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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 (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”.

---

Electronic Personnel Action Form

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

- 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  
10/01/2017

Approval Category: *

Go

There are no active jobs by ID.

Non-credit Instructor Payment, NONCR
Not Selected
Non-credit Instructor Payment, NONCR
Hire a Student Employee, STJAF
Hourly Rate Change, STRATE
Terminate a Student Job Record, STTERM
Hire a student for a grant funded position, STGRNT

EPAF Approver Summary  |  EPAF Originator Summary

Return to EPAF Menu
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). 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, STJ

<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>STHRLY</td>
<td>05</td>
<td>EPAF Generated Hourly St Job</td>
<td>3214, Student Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary</td>
<td>STHRLY</td>
<td>01</td>
<td>Std Acts Desk Associate</td>
<td>3402, Center of Student Involvement</td>
<td>May 21, 2015</td>
<td>Aug 20, 2016</td>
<td>Apr 23, 2016</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Secondary</td>
<td>STHRLY</td>
<td>02</td>
<td>DISCO Digital Scanning Asst</td>
<td>6756, BML-Digital Initiatives</td>
<td>May 27, 2015</td>
<td>May 06, 2017</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Secondary</td>
<td>STHRLY</td>
<td>03</td>
<td>Cellar Server</td>
<td>2833, Cellar</td>
<td>Sep 17, 2016</td>
<td>Jan 28, 2017</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Secondary</td>
<td>STHRLY</td>
<td>04</td>
<td>Cellar Cashier</td>
<td>2833, Cellar</td>
<td>Nov 19, 2016</td>
<td></td>
<td></td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

⚠️ There are no jobs based on the Query Date.

First

If no previous jobs you will see this
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 With Previous Job on Campus

Student - New Employee Set Up

<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>10/28/2013</td>
<td></td>
</tr>
<tr>
<td>Employee Status: *(Not Enterable)</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Employee Class Code: *(Not Enterable) ST, Student Worker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home COAS: *(Not Enterable)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Home Organization: *(Not Enterable)</td>
<td>3214, Student Employee</td>
<td></td>
</tr>
</tbody>
</table>

• 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 With No Previous Job on Campus

Student - New Employee Set Up

<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>07/22/2016</td>
<td></td>
</tr>
<tr>
<td>Employee Status: *(Not Enterable)</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Employee Class Code: *(Not Enterable)</td>
<td>ST</td>
<td></td>
</tr>
<tr>
<td>Home COAS: *(Not Enterable)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Home Organization: *(Not Enterable)</td>
<td>3214</td>
<td></td>
</tr>
</tbody>
</table>
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).
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 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.”

### Table: Labor Distribution

<table>
<thead>
<tr>
<th>COA</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project</th>
<th>Cost</th>
<th>Percent</th>
<th>Encumbrance</th>
<th>Override</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>10000</td>
<td>3214</td>
<td>6311</td>
<td>281</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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)
- 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

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>94 - (SEOAPR) St Employment Office Approval</td>
<td>MPAGANO</td>
<td>Michael Paul Pagano</td>
</tr>
<tr>
<td>95 - (SEOAPL) St. Employment Office Applier</td>
<td>MPAGANO</td>
<td>Michael Paul Pagano</td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
<td>Not Selected</td>
</tr>
</tbody>
</table>

