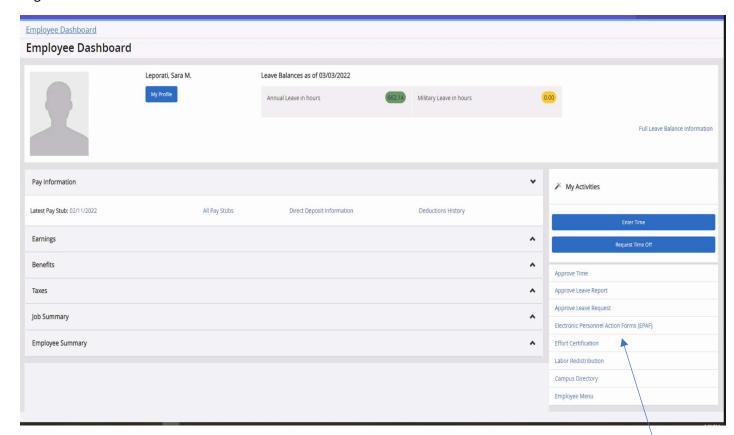
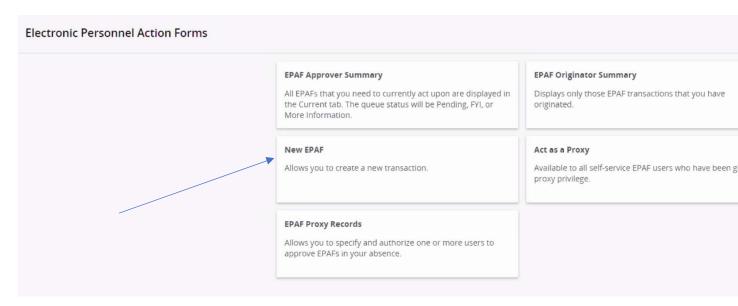
# How to hire Graduate Assistant (hourly):

These are the step-by-step instructions for completing the EPAF to hire a <u>NEW GRAD ASSISTANT</u> who will be paid an <u>hourly rate</u> and be <u>required to submit an hourly time sheet</u> for payment.

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



#### Go to New EPAF



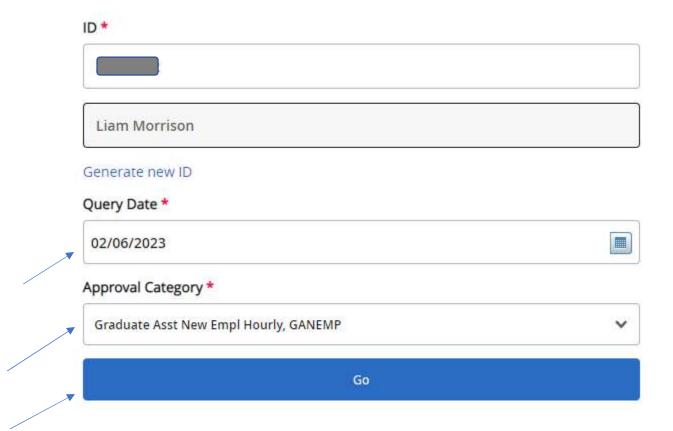
Enter the student's CWID number or search by name.



Select the person.

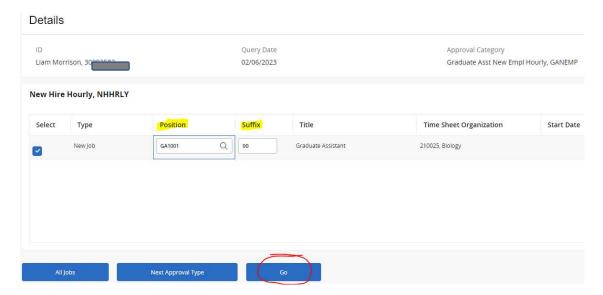
Follow these next steps carefully:

- 1. Update the query date to be the new GA's 1<sup>st</sup> day of work. This is important! Query dates must be entered in the MM/DD/YYYY format.
- 2. Select "GA New Administrative GA Hourly" as the approval category and click "Go."



Click on "All Jobs" to review the student's job history and take note if they have had any Graduate Assistant appointments in the past. Using ALL CAPS, enter the position number **GA1001.** If this is their first job as a GA, enter the suffix number **00** and click "Go."

If they have previously been in a GA position, take note of the highest suffix they've been assigned in a GA1001 position and then one-up the suffix (for example, if they've had a "GA1001-01" position in the past, create a new job using "GA1001-02," etc...



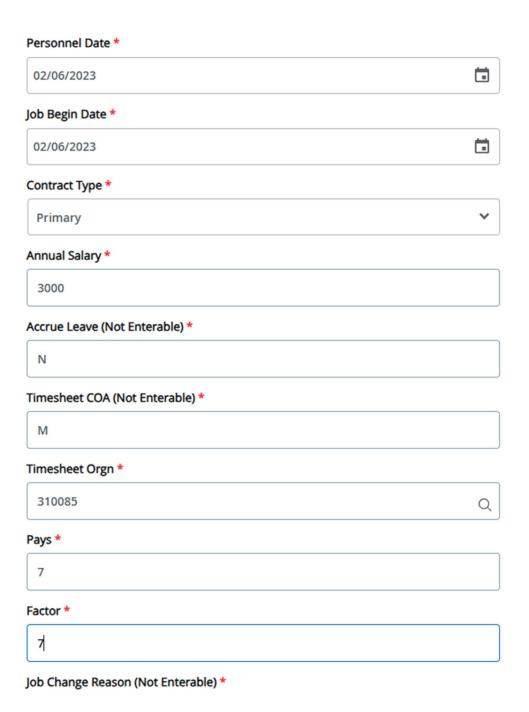
On the next screen, you will create the GA's employee record. The fields with red asterisks (\*) are required. You should have used the GA's first day of work as the query date, so that date will autopopulate in as the Current Hire Date. Select the Location Code. (Please note that the screenshots provided 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.)

