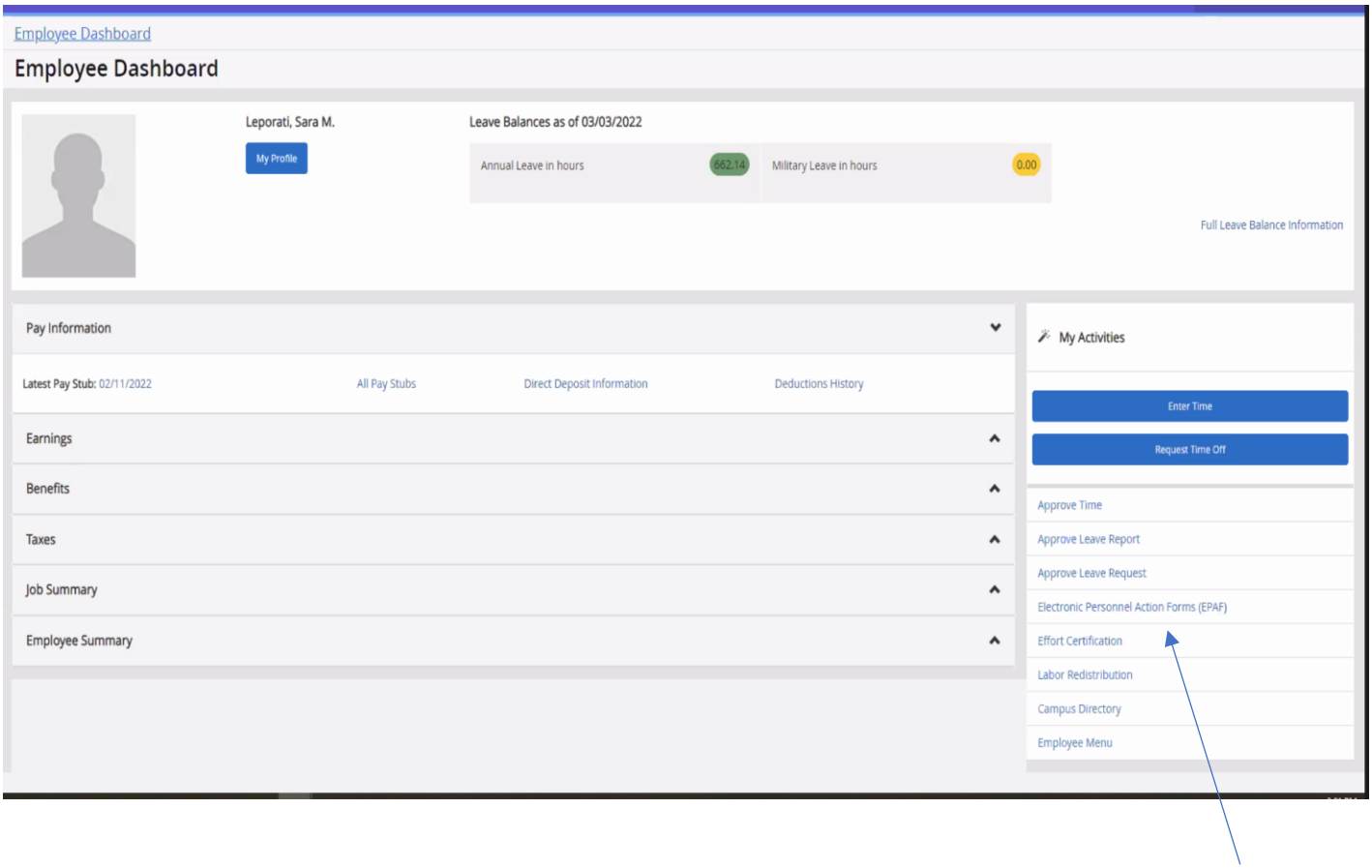
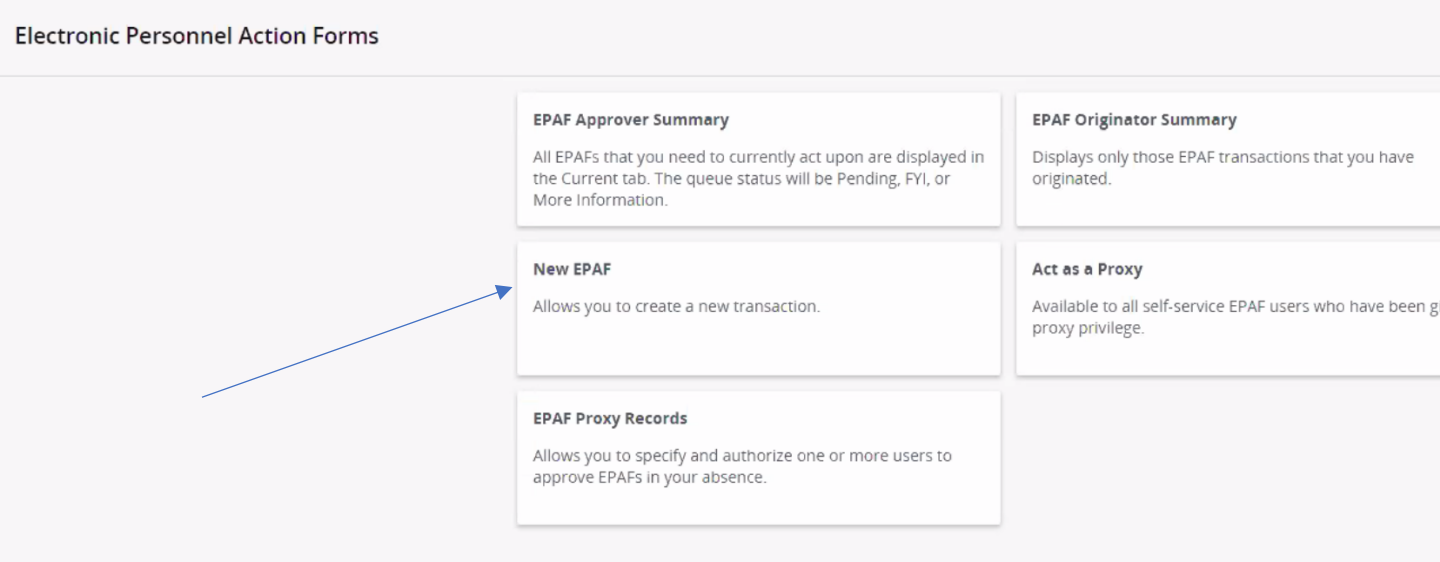
How to hire a brand new Graduate Assistant (stipend):