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”, 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
```
Termination EPAF

1. Go to BannerWeb (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”.
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.
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

![Image of EPAF job selection interface]

- **ID:**
- **Query Date:** Sep 16, 2016
- **Approval Category:** Student-Terminate a Job Record, STTERM

#### Student-Terminate a Job Record, STTERM

<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></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary</td>
<td>STRECW</td>
<td>01</td>
<td>R&amp;W Sport Club Assistant</td>
<td>3603, Wellness Programs</td>
<td>Apr 28, 2015</td>
<td>Sep 10, 2016</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Secondary</td>
<td>STRECW</td>
<td>02</td>
<td>Lifeguard</td>
<td>3602, Operations</td>
<td>Mar 18, 2016</td>
<td>Sep 10, 2016</td>
<td></td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

[All Jobs]

[Go]
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.
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.

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.
Hourly Rate Change EPAF

1. Go to BannerWeb (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”.

Electronic Personnel Action Form

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

ID: *

Query Date: MM/DD/YYYY* 10/01/2019

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
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.
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)
- Click “Save and Add New Rows”.

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY</td>
<td>10/02/2018</td>
<td>09/01/2019</td>
</tr>
<tr>
<td>Regular Rate: *</td>
<td>8.8</td>
<td>9.1</td>
</tr>
<tr>
<td>Title:</td>
<td>Student Employee</td>
<td>Sr. Student Employee</td>
</tr>
<tr>
<td>Salary Grade:</td>
<td>02</td>
<td>0</td>
</tr>
<tr>
<td>Step: (Not Enterable)</td>
<td>0</td>
<td>MERRI</td>
</tr>
<tr>
<td>Job Change Reason: (Not Enterable)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Routing Queue

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>94 - (SEOAPR) St Employment Office Approval</td>
<td>MPAGANO</td>
<td>Approve</td>
</tr>
<tr>
<td>95 - (SEOAPPL) St. Employment Office Applier</td>
<td>MPAGANO</td>
<td>Apply</td>
</tr>
</tbody>
</table>

[Save and Add New Rows]
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.

Enter the information for the EPAF and either Save or Submit

<table>
<thead>
<tr>
<th>Name and ID:</th>
<th>Job and Suffix:</th>
<th>Transaction:</th>
<th>Query Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>STHRLY-01, Student Ops Assistant</td>
<td>44807</td>
<td>May 12, 2017</td>
</tr>
</tbody>
</table>

Transaction Status: Waiting

Approval Category: Hourly Rate Change, STRATE

Save | Submit | Delete

The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

<table>
<thead>
<tr>
<th>Name and ID:</th>
<th>Job and Suffix:</th>
<th>Transaction:</th>
<th>Query Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>STHRLY-01, Student Ops Assistant</td>
<td>44807</td>
<td>May 12, 2017</td>
</tr>
</tbody>
</table>

Transaction Status: Pending

Approval Category: Hourly Rate Change, STRATE

Save | Submit | Delete
<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - When can the student begin working?</td>
<td>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.</td>
</tr>
<tr>
<td>2 - I don’t have the EPAF option on my BannerWeb screen.</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 3 - The student is unable to enter their hours in BannerWeb.       | • 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

<table>
<thead>
<tr>
<th>EPAF Error</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 - First Name, SSN/SIN, Birth Date or Gender incomplete.</td>
<td>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.</td>
</tr>
<tr>
<td>6 - The Employee already has a primary job.</td>
<td>The contract type should be changed to secondary if the student has previously worked on Campus. – See Page 7</td>
</tr>
<tr>
<td>7 - New Job Labor Distribution Date should be &gt;= query effective date.</td>
<td>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 8</td>
</tr>
<tr>
<td>8 - First Labor Dist Effective Date must equal the Job Begin Date.</td>
<td>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 7</td>
</tr>
<tr>
<td>9 - Account Code Required.</td>
<td>This error is normal after you enter the index and select “Default from index”. Scroll back down and enter the account code. – See Page 8</td>
</tr>
</tbody>
</table>
# Common EPAF Errors

<table>
<thead>
<tr>
<th>EPAF Error</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 - Job Labor Distribution Total Percentages must be exactly 100%.</td>
<td>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 8</td>
</tr>
<tr>
<td>11 - Index xxxxx does not allow override of Fund/Organization.</td>
<td>After you enter the index be sure to select “Default from index.” – See Page 8</td>
</tr>
<tr>
<td>12 - Cannot Submit. Person with Apply privilege must be the highest level.</td>
<td>The Routing Queue section needs to be complete. See the instructions on Page 9 for completing this section.</td>
</tr>
<tr>
<td>13 - Required Action must be entered.</td>
<td>In the Routing Queue section the Required Action Column must be set to Approve and Apply. See Page 9 for instructions on completing this section.</td>
</tr>
<tr>
<td>14 - Future Dated job record must be deleted before ending Job.</td>
<td>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.</td>
</tr>
</tbody>
</table>