Student – College Work Aid Hourly (New Hire)

At the EPAF main menu, click the **New EPAF** link and key in the **J#** for the Student you want to hire. Once the student is identified, select the **Student – College Work Aid Hourly (New Hire)** EPAF from the Approval Category drop down menu and click [Go].

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: ✱ J00758281   Kayla Briel Arlum   ⬅

Query Date: MM/DD/YYYY✱ 04/01/2014 ⬅
Approval Category: ✱ Student - College Work Aid Hourly (New Hire), J00004 ⬅
[Go] ⬅
⚠ There are no active jobs based on the Query Date.
[All Jobs]

EPAF Approver Summary | EPAF Originator Summary

Once you have selected the correct EPAF, you may adjust the query date to the date the transaction will take effect. (By doing so, the system will auto populate the adjusted date in the proper fields on the upcoming Employment Information screen.

At the **Job Selection Screen, enter the student position # in the position field on the New Job row and hit Tab. Enter "00" for the suffix** then hit **Tab** again to populate the associated title and time sheet organization for the position selected. Ensure that the radio button on the corresponding row is filled then hit [Go].

(Use **SCH_ _ _** for College Work Aid Hourly position numbers. See position number table on page 91).

New EPAF Job Selection

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

ID: Kayla Briel Arlum, J00758281
Query Date: Apr 01, 2014
Approval Category: Student - Work Aid Hourly, J00004

Add Hourly Job, J00002

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	SCH009	00	College Work Aid - Hourly	111000, Department of Disability Services					⦿

⚠ There are no active jobs based on the Query Date.
[All Jobs]
[Next Approval Type] [Go]

New EPAF

The next screen is the **Employment Information** screen. Here you will enter information in **all required fields** with a **red asterisk (*).**

Note: The fields that have **(Not Enterable)** are prefilled data. You cannot enter data in those fields.

Electronic Personnel Action Form

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

Name and ID: Kayla Briel Arlum, J00758281
Transaction: **Query Date:** Apr 01, 2014
Transaction Status:
Approval Category: Student - College Work Aid Hourly (New Hire), J00004

[Save]

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

New EPAF | EPAF Originator Summary

Return to EPAF Menu

Jump to Bottom

* - indicates a required field.

Employment Information

Item	Current Value	New Value
Current Hire Date: MM/DD/YYYY*		04/01/2014
Home Organization: *(Not Enterable)		503040
Distribution Orgn: *(Not Enterable)		000000
SSN First Name: *		Kayla
SSN Middle Name:		Briel
SSN Last Name: *		Arlum
SSN Name Suffix:		
I9 Received Date: MM/DD/YYYY*		04/01/2014
I9 Expiration Date: MM/DD/YYYY*		12/15/2014
Employee Class Code: (Not Enterable)		29
Employee Group Code: (Not Enterable)		TP
Employee Status: (Not Enterable)		A
Home COAS: (Not Enterable)		J
Term Reason Code: (Not Enterable)		-
Termination Date: MM/DD/YYYY(Not Enterable)		-
I9 Form Indicator: *(Not Enterable)		T

After completing the Employment Information section of the EPAF, **enter** the proper **data** in the **"Add Hourly Job"** section of the EPAF.

Note: The fields that have **(Not Enterable)** are prefilled data. You cannot enter data in those fields.

