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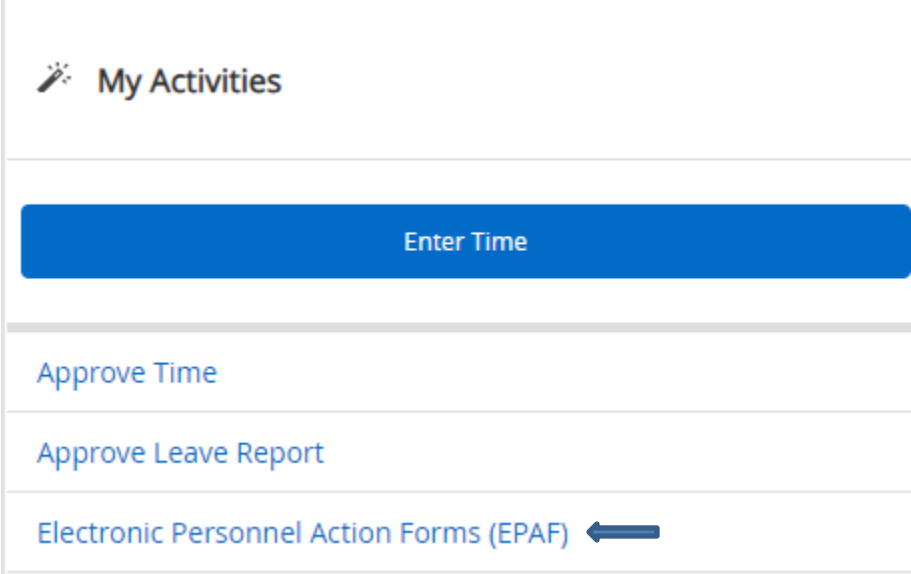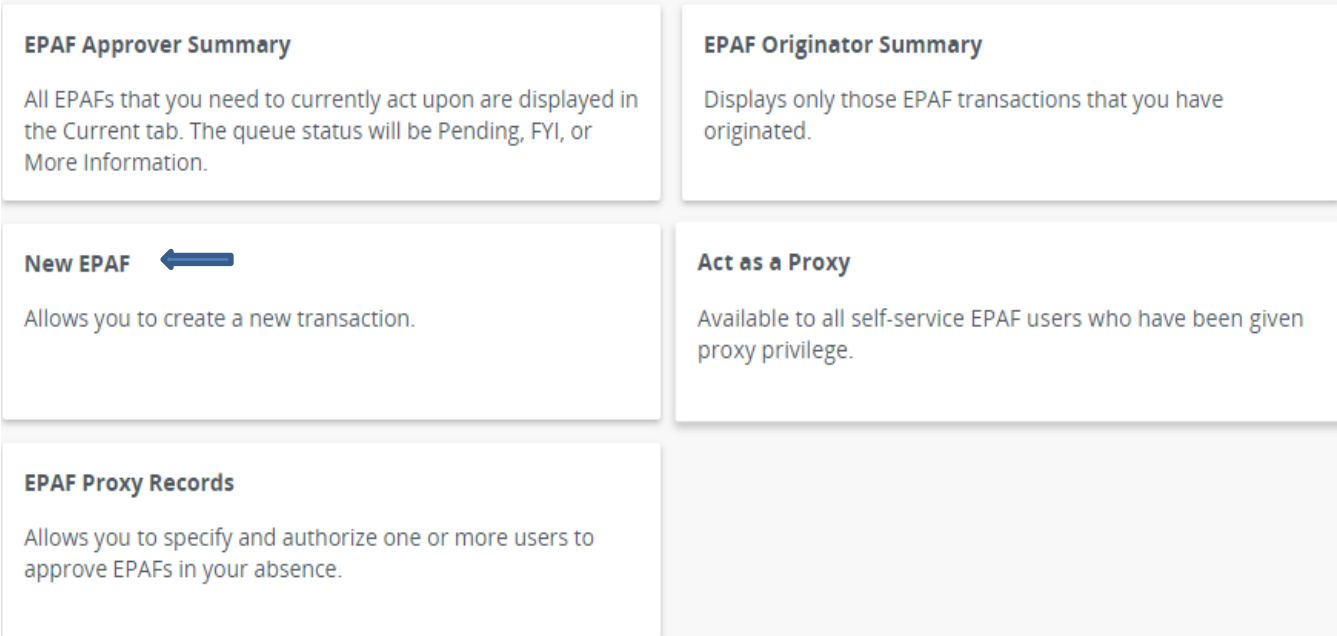# Rehire New Position/Hourly

