

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 03 position or in the same 04 position they had previously.
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, OR 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 REOPEN THE STUDENT WORKER’S PREVIOUS HOURLY JOB:

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' with 'Annual Leave in hours' at 962.14 and 'Military Leave in hours' at 0.00. A 'Full Leave Balance Information' link is available. The main content area is divided into two columns. The left column contains sections for 'Pay Information', 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'. The right column, titled 'My Activities', contains buttons for 'Enter Time', 'Request Time Off', and a list of activities: '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

EPAF Approver 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.	EPAF Originator Summary Displays only those EPAF transactions that you have originated.
New EPAF Allows you to create a new transaction.	Act as a Proxy Available to all self-service EPAF users who have been granted proxy privilege.
EPAF Proxy Records Allows you to specify and authorize one or more users to approve EPAFs in your absence.	

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 in their same (previous) 03 student worker position, or select **"04 Student Reopen Hourly Job"** if you are rehiring an 04 student worker in their same (previous) 04 student worker position, and click "Go."

The screenshot shows a form for starting an EPAF. It includes the following fields and elements:

- ID ***: A text input field containing the value "30131112".
- Generate new ID**: A blue link below the ID field.
- Query Date ***: A date input field containing "01/11/2023" with a calendar icon to its right.
- Approval Category ***: A dropdown menu with the selected option "03 Student Reopen Hourly Job, SRHPLY".
- Go**: A large blue button at the bottom of the form.

Three blue arrows point to the ID field, the Query Date field, and the Approval Category dropdown menu.

On the next page, click on "All Jobs" to view the person's employment history:

Details

ID: Julia Grace Oubre, [redacted] Query Date: 02/22/2023 Approval Category: 04 Student Rehire Same Posn Hr, 54RHHR

Rehire Hourly, RHHRLY

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

All Jobs Next Approval Type Go

Select the job you wish to Reopen by clicking the checkbox to the left of the job.

Details

ID: Julia Grace Oubre, [redacted] Query Date: 01/11/2023 Approval Category: 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
<input type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>						
<input checked="" type="checkbox"/>	Primary	ST3001	00	03 Student Worker	500040, University Police	08/08/2020	12/06/2022	10/14/2022	Terminated
<input type="checkbox"/>	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 where 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, **ONLY** 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. **If you are reopening an 03 student position**, enter **601230**.

If you are reopening an 04 student 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	Encuml 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, **Mary Earl** 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.

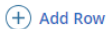
For **HR Apply**, select Leporati.

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	EARL - Earl, Mary E.	Approve
15 - (PAYROL) Payroll	FEGIBSON - Gibson, Felicia A.	Approve
99 - (HRAPPL) HR Apply	LEPORATI - Leporati, Sara M.	Apply

 + Add Row

Comments

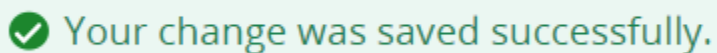
New time sheet approver will be Tom Torregrossa

Remaining Characters : 3953

Save

IF the time sheet approver has changed since the student's previous appointment, ADD A COMMENT to indicate who the student worker's new 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

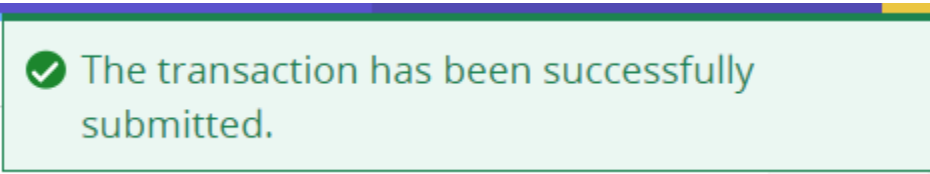
Comments

Add Comment

Remaining Characters : 4000

Delete Save **Submit**

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



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.