How to Rehire a Graduate Assistant (hourly):

These are the step-by-step instructions for completing the EPAF to <mark>REHIRE A GRAD ASSISTANT</mark> who will be paid an <mark>hourly rate</mark> by *REOPENING* their previous GA appointment in which they were paid an hourly rate and required to submit an hourly time sheet.

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

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 g 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.

New EPAF Person Selection

ⓘ 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		ID		SSN/SIN/TIN	
riley	jensen	☐ Is an employee or		or		Search

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 (the "New Employee" or the "Reopen" EPAF). 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:**

If the person does have a job history of being a **Graduate Assistant**, you will use the <u>Grad Asst. Reopen Hourly Job</u> EPAF to rehire them in the previous GA position and pay them an hourly rate. If their job history shows they have never been in a Graduate Assistant position before, you will need to select the appropriate EPAF to hire them as a *new* GA. *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*, in fact, been in a Grad. Assistant position before and you want to *rehire* them by reopening their previous Graduate Assistant job, 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. <mark>**Update the query date to be the G.A.'s 1st day of work.**</mark> This is important! Query dates must be entered in the MM/DD/YYYY format.
3. Select "**Grad Asst. Reopen Hourly Job**" as the approval category and click "Go."

Enter or Generate New ID

ⓘ   * indicates a required field. Enter an ID, select the link to search for an ID, or gener

ID *

[   ]

Riley Jensen

Generate new ID

Query Date *

03/09/2023   🖩

Approval Category *

Grad Asst. Reopen Hourly Job, GRADRH   ⌄

Go

On the next screen, click on "**All Jobs**" again to pull up the person's job history and select the prior GA position:

Details

ID	Query Date	Approval Category
Riley Jensen,	03/09/2023	Graduate Asst Rehire Hourly, GRADRH

Rehire Hourly, RHHRLY

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
☐	New Job	🔍							
☐	Primary	CW1001	00	Casual Wages	310080, International House	07/27/2019	08/19/2019	08/23/2019	Terminated
☑	Secondary	GA1001	00	Graduate Assistant	400019, International Student Services	08/10/2019	06/11/2021	05/14/2021	Terminated
☐	Secondary	ST3001	00	03 Student Worker	400019, International Student Services	12/28/2019	05/31/2020	06/12/2020	Terminated

Active Jobs	Next Approval Type	Go

Click "Go."

On the next screen, review the information in the required fields. The GA's new hire date that you entered as the Query Date will auto-populate as the **Jobs Effective Date** and the **Personnel Date** in the EPAF. Review all information and update the Home Org # and the Location Code, if needed. *(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

400019	🔍

Current Hire Date *

03/09/2023	📅	☐ Remove	🕘	Ol

Campus Code *

M

Location Code *

INTST, International Student Services	⌄

College Code

00	🕘	Old Value:

Employee Class Code *

16

Employee Status *

A	🕘	Old Value: Active

Home COAS *

M

Scroll down the page to continue reviewing the GA's information. Update all fields as necessary. Since this is the GA's only job, the Contract Type should be "Primary."

* Enter either the total amount of the GA's assistantship (SALARY) **OR** their hourly rate (REGULAR RATE). *Both* fields are not required; either one will do. If you enter the assistantship amount, Banner will calculate the GA's hourly rate.

* 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 - https://www.ulm.edu/hr/payroll.html

Jobs Effective Date *

03/09/2023

Personnel Date *

03/09/2023

Contract Type *

Primary

Accrue Leave *

N

Timesheet Orgn *

400019

Annual Salary

Regular Rate

12.5

Pays *

5

Factor *

5

Job Change Reason *

RAPPT

The next section is the **Labor Distribution**. You will see the GA's "Current" (**previous**) funding and a "New" section were you can update the GA's new funding source, if needed. Verify the New Effective Date is correct.

If you are changing the funding source, 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.

Current

Effective Date
08/10/2019

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost
M	2INTST	11000	400019	601170	51				

New

Effective Date null

03/09/2023	

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
M	2INTST	11000	400019	601170	51					100

⊕ Default from Index   ⊕ Add Row

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

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, Last Paid |

Jobs Effective Date *

05/12/2023

☐ Remove

Personnel Date *

05/12/2023

☐ Remove

Job Change Reason *

DETEN

Job Status *

T

Old

*This is the **Termination** record.*

Enter the GA's <mark>last day of work</mark> 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, 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, 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.

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

Approval Level		User Name		Required Action
2 - (DIR) Director/Dean	∨	BRUSCATO - Bruscato, Michael B.	∨	Approve
2.7 - (BUDGET) Budget	∨	WEATHERFORD - Weatherford, Lauren E.	∨	Approve
6 - (GRAD) Graduate Office	∨	ESPINOZA - Espinoza, Deitra D.	∨	Approve
7 - (DNGRAD) Dean of Grad School	∨	KRISHNAMURTHY - Krishnamurthy, Sushma	∨	Approve
10 - (HRAPPR) HR Staffing Specialist	∨	JEJONES - Jones, Jenny R.	∨	Approve
15 - (PAYROL) Payroll	∨	SIAS - Sias, Jacqueline D.	∨	Approve
65 - (STACCT) Student Accounts	∨	BIGELOW - Bigelow, Ginger H.	∨	FYI
99 - (HRAPPL) HR Apply	∨	LEPORATI - Leporati, Sara M.	∨	Apply

(+) Add Row

ADD A COMMENT to indicate who the Grad. Assistant'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

Comments

TIME SHEET APPROVER is (name).
Include comments here to indicate the type of GA,
the supervisor (presumably the same as the time sheet approver),
the GA's GPA and their major.

Remaining Characters : 3821

Save

Then click 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:

✔ Your change was 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.

| Delete | Save | Submit |

Click Submit and you should receive a confirmation message that the PAF was submitted:

✔ The transaction has been successfully 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.