Student – College Work Aid Hourly (Rehire)

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 (Rehire)** 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: ✱ J00758282   Kendrick Deonte Arlum ← 👤🔍

Query Date: MM/DD/YYYY✱ 07/01/2014 ←

Approval Category: ✱ Student - College Work Aid Hourly (Rehire), J00012 ▾ ←

[Go] ←

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	SCH577	00	College Work Aid - Hourly	116000, Human Resources	Apr 01, 2014	Jun 30, 2014		Terminated

[Active 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   .

(SCH_ _ _ for College Work Aid Hourly, 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: Kendrick Deonte Arlum, J00758282
Query Date: Jul 01, 2014
Approval Category: Student - Work Aid Hourly 2, J00012

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: Kendrick Deonte Arlum, J00758282
Transaction: **Query Date:** Jul 01, 2014
Transaction Status:
Approval Category: Student - College Work Aid Hourly (Rehire), J00012

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.

Update Student Employment Information

Item	Current Value	New Value
Home Organization: (Not Enterable)	503040, Financial Aid	503040
Distribution Orgn: (Not Enterable)	000000, Student Payroll	000000
Current Hire Date: MM/DD/YYYY*	04/01/2014	04/01/2014
I9 Received Date: MM/DD/YYYY*	04/01/2014	04/01/2014
I9 Expiration Date: MM/DD/YYYY*	12/15/2014	12/15/2014
Employee Class Code: (Not Enterable)	28, College Work Aid Monthly	29

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

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		07/01/2014
Jobs Effective Date: MM/DD/YYYY*		07/01/2014
Personnel Date: MM/DD/YYYY*		07/01/2014
Hourly Rate: *		7.25
Factor: *		4.0
Pays: *		4.0
Timesheet Orgn: *		116000
Contract Type: (Not Enterable)		P
Step: (Not Enterable)		0
Job Status: (Not Enterable)		A
Job Change Reason: (Not Enterable)		00014

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*		08/31/2014
Job Status: (Not Enterable)		T
Job Change Reason: (Not Enterable)		00013

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

At the **Terminate Job** section of the EPAF, enter the "Contract End Date" in the Job Effective Date field

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

Once you've completed the **"Add Hourly Job" and the "Terminate Job"** sections of the EPAF, review the labor distribution and **complete the routing queue** section.

After completing the routing queue, add any comments needed to the comment section below the routing queue.

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

SAVE and review you work for accuracy.

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

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:	Kendrick Deonte Arlum, J00758282	
Transaction:	6923	**Query Date:** Jul 01, 2014
Transaction Status:	Pending	
Approval Category:	Student - College Work Aid Hourly (Rehire), J00012	

Note: If the system identifies errors, make the necessary adjustments identified in the error message at the top of the EPAF page, then **SAVE** and **SUBMIT** the EPAF again.