To Complete an EPAF to Set up a New Job

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Please note: Works ONLY with Microsoft Internet Explorer
For academic year jobs funded by CS, 27, 28, or 29XXX indexes, use the regular fall and spring EPAFs and add JFITCHET to routing on page 9.

Use these for Summer Fellowship program jobs (no summer bump up will be applied in Payroll). See last pg. of this document for further instructions.

****Always use MM/DD/YYYY****
Determine if Any Other Jobs

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: Nov 12, 2012
Approval Category: Hire Level 3 Student, STJAF3

Student Job, STJOB

There are no active jobs based on the Query Date.

Always

All Jobs

New EPAF
### New EPAF Job Selection

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

**ID:** [Enter ID]
**Query Date:** Nov 12, 2012
**Approval Category:** Hire Level 3 Student, STJAF3

<table>
<thead>
<tr>
<th>Search Type</th>
<th>Position</th>
<th>Suffix</th>
<th>Title</th>
<th>Time Sheet Organization</th>
<th>Start Date</th>
<th>End Date</th>
<th>Last Paid Date</th>
<th>Status</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Job</td>
<td></td>
<td>STHRLY</td>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary</td>
<td>ST12SP</td>
<td></td>
<td>ETC Cashier</td>
<td>2830, Etc</td>
<td>Mar 31, 2012</td>
<td>Aug 18, 2012</td>
<td></td>
<td>Terminated</td>
<td></td>
</tr>
</tbody>
</table>

**If:** Has Previous Jobs

If there is already an STHRLY-01, use STHRLY-02.
If there is already an STHRLY-02, use STHRLY-03, etc.

Use next **sequential no.** (must be two digits). ****Important** For example... 

Always use STHRLY except for Summer Fellowships which must use STFELW.

**Because there are other jobs listed, student has worked before, so s/he has completed pre-employment paperwork already. This student can start working right away.**

Also, look to see if there is a previous job with the same job title in your index for this student. If so, not necessary to submit EPAF, simply email Ashley Rowlands to have the job reopened (if status is terminated).
If: No Previous Jobs

New EPAF Job Selection

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

**ID:**
**Query Date:** Aug 27, 2012
**Approval Category:** Hire Level 1 Student, STJAF1

<table>
<thead>
<tr>
<th>Search Type</th>
<th>Position</th>
<th>Suffix Title</th>
<th>Time Sheet Organization</th>
<th>Start Date</th>
<th>End Date</th>
<th>Last Paid Date</th>
<th>Status</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Job</td>
<td>11</td>
<td>STHRLY 01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Always use Must be two digits

**There are no jobs based on the Query Date.**

- Student cannot work unless: the student has given you a Release to Work (RW) form. But, do continue to fill out this EPAF (skip the next page)
**Electronic Personnel Action Form**

Enter the information for the EPAF and either Save or Submit.

**Name and ID:** [Redacted]

**Transaction:** [Redacted]

**Query Date:** Nov 12, 2012

**Transaction Status:** [Redacted]

**Approval Category:** Hire Level 3 Student, STIAF3

Save

---

**Approval Types | Account Distribution | Routing Queue | Transaction History**

* - Indicates a required field.

---

**Student - New Employee Set Up, STHRLY-01 EPAF Generated Hourly St Job**

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Hire Date: MM/DD/YYYY</td>
<td>03/31/2012</td>
<td>13</td>
</tr>
<tr>
<td>Employee Status: *(Not Enterable)</td>
<td>Active</td>
<td>A</td>
</tr>
<tr>
<td>Employee Class Code: *(Not Enterable) ST, Student Worker</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Home COAS: *(Not Enterable)</td>
<td>3214, Student Employee</td>
<td>3214</td>
</tr>
</tbody>
</table>

**Student Job, STHRLY-01 EPAF Generated Hourly St Job**

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Type: *</td>
<td>Secondary</td>
<td>14</td>
</tr>
<tr>
<td>Title: *</td>
<td>St Employment Student Asst</td>
<td>15</td>
</tr>
<tr>
<td>Timesheet Orgn: *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Begin Date: MM/DD/YYYY</td>
<td>11/12/2012</td>
<td></td>
</tr>
</tbody>
</table>

---

**Instructions:**

- **If there is** something in Current Value, leave New Value blank.
- **If there isn't** something in Current Value, enter same date as Job Begin Date, below, and change contract type to Primary. (Errors will occur if you don't put the same date.)

---

**Note:** Copy and paste title from your roster or list of jobs. Put your ownership index (not necessarily where it will charge). This index number will determine who's roster it appears on.

---

**First ever UR work day**
**Enter only the actual index** to charge to. Then, hit the "Default from Index" button to get the Fund, Org and Prog to default in.

REMEMBER NOT TO ENTER ACCOUNT NUMBER YET!!!

