

## 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 **Tab**.

**(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
Q	New Job	SCH009	00	College Work Aid - Hourly	111000, Department of Disability Services					<input type="radio"/>

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

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

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\* - 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
19 Received Date: MM/DD/YYYY*	04/01/2014	04/01/2014
19 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	1 <sup>st</sup> day at New Job
Jobs Effective Date	1 <sup>st</sup> day at New Job
Personnel Date	1 <sup>st</sup> 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.

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

Current  
Effective Date: 07/01/2014  
COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New  
Effective Date: MM/DD/YYYY 07/01/2014

Ensure that the Effective Date of the Labor Distribution matches the Job Begin Date in the Add Hourly Job Section of the EPAF.

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
J	100000	111000	650050	50					100.00			
<b>Total:</b>										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 - (TITLES) 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

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.

### Electronic Personnel Action Form

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

**Name and ID:** Kendrick Deonte Arlum, J00758282  
**Transaction:** 6923  
**Transaction Status:** Waiting  
**Approval Category:** Student - College Work Aid Hourly (Rehire), J00012

Query Date: Jul 01, 2014

Save Submit Delete

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.