

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”.

University of Richmond | BannerWeb

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.

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Opt out of receiving paper UR mailings

[Pay Information](#)
Manage/Sign up for Direct Deposit; View your Pay Stubs.

[Tax Forms](#)
Change W-4 information; View your W-2 Form.

[Emergency Information Collection](#)
View or Update Emergency Contact Information.

[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 "Hire a Student Employee, STJAF" from the Approval Category drop-down menu.
- 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



Student Employment EPAF Guide.



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
- Non-credit Instructor Payment, NONCR
- Hire a Student Employee, STJAF**
- Student Hourly Rate Change, STRATE
- Terminate a Student Job, STTERM
- Hire Student for a Grant Funded Position, STGRNT

Go

⚠ There are no active jobs b

All Jobs

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

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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 until they have completed [new employee paperwork](#) at the Financial Aid Office and **they bring you a Release to Work form.** (International Students must make an appointment with the International Taxation Office).
- If the job you are creating is already listed but terminated, email [student employment](#) to re-open it instead of submitting a new EPAF.
- Enter STHRLY for the Position (exceptions: Summer Fellowships use STFELW). For Suffix use the next available number (01,02, etc.) and then select “Go”.

New EPAF Job Selection

 [Student Employment EPAF Guide.](#)

 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 a Student Employee, STJAF

New Student Job Setup, STJB

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	STHRLY	05	EPAF Generated Hourly St Job	3214, Student Employee					<input type="radio"/>
	Primary	STHRLY	01	Std Acts Desk Associate	3402, Center of Student Involvement	May 21, 2015	Aug 20, 2016	Apr 23, 2016	Active	<input type="radio"/>
	Secondary	STHRLY	02	DISCO Digital Scanning Asst	6756, BML-Digital Initiatives	May 27, 2015		May 06, 2017	Active	<input type="radio"/>
	Secondary	STHRLY	03	Cellar Server	2833, Cellar	Sep 17, 2016		Jan 28, 2017	Active	<input type="radio"/>
	Secondary	STHRLY	04	Cellar Cashier	2833, Cellar	Nov 19, 2016			Active	<input type="radio"/>

All Jobs  **First**

Go

If no previous jobs you will see this 

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

Create a New EPAF

- In the New Student Job Setup section enter the following info.
- Contract Type - If the student has not worked as a student employee 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 may not be the same index the job will be charged to as some index's may have different Org #s).
- Job Begin and Job Effective Date – This should be the actual first date of employment. Make sure they match each other and you use the same start date throughout the EPAF.
- Salary Grade - Enter the student pay level for this job (Student pay levels are 1, 2, 3, or 4).
- Regular Rate - Enter the desired hourly pay rate for the student (must be within range for pay level selected above).

New Student Job Setup, STHRLY-02 EPAF Generated Hourly St Job

Item	Current Value	New Value
Contract Type: *		Secondary ▼
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
Salary Grade: *		<input type="text"/>
Regular Rate: *		<input type="text"/>
Salary Table: (Not Enterable)		SW
Salary Group: (Not Enterable)		2017
Step: (Not Enterable)		0
FTE: (Not Enterable)		.1
Job Change Reason: (Not Enterable)		AUTO

Create a New EPAF

- **Note: You must do these steps in the EXACT order as listed below.**
 - 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 proper fund, org, and program numbers in the table (Note: The example below is the default. The numbers will be different based on your index). **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)
 - 6413 – Grants w/ index # 27xxx, 28xxx, 29xxx (These need approval from Grants Accounting).
 - If you receive an error about not allowing an override make sure you selected **“Default From Index.”**

Effective Date: 07/22/2016

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

New

Effective Date: MM/DD/YYYY

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



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 for both the approval and applier. (MPAGANO or CHOECKEL)
- Click “Save and Add New Rows”.
- *Note for Grants Only - Approval Level 85 is required. Grant Office Approval is only necessary for grant indexes that start with a CS, 27, 28 or 29xxx. For those indexes add THICKS or ASALAZAR as an additional approver and the required action as “FYI”.

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).
- If this position is funded by a grant, please enter the 1 - Start Date, 2 - End Date, 3 - Hours Per Week, 4 - Number of Weeks, and 5 - Total Pay.
- Select "Save", then scroll back to the top or bottom to select "**Submit**". You have now submitted an EPAF. Please note 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. If you received errors go to the next page.