This button is important because it populates in the Fund, Organization and Program numbers for the specific index you entered. After it has defaulted in, you will get an expected error and then you can then enter the account number.
Electronic Personnel Action Form

This error is completely normal.

1 Error(s) occurred.

Enter the information for the EPAF and either Save or Submit.

Name and ID: [REDACTED]
Transaction: 
Transaction Status: Hire Level 1 Student, STJAF1
Approval Category: Hire Level 1 Student, STJAF1
Save

Errors and Warning Messages

<table>
<thead>
<tr>
<th>Type</th>
<th>Message Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Job</td>
<td>ERROR</td>
<td>Account code is required.</td>
</tr>
</tbody>
</table>

* Indicates a required field.

Student - New Employee Set Up, STHRLY-01 EPAF Generated Hourly St Job

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Hire Date: MM/DD/YYYY</td>
<td>03/31/2012</td>
<td></td>
</tr>
<tr>
<td>Employee Status: (Not Enterable)</td>
<td>Active</td>
<td>A</td>
</tr>
</tbody>
</table>
Students paid from a 27, 28, or 29,xxx level grant require a Grants Accounting approval too. If so, add another line "Approval Level" = 90-(GRANT) Grant Office Approval "User Name" = JFITCHE and "Required Action" = Approve. If the job is a summer fellowship, you should have done a Summer Fellowship EPAF. 

(Instead of typing, you can use the magnifying glass to look up) 

(Do not change the numbers that defaulted in)

You can set these levels up to default in automatically if you wish. See NTRROUT instructions near end of this document.
Summer fellowships with students paid from a CS, 27, 28, or 29,xxx level grant, require more information here. See last page of this document for more information.
Electronic Personnel Action Form

Your change was **saved** successfully. ← YOU ARE NOT DONE YET!

Enter the information for the EPAF and either Save or Submit

Name and ID: [Redacted]
Transaction: 770
Transaction Status: Waiting
Approval Category: Hire Level 1 Student, STJAF1

Save  Submit  Delete

You can submit here or at the bottom of the page.

If you get this error, contact St. Empl with the ID number so a temporary SSN can be entered for the international student:

Electronic Personnel Action Form

The transaction has been **successfully submitted.**

Enter the information for the EPAF and either Save or Submit

Name and ID: [Redacted]
Transaction: 750
Transaction Status: Pending
Approval Category: Hire Level 1 Student, STJAF1

* - indicates a required field.

Student - New Employee Set Up, STHRLY-01 EPAF Generated Hourly St Job
To See EPAF Status

of all the EPAFs you have submitted

2014 Open Enrollment
November 4 - November 15
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 account
Pay Information
View your Direct Deposit breakdown; View your Earnings and Deductions History
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

Electronic Personnel Action Form

EPAF Approver Summary
EPAF Originator Summary
New EPAF
EPAF Proxy Records
Act as a Proxy

RELEASE: 8.9
### Important:

You have submitted and either
- SE hasn't looked at yet or
- student has to do pre-eml ppwk. Wait to work student until you have the RW form or the status changes to Approved.

- SE has approved, but WTE not available yet (student can work).

- Student can now enter their hours into Bannerweb WTE.

---

A status of "Waiting" means you have saved the EPAF, but have not submitted it. Please submit it.
**Continue to next page to enter routing information**

---

New EPAF Person Selection

- Indicates a required field.

Pull up your student by entering ID number or searching with magnifying glass.

1. **ID:** 

2. **Release:** 8.5.0.5

3. **Go**

**Query Date:** MM/DD/YYYY

- **11/29/2012**

**Approval Category:**

- Not Selected
- Hire Level 1 Student, ST1AF1
- Hire Level 2 Student, ST1AF2
- Hire Level 3 Student, ST1AF3
- Hire Level 4 Student, ST1AF4
- Cellar/Catering/Freshmen Non-Standard Rate Hire, STFDNS
- Spring Semester: Hire Level 1 Student, STNS1
- Spring Semester: Hire Level 2 Student, STNS2
- Spring Semester: Hire Level 3 Student, STNS3
- Spring Semester: Hire Level 4 Student, STNS4

**Terminate a Student Job Record, STTERM**

**New EPAF Job Selection**

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

4. **ID:**  

5. **Query Date:** Nov 29, 2012

6. **Approval Category:** Student-Terminate a Job Record, STTERM

**Search Type:**

- New Job
- [Active Jobs]  

**Position:**

- Primary: ST10FA
- Secondary: ST11SU

**Suffix:**

- 11

**Title:**

- Cellar Server
- Registrar Student Assistant

**Time Sheet Organization:**

- 2833, Cellar
- 6861, Registrar Office

**Start Date:**

- Aug 25, 2010
- May 23, 2011

**End Date:**

- Nov 17, 2012
- May 26, 2012

**Last Paid Date:**

- Aug 18, 2012
- May 26, 2012

**Status:**

- Terminated

If you are on a Mac, you may need to press go first to see this column.

