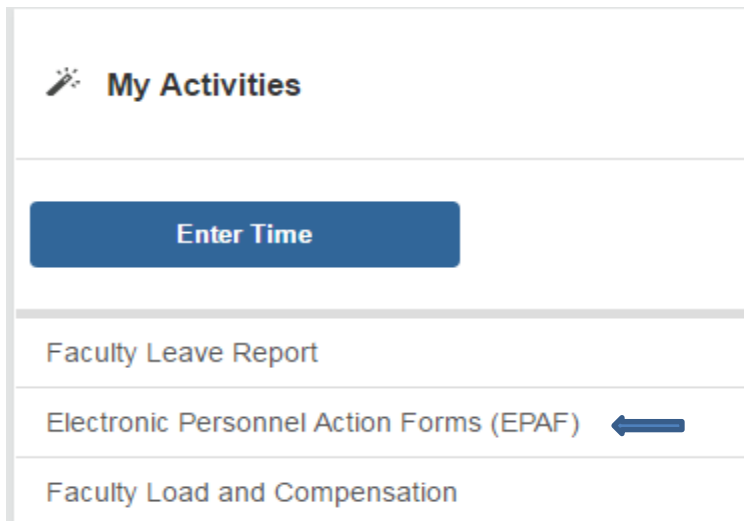


Electronic Personnel Action Forms (EPAF) Rehire Same Position/Graduate Assistant

1. Select **Electronic Personnel Action Forms (EPAF)** under My Activities.
If you do not see the EPAF link and completed the electronic approval access form, please contact Human Resources.



2. The main Electronic Personnel Action Form (EPAF) menu appears.
Select **New EPAF**.

Electronic Personnel Action Form

[EPAF Approver Summary](#)
[EPAF Originator Summary](#)
[New EPAF](#) ←
[EPAF Proxy Records](#)
[Act as a Proxy](#)

- Departments can verify enrollment in Banner via the Registration Query Form (SFAREGQ or SFAREGF)
- Departments can verify submission of Hiring Forms in Banner by contacting E1s Processing.
PEAEMPL: The **Employee Form** shows whether the I-9 has been completed.
Click on the United States Regulatory Tab.
PPACMNT: The **Comment Form** shows all other supplemental hiring documents received.

- Enter **UIN** or Select search.
Enter **Effective Date** of rehire, MUST be 10th or 25th.
Click down arrow to **select Approval Category**.
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.

*** Refer to Payroll or Human Resources EPAF website for the semester chart and payroll schedule.**

* - indicates a required field.

ID: *
Query Date: MM/DD/YYYY*
Approval Category: *

- List of active jobs will appear.
Select button for position to rehire.
If position does not show, Click **All Jobs** to view all jobs.
Click **Go**.

Note: If currently a regular student employee, Graduate Assistant must start employment on the following pay period.

New EPAF Job Selection

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

ID:
Query Date: Dec 25, 2016
Approval Category: Rehire Same Position/Grad, RHIRSG

Terminate job record, TERMJB

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job									<input type="radio"/>
	Primary	RA3940	00	GRADUATE RESEARCH ASST	ICG00, COUNSELING & HUMAN SERVICES	Aug 25, 2015		Oct 24, 2016	Active	<input checked="" type="radio"/>



- 5. Employee status “A” will default.
Enter **Employee Class Code**.
Enter **Budget Codes** only if this position is **primary**.
Select the **VP** area for the Budget Code of the **primary** position.
Enter Employee Class Code as follows:
RA – Graduate Research Assistant
TA – Graduate Teaching Assistant

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID: ASHLEY CARROLL TUTTLE, 00875381
Transaction: **Query Date:** Dec 25, 2016
Transaction Status:
Approval Category: Rehire Same Position/Grad, RHIRSG