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.

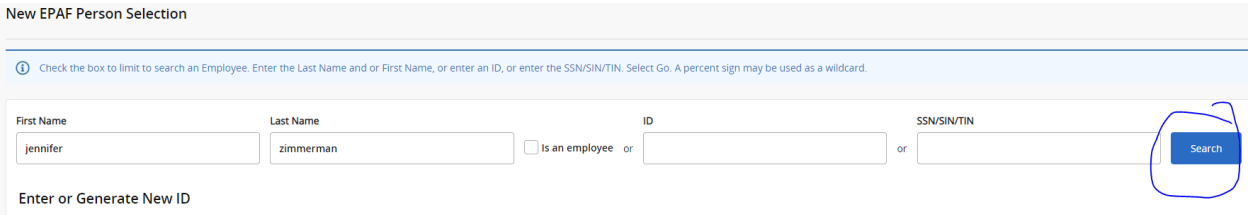
Log into to Banner Self Service and click on Electronic Personnel Action Forms.



Go to New EPAF



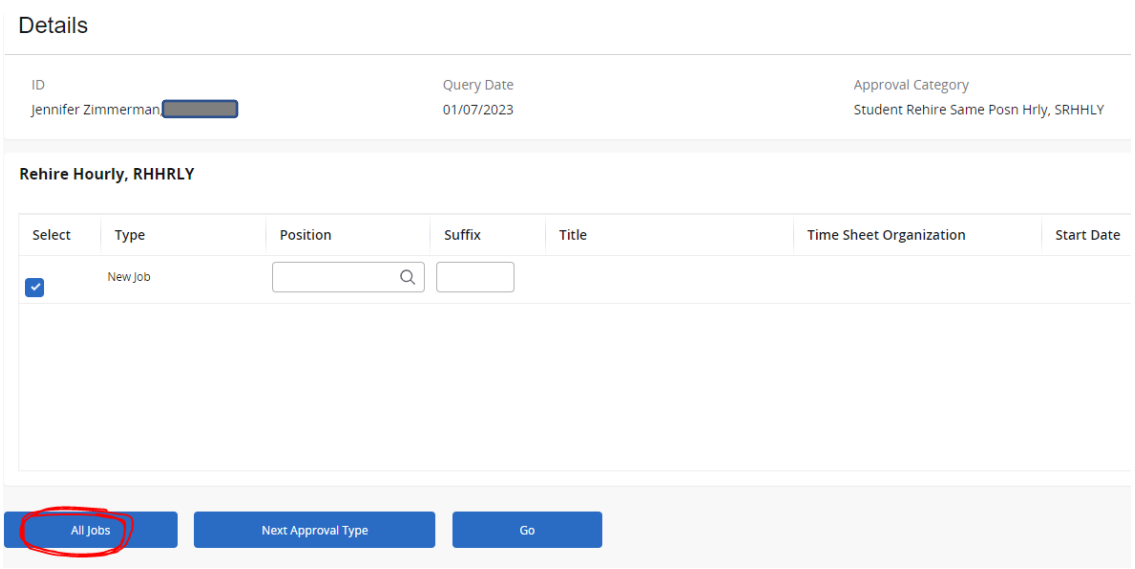
Enter the student's CWID number or search by name.



Select the person.

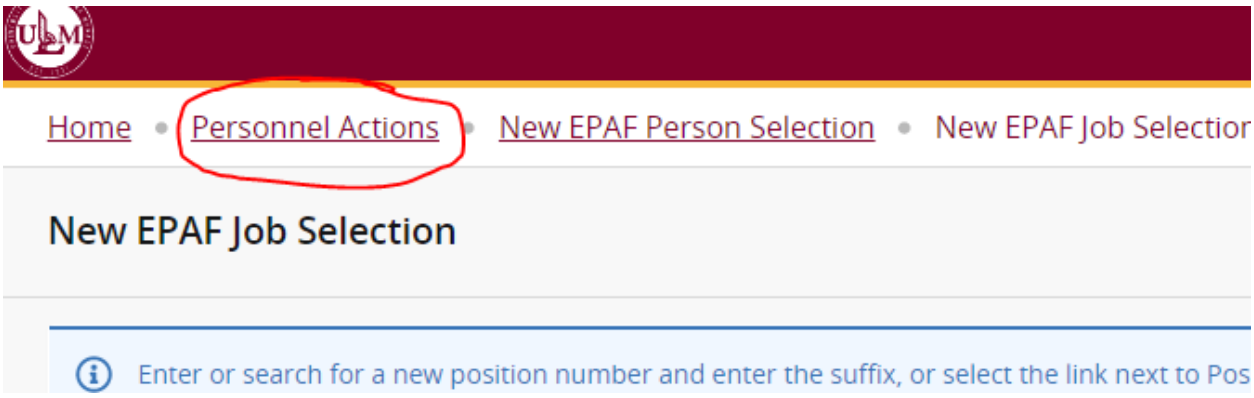
The **VERY FIRST THING** you want to do is **check the person's job history**. This will help you confirm which EPAF you will need to use to hire them (the "New Employee" or the "Reopen" EPAF). Since, in this first step, we are not actually starting the EPAF yet, we just want to *advance to the next 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:**



