How to Rehire a student worker in the SAME POSITION:

There are 4 approval categories to choose from, based on the type of hiring:

1. (03 or 04) Student New Employee Hourly– use this when hiring a brand new student worker.

==**2. (03 or 04) Student Reopen Hourly Job – use this when rehiring your student worker in the same position they had previously. (*ie: they were previously an 03 worker and will again be an 03 worker, OR they were previously an 04 worker and will again be an 04 worker*.)**== ****NOTE:** "03 student worker" simply means your student worker is paid from state funds, whereas "04 student worker" means your student qualifies for Federal Work Study and will be paid from federal funds

3. (03 or 04) Student Rehire in a New Position – use this when hiring a student worker in a 2nd job who already has a job in another department, <u>OR</u> who is changing from an 03 student worker position to an 04 student worker position (or vice versa).

4. Student Worker Stipend – use this when paying a student a flat rate across payrolls rather than an hourly rate (ie: used for one-time payments; paying a Resident Assistant their stipend, etc…)

These are the step-by-step instructions for completing the EPAF to <u>REOPEN THE STUDENT WORKER'S PREVIOUS HOURLY JOB</u>:

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

Go to New EPAF

Electronic Personnel Action Forms

EPAF Approver Summary	EPAF Originator Summary
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.	Displays only those EPAF transactions that you have originated.

New EPAF	Act as a Proxy
Allows you to create a new transaction.	Available to all self-service EPAF users who have been g[...] proxy privilege.

EPAF Proxy Records
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.

ⓘ 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	Last Name		ID	SSN/SIN/TIN	
julia	oubre	☐ Is an employee or		or	Search

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. 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	Query Date	Approval Category
Julia Grace Oubre,	02/22/2023	04 Student Rehire Same Posn Hr, S4RHHR

Rehire Hourly, RHHRLY

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date
☑	New Job	🔍					

All Jobs	Next Approval Type	Go

If the person has a job history of being a **student worker**, you will need to pay attention to what *type* of student worker position they held in the past – 03 or 04? If they were an 03 worker and you are again hiring them as an 03 worker, *OR* if they were an 04 worker and you are again hiring them as an 04 worker, then you will REOPEN their student worker job using the (03 or 04) Student Reopen Hourly Job EPAF to hire them. However, if they were previously only in an 03 position and you are now hiring them as an 04 worker, or previously only in an 04 position and you are now hiring them as an 03 worker, then you will need to refer to the EPAF guide for "Rehiring a Student Worker in a New Position" since you will be hiring them in a different type of student worker position. *Please refer to the "Student/GA EPAF Guidelines" to help you determine the appropriate course of action.*

In our example for this guide, our student worker was previously an 03 worker (as shown in her job history, below) and we are again hiring her as an 03 student worker, so we will simply REOPEN her 03 student worker job.
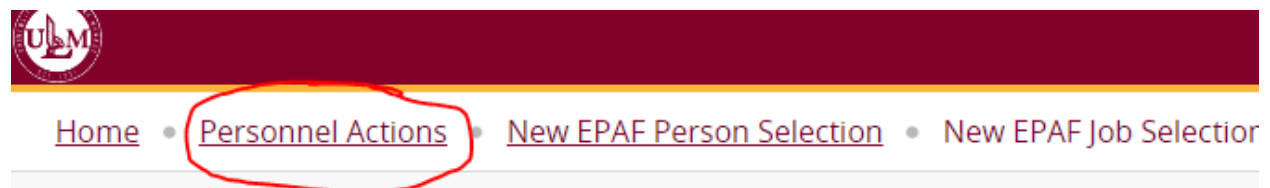
Details

ID	Query Date	Approval Category
Julia Grace Oubre,	02/22/2023	04 Student Rehire Same Posn Hr, S4RHHR

Rehire Hourly, RHHRLY

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Dat
☑	New Job	[___ 🔍]	[___]				
☐	Primary	ST3001	00	03 Student Worker	500040, University Police	08/08/2020	12/06/2022
☐	Secondary	ST3001	01	03 Student Worker	200020, Recruitment/Admissions	05/15/2021	07/23/2021

Active Jobs	Next Approval Type	Go

Once you have reviewed her job history to make this determination, 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 student's 1st day of work**. This is important! Query dates must be entered in the MM/DD/YYYY format.
3. Select "**03 Student Reopen Hourly Job**" as the approval category if you are rehiring an 03 student worker who was previously in an 03 student worker position, or select "**04 Student Reopen Hourly Job**" if you are rehiring an 04 student worker who was previously in an 04 student worker position, and click "Go."

ID *

Julia Grace Oubre

Generate new ID

Query Date *

01/11/2023

Approval Category *

03 Student Reopen Hourly Job, SRHHLY

Go

On the next screen, click on "**All Jobs**" to pull up the person's job history again and select the prior "03 Student Worker" position. Since this student in our example has had *TWO* "03 student worker" jobs, we'll select the one that was her "Primary" job.

