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

New EPAF Person Selection

🔍 Enter	an ID, select the	link to search for an ID, or generate	an ID. Enter the Query Date a	and select the A	opproval Catego	ry. Select Go.	
\star - india	ates a required	field.					
ID: *](D0758276 D	aMario Keshun Arlum ┥ 🛶 🛱 C	L				
Query D	ate: MM/DD/YY)	'Y* 03/06/2014 					
Approva	al Category: 🙁	Student - Graduate Assistant Ho	ourly (Rehire), J00014	*	◀───		
Go	◀						
Employ	vee Job Assigni	nents					
Туре	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
All Job	s						
	_						
			EPAF A	oprover Summa	ary EPAF Origin	ator Summary	

Return to EPAF Menu

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

113

Enter or search for a new position number and enter the suffix, or select the link under Title.
DaMario Keshun Arlum, J00758276
Ouery Date: Mar 06, 2014

Approval Category: Student - Grad Asst Hourly 2, J00014

Add He	ourly Job	, <i>3</i> 00002								
Searc	h Type 👘	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q,	New Joł) SGH513	00	Graduate Assistant - Hourly	405000, Title III Program					۲
	Primary	SFW060	00	Fed Work Study Student Worker	503040, Financial Aid	Mar 01, 201	4 May 31, 2014		Active	0
All Jo Next	bs Approval T	ype Go								

At the Job Selection Screen, enter the student position # in the position field on the New Job row and hit Tab. Enter "OO" 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

(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
19 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	e) 27, College Work Study	30

Add Hourly Job, SGH513-00 Graduate Assistant - Hourly

Item	Current Value Ne	w Value
Job Begin Date: MM/DD/YYYY *	C	06/01/2014
Jobs Effective Date: MM/DD/YYYY*		06/01/2014
Personnel Date: MM/DD/YYYY*		06/01/2014
Hourly Rate: \star	~ ~	7.25
Factor: *(Not Enterable)		24.0
Pays: *(Not Enterable)		24.0
Timesheet Orgn: *	Q	405000
Contract Type: (Not Enterable)	_	P
Step: (Not Enterable)		0
Job Status: (Not Enterable)		A
Job Change Reason: (Not Enterable)	I	-

Terminate Job, SGH513-00 Graduate Assistant - Hourly

Item

114

Jobs Effective Date: MM/DD/YYYY*

Job Change Reason: (Not Enterable)

Job Status: (Not Enterable)

	Review and Update the
1	Employment Information.
	Current values can be
	matched if 19 received and
	expiration dates are still
	valid.

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

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 Value New Value

09/30/2014

т

00013

Current Effective Da COA Index F			unt Progra	am Activity	y Locatior	n Project (Cost Percer	nt Encun	ibrance C	verride End	Date		
New				Linour	o mar mo	Enrootino Be	ate of the La		in a contraction of the				
Effective Date	:: MM/DD/Y	/YY 06/01/20	14 🔶	— the Jo	b Begin Da	ate in the A	dd Hourly J	ob Sectio	n of the EF	PAF.			
Effective Date COA Index	Fund	Organization		Program		ate in the A Location	dd Hourly Jo Project	ob Sectio Cost		AF. Encumbrance	Override E	nd Date Rem	ove
											Override Er	nd Date Rem	ove

