

# How to hire a brand new student worker:

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.**

**\*\*NOTE:** “03 student worker” simply means your student worker is paid from state funds, whereas “04 student worker” means your student qualifies for Federal Work Study and will be paid from federal funds

2. (03 or 04) Student Reopen Hourly Job – use this when rehiring your student worker in the same position they had previously.

3. (03 or 04) Student Rehire in a New Position – use this when hiring a student worker in a 2<sup>nd</sup> 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 hire a NEW STUDENT WORKER:**

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 section with a 'My Profile' button, leave balances as of 03/03/2022 (Annual Leave: 662.14, Military Leave: 0.00), and a 'My Activities' sidebar. The sidebar contains several options, with a blue arrow pointing to 'Electronic Personnel Action Forms (EPAF)'. Other options in the sidebar include 'Enter Time', 'Request Time Off', 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Effort Certification', 'Labor Redistribution', 'Campus Directory', and 'Employee Menu'. The main content area shows 'Pay Information' with a dropdown menu, 'Latest Pay Stub: 02/11/2022', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. Other sections include 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'.

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.

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

① Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

First Name:  Last Name:   Is an employee or  or

Enter or Generate New ID

Select the person.

The **VERY FIRST THING** you want to do is **check the person's job history**. This will help you confirm which EPAF you will need to use to hire them. Since, in this first step, we are not actually starting the EPAF yet, we just want to *advance to the next screen* to check their job history, select any EPAF (it doesn't matter which one) from the dropdown box, just to have *something* in that field, and click "GO."

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

#### Details

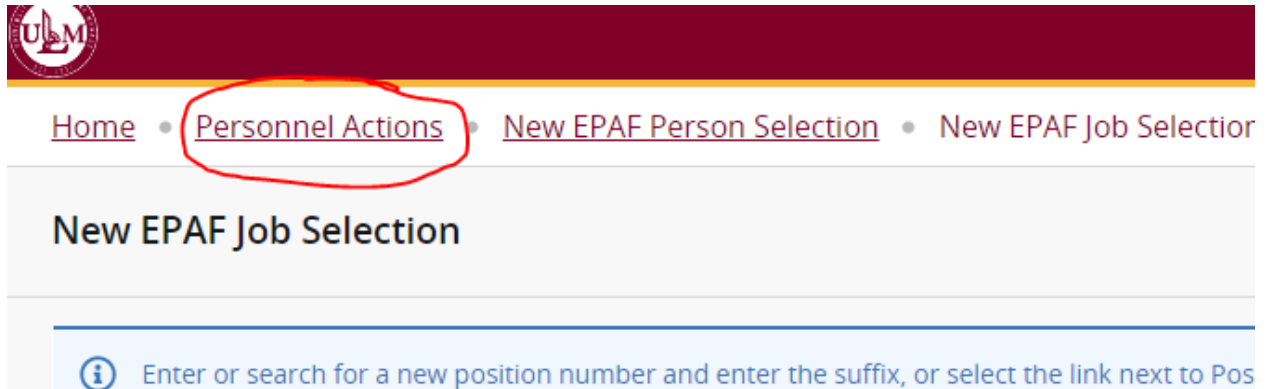
ID: Brian James Scott | Query Date: 01/26/2023 | Approval Category: Student New Position Hourly, SNPHLY

#### New Hire Hourly, NHRLY

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>						
<input type="checkbox"/>	Primary	ST4001	00	04 Student Worker	280040, University Library	08/08/2022	05/12/2023	01/20/2023	Active

If the person has no job history of being a **student worker**, you will use the (03 or 04) Student New Employee Hourly EPAF to hire them. If their job history shows they have been in a student worker position before, you will need to either “Reopen” their old position or “Rehire” them in a new position. *Please refer to the “Student/GA EPAF Guidelines” to help you determine the appropriate course of action.*

Once you have determined that this person has never been a student worker before and you need to hire them as a brand new student employee, return to the EPAF menu by clicking the “Personnel Actions” tab at the top of the page and then click on the menu button “New EPAF.”



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 1<sup>st</sup> day of work.** This is important! Query dates must be entered in the MM/DD/YYYY format.
3. Select **“03 Student New Employee Hourly”** as the approval category if your student worker will be paid from state funds, or select **“04 Student New Employee Hourly”** if your student is a Federal Work Study student worker, and click “Go.”

The image shows a screenshot of the "New EPAF Person Selection" form. At the top, there is a search bar with a help icon and the text "Check the box to limit to search an Employee. Enter the Last Name and/or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard." Below this are input fields for "First Name" (containing "brian"), "Last Name" (containing "scott"), "ID", and "SSN/SIN/TIN". There is a "Search" button and a checkbox labeled "Is an employee". Below the search bar is the text "Enter or Generate New ID". Another help icon and text are present: "\* indicates a required field. 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." The form contains several fields: "ID" (with a blacked-out value), "Name" (containing "Brian James Scott"), "Generate new ID" (a link), "Query Date" (containing "05/31/2022"), and "Approval Category" (a dropdown menu containing "Student New Employee Hourly, SNEHLY"). A blue "Go" button is at the bottom. Three blue arrows point to the "Query Date" field, the "Approval Category" dropdown, and the "Go" button.

