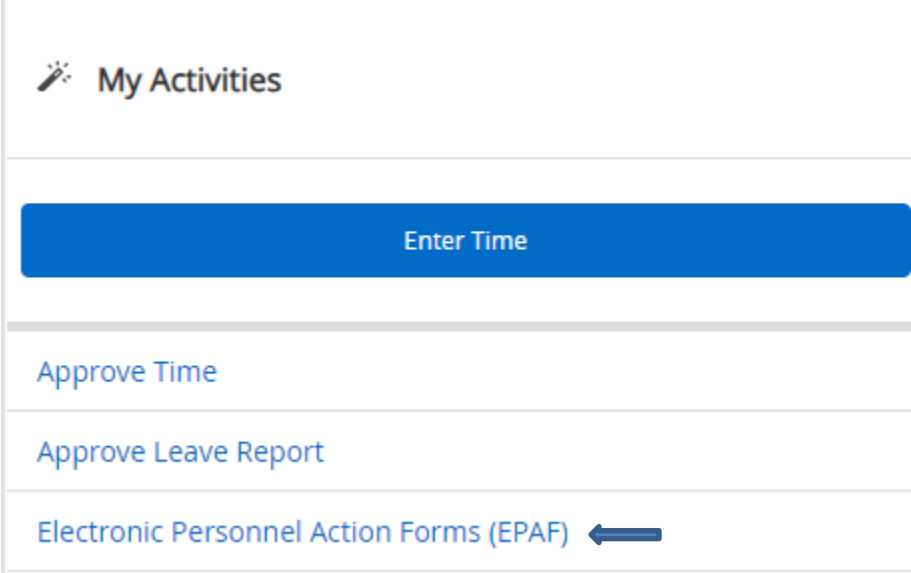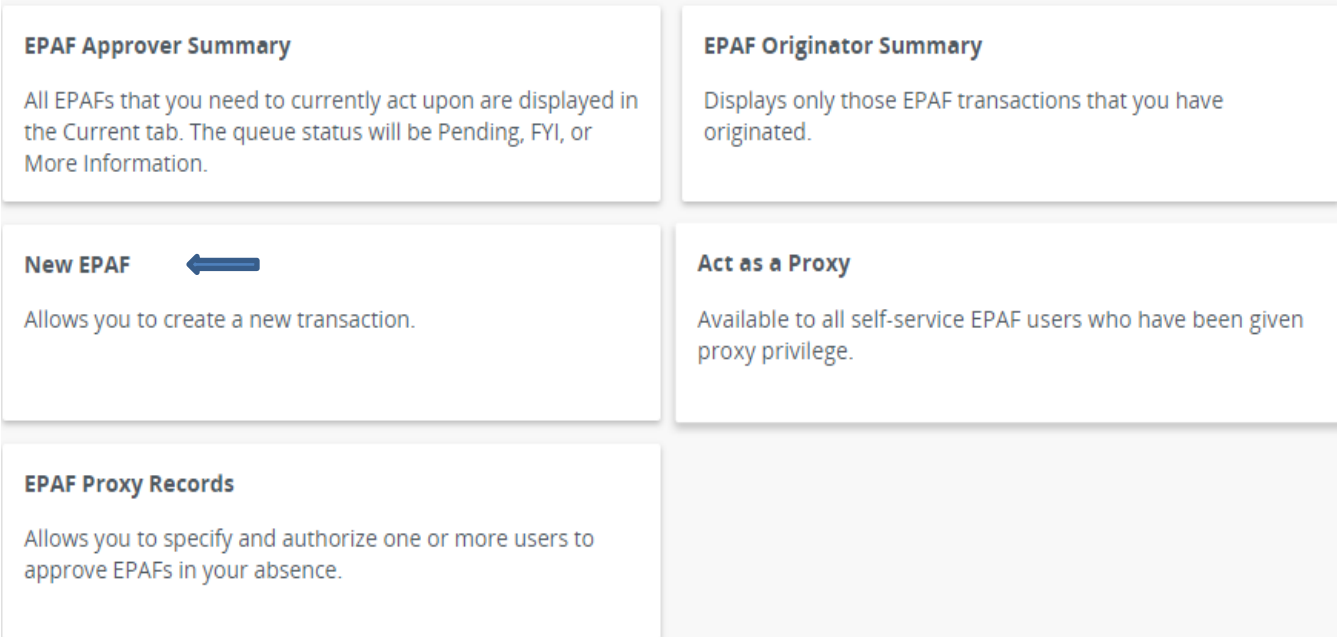# Electronic Personnel Action Forms (EPAF)
Rehire Same Position/Student

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 **Calende**r and Select **Effective Date** of rehire, 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 Same Position/Student, RHIRSS ⌄

Go

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
☐	New Job	🔍		
☑	Primary	RS9150	00	REGULAR STUDENT

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

PEAEMPL same position/student

Employee Status *

A

Employee Class Code *

SH 🔍

Budget Code

1SE20 🔍

Budget Code

1SE20 🔍

VP Area *

ED, Darden College of Education ⌄

6. Select **Primary or Secondary** for Contract Type.
   Click **Calende**r and Select **Effective Date** and **Personnel Date** of rehire.
   Both dates must be the same.
   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, RS9150-00 REGULAR STUDENT,

Contract Type *

Primary	⌄

Effective Date *

10/16/2020	🔲

Personnel Date *

04/01/2015	🔲

Job Status *

A

Job Change Reason *

RHIRE

Step *

0

Hourly Rate *

10.00

Budget Code/WTE *

1SE20	🔍

WTE Approver UIN *

00138440

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.**