

Student – Graduate Assistant 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 – Graduate Assistant 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: *

Query Date: MM/DD/YYYY*

Approval Category: *

There are no active jobs based on the Query Date.

[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**.

(SGH_ _ _ for Graduate Assistant 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: Mar 16, 2014
Approval Category: Student - Grad Asst Hourly, J00006

Add Hourly Job, J00002

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	SGH513	00	Graduate Assistant - Hourly	405000, Title III Program					<input checked="" type="radio"/>

There are no active jobs based on the Query Date.

[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:** Mar 16, 2014 ←
Transaction Status:
Approval Category: Student - Graduate Assistant Hourly (New Hire), J00006 ←

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* - indicates a required field.

Employment Information

Item	Current Value	New Value
Current Hire Date: MM/DD/YYYY*		03/16/2014 ←
Home Organization: *(Not Enterable)	503040	
Distribution Orgn: *(Not Enterable)	000000	
SSN First Name: *		Kendrick ←
SSN Middle Name:		Deonte ←
SSN Last Name: *		Arlum ←
SSN Name Suffix:		
I9 Received Date: MM/DD/YYYY*		03/16/2014 ←
I9 Expiration Date: MM/DD/YYYY*		12/15/2014 ←
Employee Class Code: (Not Enterable)	30	
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.

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

Once you’ve completed the **“Add Hourly Job”** section of the EPAF, **complete the Terminate Job section of the EPAF and Review the Labor Distribution for accuracy.**

Add Hourly Job, SGH513-00 Graduate Assistant - Hourly

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		03/16/2014
Jobs Effective Date: MM/DD/YYYY*		03/16/2014
Personnel Date: MM/DD/YYYY*		03/16/2014
Hourly Rate: *		7.25
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	1 st day at New Job
Jobs Effective Date	1 st day at New Job
Personnel Date	1 st day at New Job
Salary	Enter New Job Salary
Timesheet Orgn	Enter new department Org #
Factors & Pays	Match Current Value

Terminate Job, SGH513-00 Graduate Assistant - Hourly

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		05/30/2014
Job Status: (Not Enterable)		T
Job Change Reason: (Not Enterable)		00013

At the **Terminate Job Section**, enter the job **“END DATE”** (last day of work) for the Student Employee in the Job Effective Date field.

Labor Distribution (View Only), SGH513-00 Graduate Assistant - Hourly

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
Current												
Effective Date: 03/16/2014												
COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date												
New												
Effective Date: MM/DD/YYYY		03/16/2014										
J	631513	210513	405000	650035	60				100.00			
								Total:	100.00			

Review the Labor Distribution section of the EPAF for accuracy. Ensure that the **New Effective Date** **matches the Job Begin Date** in the Add Hourly Job Section of the EPAF.

Once you've completed a review of the Labor Distribution, **complete the routing queue** section of the EPAF and **add any comments necessary** to the **Comments field** below the routing queue.

Labor Distribution (View Only), SGH513-00 Graduate Assistant - Hourly

Current
 Effective Date: 03/16/2014
 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
J	631513	210513	405000	650035	60			100.00			
Total:								100.00			

✓

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

Comment

Supervisors Name Here: John Doe
 Supervisors J#: J00000000

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.

Name and ID: Kendrick Deonte Arlum, J00758282
Transaction: 6886 **Query Date:** Mar 16, 2014
Transaction Status: Waiting
Approval Category: Student - Graduate Assistant Hourly (New Hire), J00006

After reviewing your work **hit the SUBMIT button** to execute the approval process.

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.

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: 6886

Query Date: Mar 16, 2014

Transaction Status: Pending

Approval Category: Student - Graduate Assistant Hourly (New Hire), J00006