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.*

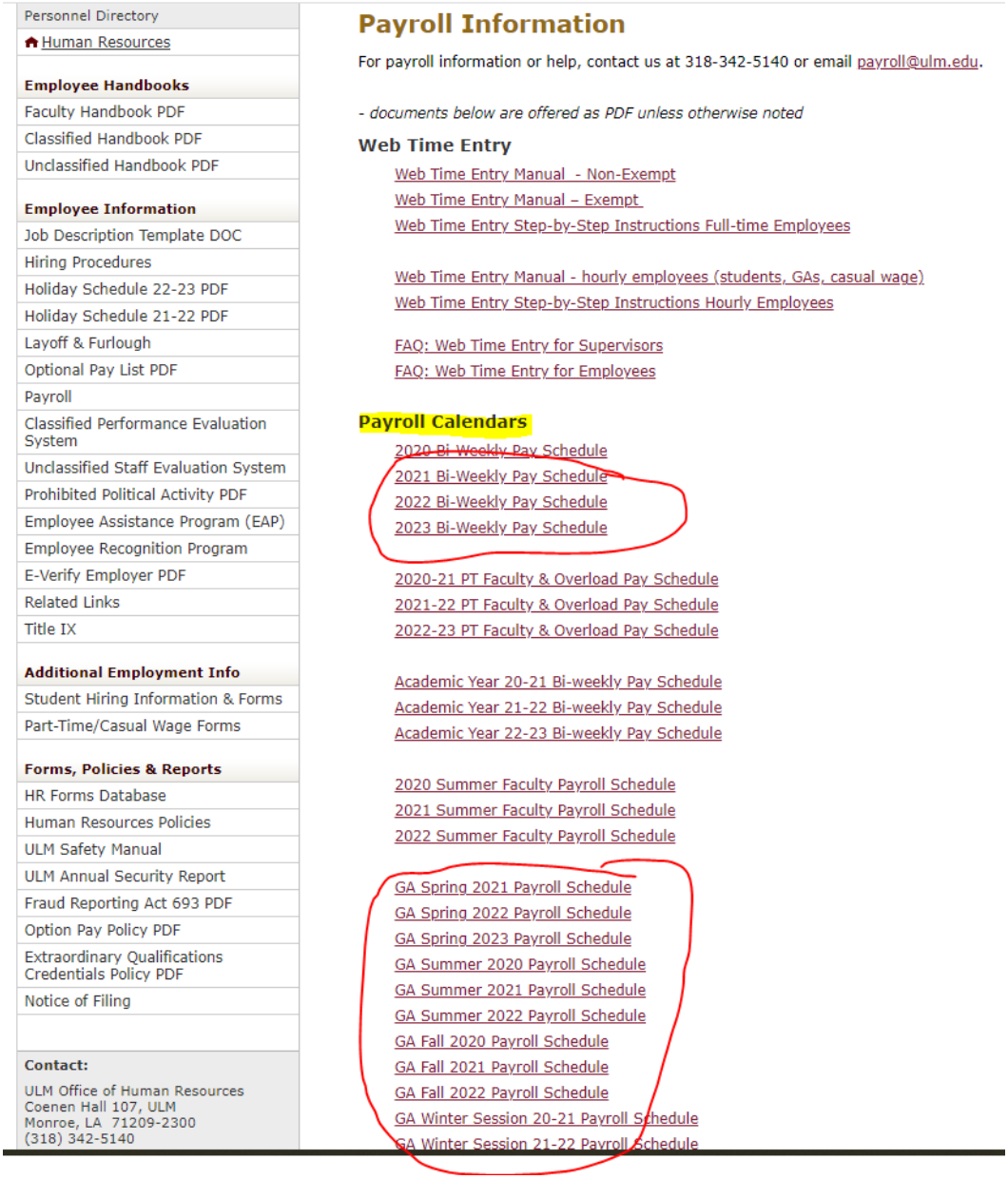
Once you have determined that this person has never been a Grad. Assistant before and you need to hire them as a brand new GA, return to the EPAF menu by clicking the "Personnel Actions" tab at the top of the page and then click on the menu button "New EPAF."



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 1st 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 1st day of the pay period, please visit the Payroll page - – 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
Human Resources

Employee Handbooks
Faculty Handbook PDF
Classified Handbook PDF
Unclassified Handbook PDF

Employee Information
Job Description Template DOC
Hiring Procedures
Holiday Schedule 22-23 PDF
Holiday Schedule 21-22 PDF
Layoff & Furlough
Optional Pay List PDF
Payroll
Classified Performance Evaluation System
Unclassified Staff Evaluation System
Prohibited Political Activity PDF
Employee Assistance Program (EAP)
Employee Recognition Program
E-Verify Employer PDF
Related Links
Title IX

Additional Employment Info
Student Hiring Information & Forms
Part-Time/Casual Wage Forms

Forms, Policies & Reports
HR Forms Database
Human Resources Policies
ULM Safety Manual
ULM Annual Security Report
Fraud Reporting Act 693 PDF
Option Pay Policy PDF
Extraordinary Qualifications Credentials Policy PDF
Notice of Filing

Contact:
ULM Office of Human Resources
Coenen Hall 107, ULM
Monroe, LA 71209-2300
(318) 342-5140

Payroll Information

For payroll information or help, contact us at 318-342-5140 or email payroll@ulm.edu.

