

# How to hire a brand new Graduate Assistant (stipend):

These are the step-by-step instructions for completing the EPAF to hire a **NEW GRAD ASSISTANT** who will be paid a **biweekly stipend amount**.


Log into to Banner Self Service and click on Electronic Personnel Action Forms.

The screenshot displays the Banner Self Service Employee Dashboard for Sara M. Leporati. The dashboard includes a profile picture, name, and a 'My Profile' button. It also shows leave balances as of 03/03/2022: Annual Leave in hours (962.14) and Military Leave in hours (0.00). A 'Full Leave Balance Information' link is available. The main content area is divided into sections: Pay Information (with sub-links for Latest Pay Stub, All Pay Stubs, Direct Deposit Information, and Deductions History), Earnings, Benefits, Taxes, Job Summary, and Employee Summary. On the right, the 'My Activities' sidebar contains buttons for 'Enter Time' and 'Request Time Off', and a list of actions including 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Electronic Personnel Action Forms (EPAF)', 'Effort Certification', 'Labor Redistribution', 'Campus Directory', and 'Employee Menu'. A blue arrow points to the 'Electronic Personnel Action Forms (EPAF)' option.

## Go to New EPAF

### Electronic Personnel Action Forms

<b>EPAF Approver Summary</b> All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.	<b>EPAF Originator Summary</b> Displays only those EPAF transactions that you have originated.
<b>New EPAF</b> Allows you to create a new transaction.	<b>Act as a Proxy</b> Available to all self-service EPAF users who have been granted proxy privilege.
<b>EPAF Proxy Records</b> Allows you to specify and authorize one or more users to approve EPAFs in your absence.	



Enter the student's CWID number or search by name.

#### New EPAF Person Selection

Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

First Name jennifer	Last Name zimmerman	<input type="checkbox"/> is an employee	or	ID	or	SSN/SIN/TIN	<input type="button" value="Search"/>
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Enter or Generate New ID

Select the person.

**The VERY FIRST THING you want to do is check the person's job history.** This will help you confirm which EPAF you will need to use to hire them (the "New Employee" or the "Reopen" EPAF). Since, in this first step, we are not actually starting the EPAF yet, we just want to *advance to the next screen* to check their job history, select any EPAF (it doesn't matter which one) from the dropdown box, just to have *something* in that field, and click "GO."

On the next page, click on “All Jobs” to view the person’s employment history:

Details

ID Jennifer Zimmerman	Query Date 01/07/2023	Approval Category Student Rehire Same Posn Hrly, SRHHLy
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Rehire Hourly, RHHRLY

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date
<input checked="" type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>			

[All Jobs](#) [Next Approval Type](#) [Go](#)


If the person has no job history of being a **Graduate Assistant**, you will use the Graduate Asst New Empl Stipend EPAF to hire them. If their job history shows they have been in a Graduate Assistant position before, they are *not* a new GA and you will need to select the appropriate EPAF to “Reopen” their old GA position. *Please refer to the “Student/GA EPAF Guidelines” to help you determine the appropriate course of action.*

Once you have determined that this person has never been a Grad. Assistant before and you need to hire them as a brand new GA, return to the EPAF menu by clicking the “Personnel Actions” tab at the top of the page and then click on the menu button “New EPAF.”



[Home](#) • [Personnel Actions](#) • [New EPAF Person Selection](#) • [New EPAF Job Selection](#)

## New EPAF Job Selection

 Enter or search for a new position number and enter the suffix, or select the link next to Pos

This will bring you back to the original screen for starting an EPAF.

Follow these next steps carefully:

1. Enter the student's CWID #.
2. **Update the query date to be the 1<sup>st</sup> day of the pay period in which the GA's stipend will be paid.** This is important so that the GA receives their full stipend amount and it is not prorated on the first payroll! Query dates must be entered in the MM/DD/YYYY format.