Employment Information

Item	Current Value	New Value
Current Hire Date: MM/DD/YYYY∗		04/01/2014
Home Organization: ∗(Not Enterable)		503040
Distribution Orgn: ∗(Not Enterable)		000000
SSN First Name: ∗		Kayla
SSN Middle Name:		Briel
SSN Last Name: ∗		Arlum
SSN Name Suffix:		
I9 Received Date: MM/DD/YYYY∗		04/01/2014
I9 Expiration Date: MM/DD/YYYY∗		12/15/2014
Employee Class Code: (Not Enterable)		29
Employee Group Code: (Not Enterable)		TP
Employee Status: (Not Enterable)		A
Home COAS: (Not Enterable)		J
Term Reason Code: (Not Enterable)		-
Termination Date: MM/DD/YYYY(Not Enterable)		-
I9 Form Indicator: ∗(Not Enterable)		T

Add Hourly Job, SCH009-00 College Work Aid - Hourly

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY∗		04/01/2014
Jobs Effective Date: MM/DD/YYYY∗		04/01/2014
Personnel Date: MM/DD/YYYY∗		04/01/2014
Hourly Rate: ∗		8.00
Factor: ∗(Not Enterable)		24.0
Pays: ∗(Not Enterable)		24.0
Timesheet Orgn: ∗		116000
Contract Type: (Not Enterable)		P
Step: (Not Enterable)		0
Job Status: (Not Enterable)		A
Job Change Reason: (Not Enterable)		-

Current Value	New Value
Job Begin Date	1st day at New Job
Jobs Effective Date	1st day at New Job
Personnel Date	1st day at New Job
Salary	Enter New Job Salary
Timesheet Orgn	Enter new department Org #
Factors & Pays	Match Current Value

Terminate Job, SCH009-00 College Work Aid - Hourly

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY∗		06/30/2014
Job Status: (Not Enterable)		T
Job Change Reason: (Not Enterable)		00013

Once you've completed the **"Add Hourly Job"** section of the EPAF, review the labor distribution New Effective Date to ensure that it matches the Job Begin Date in the Add Hourly Job section.

Complete the routing queue section of the EPAF and add any comments needed for the transaction.

Note: **All originators are required to enter the supervisors name and J# in the comment field**.

Labor Distribution (View Only), SCH009-00 College Work Aid - Hourly

Current
Effective Date: 04/01/2014
COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New
Effective Date: MM/DD/YYYY 04/01/2014

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
J		100000	111000	650050	50					100.00	

Total: 100.00

✔

[Default from Index] [Save and Add New Rows]

Routing Queue

Approval Level		User Name		Required Action	
70 - (BUDGET) Budget		🔍 J00495021	Chavin Johnson	Approve	
75 - (PAYROL) Payroll		🔍 J00104358	Christie Mickel	Approve	
80 - (HR) Human Resources Approver		🔍 J00473992	Keunta D McPhearson	Approve	
85 - (HR2) Human Resources Applier		🔍 J00085189	Linda Wilson	Apply	
30 - (DEAN) Dean_Director	▼	🔍 J00482804	Robin Michele Spann-Pack	Approve	▼
40 - (TITLE3) Title III Grants	▼	🔍 J00083556	Mary B. Myles	Approve	▼
65 - (VPRES) Vice President of Research	▼	🔍 J00091322	Loretta A Moore	Approve	▼
50 - (VP) Vice President	▼	🔍 J00032357	Michael Thomas	Approve	▼

[Save and Add New Rows]

Comment

Supervisor Name: John Doe
Supervisor J#: J00000000

Once you've completed setting the routing queue, hit the **SAVE** button. **After saving your work, take the time to review the accuracy** of the information keyed before making the final submission for approval.

Notice the **Successfully Saved** message indicator at the top of the screen.

Electronic Personnel Action Form

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

Name and ID: Kayla Briel Arlum, J00758281
Transaction: 6884   **Query Date:** Apr 01, 2014
Transaction Status: Waiting
Approval Category: Student - College Work Aid Hourly (New Hire), J00004

[Save] [Submit] [Delete]

Once the EPAF is reviewed for accuracy, click the **SUBMIT** button to route the transaction through the approval process.

Electronic Personnel Action Form

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

Name and ID: Kayla Briel Arlum, J00758281
Transaction: 6884   **Query Date:** Apr 01, 2014
Transaction Status: Pending
Approval Category: Student - College Work Aid Hourly (New Hire), J00004