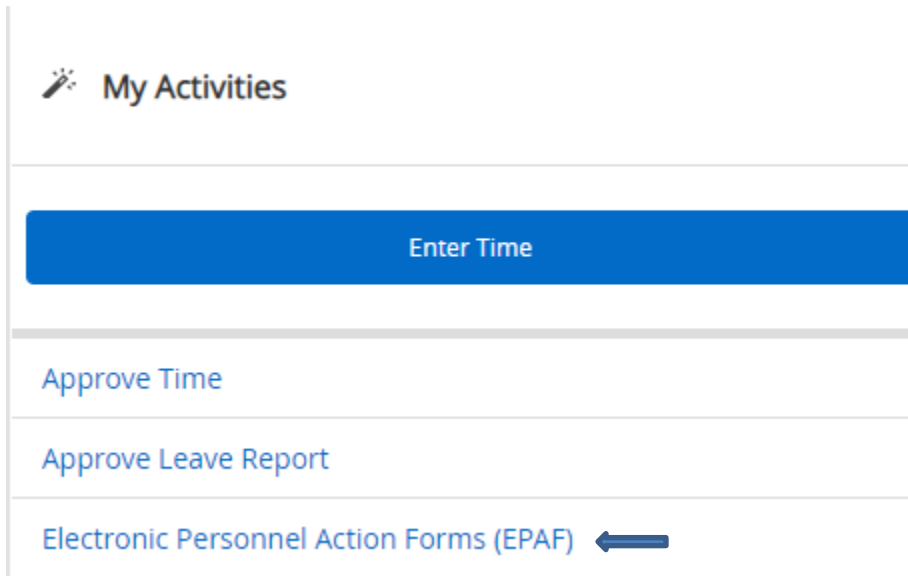
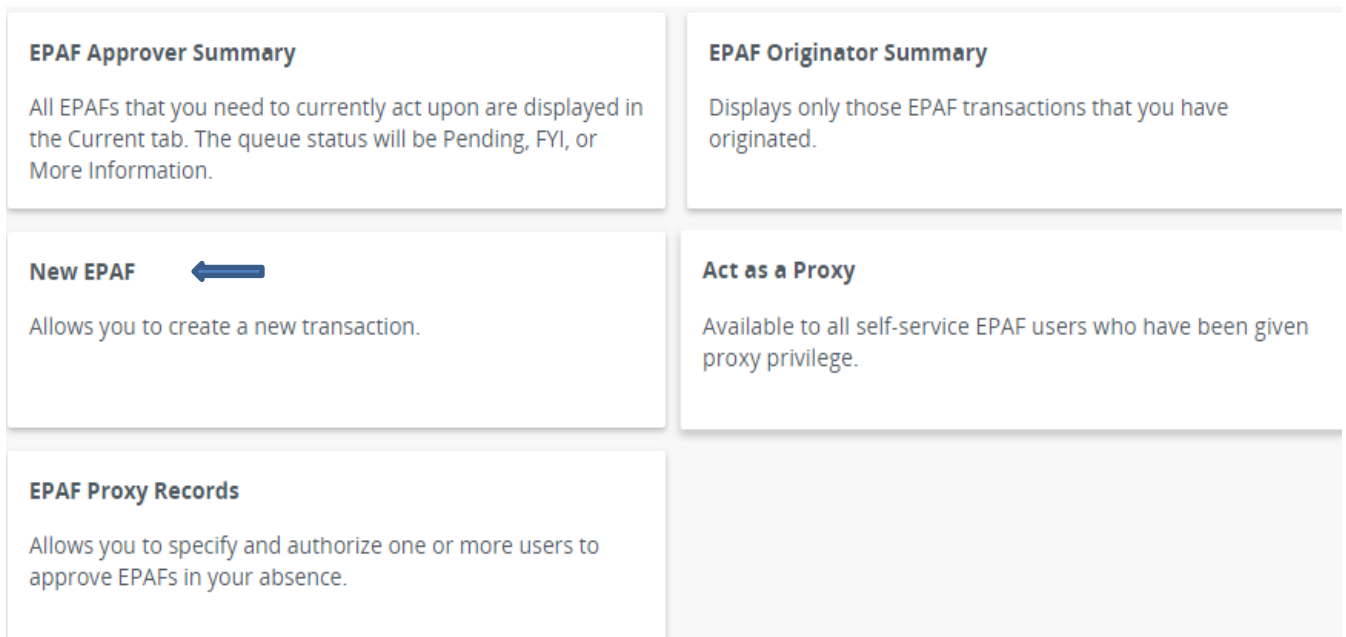


# Electronic Personnel Action Forms (EPAF) Rehire New Position/Student

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** under New EPAF Person Selection

**OR**

Enter **First Name** and **Last Name**, Click **Search**.

Click **Calendar** and Select **Effective Date** of rehire, **MUST** be 1<sup>st</sup> or 16<sup>th</sup>.

Click down arrow to select **Approval Category**.

Click **Go**.

First Name Last Name ID SSN/SIN/TIN

Is an employee or  or

**New EPAF Person Selection**

**ID \***

[Generate new ID](#)

**Query Date \***

**Approval Category \***

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
<input checked="" type="checkbox"/>	New Job	R53470 <input type="text"/>	<input type="text" value="00"/>	REGULAR STUDENT
<input type="checkbox"/>	Primary	RS2294	00	REGULAR STUDENT

- 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:**  
SH – Student Hourly Regular  
SS – Student Hourly Summer  
ST – Community Service Work Study  
WS – Work Study Students – Federal

## PEAEMPL new position/student

Employee Status \*

Employee Class Code \*

Budget Code

Budget Code

VP Area \*

6. Click **Calender** and Select **Effective Date** of rehire.  
Select **Primary or Secondary** for Contract Type.  
Click **Calender** and Select **Effective Date** and **Personnel Date** of rehire.  
**Both dates must be the same.**  
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, RS3470-00 REGULAR STUDENT

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 \*

3HS00



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 Payroll.  
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
90 - (PAYR) Payroll	BBLOUNT - WOODHOUSE, BRENDA R.	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.**