To determine the 1<sup>st</sup> day of the pay period, please visit the Payroll page - –

[www.ulm.edu/hr/payroll.html](http://www.ulm.edu/hr/payroll.html) - to view the **Biweekly Pay Schedule** for the current calendar year. This will give you a snapshot of ALL the payrolls during year and will show you pay period start & end dates. Or, the **GA Pay Schedule** will show you specifically how many payrolls GAs are paid during a particular semester and the dates of their paychecks. Examples of where you can find both types of calendars are in the screenshot below:

Personnel Directory	<b>Payroll Information</b>
<a href="#">Human Resources</a>	
<b>Employee Handbooks</b>	For payroll information or help, contact us at 318-342-5140 or email <a href="mailto:payroll@ulm.edu">payroll@ulm.edu</a> .
Faculty Handbook PDF	- documents below are offered as PDF unless otherwise noted
Classified Handbook PDF	<b>Web Time Entry</b>
Unclassified Handbook PDF	<a href="#">Web Time Entry Manual - Non-Exempt</a>
<b>Employee Information</b>	<a href="#">Web Time Entry Manual – Exempt</a>
Job Description Template DOC	<a href="#">Web Time Entry Step-by-Step Instructions Full-time Employees</a>
Hiring Procedures	<a href="#">Web Time Entry Manual - hourly employees (students, GAs, casual wage)</a>
Holiday Schedule 22-23 PDF	<a href="#">Web Time Entry Step-by-Step Instructions Hourly Employees</a>
Holiday Schedule 21-22 PDF	<a href="#">FAQ: Web Time Entry for Supervisors</a>
Layoff & Furlough	<a href="#">FAQ: Web Time Entry for Employees</a>
Optional Pay List PDF	<b>Payroll Calendars</b>
Payroll	<a href="#">2020 Bi-Weekly Pay Schedule</a>
Classified Performance Evaluation System	<a href="#">2021 Bi-Weekly Pay Schedule</a>
Unclassified Staff Evaluation System	<a href="#">2022 Bi-Weekly Pay Schedule</a>
Prohibited Political Activity PDF	<a href="#">2023 Bi-Weekly Pay Schedule</a>
Employee Assistance Program (EAP)	<a href="#">2020-21 PT Faculty &amp; Overload Pay Schedule</a>
Employee Recognition Program	<a href="#">2021-22 PT Faculty &amp; Overload Pay Schedule</a>
E-Verify Employer PDF	<a href="#">2022-23 PT Faculty &amp; Overload Pay Schedule</a>
Related Links	<a href="#">Academic Year 20-21 Bi-weekly Pay Schedule</a>
Title IX	<a href="#">Academic Year 21-22 Bi-weekly Pay Schedule</a>
<b>Additional Employment Info</b>	<a href="#">Academic Year 22-23 Bi-weekly Pay Schedule</a>
Student Hiring Information & Forms	<a href="#">2020 Summer Faculty Payroll Schedule</a>
Part-Time/Casual Wage Forms	<a href="#">2021 Summer Faculty Payroll Schedule</a>
<b>Forms, Policies &amp; Reports</b>	<a href="#">2022 Summer Faculty Payroll Schedule</a>
HR Forms Database	<a href="#">GA Spring 2021 Payroll Schedule</a>
Human Resources Policies	<a href="#">GA Spring 2022 Payroll Schedule</a>
ULM Safety Manual	<a href="#">GA Spring 2023 Payroll Schedule</a>
ULM Annual Security Report	<a href="#">GA Summer 2020 Payroll Schedule</a>
Fraud Reporting Act 693 PDF	<a href="#">GA Summer 2021 Payroll Schedule</a>
Option Pay Policy PDF	<a href="#">GA Summer 2022 Payroll Schedule</a>
Extraordinary Qualifications Credentials Policy PDF	<a href="#">GA Fall 2020 Payroll Schedule</a>
Notice of Filing	<a href="#">GA Fall 2021 Payroll Schedule</a>
<b>Contact:</b>	<a href="#">GA Fall 2022 Payroll Schedule</a>
ULM Office of Human Resources Coenen Hall 107, ULM Monroe, LA 71209-2300 (318) 342-5140	<a href="#">GA Winter Session 20-21 Payroll Schedule</a>
	<a href="#">GA Winter Session 21-22 Payroll Schedule</a>