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.**

3. Enter **UIN** under New EPAF Person Selection
   OR
   Enter **First Name** and **Last Name**, Click **Search**.
   Click **Calende**r and Select **Effective Date**, MUST be 1st or 16th.
   Click down arrow to select **Approval Category**.
   Click **Go**.

First Name	Last Name		ID	SSN/SIN/TIN	
		☑ Is an employee or		or	Search

New EPAF Person Selection

ID *

Generate new ID

Query Date *

10/16/2020

Approval Category *

Rehire New Position/Hourly, RHIRNH

Go

4. List of active jobs will appear.
   Enter Position # and Suffix, 00 next to **New Job**
   Select button for new position to rehire.
   Click **Go**.

New EPAF Job Selection

Rehire new position - NBAJOBS, RHIREN

Select	Type	Position	Suffix	Title
☑	New Job	HR2651 🔍	00	CDS SATELLITE OFFICE COORD- HR
☐	Primary	HR0652	00	HIGHER ED TEACH/RESEARCH ASST

All Jobs	Go

5. Employee status **"A"** will default.
   Employee Class enter **"HR".**
   Enter **Budget Codes** only **if** this position is **primary**.
   Select the **VP** area for the Budget Code of the **primary** position.
   Do not change 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.

PEAEMPL new position/hourly

Employee Status *

> A

Employee Class Code *

> HR 🔍

Budget Code

> 1SM16 🔍

Budget Code

> 1SM16 🔍

VP Area

> AA, VP for Academic Affairs ⌄

Current Hire Date

> 05/16/2007 📅

Original Hire Date

> 05/16/2007 📅

Adjusted Serv. Date

> 05/16/2007 📅

Seniority Date

> 05/16/2007 📅

6. Click **Calende**r and Select **Effective Date** of rehire.
   Select **Primary or Secondary** for Contract Type.
   Click **Calende**r and Select **Effective Date** and **Personnel Date** of rehire.
   Job Status **"A"** will default.
   Job Change Reason **"OAPPT"** will default.
   Step **"0"** will default.
   Enter **Hourly Rate**.
   Enter the **Budget Code** that belongs to the position.
   Enter the **Web-Time Approver UIN**.

Rehire new position - NBAJOBS, HR2651-00 CDS SATELLITE OFFICE COORD- HR

Effective Date *

| 10/16/2020 | 🔳 |

Contract Type *

| Primary | ⌄ |

Effective Date *

| 10/16/2020 | 🔳 |

Personnel Date *

| 10/16/2020 | 🔳 |

Job Status *

| A |

Job Change Reason *

| OAPPT |

Step *

| 0 |

Hourly Rate *

| 15.00 |

Budget Code/WTE *

| 1SF00 | 🔍 |

WTE Approver UIN *

| 00123623 |

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

7. Click down arrow to either enter or select username for approval level of Department (approver).
    Click down arrow to either enter or select username for approval level of Human Resources Review.
    Click down arrow to either enter or select username for approval level of Human Resources.
    Enter a comment regarding rehire if necessary.
    Click **Save**.

Routing Queue

Approval Level		User Name		Required Action
20 - (DEPT) Department	⌄	CHOLLAND - HOLLAND, CATHERINE J.	⌄	Approve
85 - (HRRV) Human Resources Review	⌄	PHARRIS - HARRIS, PAMELA E.	⌄	Approve
90 - (HR) Human Resources	⌄	DTRANNG - TRAN-NGUYEN, DINH K.	⌄	Apply

Comments

Add Comment

Remaining Characters : 4000

[Save]

8. 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.**