- documents below are offered as PDF unless otherwise noted

Web Time Entry

Web Time Entry Manual - Non-Exempt
Web Time Entry Manual – Exempt
Web Time Entry Step-by-Step Instructions Full-time Employees

Web Time Entry Manual - hourly employees (students, GAs, casual wage)
Web Time Entry Step-by-Step Instructions Hourly Employees

FAQ: Web Time Entry for Supervisors
FAQ: Web Time Entry for Employees

Payroll Calendars

2020 Bi-Weekly Pay Schedule
2021 Bi-Weekly Pay Schedule
2022 Bi-Weekly Pay Schedule
2023 Bi-Weekly Pay Schedule

2020-21 PT Faculty & Overload Pay Schedule
2021-22 PT Faculty & Overload Pay Schedule
2022-23 PT Faculty & Overload Pay Schedule

Academic Year 20-21 Bi-weekly Pay Schedule
Academic Year 21-22 Bi-weekly Pay Schedule
Academic Year 22-23 Bi-weekly Pay Schedule

2020 Summer Faculty Payroll Schedule
2021 Summer Faculty Payroll Schedule
2022 Summer Faculty Payroll Schedule

GA Spring 2021 Payroll Schedule
GA Spring 2022 Payroll Schedule
GA Spring 2023 Payroll Schedule
GA Summer 2020 Payroll Schedule
GA Summer 2021 Payroll Schedule
GA Summer 2022 Payroll Schedule
GA Fall 2020 Payroll Schedule
GA Fall 2021 Payroll Schedule
GA Fall 2022 Payroll Schedule
GA Winter Session 20-21 Payroll Schedule
GA Winter Session 21-22 Payroll Schedule

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 1st paycheck covering the pay period of 1/7/2023 – 1/20/2023:

Graduate Assistants

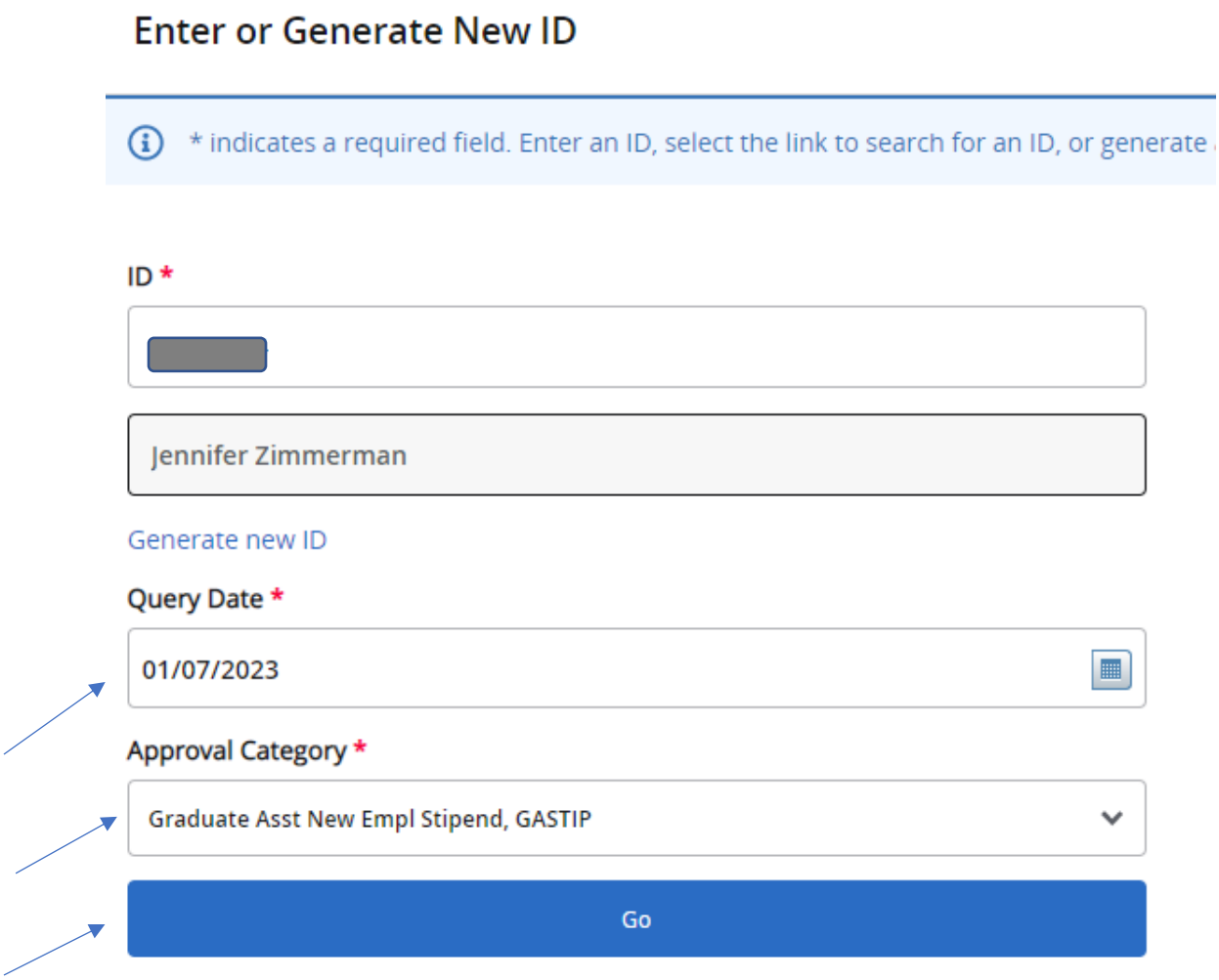
Spring 2023 Pay Schedule

Spring Term January 11 – May 11

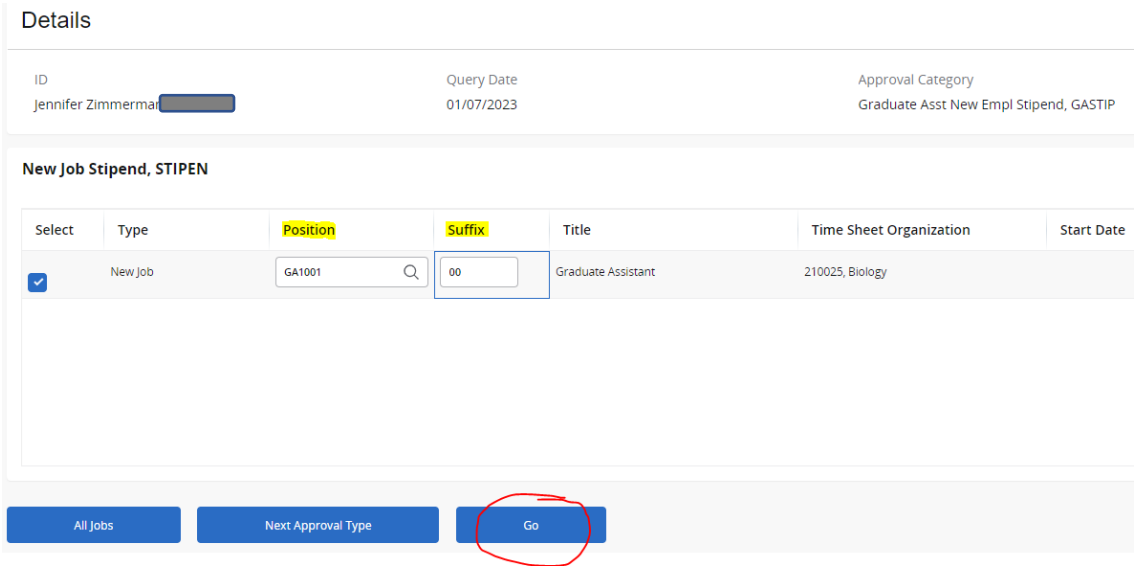
Pay Period Dates	GA Request Form DEADLINE	Pay Date
1/7/2023 – 1/20/2023	1/11/2023	1/27/2023
1/21/2023 – 2/3/2023	1/25/2023	2/10/2023
2/4/2023 – 2/17/2023	2/8/2023	2/24/2023
2/18/2023 – 3/3/2023	2/22/2023	3/10/2023
3/4/2023 – 3/17/2023	3/8/2023	3/24/2023
3/18/2023 – 3/31/2023	3/22/2023	4/6/2023
4/1/2023 – 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 1st day of work was January 30th, 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.*)

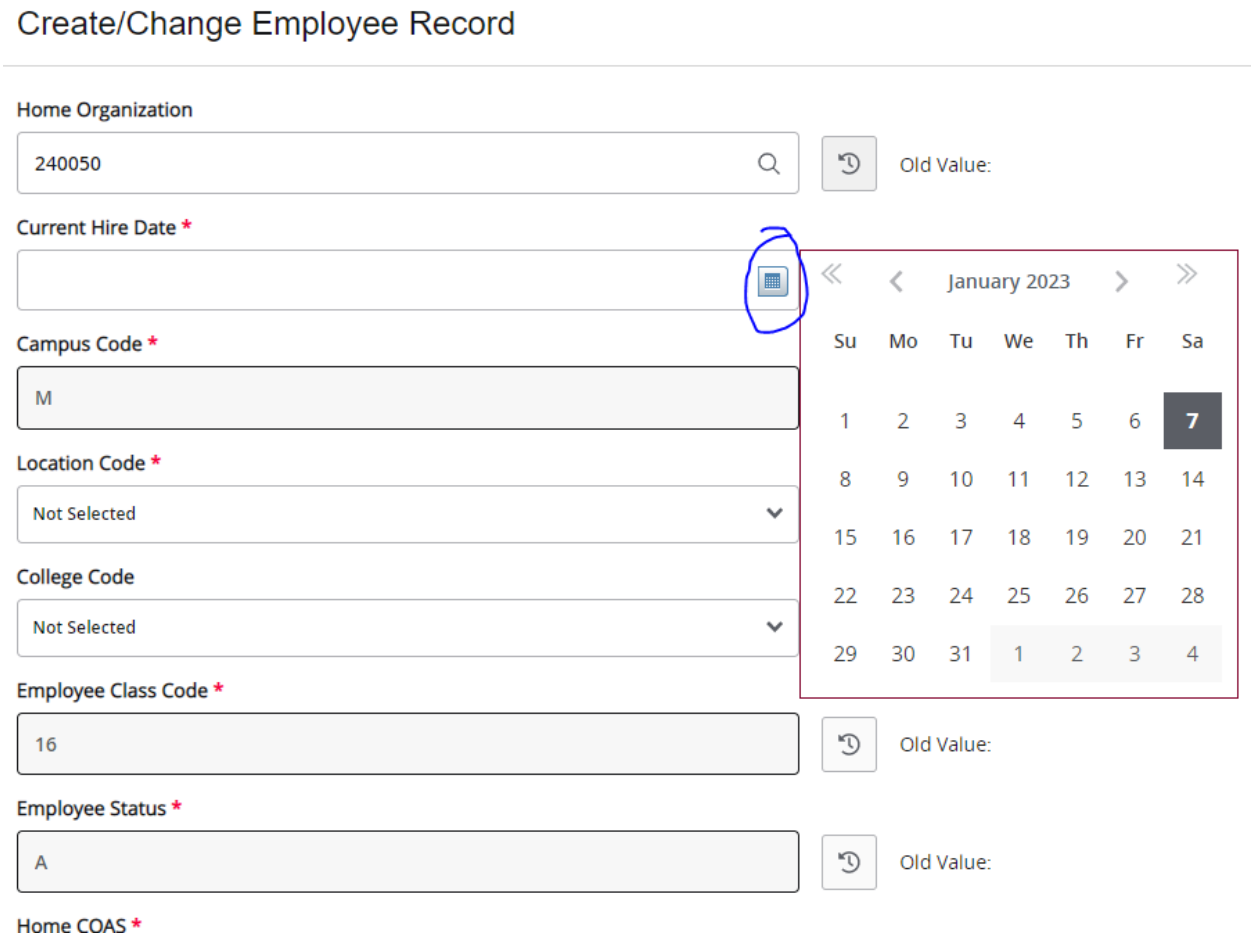
3. Select "**Graduate Asst New Empl Stipend, GASTIP"** as the approval category and click "Go."