Details

ID			Query Date		Approval Category		
Julia Grace Oubre,			01/11/2023		Student Rehire Same Posn Hrly, SRHHLY		

Rehire Hourly, RHHRLY

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
☐	New Job								
☑	Primary	ST3001	00	03 Student Worker	500040, University Police	08/08/2020	12/06/2022	10/14/2022	Terminated
☐	Secondary	ST3001	01	03 Student Worker	200020, Recruitment/Admissions	05/15/2021	07/23/2021	07/23/2021	Terminated

Active Jobs	Next Approval Type	Go

On the next screen, review the information in the required fields. The student's new hire date will populate in, along with information from the student's *previous* employee record. Review all information to verify accuracy and **update any fields**, if necessary. *(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.)*

Rehire Hourly, ST3001-00 03 Student Worker, Last Paid Date: 10/14/2022

Jobs Effective Date *

| 01/11/2023 | 📅 | ☐ Remove | 🕘 | Old Value: 12/06/2022 |

Personnel Date *

| 01/11/2023 | 📅 | ☐ Remove | 🕘 | Old Value: 12/06/2022 |

Contract Type *

| Primary | ⌄ |

Accrue Leave *

| N |

Timesheet Orgn *

| 500040 | 🔍 |

Regular Rate *

| 10.00 | 🕘 | Old Value: 10 |

Job Change Reason *

| DETAL | 🕘 | Old Value: DETEN |

Step *

| 0 |

Job Status *

| A | 🕘 | Old Value: Terminated |

*NOTE: If the pay rate is above minimum wage, you must send a **Pay Increase Justification Form** to HR.*

Review the Labor Distribution. You will see the student's "Current" (previous) funding and a "New" section were you can update the student's new funding source, if needed. Verify the New Effective Date is correctly entered. If you are changing the funding source, enter the Index code from which you will pay your student 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 601230.

If you are reopening an 04 Student Worker position – confirm that the funding information is updated for the current academic year. You may need to enter the new Index and click "Default from Index." The account number to use for federally funded 04 Student Workers is 601240.

Labor Distribution, ST3001-00 03 Student Worker, Last Paid Date: 10/14/2022

Current

Effective Date
08/08/2020

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
M	2UPD	11000	500040	601230	61					100

New

Effective Date null
01/11/2023

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumb Overrid
M	2UPD	11000	500040	601230	61					100	

(+) Default from Index   (+) Add Row

Next, under the "Termination of Job" section, **update** the **Jobs Effective Date** and the **Personnel Date** to reflect the student's last day of work.

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, ST3001-00 03 Student Worker, Last Paid Date: 10/14/2022

Jobs Effective Date *

05/12/2023   ☐ Remove   Old Value: 12/06/2022

Personnel Date *

05/12/2023   ☐ Remove   Old Value: 12/06/2022

Job Change Reason *

DETEN

Job Status *

T   Old Value: Terminated

Next fill out the routing queue.

At minimum, the EPAF routing queue must contain the following levels: Director/Dean, HR Staffing Specialist, Payroll, and HR Apply. Additionally, *all 04 Federal Work Study student worker EPAFs must route through Career Connections for approval.* 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 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, **Linda Ngo** is the Staffing Specialist for all student workers.

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	⌄	TORREGROSSA - Torregrossa, George T.	⌄	Approve
10 - (HRAPPR) HR Staffing Specialist	⌄	NGO - Ngo, Diem L.	⌄	Approve
15 - (PAYROL) Payroll	⌄	FEGIBSON - Gibson, Felicia A.	⌄	Approve
99 - (HRAPPL) HR Apply	⌄	LEPORATI - Leporati, Sara M.	⌄	Apply

(+) Add Row

Comments

Time sheet approver is Tom Torregrossa.

Remaining Characters : 3961

Save

ADD A COMMENT to indicate who the student worker's TIME SHEET APPROVER will be. Since student workers are paid hourly, a time sheet is required. 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 having Warning messages. However, if you receive an ERROR message, you must resolve it before you will be able to Submit the EPAF successfully.

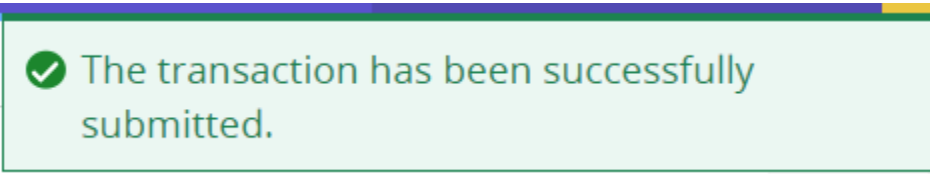| 99 - (HRAPPL) HR Apply | ⌄ | LEPORATI - Leporati, Sara M. | ⌄ | Apply |

⊕ Add Row

Comments

```
Add Comment
```

Remaining Characters : 4000

| 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.