Student – College Work Aid Hourly (Rehire)

At the EPAF main menu, click the **New EPAF** link and key in the **J#** for the Student you want to hire. Once the student is identified, select the **Student – College Work Aid Hourly (Rehire)** EPAF from the Approval Category drop down menu and click **Go**.

Once you have selected the correct EPAF, you may **adjust the query date to the date the transaction will take effect**. (By doing so, the system will auto populate the adjusted date in the proper fields on the upcoming **Employment Information** screen.

At the **Job Selection Screen**, enter the student position # in the position field on the **New Job** row and hit **Tab**. Enter “00” for the suffix then hit **Tab** again to populate the associated title and time sheet organization for the position selected. Ensure that the radio button on the corresponding row is filled then hit **Tab**.

*(SCH_ _ _ for College Work Aid Hourly, See position number table on page 91).*
The next screen is the **Employment Information** screen. Here you will enter information in **all required fields** with a **red asterisk (*)**.

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

Electronic Personnel Action Form

After completing the Employment Information section of the EPAF, **enter** the proper **data** in the **“Add Hourly Job”** section of the EPAF.

At the **Terminate Job** section of the EPAF, enter the “Contract End Date” in the **Job Effective Date** field

**Note:** The fields that have **(Not Enterable)** are prefilled data. You cannot enter data in those fields.
Once you’ve completed the **“Add Hourly Job” and the “Terminate Job”** sections of the EPAF, review the labor distribution and **complete the routing queue** section.

After completing the routing queue, add any comments needed to the comment section below the routing queue.

**Note:** All originators are required to enter the supervisors name and J# in the comment field.

**SAVE** and review your work for accuracy.
Notice the **Successfully Saved** message indicator at the top of the screen.

Once the EPAF is reviewed for accuracy, click the **SUBMIT** button to route the transaction through the approval process.

**Electronic Personnel Action Form**

- **Name and ID:** Kendrick Deonte Arlum, 300766282
- **Transaction:** 5923
- **Transaction Status:** Pending
- **Approval Category:** Student - College Work Aid Hourly (Rehire), 300012
- **Query Date:** Jul 01, 2014

**Note:** If the system identifies errors, make the necessary adjustments identified in the error message at the top of the EPAF page, then **SAVE** and **SUBMIT** the EPAF again.