contract Type: *		Primary ▾
Title: *		<input type="text"/>
Timesheet Orgn: *		<input type="text"/>
Job Begin Date: MM/DD/YYYY*		07/22/2016
Jobs Effective Date: MM/DD/YYYY*		07/22/2016
FTE: *(Not Enterable)		.10
Step Increase Month: *(Not Enterable)		08
Step Increase Day: *(Not Enterable)		01
Eligible Date: MM/DD/YYYY*(Not Enterable)		08/01/2017
Salary Group: *(Not Enterable)		2017
Salary Table: *(Not Enterable)		SW
Step: *(Not Enterable)		1
Salary Grade: *(Not Enterable)		01
Job Change Reason: *(Not Enterable)		AUTO

Create a New EPAF

- Next go to the labor distribution section shown below to enter the index and account #.
1. Effective Date – Enter the Job Begin Date from the previous section, these must all match or you will receive an error.
 2. Index – Enter the index to be charged.
 3. **DO NOT** make any other changes, next click the “Default from Index” button to populate the other fields in the table. **Ignore the error that says “Account code is required.”**
 4. Scroll back down and enter the appropriate account number:
 - 6311 – UWP (University Work Program)
 - 6312 – FWS (Federal Work Study)
 - 6314 – Auxiliaries (Athletics & All Food Services) or Other (i.e. Use your own operating budget)
 - 6413 – Grants w/ index # 27xxx, 28xxx, 29xxx (These need approval from Grants Accounting).

Current

Effective Date: 07/22/2016

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date







COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
1		10000	3214	6311	281					100.00			
										Total:	100.00		

3

Create a New EPAF

- The Routing Queue section is to set up who will be approving the EPAF.
- Approval Level – This should be set to 94 (SEOAPR) and 95 (SEOAPL).
- User Name - Click the magnifying glass to select a user name. (MPAGANO)
- Click “Save and Add New Rows”.
- *Note for Grants Only - Approval Level 85 is required. Grant Office Approval is only necessary for CS, 27, 28 or 29xxx level grant indexes. If you selected the correct EPAF, this line should populate automatically.

Routing Queue

Approval Level	User Name	Required Action
94 - (SEOAPR) St Employment Office Approval	 MPAGANO	Michael Paul Pagano Approve
95 - (SEOAPL) St. Employment Office Applier	 MPAGANO	Michael Paul Pagano Apply
Not Selected ▼		Not Selected ▼
Not Selected ▼		Not Selected ▼
Not Selected ▼		Not Selected ▼
Not Selected ▼		Not Selected ▼

Save and Add New Rows

Create a New EPAF

- The comment section allows you to enter the web time approver and additional comments.
- **Skip this step if you are the default approver for the ORG and will be approving this student's timesheet.** Otherwise enter the time approvers name and Web Time Entry Approver # like in the example below. The WTE # is the 6 digit employee position code (Note: Please contact Payroll to set up proxy approvers).
- Enter any additional comments for student employment here.
- Select "Save", after saving, scroll back to the top or bottom to select "**Submit**".
- You have now submitted an EPAF. Please note that EPAFs with a transaction status of "Waiting" means they have been saved but not submitted. Please make sure they have a status of "**Pending**" to ensure the EPAF has been submitted.

Comment

WTE = John Smith 123456

[Approval Types](#) | [Account Distribution](#)

Save

[Return to Top](#)

Termination EPAF

1. Go to [BannerWeb](http://bannerweb.richmond.edu) (bannerweb.richmond.edu) and login with your Net ID and password.
2. On the Main Menu select “Employee” and on the Employee tab select “EPAFs”.
3. Select “New EPAF”.

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Personal Information **Employee**

Search

Main Menu

Welcome, Mike Pagano, to BannerWeb, the University of Richmond W

[Personal Information](#)
Update addresses, review name or social security number change information; Change your PIN.

[Employee](#) ←

Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.

[Onecard Services Main Menu](#)
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November 2 - November 13
- [Opt Out of Paper](#)
Opt out of receiving paper UR mailings
- [Time Sheet](#)
- [Leave Report](#)
- [Benefits and Deductions](#)
View your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions.
- [Pay Information](#)
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
- [Tax Forms](#)
Change W-4 information; View your W-2 Form.
- [Current and Past Jobs](#)
- [Time Off Current Balances and History](#)
- [Emergency Information Collection](#)
View or Update Emergency Contact Information.
- [Benefit Statement](#)
- [EPAFs](#) ←


Termination EPAF

- This is the New EPAF screen shown below.
- Enter the student's ID or click the magnifying glass to search by name.
- Leave the Query Date as is with today's date listed.
- Select "Terminate a Student Job Record, STTERM" from the drop down menu.
- Select "Go" to continue with the EPAF.