Using ALL CAPS, enter the position number. All 03 Student Workers will have Position Number **ST3001**, and all 04 Federal Student Workers will have Position Number **ST4001**. Since this is their first job, the Suffix will be **00** (double zeroes). Enter the Position Number and Suffix here:

Details

ID: Brian James Scott [REDACTED]      Query Date: 05/31/2022      Approval Category: Student New Employee Hourly, SNEHLY

**New Hire Hourly, NHHRLY**

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	ST3001	00	03 Student Worker	220060, Business Operations				

Active Jobs      Next Approval Type      Go

Click "Go."

On the next screen, you will create the student worker's employee record. The fields with red asterisks (\*) are required. You should have used the student's hire date as the query date, so that date will auto-populate in. *(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.)*

Go ahead and enter the student's Home Org, the Campus Code (Main Campus), the Location Code, and the College Code.

The student's *Employee Class Code* will be "17" for 03 Student Workers or "18" for 04 Student Workers.

The last 2 fields are non-enterable. Skip those.

Scroll down the page to continue entering information.

### Create/Change Employee Record

Home Organization: 280040      Old Value:

Current Hire Date \*: 05/31/2022      Old Value:

Campus Code \*: M, Main Campus      Old Value: Not Selected

Location Code \*: LIBR, University Library      Old Value: Not Selected

College Code: 00, No College Designated      Old Value: Not Selected

Employee Class Code \*: 17      Old Value:

Employee Status \*: A      Old Value:

Home COAS \*: M      Old Value:

The student'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 **student's hire date**. *If you need to revise the hire date to a different date than what you entered as the Query Date, you will need to start over from the beginning and revise the Query Date; otherwise, you will likely get errors and not be able to submit your EPAF.* For Contract Type, select "Primary" since this is the new student worker's primary job. Enter the timesheet org, and enter the student's hourly pay rate. *NOTE: If the pay rate is above minimum wage, you must send a **Pay Increase Justification Form** to HR.* The last 3 fields are non-enterable. You can skip those.

## New Hire Hourly, ST3001-00 03 Student Worker

Jobs Effective Date \*

05/31/2022



Old Value:

Personnel Date \*

05/31/2022



Old Value:

Job Begin Date \*

05/31/2022



Old Value:

Contract Type \*

Primary



Old Value: Not Selected

Timesheet Orgn \*

280040



Old Value:

Regular Rate \*

7.25



Old Value:

Job Change Reason \*

DETAL



Old Value:

Step \*

0



Old Value:

Job Status \*

A



Old Value:

**In the Labor Distribution section:**

**04's** – If you are hiring an 04 Student Worker, the federal funding will already be populated and should *not* be changed.

**03's** – If you are hiring an 03 Student Worker, 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. Enter **601230**, which is the account number used for paying 03 Student Workers.

Home • Personnel Actions • New Personnel Action

Labor Distribution, ST3001-00 03 Student Worker

Current

Effective Date  
05/31/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
No results found.											

New

Effective Date  
05/31/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
M	2LIBR	11000	280040		42					100		

Default from index    Add Row

Labor Distribution - Account code is required.  
Error(s) occurred.

If the student worker is getting paid from only one funding source, the percentage of the funding will be 100%.

If the student 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, ST3001-00 03 Student Worker

Jobs Effective Date \*  
06/27/2022

Personnel Date \*  
06/27/2022

Job Change Reason \*  
DETEN

Job Status \*  
T

This is the **Termination record**.

Enter the student's **last day of work** in the "Jobs Effective Date" field. (You may need to click on the calendar icon.)

Use the same date as the "Personnel Date."

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, the 04 Student EPAFs will require Career Development to approve.

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 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, **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.

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	HUGHES - Hughes, Charles R.	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

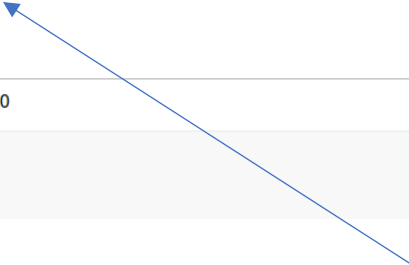
[+ Add Row](#)

Comments

Add Comment

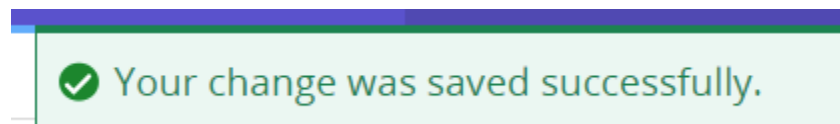
Remaining Characters : 4000

Save



ADD A COMMENT to indicate who the student worker’s 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:





If you receive **WARNING** messages, that is **OKAY!** All EPAFs will have 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

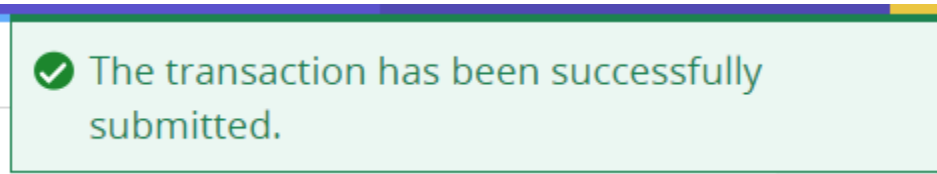
Add Comment

Remaining Characters : 4000

Delete    Save    Submit

New EPAF · EPAF Originator Summary

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.