To hire a GA for the Spring 2023 semester, for example, you can click on the [GA Spring 2023 Payroll Schedule](#) and see that GAs will be paid across 9 payrolls, with the 1<sup>st</sup> paycheck covering the pay period of 1/7/2023 – 1/20/2023:

**Graduate Assistants**  
**Spring 2023 Pay Schedule**


Spring Term                      January 11 – May 11

<u>Pay Period Dates</u>	<u>GA Request Form DEADLINE</u>	<u>Pay Date</u>
1/7/2023 – 1/20/2023	1/11/2023	1/27/2023
1/21/2023 – 2/3/2023	1/25/2023	2/10/2023
2/4/2023 – 2/17/2023	2/8/2023	2/24/2023
2/18/2023 – 3/3/2023	2/22/2023	3/10/2023
3/4/2023 – 3/17/2023	3/8/2023	3/24/2023
3/18/2023 – 3/31/2023	3/22/2023	4/6/2023
4/1/2023 – 4/14/2023	4/5/2023	4/21/2023
4/15/2023 – 4/28/2023	4/19/2023	5/5/2023
4/29/2023 – 5/12/2023	5/3/2023	5/19/2023

A good idea is to print the calendar so you can refer back to it as you enter information in your EPAF. In our example, if we are hiring a GA to work the full Spring 2023 semester, we see that 01/07/2023 is the *first date* of the pay period in which the GA will receive their *first* paycheck (NOTE: This is the date you should enter as your Query Date) and 05/12/2023 is the *last date* of the pay period in which the GA will receive their *final* check. We can count the pay dates and see there are a total of 9 paychecks. This number will be your Factor/Pay. (Note: if a GA has a late start date, they will likely be paid over fewer payrolls, so your factor/pay would need to be adjusted accordingly. For example, if your GA was hired late and their 1<sup>st</sup> day of work was January 30<sup>th</sup>, that first day of work falls during the biweekly pay period 1/21/2023 – 2/3/2023. So starting with that payroll, they would be paid across EIGHT payrolls instead of nine. Therefore, the factor/pay would be 8/8, rather than 9/9.)

- 3.** Select “**Graduate Asst New Empl Stipend, GASTIP**” as the approval category and click “Go.”

# Enter or Generate New ID

 \* indicates a required field. Enter an ID, select the link to search for an ID, or generate

ID \*

Jennifer Zimmerman

[Generate new ID](#)

Query Date \*

01/07/2023 


Approval Category \*

Graduate Asst New Empl Stipend, GASTIP 


**Go**

Using ALL CAPS, enter the position number **GA1001** and the suffix number **00** and click “Go.”

Details

ID	Query Date	Approval Category
Jennifer Zimmerman 	01/07/2023	Graduate Asst New Empl Stipend, GASTIP

**New Job Stipend, STIPEN**

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date
<input checked="" type="checkbox"/>	New Job	GA1001 	00	Graduate Assistant	210025, Biology	

**All Jobs** **Next Approval Type** **Go**

On the next screen, you will create the GA's employee record. The fields with red asterisks (\*) are required. Click on the calendar icon and use the *beginning of the GA's 1<sup>st</sup> pay period* as the Hire Date so their stipend is not prorated (it's the same date you used as the Query Date on the first screen). Select the Location Code, as well as the College Code (if applicable). *(Please note that the screenshots provided in this guide are **EXAMPLES ONLY**. The data you enter in EPAF will be based on your own hiring department and the employee's situation.)*

## Create/Change Employee Record

### Home Organization



Old Value:

### Current Hire Date \*



January 2023



### Campus Code \*

Su

Mo

Tu

We

Th

Fr

Sa

1

2

3

4

5

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7

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11

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22

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26

27

28

29

30

31

1

2

3

4

### Location Code \*



### College Code



### Employee Class Code \*



Old Value:

### Employee Status \*



Old Value:

### Home COAS \*

In the next section, you can update the “Personnel Date” to reflect the GA’s actual first day of work. The “Jobs Effective Date” and the “Job Begin Date” drive the payments, so they should always be the beginning of the pay period so the payment isn’t prorated; but the Personnel Date is only for recordkeeping, so you are free to change that date to reflect the GA’s true hire date. For “Contract Type” select “Primary,” as this is the GA’s only job.

