Rehire New Position/Hourly
RHIRNH
Rehire New Position/Hourly (RHIRNH)

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: * Enter UIN or select search

Query Date: MM/DD/YYYY * 12/01/2013

Approval Category: * Rehire new position/hourly, RHIRNH

1. Enter UIN or select search
2. Enter Effective Date of rehire
3. Click down arrow to select process
4. Click Go

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

NOTE: Enter query date as the effective date of rehire, if EPAF is being completed before the actual start date OR first day of current pay period. Start date must be the 1st or 16th.
Rehire New Position/Hourly (RHIRNH)

1. Enter Position # under (Position) & Enter 00 under Suffix

2. Select button for new position.

3. Click Go (Electronic Personnel Action Form appears)
Rehire New Position/Hourly (RHIRNH)

Electronic Personnel Action Form

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

**Name and ID:**

**Transaction:**

**Query Date:** Dec 01, 2013

**Transaction Status:**

- **Approval Category:** Rehire new position/hourly, RHIRNH

**Jump to Bottom**

- * indicates a required field.

**PEAEMPL new position/hourly**

**Item** | **Current Value** | **New Value**
--- | --- | ---
Employee Status: *(Not Enterable)* Active |  | A
Employee Class Code: * | HR, Hourly (Wage) Employees | HR
Budget Code: * | 1AF00, INSTITUTIONAL EQUITY & DIVERSITY | 1AF00, INSTITUTIONAL EQUITY & DIVERSITY
Budget Code: | | |
VP Area: | PR, President’s Area | |
Current Hire Date: MM/DD/YYYY | 10/02/2013 | |
Original Hire Date: MM/DD/YYYY | 10/02/2013 | |
Adjusted Serv. Date: MM/DD/YYYY | 10/02/2013 | |
Seniority Date: MM/DD/YYYY | 10/02/2013 | |

**NOTE:** Do not change these dates if employee is currently ACTIVE. **Only** change the dates for Current Hire, Original Hire, Adjusted Service, & Seniority if the employee is terminated when you rehire.

- Employee Status “A” will default
- Employee Class enter “HR”
- Enter the budget codes if this position is the primary one
- Click down arrow to select VP area.
Rehire New Position/Hourly (RHIRNH)

Rehire new position - NBAJOBS, HR4102-00 MILITARY STUDENT SERV ASST

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date: MM/DD/YYYY*</td>
<td></td>
<td>12/01/2013</td>
</tr>
<tr>
<td>Contract Type: *</td>
<td>Secondary</td>
<td></td>
</tr>
<tr>
<td>Effective Date: MM/DD/YYYY*</td>
<td></td>
<td>12/01/2013</td>
</tr>
<tr>
<td>Personnel Date: MM/DD/YYYY*</td>
<td></td>
<td>12/01/2013</td>
</tr>
<tr>
<td>Job Status: *(Not Enterable)</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Job Change Reason: *(Not Enterable)</td>
<td>OAPPT</td>
<td></td>
</tr>
<tr>
<td>Step: *(Not Enterable)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Hourly Rate: *</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>Budget Code/WTE: *</td>
<td>1AD02</td>
<td></td>
</tr>
<tr>
<td>WTE Approver UIN: *</td>
<td>00123623</td>
<td></td>
</tr>
</tbody>
</table>

- Effective date of rehire on previous screen will default to the 1st date of employment/start date.
- If Primary job is active, all other jobs must be designated secondary.
- Job Status “A”, Job Change Reason “OAPPT”, and Step “0” will default.
- Enter hourly rate.
- Enter the budget code that belongs to the position.
- Enter the Web-Time Entry Approvers UIN.

NOTE: Both Effective dates will populate from query date.

NOTE: If you choose the incorrect Contract Type, you will receive an error message when submitting.
Rehire New Position/Hourly (RHIRNH)

### Routing Queue

<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>85 - (HRRV) Human Resources Review</td>
<td>PHARRIS</td>
<td>Approve</td>
</tr>
<tr>
<td>90 - (HR) Human Resources</td>
<td>AMCGRUDE</td>
<td>Apply</td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
<td>Not Selected</td>
</tr>
</tbody>
</table>

Select dept. (approver) & Human Resources level by clicking the magnifier.

### Comment

Enter a comment regarding rehire if necessary.

**NOTE:** If routing queue has not been set up, select an approver for department level and apply for Human Resources.

Click Save

Save and Add New Rows

Approval Types | Routing Queue | Transaction History
Rehire New Position/Hourly (RHIRNH)

Electronic Personnel Action Form

Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID:
Transaction: 10151
Query Date: Dec 01, 2013
Transaction Status: Waiting
Approval Category: Rehire new position/hourly, RHIRNH

Save Submit Delete

select submit to finish if change was saved successfully

NOTE: If your change did not Save or Submit successfully there will be an error message in red with details. Ignore ALL warning messages.
Your transaction has been successfully submitted. Transaction status will be pending.

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.