PEAEMPL same position/student

Item	Current Value	New Value
Employee Status: *(Not Enterable)	Active	<input type="text" value="A"/>
Employee Class Code: *	RA, Graduate Research Assistant	<input type="text" value="RA"/>
Budget Code:	1CG00, COUNSELING & HUMAN SERVICES	<input type="text" value="1CG00"/>
Budget Code:	1CG00, COUNSELING & HUMAN SERVICES	<input type="text" value="1CG00"/>
VP Area: *	ED, Darden College of Education	<input type="text" value="ED, Darden College of Education"/>

- 6. Select **Primary** or **Secondary** for Contract Type.
Enter **Effective Date** and **Personnel Date** of rehire. **Both dates must be the same.**
Job Status “A” will default.
FTE “0.250” will default.
Job Change Reason “EXTND” will default.
Step “0” will default.
Enter **Factor/Pays** (# of pays for the semester/academic year). **Both are always the same.**
Enter **Total Amount of Stipend**.
Enter the **Budget Code** that belongs to the position.

Rehire same pos/grad - NBAJOBS, RA3940-00 GRADUATE RESEARCH ASST, Last Paid Date: Oct 24, 2016

Item	Current Value	New Value
Contract Type: *	Primary	Primary <input type="text"/>
Effective Date: MM/DD/YYYY *	08/25/2016	12/25/2016 <input type="text"/>
Personnel Date: MM/DD/YYYY *	08/25/2016	12/25/2016 <input type="text"/>
Job Status: *(Not Enterable)	Active	A <input type="text"/>
Job Change Reason: *(Not Enterable) EXTND		EXTND <input type="text"/>
Step: *(Not Enterable)	0	0 <input type="text"/>
Factor: (# of pays): *	17	9 <input type="text"/>
Pays: (# of pays): *	17	9 <input type="text"/>
Annual Salary/Stipd: *	6400	10000 <input type="text"/>
Budget Code/WTE: *	1CG00	<input type="text" value="1CG00"/>

If you choose the incorrect Contract Type, you will receive an error message when submitting.

7. Enter the **Last Day of Employment** (semester/academic year) for Effective and Personnel Date. Job Status “**T**” will default. Job Change Reason “**TERMJ**” will default.

Terminate job record, RA3940-00 GRADUATE RESEARCH ASST, Last Paid Date: Oct 24, 2016

Item	Current Value	New Value
Effective Date: MM/DD/YYYY *	08/25/2016	05/09/2017 <input type="text"/>
Personnel Date: MM/DD/YYYY *	08/25/2016	05/09/2017 <input type="text"/>
Job Status: *(Not Enterable)	Active	T <input type="text"/>
Job Change Reason: *(Not Enterable) EXTND		TERMJ <input type="text"/>

8. Enter **Username** or click the magnifier to select the approval level for Department (approver). Enter **Username** or click the magnifier to select the approval level for Payroll. Enter a comment regarding rehire if necessary. Click **Save**.

Routing Queue

Approval Level	User Name	Required Action
20 - (DEPT) Department	<input type="text" value="CHOLLAND"/> CATHERINE Z SUMMER	Approve <input type="text"/>
90 - (PAYR) Payroll	<input type="text" value="BBLOUNT"/> BRENDA R BLOUNT	Apply <input type="text"/>
Not Selected <input type="text"/>	<input type="text"/>	Not Selected <input type="text"/>
Not Selected <input type="text"/>	<input type="text"/>	Not Selected <input type="text"/>
Not Selected <input type="text"/>	<input type="text"/>	Not Selected <input type="text"/>
Not Selected <input type="text"/>	<input type="text"/>	Not Selected <input type="text"/>


Comment


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

9. Select **Submit** to finish if change was saved successfully.

Note: There will be an error message in red with details if your change did not Save or Submit successfully. **Ignore ALL warning messages.**

Electronic Personnel Action Form

 Your change was saved successfully.

 Enter the information for the EPAF and either Save or Submit

Name and ID: ASHLEY CARROLL TUTTLE, 00875381

Transaction: 30673

Query Date: Dec 25, 2016

Transaction Status: Waiting

Approval Category: Rehire Same Position/Grad, RHIRSG

Save

Submit

Delete

EPAF has been successfully submitted to Department (Approver).