## New Job Stipend, GA1001-00 Graduate Assistant

Jobs Effective Date \*

01/07/2023



Old Value:

Personnel Date

01/11/2023



Old Value:

Job Begin Date \*

01/07/2023



Old Value:

Contract Type \*

Primary



Old Value:

Enter the total amount of the stipend in the “Annual Salary” field, and then enter the number of payrolls to spread the payments across in “Factor” and “Pays.” *In our example, we are paying our GA \$3000 across 9 payrolls, according to the GA Spring 2023 Pay Schedule:*

Annual Salary \*

3000



Old Value:

Factor \*

9



Old Value:

Pays \*

9



Old Value:

Scroll down the page to continue entering information.



Next you will see a section that says “Current” and “New Value.” This is where you will enter the earnings information. **Under “New Value,” click on “Add Row.”**

### Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
No Results Found						

### New Value

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>
<a href="#">+ Add Row</a>						

**THIS IS IMPORTANT!** For paying a STIPEND – You will need to enter the Effective Date (again, use the beginning date of the pay period), select **“026, Grad Asst. Flat Rate”** as the earn code for the Stipend, and enter **“1”** Unit Per Pay.

### New Value

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours
<input type="text" value="01/07/2023"/>	<input type="text" value="026, Grad Asst. Flat Rate"/>	<input type="text" value="1"/>	<input type="text"/>

[+ Add Row](#)

Scroll down to the “Labor Distribution” section to enter the funding source:

Verify the Effective Date is correct. Enter the Index code from which you will pay your GA and then click “Default from Index.” The fund, org # and program will then automatically populate. You will immediately receive a red message in the upper right corner telling you that an Account number is required. Enter **601170**, which is the account number used for Graduate Assistants.

Home • Personnel Actions • New Personnel Action

**Labor Distribution - Account code is required.**  
**Error(s) occurred.**

Current

Effective Date  
01/07/2023

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
No results found.											

New

Effective Date  
01/07/2023

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
M	250AH	11000	240050		11					100		

+ Default from Index    + Add Row

If the GA is getting paid from only one funding source, the percentage of the funding will be 100%.


If the GA will be paid from 2 or more funds, click “Add Row” to add another source of funding, and then you can enter the correct percentage for each fund.

Under the “Termination of Job” section, enter the **Jobs Effective Date** of the *termination* and the **Personnel Date**.

The Jobs Effective Date should *always* be entered as the last day of the pay period that the GA is to be paid to avoid the stipend from being prorated. Please refer to the appropriate GA Pay Schedule posted on the Payroll website.

If you are not able to key the date into the field, click on the calendar icon and select the date from the calendar:

### Termination of Job, GA1001-00 Graduate Assistant

Jobs Effective Date 

05/12/2023



Personnel Date

05/11/2023

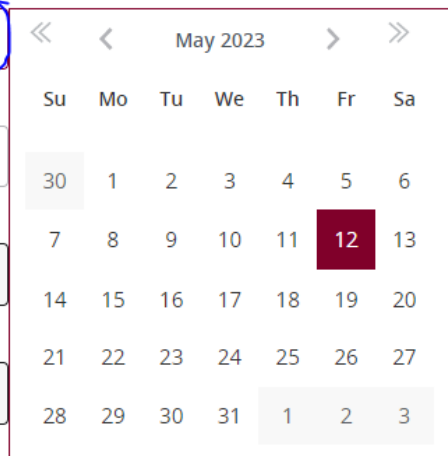


Job Change Reason

DETEN

Job Status

T



The Personnel Date should reflect the GA’s actual last day of work and doesn’t necessarily have to be the last date of the pay period. (The Jobs Effective Date drives the payment and any proration, but the Personnel Date is only for recordkeeping purposes.)