New EPAF Person Selection

 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * 

Query Date: MM/DD/YYYY*

Approval Category: *

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- Terminate a Student Job Record, STTERM
- Not Selected
- Non-credit Instructor Payment, NONCR
- Cellar/Catering/Freshens Non-Standard Rate Hire, STFDNS
- Student Smr Flwshp Funded by a NON-CS, 27,28 or 29XXX index, STFELW
- Student Smr Flwshp Funded by a CS,27,28 or 29XXX index, STFLWX
- Fall Semester: Hire Student-Level 1, STJAF1
- Fall Semester: Hire Student-Level 2, STJAF2
- Fall Semester: Hire Student-Level 3, STJAF3
- Fall Semester: Hire Student-Level 4, STJAF4
- Hire an Athletics Camp Employee, STACMP
- Terminate a Student Job Record, STTERM

inator Summary

Termination EPAF

- Scroll down to the section that says: Student-Terminate a Job Record.
- Enter the termination Job Effective Date per the instructions below:
 - If the student has not worked since the last paid date, enter any day after the last paid date as the termination date.
 - If the student worked after the last paid date listed, enter the date of the day after the last pay period in which the student worked ends Refer to the [payroll calendar](#) to see when the pay period ends.
- If you receive an error message see FAQ # 14.
- Scroll down to the next section for the Routing Queue.

Student-Terminate a Job Record, STRECW-02 Lifeguard, Last Paid Date: Sep 10, 2016

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	09/11/2016	09/13/2016
Job Status: *(Not Enterable)	Active	T
Job Change Reason: *	BASE	TESP, Terminated-per Supervisor



Termination EPAF

- Approval Level – This should be set to 94 (SEOAPR) and 95 (SEOAPL).
- User Name - Click the magnifying glass to select a user name. (MPAGANO)
- Required Action – This should be set to Approve and Apply like in the example below.
- Scroll down to the very bottom of the page and select “Save” to save the EPAF.


Routing Queue

Approval Level	User Name	Required Action
94 - (SEOAPR) St Employment Office Approval	MPAGANO	Michael Paul Pagano Approve
95 - (SEOAPL) St. Employment Office Applier	MPAGANO	Michael Paul Pagano Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

- Once the EPAF is saved it will bring you back to the top.
- Select “Submit” to submit the EPAF. This will change the status to “Pending.” An EPAF that is saved but not submitted will have a Transaction Status of “Waiting”.
- You have now submitted the termination EPAF, you may exit BannerWeb.

✓ Your change was saved successfully.
i Enter the information for the EPAF and either Save or Submit

Name and ID: [Redacted] **Job and Suffix:** STRECW-02, Lifeguard
Transaction: 41005 **Query Date:** Sep 16, 2016
Transaction Status: Waiting  **Last Paid Date:** Sep 10, 2016
Approval Category: Terminate a Student Job Record, STTERM

Save Submit Delete

FAQ/General Problems

FAQ	Answer
1 - When can the student begin working?	If the student has worked on campus previously, they can begin working as soon as the EPAF is submitted. If they have not worked on campus before, they may not begin working until they have completed the new employee paperwork and given you a release to work form.
2 - I don't have the EPAF option on my BannerWeb screen.	You may not be set up in this system to create EPAFs. You will need to contact Student Employment to have your account created and get access. Please provide your UR ID, Net ID, and the ORG you are requesting access for.
3 - The student is unable to enter their hours in BannerWeb.	<ul style="list-style-type: none">• Make sure the EPAF was submitted and approved by our office. If it is in a "Waiting" status it is saved but not submitted. You need to open the EPAF and submit it.• Be sure students enter their time before 10am on Monday.• There could be an issue with the time approver who is set up for the student. Contact Student Employment to resolve.
4 – In BannerWeb I am unable to see the student's timesheet to approve it.	Make sure they have properly submitted their hours and you are approving them before 12pm on Monday. It is possible the job or time approver is not set up correctly. Contact Student Employment to resolve.

Common EPAF Errors

EPAF Error	Solution
5 - First Name, SSN/SIN, Birth Date or Gender incomplete.	International students do not have a SSN. Contact the Office of Student Employment and we will fix this so you are able to submit the EPAF.
6 - The Employee already has a primary job.	The contract type should be changed to secondary if the student has previously worked on Campus. – See Page 6
7 - New Job Labor Distribution Date should be >= query effective date.	The query date at the top should be the first day of the month the student begins working. The “Effective Date” listed in the labor distribution section (where you enter the index and account code to be charged) needs to be after the query date. – See Page 3 , Page 7
8 - First Labor Dist Effective Date must equal the Job Begin Date.	The Job Begin and Job Effective date in the Student Job section must be the same as the “Effective Date” listed in the labor distribution section (where you enter the index and account code to be charged). – See Page 6
9 - Account Code Required.	This error is normal after you enter the index and select “Default from index”. Scroll back down and enter the account code. – See Page 7

Common EPAF Errors

EPAF Error	Solution
10 - Job Labor Distribution Total Percentages must be exactly 100%.	Make sure you entered the index in the Labor Distribution section. Then select “Default from index” and enter the account code. – See Page 7 (If you keep receiving this error and you are sure the index and account code is correct, start over with a new EPAF).
11 - Index xxxx does not allow override of Fund/Organization.	After you enter the index be sure to select “Default from index.” – See Page 7
12 - Cannot Submit. Person with Apply privilege must be the highest level.	The Routing Queue section needs to be complete. See the instructions on Page 8 for completing this section.
13 - Required Action must be entered.	In the Routing Queue section the Required Action Column must be set to Approve and Apply. See Page 8 for instructions on completing this section.
14 - Future Dated job record must be deleted before ending Job.	There is another record for this position after the selected termination date (such as a wage increase or other job status change). Choose a termination date that is after the last record.