Using ALL CAPS, enter the position number **GA1001** and the suffix number **00** and click “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 1st 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.)*

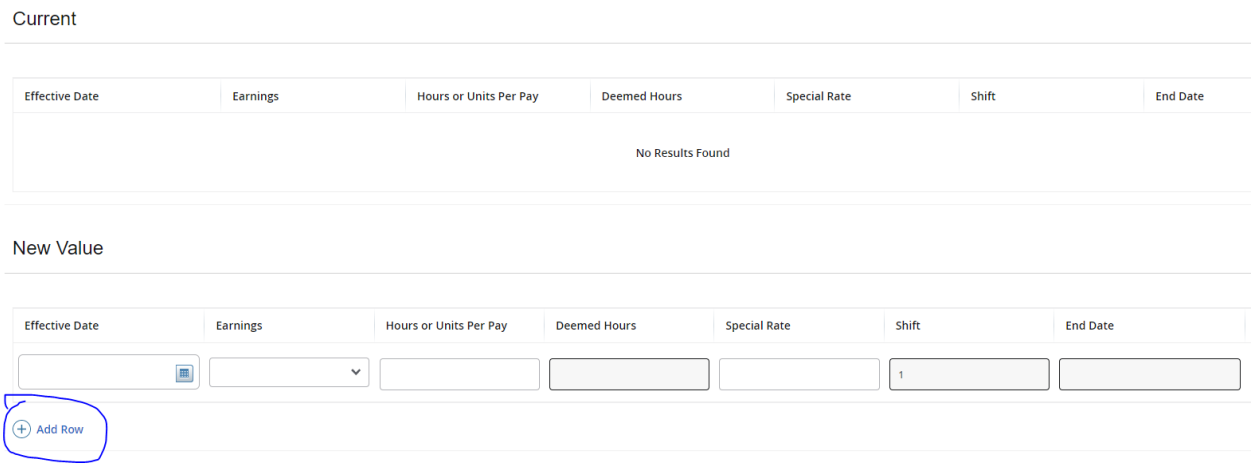


In the next section, you can update the “Personnel Date” to reflect the GA’s actual first day of work. The “Jobs Effective Date” and the “Job Begin Date” drive the payments, so they should always be the beginning of the pay period so the payment isn’t prorated; but the Personnel Date is only for recordkeeping, 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.

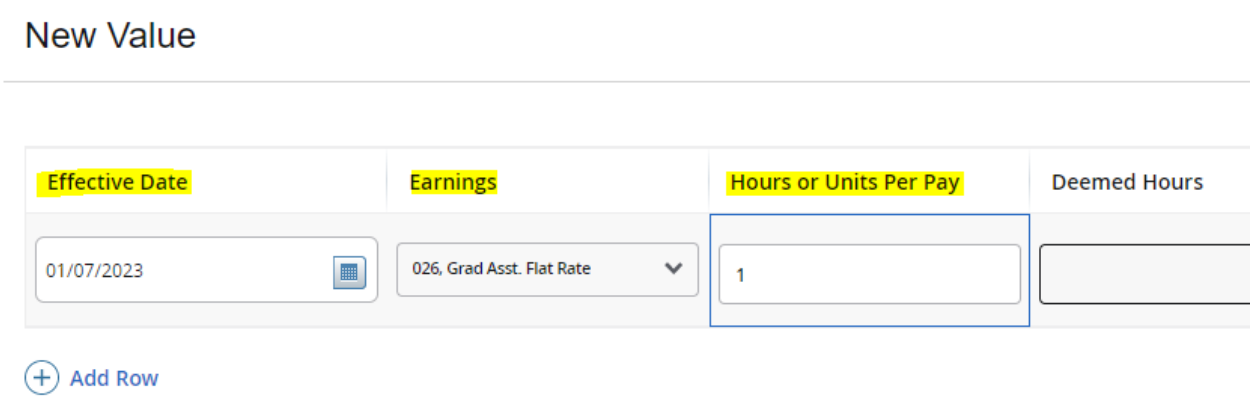
Enter the total amount of the stipend in the “Annual Salary” field, and then enter the number of payrolls to spread the payments across in “Factor” and “Pays.” *In our example, we are paying our GA $3000 across 9 payrolls, according to the GA Spring 2023 Pay Schedule:*

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**.”

