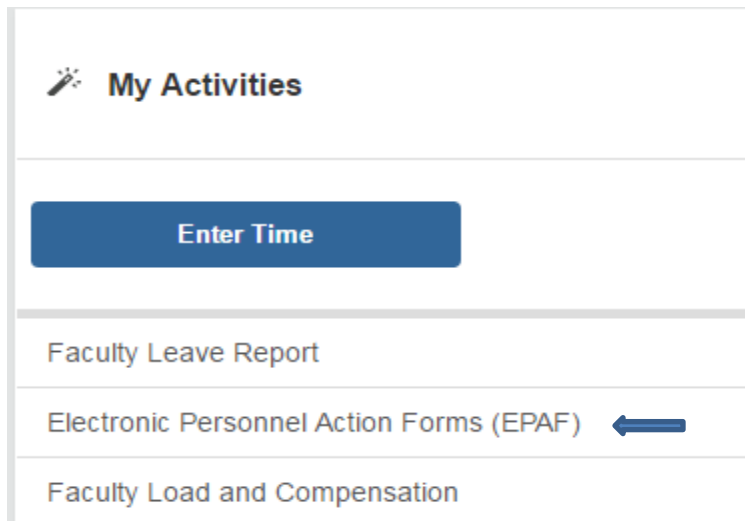# Electronic Personnel Action Forms (EPAF)
Rehire New Position/Graduate Assistant

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.**

- 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.

3. 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* 12/25/2016 ⬅

Approval Category: * Rehire New Position/Grad, RHIRNG ⬅

     Go ⬅

4. List of active jobs will appear.
   Enter **Position Number** under (Position) and **00** under (Suffix).
   Select Button for New Position.
   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 New Position/Grad, RHIRNG

Terminate job record, TERMJB

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	RA2030	00	GRADUATE RESEARCH ASST.	1SA15, OFFICE OF INTERCULTURAL RELATIONS					⦿
	Primary	RA3940	00	GRADUATE RESEARCH ASST	1CG00, COUNSELING & HUMAN SERVICES	Aug 25, 2015		Oct 24, 2016	Active	

   All Jobs

   Go ⬅

⬆

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 New Position/Grad, RHIRNG

Save

PEAEMPL new position/student

Item	Current Value	New Value
Employee Status: *(Not Enterable)	Active	A
Employee Class Code: *	RA, Graduate Research Assistant 🔍	RA
Budget Code:	1CG00, COUNSELING & HUMAN SERVICES 🔍	1SA15
Budget Code:	1CG00, COUNSELING & HUMAN SERVICES 🔍	1SA15
VP Area: *	ED, Darden College of Education	SS, VP for Student Engagement ⌄

6. Enter **Effective Date** of Rehire.
   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 **"OAPPT"** 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 new pos/grad - NBAJOBS, RA2030-00 GRADUATE RESEARCH ASST.

Item	Current Value	New Value
Effective Date: MM/DD/YYYY*		12/25/2016
Contract Type: *		Primary
Effective Date: MM/DD/YYYY*		12/25/2016
Personnel Date: MM/DD/YYYY*		12/25/2016
Job Status: *(Not Enterable)		A
FTE: *(Not Enterable)		0.250
Job Change Reason: *(Not Enterable)		OAPPT
Step: *(Not Enterable)		0
Factor: (# of pays): *		9
Pays: (# of pays): *		9
Annual Salary/Stipd: *		8000
Budget Code/WTE: *		1SA15

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, RA2030-00 GRADUATE RESEARCH ASST.

Item	Current Value	New Value
Effective Date: MM/DD/YYYY*		05/09/2017
Personnel Date: MM/DD/YYYY*		05/09/2017
Job Status: *(Not Enterable)		T
Job Change Reason: *(Not Enterable)		TERMJ

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	🔍	CHOLLAND	CATHERINE Z SUMMER	Approve
90 - (PAYR) Payroll	🔍	BBLOUNT	BRENDA R BLOUNT	Apply
Not Selected	🔍			Not Selected
Not Selected	🔍			Not Selected
Not Selected	🔍			Not Selected
Not Selected	🔍			Not Selected

Save and Add New Rows

Comment

Approval Types | Routing Queue | Comments | Transaction History

Save

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:	30653	**Query Date:** Dec 25, 2016
Transaction Status:	Waiting	
Approval Category:	Rehire New Position/Grad, RHIRNG	

Save   Submit   Delete

EPAF has been successfully submitted to Department (Approver).