

# PROCESSING STUDENT EPAFs

## "A Step by Step How To"

### A. NEW EPAF SELECTION

#### New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

\* - indicates a required field.

→ ID: \* J00778246 Willie M. Arlum ← 🔍

Query Date: MM/DD/YYYY\* 09/01/2014 ←

Approval Category: \* Not Selected

Go

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RELEASE: 8.9.0.3

Enter the student J# in the ID field. Press the Tab key to populate the Student Name in the space provided. With the correct student identified, enter the Query Date (i.e. 09/01/2013).

**Note:** The Query Date will be the date the personnel action form is effective.

### B. EPAF APPROVAL CATEGORY SELECTION

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

\* - indicates a required field.

ID: \* J00778246 Willie

Query Date: MM/DD/YYYY\* 09/01/2014

Approval Category: \*

Go

RELEASE: 8.9.0.3

- Not Selected
- Change of Employee Department Contact Information, B00001
- Job Labor Distribution Change, J00035
- Education Incentive Pay (Faculty/Staff), J00047
- Job Salary Adjustment (Non Grant Employee), J00008
- Job Salary Adjustment (Grant Employee), J00009
- Secondary Job Appointment, J00034
- Job Re-Appointment (Grant Employee), J00017
- Job Re-Appointment (Non Grant Employee), J00018
- Job Re-Appointment (Non Grant w/End Date), J00043
- Job Title Change (Internal Use), J00010
- Job Transfer - Staff/Faculty (Non Grant Employee), J00016
- Job Transfer- Staff/Faculty (Grant Employee), J00044
- Job Transfer- Staff/Faculty (Non Grant/w End Date), J00045
- Adjunct Faculty Fall Semester (Re-Appointment), J00019
- Adjunct Faculty Spring Semester (Re-Appointment), J00020
- Summer Faculty - 1st Summer Session Compensation (June), J00021
- Summer Faculty - 2nd Summer Session Compensation (July), J00022
- Summer Faculty - Summer Compensation (May-August), J00023
- Summer Faculty (Salary Adjustment), J00048
- Job Termination (Primary Position) Non Grant Employee, J00001
- Job Termination (Primary Position) Grant Employee, J00036
- Job Termination (Secondary Position), J00033
- Job Termination- Summer Faculty, J00046
- Student - Federal Work Study (New Hire), J00003
- Student - Federal Work Study (Rehire), J00011
- Student - College Work Aid Hourly (New Hire), J00004
- Student - College Work Aid Hourly (Rehire), J00012
- Student - Graduate Assistant Hourly (New Hire), J00006
- Student - Graduate Assistant Hourly (Rehire), J00014

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Select the EPAF **Approval Category** (EPAF Type). After Selecting the required Approval Category, press "GO".

### C. INSERTING THE POSITION NUMBER

#### New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

**ID:** Willie M. Arlum, J00778246  
**Query Date:** Sep 01, 2014  
**Approval Category:** Student - Federal Work Study, J00003

**Add Hourly Job, J00002**

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job										<input type="radio"/>

There are no active jobs based on the Query Date.

Enter the position number assigned by the budget clerk. (Example SFWXXX)

### D. POSITION NUMBER SELECTION

#### New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

**ID:** Willie M. Arlum, J00778246  
**Query Date:** Sep 01, 2014  
**Approval Category:** Student - Federal Work Study, J00003

**Add Hourly Job, J00002**

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job	SFW005	00	Fed Work Study Student Worker		100040, Office of China Initiatives					<input type="radio"/>

There are no active jobs based on the Query Date.

After entering the position number, **enter the suffix (00)**. Once this information is entered, **press "GO"**.