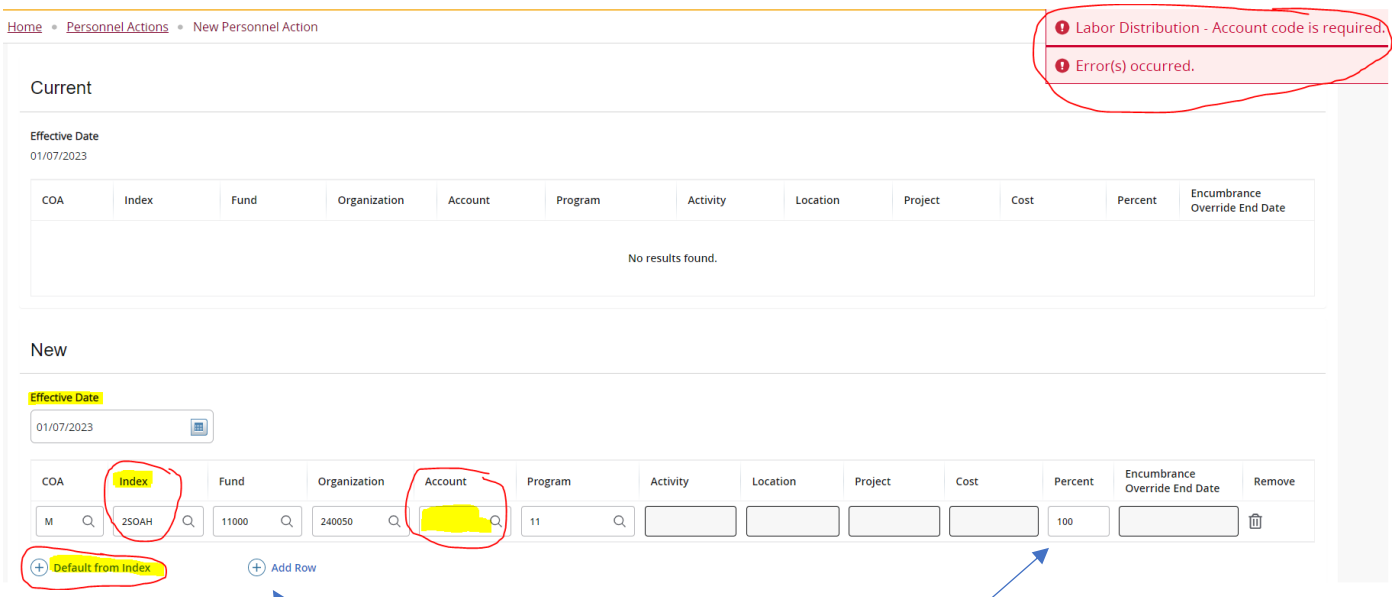


THIS IS IMPORTANT! For paying a STIPEND – You will need to enter the Effective Date (again, use the beginning date of the pay period), select “**026, Grad Asst Flat Rate**” as the earn code for the Stipend, and enter “**1**” Unit Per Pay.



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.

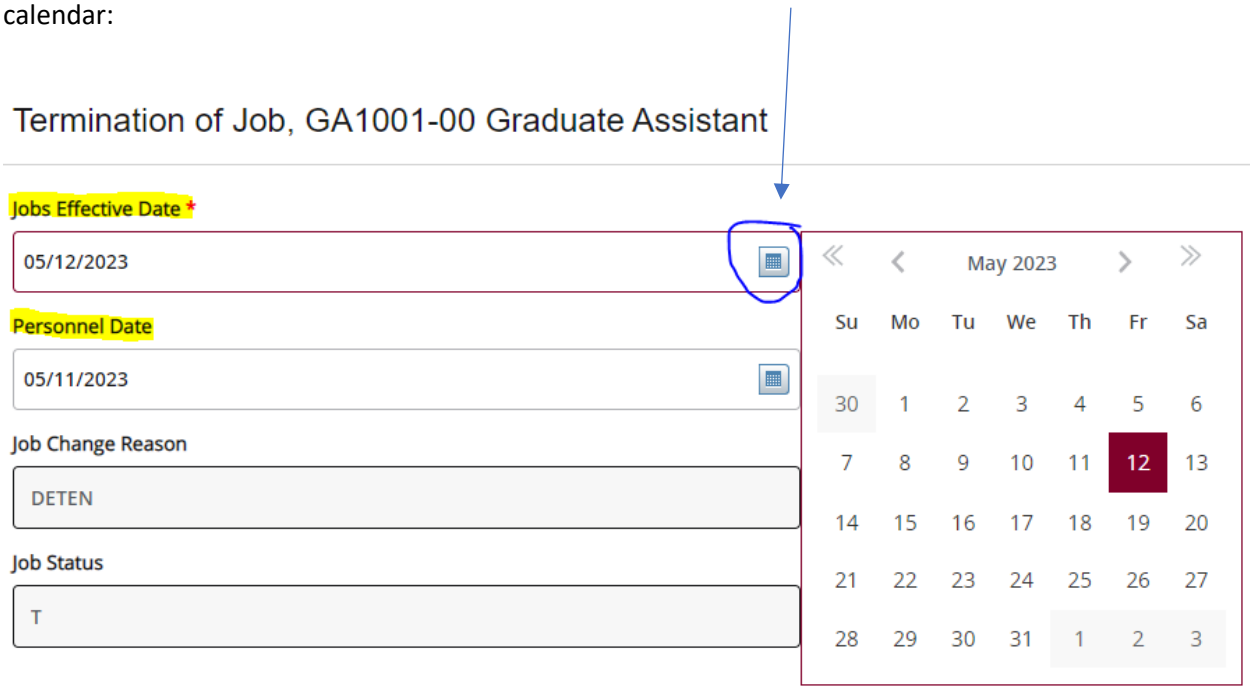


If the GA is getting paid from only one funding source, the percentage of the funding will be 100%.

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:



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.)

