Electronic Personnel Action Forms (EPAF) Routing Cycle of a Student EPAF (College Work Aid and Graduate Assistants)

The flow chart below displays the process of how a Student EPAF transaction is originated, approved, applied, and will ultimately create setup WebTime Entry for hourly students to input time. Human Resources will approve and apply student EPAF transactions on a daily basis, typically once in the morning and once at the end of the day. However, this level of service may not be feasible during heavy payroll processing times as payroll always takes a priority. Therefore, it is recommended that student EPAF transactions be originated at least two business days before the student actually begins work to ensure adequate time for approval.

EPAF Originator
Completes the appropriate student EPAF Approval Category and submits the EPAF transaction.

Department/Dean/Director/Grants Manager
Verifies the information entered by originator and approved the transaction.

Budget
Will verify contract amounts and budget and approves the transaction.

Payroll
Will receive notification of transaction.

Student Employment Center
Review EPAF for correct Hourly Rates. Verifies Student Complete Payroll Packet (Form I-9, W-4, and MS Withholding Certificate) Complete E-verify Process

HR Approver
Approve Transaction (Will Verify Position Number, Timesheet Orgn, Employment Dates)

HR Applier
Applies the student EPAF transaction to the banner. (Apply NBArque-Link Student to Supervisor for Timesheet Approval)
Student Employment Center. (Enter Social Security Number, Check Payroll Address, Tax Codes in Banner)