Rehire New Position/Student (RHIRNS)
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>
Rehire New Position/Student (RHIRNS)

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/Student (RHIRNS)

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/Student (RHIRNS)

Electronic Personnel Action Form

Name and ID: LUKE EDWARD GLENN, 00819759
Transaction: ___________________________ Query Date: Apr 01, 2016
Transaction Status: ___________________________
Approval Category: Rehire New Position/Student, RHIRNS

**PEAEMPL new position/student**

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Status: *(Not Enterable) Active</td>
<td>*(Not Enterable) Active</td>
<td><strong>Employee Status “A” will default</strong></td>
</tr>
<tr>
<td>Employee Class Code: *</td>
<td>SH, Student Hourly Regular</td>
<td><strong>Enter Employee Class</strong></td>
</tr>
<tr>
<td>Budget Code:</td>
<td>1AD00, UNDERGRADUATE ADMISSIONS</td>
<td><strong>Enter the budget codes if this position is primary</strong></td>
</tr>
<tr>
<td>Budget Code:</td>
<td>1AD00, UNDERGRADUATE ADMISSIONS</td>
<td><strong>Select the VP Area for the Budget Code of the primary position.</strong></td>
</tr>
<tr>
<td>VP Area:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter Employee Class Code as follows:
- SH – Student Hourly Regular
- SS – Student Hourly Summer
- ST – Community Service Work Study
- WS – Work Study Students - Federal
Rehire New Position/Student (RHIRNS)

Rehire new position - NBAJOBS, RS4100-00 REGULAR STUDENT

<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>12/01/2013</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>12/01/2013</td>
<td></td>
</tr>
<tr>
<td>Personnel Date: MM/DD/YYYY*</td>
<td>12/01/2013</td>
<td></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:** If you choose the incorrect Contract Type, you will receive an error message when submitting.

**NOTE:** Both Effective dates will populate from query date.
Rehire New Position/Student (RHIRNS)

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

Enter a comment regarding rehire if necessary.

Click Save
Rehire New Position/Student (RHIRNS)

Electronic Personnel Action Form

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

Name and ID:
Transaction: 10152
Query Date: Dec 01, 2013
Transaction Status: Waiting
Approval Category: Rehire new position/student, RHIRNS

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.
Rehire New Position/Student (RHIRNS)

Electronic Personnel Action Form

Your transaction has been successfully submitted. Transaction status will be pending.

Name and ID: [Redacted]
Transaction: 10152
Transaction Status: Pending
Approval Category: Rehire new position/student, RHIRNS

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.