Comment

WTE = John Smith 123456

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

Save

[Return to Top](#)

Create a New EPAF

- If you received an error, the EPAF will not submit correctly and you will receive a note at the top of the page. Scroll down do see the specific error.
- If the error says “ID is not defined as an employee” like the example below, this means the student has not completed paperwork and may not begin working.
- For all other errors please see the FAQ/Troubleshooting Guide on [page 21](#).

 **Transaction was not submitted. Please review errors.**



[Student Employment EPAF Guide.](#)

- For students who have not completed paperwork, email the student this link to complete [pre-employment paperwork](#) and do not let them begin until after you receive the release to work form from them. An email template for supervisors is available [here](#).
- Your EPAF will be saved, but you WILL NOT be able to submit the EPAF for this student. You will need to come back and submit it later after paperwork has been completed.
- Once you receive the release to work form, go into the “Originator Summary” in the EPAF menu. You will see the saved EPAF that you can now update the job start dates and re-save/submit the EPAF.

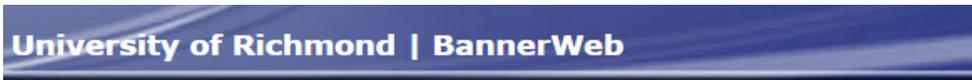
Errors and Warning Messages

Type	Message Type	Description
New Student Job Setup	ERROR	*ERROR* ID is not defined as an employee. Establish Employee record.

* - indicates a required field.

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”.



Personal Information Employee

Search Go

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

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

Search Go

Employee Self-Service

Employee Dashboard: My Profile, My Team, Full Leave Balance Information, Pay Inform

Opt Out of Paper

Opt out of receiving paper UR mailings

Pay Information

Manage/Sign up for Direct Deposit; View your Pay Stubs.

Tax Forms

Change W-4 information; View your W-2 Form.

Emergency Information Collection

View or Update Emergency Contact Information.

[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" from the approval category drop down menu.
- Select "Go" to continue with the EPAF.

New EPAF Person Selection

 [Student Employment EPAF Guide.](#)

 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
- Non-credit Instructor Payment, NONCR
- Hire a Student Employee, STJAF
- Student Hourly Rate Change, STRATE
- Terminate a Student Job, STTERM**
- Hire Student for a Grant Funded Position, STGRNT

 There are no active jobs b

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Termination EPAF

- The screenshot below shows the list of open jobs.
- Use the radio button to select the job you would like to terminate.
- Select “Go” to continue to the next page.

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: Sep 16, 2016
Approval Category: Student-Terminate a Job Record, STTERM

Student-Terminate a Job Record, STTERM

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job									<input type="radio"/>
	Primary	STRECW	01	R&W Sport Club Assistant	3603, Wellness Programs	Apr 28, 2015		Sep 10, 2016	Active	<input type="radio"/>
	Secondary	STRECW	02	Lifeguard	3602, Operations	Mar 18, 2016		Sep 10, 2016	Active	<input checked="" type="radio"/>

All Jobs

Go



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 # 15](#).
- 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
<input type="text" value="Not Selected"/>			<input type="text" value="Not Selected"/>
<input type="text" value="Not Selected"/>			<input type="text" value="Not Selected"/>
<input type="text" value="Not Selected"/>			<input type="text" value="Not Selected"/>
<input type="text" value="Not Selected"/>			<input type="text" value="Not Selected"/>

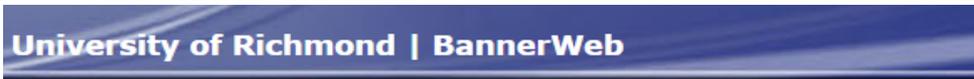
- Once the EPAF is saved it will bring you back to the top.
- Select “Submit” to submit the EPAF. This will change the status to “Pending.” An EPAF that is saved but not submitted will have a Transaction Status of “Waiting”.
- You have now submitted the termination EPAF, you may exit BannerWeb.

Your change was saved successfully.
 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

Hourly Rate Change 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”.