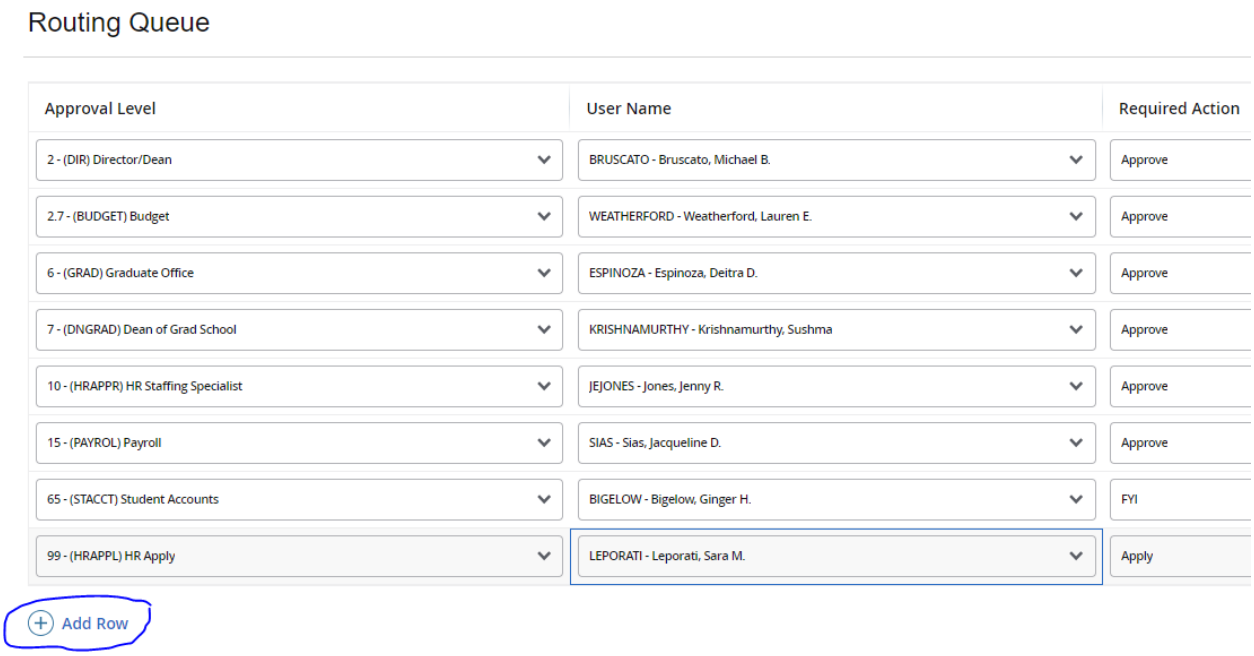
Next fill out the routing queue.

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.

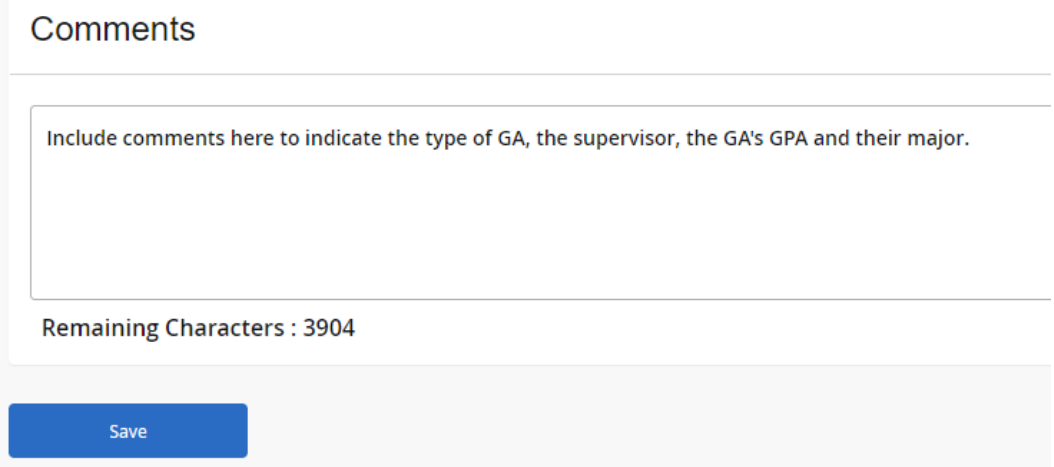
Complete the remaining routing queue, and if your EPAF needs additional approvals, such as approval from Grants & Contracts or from a Project PI (budget manager of a grant), you can simply click "Add Row" and select the appropriate approval levels you need to add to the EPAF's routing queue, select the 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.*



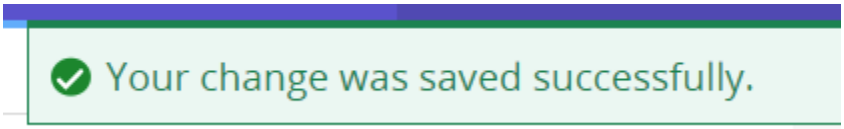
In the Comments section -- The Grad School requests that you add a comment to provide the following information for the Grad student you are hiring:

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



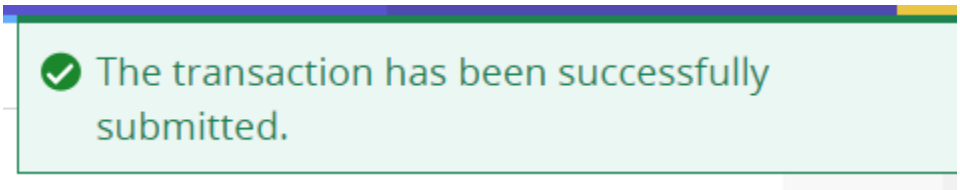
Then click to SAVE.

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:



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

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