Pick the job you would like to terminate.

Pick terminate a Student Job Record
Electronic Personnel Action Form

The transaction has been successfully submitted.
Enter the information for the EPAF and either Save or Submit.

Name and ID: [Redacted]
Transaction: 1262
Query Date: Nov 12, 2012
Transaction Status: Pending
Approval Category: Terminate a Student Job Record, STTERM

* - Indicates a required field.

Student-Terminate a Job Record, ST11SU-11 Registrar Student Assistant, Last Paid Date: May 26, 2012

<table>
<thead>
<tr>
<th>Item</th>
<th>Format</th>
<th>Current Value</th>
<th>New Value</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs Effective Date:</td>
<td>MM/DD/YYYY</td>
<td>05/26/2012</td>
<td>11/25/2012</td>
<td></td>
</tr>
<tr>
<td>Job Status:</td>
<td>*(Not Enterable)</td>
<td>Terminated</td>
<td>T</td>
<td></td>
</tr>
<tr>
<td>Job Change Reason:</td>
<td>*(Not Enterable)</td>
<td>TERM</td>
<td>TESP</td>
<td></td>
</tr>
</tbody>
</table>

Use first day of next pay period so last paycheck can be processed.
Put actual last work date in comment area.

Routing Queue

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>94 - (SEOAPR) St Employment Office Approval</td>
<td>AROWLAND</td>
<td>Approve</td>
<td>Not Selected</td>
</tr>
<tr>
<td>95 - (SEOAPL) St. Employment Office Applier</td>
<td>AROWLAND</td>
<td>Apply</td>
<td>Not Selected</td>
</tr>
</tbody>
</table>

Can pick her name from magnifying glass or type manually. If you type it manually, be sure to tab through until her name pops up.

Always use AROWLAND for approval levels 94 and 95.

9. Save and Add New Rows.
10. Add a comment indicating last work date, if known.
11. Save and Submit.
Setting up Default Routing Queue

The originator has the capability of setting up a default routing queue for each EPAF action. This will eliminate having to select the approver and applier for each individual EPAF that is done.

To do this, go to the following form in Banner: NTRROUT

Once you have selected the EPAF, the approval levels will default into the bottom block of the form when you page down into it:

For now, there are only two levels for Student EPAFS. One is for the Student Employment Office to be able review budget status and that all appropriate employment paperwork has been submitted before the EPAF proceeds. The final level is to actually apply the EPAF which actually sets the job up in the Banner System. You will enter Ashley Rowlands for each of these levels by typing AROWLAND into the User ID field.
EPAF Process Flow

Start

Supervisor completes & (re) submits EPAF

SE checks EPAF, chgs minor items
Is it now OK?

yes

Return to originator for correction

no

SE checks enrollment (SJOB)
Ok?

yes

Do we have tax ppwk in pending file?

no

Worked on campus before?

no

Email sprvr to notify not eligible/ voids EPAF

yes

SE approves EPAF in Bannerweb

SE apply to Banner & run PPXEPAFCMNT to get WTE comments to update in NBAJQUE. Remove WTE for Food Services.

Process runs each evening to email EPAF originators that Bannerweb is available for students to enter time into WTE

End
Always use 05/01/2015

1. Use the general EPAF instructions for full directions, using these for instructions specific to Summer Fellowships.

2. Select proper Fellowship EPAF.

3. Use STFELW for the position number (use next available sequential suffix no.).

4. Enter your ownership index (not necessarily where it will charge). For CS, 27, 28, 29,xxx indexes, use your unique code from the Unique Payroll Identifier List e.g., CHM001.

5. Optional: add add'l info to title, such as abbreviated grant name like -NIH.

6. Do not change these dates-Contact Financial Aid x8913, if your student will start before 5/1.

7. Change wage, as necessary for grant.

8. Make sure this is 05/01/2015 (regardless of actual start date, as dates must all be the same).

9. Grant to be charged.

10. Acct number to be charged (normally 6311, 6314 or 6413).

11. Default from Index. Save and Add New Rows.

12. IMPORTANT: ALL CS, 27, 28 or 29,xxx level grant indexes must have this information in the comment section or it will be returned for correction by Grants Accounting!

13. Use magnifying glass to pick each name.

14. Item 12 (aprvl lvl 85-Grant Aprvl) is only necessary for CS, 27, 28, or 29,xxx level grant indexes. If you picked the correct EPAF, this line should populate or not populate accordingly.

15. Use magnifying glass to pick each name.


17. (Grants Accounting will set up the proxy with Payroll).