## E. EMPLOYMENT DATA

### Enter Student Employment Information

Item	Current Value	New Value
Current Hire Date: MM/DD/YYYY*	08/16/2013	<input type="text" value="09/01/2014"/> ←
Home Organization: *(Not Enterable)	210010, Accounting	<input type="text" value="503040"/> ←
Distribution Orgn: *(Not Enterable)	210010, Accounting	<input type="text" value="000000"/> ←
SSN First Name: *		<input type="text"/> ←
SSN Middle Name:		<input type="text"/>
SSN Last Name: *		<input type="text"/> ←
SSN Name Suffix:		<input type="text"/>
I9 Received Date: MM/DD/YYYY*	08/16/2013	<input type="text" value="09/01/2014"/> ←
I9 Expiration Date: MM/DD/YYYY*(Not Enterable)		<input type="text" value="05/31/2015"/> ←
Employee Class Code: (Not Enterable)	02, Faculty (9 mos) (MS)	<input type="text" value="27"/>
Employee Group Code: (Not Enterable)	PF, Permanent Full Time	<input type="text" value="TP"/>
Employee Status: (Not Enterable)	Active	<input type="text" value="A"/>
Home COAS: (Not Enterable)	J	<input type="text" value="J"/>
Term Reason Code: (Not Enterable)		<input type="text" value="-"/>
Termination Date: MM/DD/YYYY(Not Enterable)		<input type="text" value="-"/>
I9 Form Indicator: *(Not Enterable)	Received	<input type="text" value="T"/>

Enter all required fields with the **red asterisk**.

**Note:** The fields that have **(Not Enterable)** are prefilled data. You cannot enter data in those fields.

## F. EMPLOYMENT DATA

### Add Hourly Job, SFW005-00 Fed Work Study Student Worker

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		<input type="text"/>
Jobs Effective Date: MM/DD/YYYY*		<input type="text" value="09/01/2014"/>
Personnel Date: MM/DD/YYYY*		<input type="text" value="09/01/2014"/>
Hourly Rate: *		<input type="text" value="7.25"/>
Factor: *(Not Enterable)		<input type="text" value="18.0"/>
Pays: *(Not Enterable)		<input type="text" value="18.0"/>
Timesheet Orgn: *		<input type="text" value=""/>
Contract Type: (Not Enterable)		<input type="text" value="P"/>
Step: (Not Enterable)		<input type="text" value="0"/>
Job Status: (Not Enterable)		<input type="text" value="A"/>
Job Change Reason: (Not Enterable)		<input type="text" value="-"/>

Enter all the required fields with the **red asterisk**.

**Note:** The fields that have **(Not Enterable)** are prefilled data. You cannot enter data in those fields.

The “**Job Begin Date**” does not have **an asterisk (\*)**, but the field is required. If there is a current value for the “**Job Begin Date**”, please enter that date in the new value field. If there is not a date in the current value, use the current hire date.

Current Value	New Value
Job Begin Date	1 <sup>st</sup> day at New Job or Match Current Value
Jobs Effective Date	1 <sup>st</sup> day at New Job
Personnel Date	1 <sup>st</sup> day at New Job
Salary	Enter New Job Salary
Timesheet Orgn	Enter new department Org #
Factors & Pays	Match Current Value

## G. THE ROUTING QUEUE & COMMENT FIELD

### Routing Queue

Approval Level	User Name	Required Action
25 - (FINAID) Financial Aid	J00504936 Charles E Rush	Approve
75 - (PAYROL) Payroll	J00104358 Christie Mickel	FYI
80 - (HR) Human Resources Approver	J00473992 Keunta D McPhearson	Approve
85 - (HR2) Human Resources Applier	J00085189 Linda Wilson	Apply
Not Selected		Not Selected

Save and Add New Rows

### Comment

Workstudy Student for the College of Business  
Supervisor: Rod Denne J#00000000

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Save

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In the **routing queue section**, please select the appropriate **approval levels**. **Mandatory approval levels for the routing queue are entered automatically for each EPAF.**

Each originator has an option to **select additional levels if needed**. After selecting the approval level, **click the magnifying glass and select the user associated** with the approval level chosen.

With all selections in the routing queue use the **“Required Action”** dropdown menu to **select the action required by each user** populated. (When adding additional approval levels, it is important to enter the required action. (Example: Approve or FYI-Notification)

**Note:** Originators are required to enter the Supervisor Name and J-Number in the comment box for all student EPAFs generated.

**After completing the routing queue, Press the SAVE and review your transaction for accuracy.** After reviewing, press **SUBMIT** to initiate the approval process.