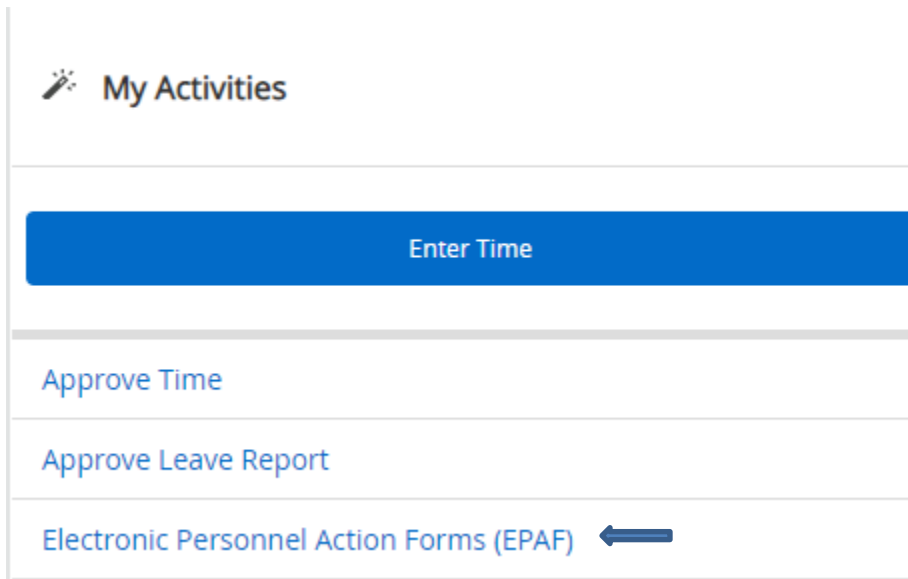
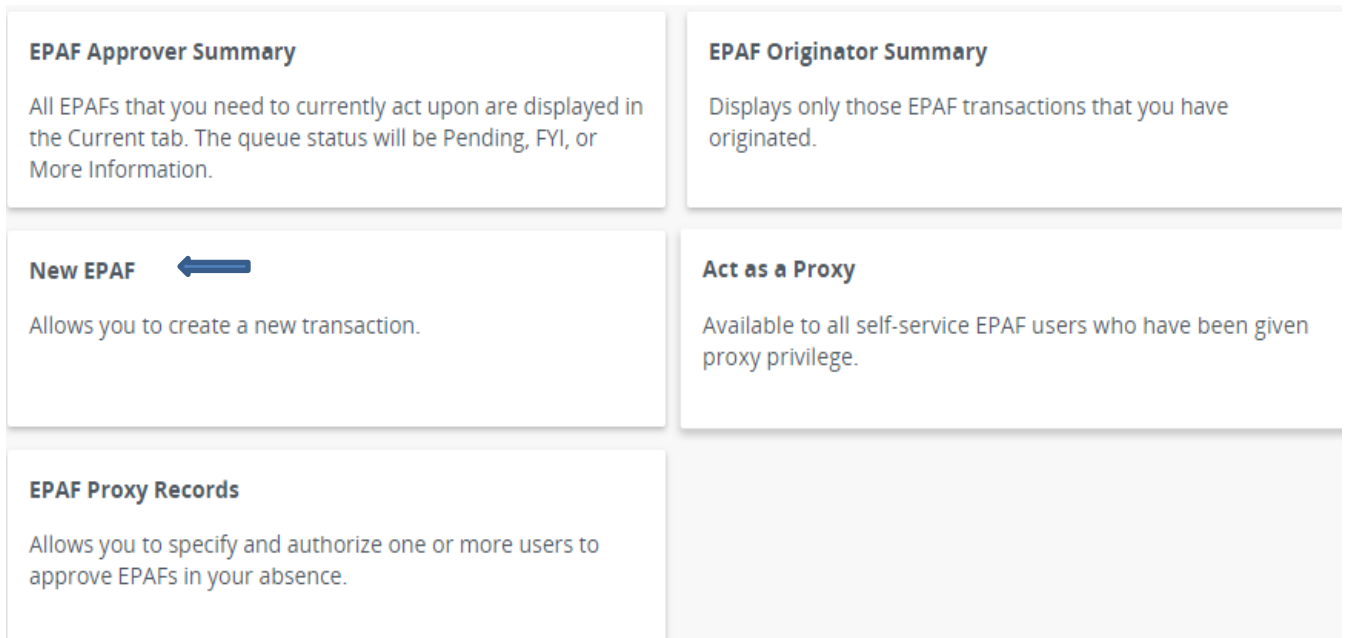


# Electronic Personnel Action Forms (EPAF) Rehire Same Position/Hourly

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 **Calender** and Select **Effective Date**, MUST be 1<sup>st</sup> or 16<sup>th</sup>.  
Click down arrow to select **Approval Category**.  
Click **Go**.

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

### New EPAF Person Selection

**ID \***

[Generate new ID](#)

**Query Date \***

10/16/2020

**Approval Category \***

Rehire Same Position/Hourly, RHIRSH

4. List of active jobs will appear.  
Select button for position to rehire.  
If position does not show, Click **All Jobs** to view all jobs.  
Click **Go**.

## New EPAF Job Selection

### Rehire same position - NBAJOBS, RHIREC

Select	Type	Position	Suffix	Title
<input type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/>	Primary	HR3471	00	SECURITY OFFICER III

- 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 same position/hourly

Employee Status \*

Employee Class Code \*

Budget Code

Budget Code

VP Area

Current Hire Date

Original Hire Date

Adjusted Serv. Date

Seniority Date

- 6. Select **Primary** or **Secondary** for Contract Type.  
Click **Calendar** and Select **Effective Date** and **Personnel Date** of rehire.  
Job Status “**A**” will default.  
Job Change Reason “**RHIRE**” 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 same position - NBAJOBS, HR3471-00 SECURITY OFFICER III, Last Paid Date: 05/15/2020

**Contract Type \***  
Primary

**Effective Date \***  
10/16/2020

**Personnel Date \***  
10/16/2020

**Job Status \***  
A

**Job Change Reason \***  
RHIRE

**Step \***  
0

**Hourly Rate \***  
14.00

**Budget Code/WTE \***  
1SF00

**WTE Approver UIN \***  
00122168

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

- 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

- 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.**