## Create/Change Employee Record **Home Organization** 310085 Q Current Hire Date \* Go ahead and enter the GA's Home Org and the 02/06/2023 Location Code. Campus Code \* M Location Code \* HOUSE, Residential Housing College Code 00 Scroll down the page to continue entering Employee Class Code \* information. 16 Employee Status \* Home COAS \* M

The GA's Job Effective Date, Personnel Date, and Job Begin Date will all auto-populate from the **Query Date** you entered. All 3 should be the **GA's hire date**.

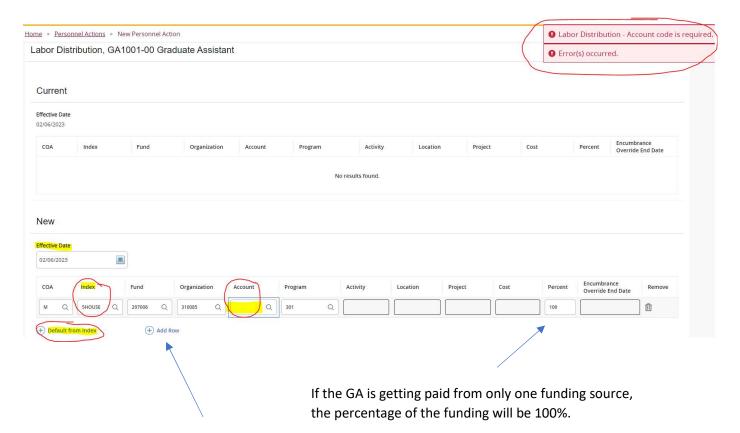
For Contract Type, select "Primary" if this is the GA's primary job. Enter the timesheet org.

- \* Enter the total amount of the GA's assistantship for the semester in the "Annual Salary" field. Banner will calculate the GA's hourly rate based on a 20-hour work week.
- \* Enter the # of payrolls in the semester that the GA will receive payment in the "Factor" and "Pay" fields. Payroll calendars are located on the HR/Payroll website <a href="https://www.ulm.edu/hr/payroll.html">https://www.ulm.edu/hr/payroll.html</a>. The last 3 fields are non-enterable. You can skip those.



Scroll down to the "Labor Distribution" section to enter the funding source:

Verify the Effective Date under "New" is correct. Enter the Index code from which you will pay your GA 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 **601170**, which is the account number used for Graduate Assistants.



If the GA will be paid from 2 or more funds, click "Add Row" to add another source of funding, and then you can enter the correct percentage for each fund.

Scroll down further to enter the Termination of Job information:

## Termination of Job. GA1001-00 Graduate Assistant



Next fill out the routing queue.

At minimum, the EPAF routing queue <u>must</u> contain the following levels: Director/Dean, Graduate Office, HR Staffing Specialist, Payroll, Student Accounts, Dean of Grad School, and HR Apply. 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 Students Accounts is preset for "FYI" and 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, **Jenny Jones** is the Staffing Specialist for all Grad Assistants.

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 and P-S, and DeAngela Butler has G-O and T-Z.

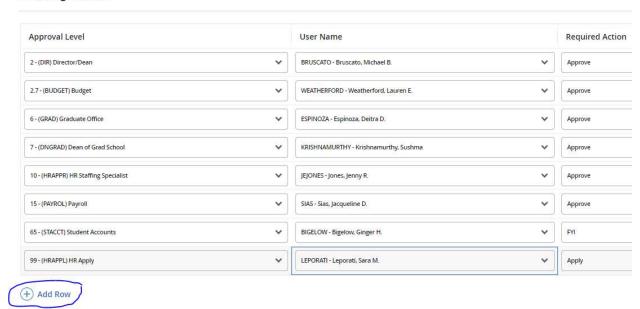
For **HR Apply**, select Leporati.

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

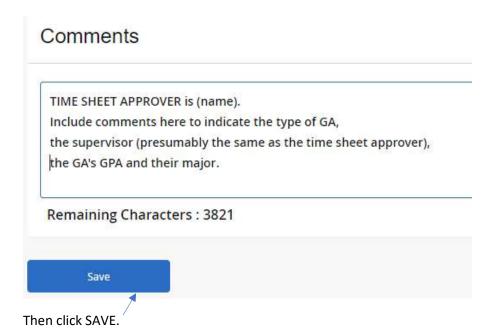
addressed and click "**Return for Correction**" to send the PAF back to the originator to correct and resubmit for approval.

### **Routing Queue**

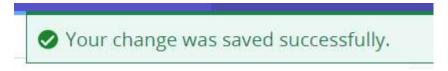


ADD A COMMENT to indicate who the GA's <u>TIME SHEET APPROVER</u> will be. Since this GA is paid hourly, a time sheet is required.

- \*\*\*Also the Grad School requests that you add a comment to provide the following information for the Grad student you are hiring:
  - 1. Type of GA (ie: RA, TA, or AGA)
  - 2. The GA's Supervisor
  - 3. The Grad student's GPA
  - 4. The Grad student's major



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:



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.



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 <u>Pending "HR APPLY"</u> by the EPAF <u>Deadline</u> to be applied to that payroll.