Next fill out the routing queue.

At minimum, the EPAF routing queue must contain the following levels: Director/Dean, Graduate Office, HR Staffing Specialist, Payroll, Student Accounts, Dean of Grad School, and HR Apply. DO NOT DELETE any of these levels from the routing queue. DO NOT CHANGE THE REQUIRED ACTION of any of these levels in the routing queue. All parties in the routing queue are preset to APPROVE, except Students Accounts is preset for “FYI” and the HR Apply level is preset to APPLY the EPAF into the payroll. These *Required Actions* should never be changed.

In the **User Name** dropdown box next to each Approval Level, select the appropriate people to approve the EPAF:

For the **Director/Dean** level, select your department’s budget head who will approve the hiring and the funding.

For the **HR Staffing Specialist** level, select the appropriate HR Staffing Specialist. Currently, **Jenny Jones** is the Staffing Specialist for all Grad Assistants.

For the **Payroll** level, select the appropriate Payroll Analyst according to the student’s last name: Currently, Jackie Sias is the payroll analyst for last names A-F, Felicia Gibson has G-M. For last names beginning with N-Z, please select Felicia Gibson for letters N, O, and T-Z, and select Jackie Sias for letters P-S.

For **HR Apply**, select Leporati.

Complete the remaining routing queue, and if your EPAF needs additional approvals, such as approval from Grants & Contracts or from a Project PI (budget manager of a grant), you can simply click “Add Row” and select the appropriate approval levels you need to add to the EPAF’s routing queue, select the appropriate person to approve at that level, and select “Approve” as their Required Action.

*Each approver in the routing queue should carefully review the PAF for accuracy before approving. If something is not correct on the PAF, the approver should add a comment explaining what needs to be addressed and click “Return for Correction” to send the PAF back to the originator to correct and resubmit for approval.*

### Routing Queue

Approval Level	User Name	Required Action
2 - (DIR) Director/Dean	BRUSCATO - Bruscato, Michael B.	Approve
2.7 - (BUDGET) Budget	WEATHERFORD - Weatherford, Lauren E.	Approve
6 - (GRAD) Graduate Office	ESPINOZA - Espinoza, Deitra D.	Approve
7 - (DNGRAD) Dean of Grad School	KRISHNAMURTHY - Krishnamurthy, Sushma	Approve
10 - (HRAPPR) HR Staffing Specialist	JEJONES - Jones, Jenny R.	Approve
15 - (PAYROL) Payroll	SIAS - Sias, Jacqueline D.	Approve
65 - (STACCT) Student Accounts	BIGELOW - Bigelow, Ginger H.	FYI
99 - (HRAPPL) HR Apply	LEPORATI - Leporati, Sara M.	Apply



**In the Comments section** -- The Grad School requests that you add a comment to provide the following information for the Grad student you are hiring:

1. Type of GA (ie: RA, TA, or AGA)
2. The GA’s Supervisor
3. The Grad student’s GPA
4. The Grad student’s major

## Comments

Include comments here to indicate the type of GA, the supervisor, the GA's GPA and their major.

Remaining Characters : 3904

Save

Then click to SAVE.

If there were no errors that Banner would recognize (ie: missing information in required fields, dates entered in the wrong format, etc...), then you should receive a message in the top right corner of your screen that your changes were saved successfully:

✔ Your change was saved successfully.

If you receive **WARNING** messages, that is **OKAY!** All EPAFs will have Warning messages. However, if you receive an **ERROR** message, you must resolve it before you will be able to Submit the EPAF successfully.

Delete

Save

Submit

Click Submit and you should receive a confirmation message that the PAF was submitted:

✔ The transaction has been successfully submitted.

DONE!

### **A NOTE ABOUT EPAF DEADLINES:**

See the most up-to-date payroll calendar posted on the Payroll website for EPAF DEADLINES. The

EPAF must be approved by all approvers in the routing queue and be Pending "HR APPLY" by the EPAF Deadline to be applied to that payroll.