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

ante principa en la					Value							
Job Begin Dat					3/01/2014				C	urrent		
Jobs Effective	e Date: MM	1/DD/*		0	3/06/2014				-	/alue	Ne	ew Value
Personnel Dat	ite: MM/DI)/YYYY *		0	3/06/2014					gin Date	1 st day at N	New Job
Hourly Rate: 🕯	*			7	.25		—			ffective Date		
Factor: * (Not	Enterable	e)		2	:4.0 🔶 🔶					nel Date	1 st day at N	
Pays: * (Not E	Interable)			2	:4.0 🔸				Salary	nor Dato	1	Job Salary
Timesheet Or	gn: 🔹			Q 4	05000	▲				neet Orgn		department C
Contract Type	e: (Not En	terable)		P	•					s & Pays	Match Curr	rent Value
Step: (Not En	,	,		0								
Job Status: (N		ahla)		A								
Job Change R		,	-)	-								
JUD Change R	keason: (r	vot Enterado	e)	-								
Terminate Jo	ob sgu	513-00 G	raduata A	ecictant	- Hourly						npleted the	
Ter minate of	00, 001	010-00 0	raduate A	ssistarit	- Houny				Job" s	ection of	the EPAF, e	nter the
Item			Current	Value New	Value		•		contrac	ct "END I	DATE" (last	day of wo
Item											•	5
Jobs Effective	e Date: MM	1/DD/*		05,	/30/2014	◀───			in the .	Jods ette	ective Date	e field und
				05, T	/30/2014	•					ective Date	
Jobs Effective Job Status: (N Job Change R	Not Entera Reason: (N	able) Not Enterabl		т 00	013		House				Job section	
Jobs Effective Job Status: (N Job Change R Labor Distrib Current Effective Dat	Not Entera Reason: (M bution (N t e: 03/06	able) Not Enterabl View Only)	, SGH513	T 00 3-00 Gra	013 duate As				the Te	rminate	Job section	
Jobs Effective Job Status: (N Job Change R Labor Distrib Current Effective Dat COA Index Fu	Not Entera Reason: (M bution (N t e: 03/06	able) Not Enterabl View Only)	, SGH513	T 00 3-00 Gra	013 duate As				the Te	rminate	Job section	
Jobs Effective Job Status: (N Job Change R Labor Distrit Current Effective Dat COA Index Fu New	Not Entera Reason: (N bution (N te: 03/06 und Organ	Jot Enterabl /iew Only) /2014 nization Acc	, SGH513	T 00 3-00 Gra	013 duate As				the Te	rminate	Job section	
Jobs Effective Job Status: (N Job Change R Labor Distrib Current Effective Dat	Not Entera Reason: (N bution (N te: 03/06 und Organ	Jot Enterabl /iew Only) /2014 nization Acc	, SGH513 ount Progr	T 00 3-00 Gra	013 duate As				the Te	rminate Override End	Job section	of the EP
Jobs Effective Job Status: (N Job Change R Labor Distrib Current Effective Dat COA Index Fu New Effective Date :	Not Entera Reason: (M bution (N te: 03/06 und Organ	able) Not Enterable View Only) V2014 nization Acc	, SGH513 ount Progr	T 00 3-00 Gra	o13 duate As	n Project (Cost Perce	nt Encum	the Te	rminate Override End	Job section	of the EP
Jobs Effective Job Status: (N Job Change R Labor Distrib Current Effective Date COA Index Fu New Effective Date: COA Index	Not Enter: Reason: (N bution (N te: 03/06 und Orga : MM/DD/1 Fund	Able) Not Enterable View Only) V2014 nization Acc VYYY 03/06/2 Organizati	, SGH513 ount Progr 2014 on Account	T 00 3-00 Gra am Activit	o13 duate As	n Project (Cost Perce	nt Encum	brance (rminate Override End	Job section	of the EP
Jobs Effective Job Status: (N Job Change R Labor Distrib Current Effective Date COA Index Fu New Effective Date: COA Index	Not Enter: Reason: (N bution (N te: 03/06 und Orga : MM/DD/1 Fund	Able) Not Enterable View Only) V2014 nization Acc VYYY 03/06/2 Organizati	, SGH513 ount Progr 2014 on Account	T 00 3-00 Gra am Activit	o13 duate As	n Project (Cost Perce	nt Encum	brance (rminate Override End	Job section	of the EP
Jobs Effective Job Status: (N Job Change R Labor Distrib Current Effective Date COA Index Fu New Effective Date: COA Index	Not Enter: Reason: (N bution (N te: 03/06 und Orga : MM/DD/1 Fund	Able) Not Enterable View Only) V2014 nization Acc VYYY 03/06/2 Organizati	, SGH513 ount Progr 2014 on Account	T 00 3-00 Gra am Activit	o13 duate As	n Project (Cost Perce	nt Encum	brance (rminate Override End	Job section	of the EP
Jobs Effective Job Status: (N Job Change R Labor Distrib Current Effective Date COA Index Fu New Effective Date: COA Index	Not Enter: Reason: (N bution (N te: 03/06 und Orga : MM/DD/1 Fund	Able) Not Enterable View Only) V2014 nization Acc VYYY 03/06/2 Organizati	, SGH513 ount Progr 2014 on Account	T 00 3-00 Gra am Activit	o13 duate As	n Project (Cost Perce	nt Encum	brance (rminate Override End	Job section	of the EP
Jobs Effective Job Status: (N Job Change R Labor Distrib Current Effective Date COA Index Fu New Effective Date: COA Index	Not Enter: Reason: (N bution (N te: 03/06 und Orga : MM/DD/1 Fund	Able) Not Enterable View Only) V2014 nization Acc VYYY 03/06/2 Organizati	, SGH513 ount Progr 2014 on Account	T 00 3-00 Gra am Activit	o13 duate As	n Project (Cost Perce	nt Encum	brance (Percent 100.00	rminate Override End	Job section	of the EP

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 Percent Encumbrance Override End Date Organization Account Program Activity Location Project Cost 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** Q J00495021 70 - (BUDGET) Budget Chavin Johnson Approve Q J00104358 75 - (PAYROL) Payroll Christie Mickel Approve Q J00473992 80 - (HR) Human Resources Approver Keunta D McPhearson Approve Q J00085189 85 - (HR2) Human Resources Applier Linda Wilson Apply V Q J00482804 ¥ 30 - (DEAN) Dean_Director Robin Michele Spann-Pack Approve V Q J00083556 40 - (TITLE3) Title III Grants Mary B. Myles Approve × V Q J00091322 65 - (VPRES) Vice President of Research ¥ Loretta A Moore Approve V Q J00032357 50 - (VP) Vice President Michael Thomas Approve ¥ Save and Add New Rows Comment Supervisors Name Here: John Doe Supervisors J#: J00000000 Approval Types | Account Distribution | Routing Queue | Comments | Transaction History Save ┥ Return to Top

SAVE and review you work for accuracy.

	je was saved successfully, ormation for the EPAF and eith	er Save or Submit	
Name and ID: Transaction: Transaction Sta Approval Categ Save Subn	gory: Student - Graduate Assis	Query Date: Mar 06, 2	2014
		Approval Types Account Distrit	oution Rout
end the EPAF t	through the routing proces	e are no errors to correct, click the SUBMI ss for approval.	
✓ The transaction I	has been successfully submitted.	\rightarrow	
	ion for the EPAF and either Save or Subr	nit	
Transaction: 6 Transaction Status: P	DaMario Keshun Arlum, J00758276 6892 Pending Student - Graduate Assistant Hourly (Re	Query Date: Mar 06, 2014 nire), J00014	
		Approval Types Account Distribution Routing Queue Comm	ents Transaction Hist