

## Student – Graduate Assistant 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 – Graduate Assistant 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: \* J00758276 DaMario Keshun Arlum

Query Date: MM/DD/YYYY \* 03/06/2014

Approval Category: \* Student - Graduate Assistant Hourly (Rehire), J00014

### Employee Job Assignments

Type	Position Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	SFW060 00	Fed Work Study Student Worker	503040, Financial Aid	Mar 01, 2014	May 31, 2014		Active

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)

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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. Click **GO**.

### New EPAF Job Selection

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

ID: DaMario Keshun Arlum, J00758276

Query Date: Mar 06, 2014

Approval Category: Student - Grad Asst Hourly 2, J00014

#### 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 type="radio"/>
	Primary	SFW060	00	Fed Work Study Student Worker	503040, Financial Aid	Mar 01, 2014	May 31, 2014		Active	<input type="radio"/>

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**.

(SGH\_ \_ \_ for Student – Graduate Assistant Hourly, See position number table on page 91).

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.

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*	03/01/2014	03/01/2014
I9 Received Date: MM/DD/YYYY*	03/01/2014	03/01/2014
I9 Expiration Date: MM/DD/YYYY*	12/15/2014	12/15/2014
Employee Class Code: (Not Enterable)	27, College Work Study	30

Review and Update the Employment Information. Current values can be matched if I9 received and expiration dates are still valid.

Add Hourly Job, SGH513-00 Graduate Assistant - Hourly

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		06/01/2014
Jobs Effective Date: MM/DD/YYYY*		06/01/2014
Personnel Date: MM/DD/YYYY*		06/01/2014
Hourly Rate: *		7.25
Factor: *(Not Enterable)		24.0
Pays: *(Not Enterable)		24.0
Timesheet Orgn: *		405000
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 <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, SGH513-00 Graduate Assistant - Hourly

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		09/30/2014
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.

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

**Current**  
**Effective Date: 03/06/2014**  
**COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date**

**New**  
**Effective Date: MM/DD/YYYY** 06/01/2014

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	Remove
J	631513	210513	405000	650035	60			100.00				<input type="checkbox"/>

After completing the Employment Information section of the EPAF, **review** the Labor Distribution section for accuracy. **Ensure that the New Effective Date matches the Job Begin Date in the Add Hourly Job 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.

At the “Add hourly Job” section of the EPAF, 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.

Add Hourly Job, SGH513-00 Graduate Assistant - Hourly

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		03/01/2014
Jobs Effective Date: MM/DD/YYYY*		03/06/2014
Personnel Date: MM/DD/YYYY*		03/06/2014
Hourly Rate: *		7.25
Factor: *(Not Enterable)		24.0
Pays: *(Not Enterable)		24.0
Timesheet Orgn: *	405000	
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 <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, 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

Once you’ve completed the “Add Hourly Job” section of the EPAF, enter the contract “END DATE” (last day of work) in the **Jobs Effective Date** field under the **Terminate Job** section of the EPAF.

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

**Current**  
**Effective Date: 03/06/2014**  
**COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date**

New											
Effective Date: MM/DD/YYYY											03/06/2014
COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override End Date
J	631513	210513	405000	650025	60				100.00		
									<b>Total:</b>	100.00	

✓

Default from Index    Save and Add New Rows

Once the **Job Effective Date** under the **Terminate Job** section is added, review the **Labor Distribution** FOAP (Fund, Org, Account, and Program) for accuracy as well as **ensuring** that the **Labor Distribution Effective Date** matches the **Job Effective Date** in the **Add Hourly Job Section** of the EPAF.

Once you've completed a review of the **Labor Distribution** section of the EPAF, **complete the routing queue** section and **add any Comments** to the field provided under the Routing Queue.

**Note:** All originators are required to enter the supervisors name and J# in the comment field for all student employee EPAFs.

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

**Current**

Effective Date: 03/06/2014

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

**New**

Effective Date: MM/DD/YYYY 03/06/2014

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



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

Supervisors Name Here: John Doe  
Supervisors J#: J00000000

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Save Return to Top

**SAVE** and review you work for accuracy.

## Electronic Personnel Action Form

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✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

**Name and ID:** DaMario Keshun Arlum, J00758276

**Transaction:** 6892

**Query Date:** Mar 06, 2014

**Transaction Status:** Waiting

**Approval Category:** Student - Graduate Assistant Hourly (Rehire), J00014

Save

Submit

Delete

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**After review** of the transaction and there are no errors to correct, **click the SUBMIT button** to send the EPAF through the routing process for approval.

## Electronic Personnel Action Form

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✓ The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

**Name and ID:** DaMario Keshun Arlum, J00758276

**Transaction:** 6892

**Query Date:** Mar 06, 2014

**Transaction Status:** Pending

**Approval Category:** Student - Graduate Assistant Hourly (Rehire), J00014

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