Personal Information Employee

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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](#) ←

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Personal Information Employee

Search

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Employee Dashboard: My Profile, My Team, Full Leave Balance Information, Pay Inform

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Opt out of receiving paper UR mailings

Pay Information

Manage/Sign up for Direct Deposit; View your Pay Stubs.

Tax Forms

Change W-4 information; View your W-2 Form.

Emergency Information Collection

View or Update Emergency Contact Information.

[EPAFs](#) ←

Hourly Rate Change EPAF

- This is the New EPAF screen shown below.
- Enter the student's ID or click the magnifying glass to search by name.
- Enter today's date for the Query Date.
- Select the Student Hourly Rate Change EPAF from the Approval Category drop-down menu and select "Go."

New EPAF Person Selection

Student Employment EPAF Guide.

 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
- Non-credit Instructor Payment, NONCR
- Hire a Student Employee, STJAF
- Student Hourly Rate Change, STRATE**
- Terminate a Student Job, STTERM
- Hire Student for a Grant Funded Position, STGRNT

Go



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[Return to EPAF Menu](#)

RELEASE: 8.9X

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Hourly Rate Change EPAF

- The screenshot below shows the list of open jobs for the student.
- Use the radio button to select the correct job you would like to change the wage rate for.
- Select “Go” to continue to the next page.

New EPAF Job Selection



Student Employment EPAF Guide.



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

ID: [Redacted]

Query Date: May 12, 2017

Approval Category: Change Student Hourly Rate, STRATE

Hourly Rate Increase, RTINCR

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job									<input type="radio"/>
	Primary	STHRLY	01	Student Ops Assistant	6891, Financial Aid Office	Aug 28, 2015		Mar 25, 2017	Active	<input checked="" type="radio"/>

All Jobs

Go



Hourly Rate Change EPAF

- Scroll down to the section that says: Hourly Rate Increase.
- Enter the effective date for the hourly rate change. This date must be AFTER the last paid date highlighted below.
- Enter the new wage rate in the Regular Rate field (must be within range for pay level).
- You can also change the Job Title and Salary Grade to promote them to a new position.
- The Routing Queue Approval Level should be set to 94 (SEOAPR) and 95 (SEOAPL).
- User Name - Click the magnifying glass to select a user name for both the approval and applier. (MPAGANO or CHOECKEL)
- Click “Save and Add New Rows”.

Hourly Rate Increase, STHRLY-01 Student Ops Assistant, Last Paid Date: **Mar 25, 2017**

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	10/02/2018	09/01/2019
Regular Rate: *	8.8	9.1
Title:	Student Employee	Sr. Student Employee
Salary Grade:	02	3
Step: (Not Enterable)	0	0
Job Change Reason: (Not Enterable)		MERI

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

Save and Add New Rows

Hourly Rate Change EPAF

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

✓ Your change was saved successfully.

 [Student Employment EPAF Guide.](#)

 Enter the information for the EPAF and either Save or Submit

Name and ID:	[REDACTED]	Job and Suffix:	STHRLY-01, Student Ops Assistant
Transaction:	44807	Query Date:	May 12, 2017
Transaction Status:	Waiting	Last Paid Date:	Mar 25, 2017
Approval Category:	Hourly Rate Change, STRATE		



✓ The transaction has been successfully submitted.

 [Student Employment EPAF Guide.](#)

 Enter the information for the EPAF and either Save or Submit

Name and ID:	[REDACTED]	Job and Suffix:	STHRLY-01, Student Ops Assistant
Transaction:	44807	Query Date:	May 12, 2017
Transaction Status:	Pending	Last Paid Date:	Mar 25, 2017
Approval Category:	Hourly Rate Change, STRATE		

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 – ID is not defined as an employee	Student has not completed pre-paperwork, direct them to complete New Employee Paperwork at the Financial Aid office. – See Page 10
7 - 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
8 - 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 4 , Page 7
9 - 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
10 - 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
11 - Job Labor Distribution Total Percentages must be exactly 100%.	Make sure you follow the 3 steps in the correct order listed below. This error usually happens when they are done out of order. 1 - Enter the index in the Labor Distribution section. 2- Select “Default from index” 3 – Scroll back down and enter the account code. – See Page 7
12 - Index xxxx does not allow override of Fund/Organization.	After you enter the index be sure to select “Default from index.” – See Page 7
13 - 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.
14 - 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.
15 - 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.