Rate Change/Student (PAYST)
Student Employment

- 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.

<table>
<thead>
<tr>
<th>PEAEMPL:</th>
<th>The Employee Form shows whether the I-9 has been completed. Click on the United States Regulatory Tab. The expiration of the I-9 (international students only) is also shown.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPACMNT:</td>
<td>The Comment Form shows all other supplemental hiring documents received</td>
</tr>
</tbody>
</table>
Rate Change/Student (PAYST)

- Follow steps to log onto Leo-Online and Originate an EPAF

NOTE: After selecting the approval category, click Go to start the rate change process.

NOTE: Enter query date as the effective date of rate change. Date must be the 1st or 16th, which is the beginning of the pay period.
Rate Change/Student (PAYST)

New EPAPF Job Selection

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

ID: ☐
Query Date: Dec 01, 2013
Approval Category: Rate change for student, PAYST

Rate change, PAY

<table>
<thead>
<tr>
<th>Search Type</th>
<th>Position</th>
<th>Suffix</th>
<th>Title</th>
<th>Time Sheet Organization</th>
<th>Start Date</th>
<th>End Date</th>
<th>Last Paid Date</th>
<th>Status</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Job</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary</td>
<td>RS2910</td>
<td>00</td>
<td>REGULAR STUDENT</td>
<td>1AD00, ADMISSIONS OFFICE</td>
<td>Sep 01, 2013</td>
<td>Oct 15, 2013</td>
<td>Active</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Click All Jobs

2. Select button for position to change rate.

3. Click Go (Electronic Personnel Action Form appears)
Rate Change/Student (PAYST)

Electronic Personnel Action Form

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

Name and ID: 
Transaction: 
Effective date of rate change keyed on previous will default
Transaction Status: 
Effective date of rate change
Last Paid Date: 
Enter hourly rate
Job Change Reason "PAYAD" will default

NOTE: Query Date (Effective date of action) will populate from prior screen. Date must be the 1st or 16th, which is the beginning of a pay period.
Rate Change/Student (PAYST)

Routing Queue

Select Dept. (approver) & Payroll level by clicking the magnifier

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 - (DEPT) Department</td>
<td>CHOLLAND</td>
<td>Approve</td>
</tr>
<tr>
<td>90 - (PAYR) Payroll</td>
<td>BBLOUNT</td>
<td>Apply</td>
</tr>
<tr>
<td>Not Selected</td>
<td>Not Selected</td>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
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</tr>
</tbody>
</table>

Comment

Enter a comment regarding rate change if necessary.

NOTE: If routing queue has not been set up, select an approver for department level and apply for Payroll

Click Save

Save and Add New Rows

Add to PDF
Rate Change/Student (PAYST)

Electronic Personnel Action Form

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

Name and ID: 
Job and Suffix: RS2910-00, REGULAR STUDENT
Transaction: 10150
Query Date: Dec 01, 2013
Transaction Status: Waiting
Last Paid Date: Oct 15, 2013
Approval Category: Rate change for student, PAYST

Save  Submit  Delete

NOTE: If your change did not Save or Submit successfully there will be an error message in red with details. Ignore ALL warning messages.

select submit to finish if change was saved successfully
Rate Change/Student (PAYST)

Electronic Personnel Action Form

The transaction has been successfully submitted.
Enter the information for the EPAF and either Save or Submit.

Name and ID: 
Transaction: 10150
Transaction Status: Pending
Approval Category: Rate change for student, PAYST

NOTE: If transaction status is waiting, transaction was not successfully submitted.

NOTE: If your change did not Save or Submit successfully there will be an error message in red with details. Ignore ALL warning messages.