

How to Rehire a student worker in a NEW POSITION:

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.
2. (03 or 04) Student Reopen Hourly Job – use this when rehiring your student worker in the same 03 position or in the same 04 position they had previously.
3. (03 or 04) Student Rehire in a New Position – use this when hiring a student worker in a 2nd 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). (ie: they were previously an 03 worker and will now be an 04 worker, OR they were previously an 04 worker and will now be working as an 03 worker.)
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 REHIRE A STUDENT WORKER IN A NEW POSITION:

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 picture, name, and a 'My Profile' button. It also shows 'Leave Balances as of 03/03/2022' with 'Annual Leave in hours' at 662.14 and 'Military Leave in hours' at 0.00. A 'Full Leave Balance Information' link is available. The main content area is divided into two columns. The left column contains sections for 'Pay Information', 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'. The right column, titled 'My Activities', contains buttons for 'Enter Time', 'Request Time Off', and a list of actions: 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Electronic Personnel Action Forms (EPAF)', 'Effort Certification', 'Labor Redistribution', 'Campus Directory', and 'Employee Menu'. A blue arrow points to the 'Electronic Personnel Action Forms (EPAF)' option.

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.

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 julia	Last Name oubre	<input type="checkbox"/> Is an employee	or	ID	or	SSN/SIN/TIN	<input type="button" value="Search"/>
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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 julia Grace Oubre	Query Date 02/22/2023	Approval Category 04 Student Rehire Same Posn Hr, S4RHHR
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Rehire Hourly, RHHRLY

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date
<input checked="" type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>				

If the person has a job history of being a **student worker**, you will need to pay attention to what *type* of student worker position they held in the past – 03 or 04? If they were an 03 worker and you are now hiring them as an 04 worker, *OR* if they were previously an 04 worker and you are now hiring them to work in an 03 position, then you will REHIRE the student in a New Position using the (03 or 04) Student Rehire in a New Position EPAF. Also, if you are hiring the student in a 2nd job, this is the EPAF to use.

In our example for this guide, our student worker was previously an 03 worker (as shown in her job history, below) and we are now wanting to hire her as an 04 student worker, so to accomplish this, we will Rehire her in a New Position.

Details

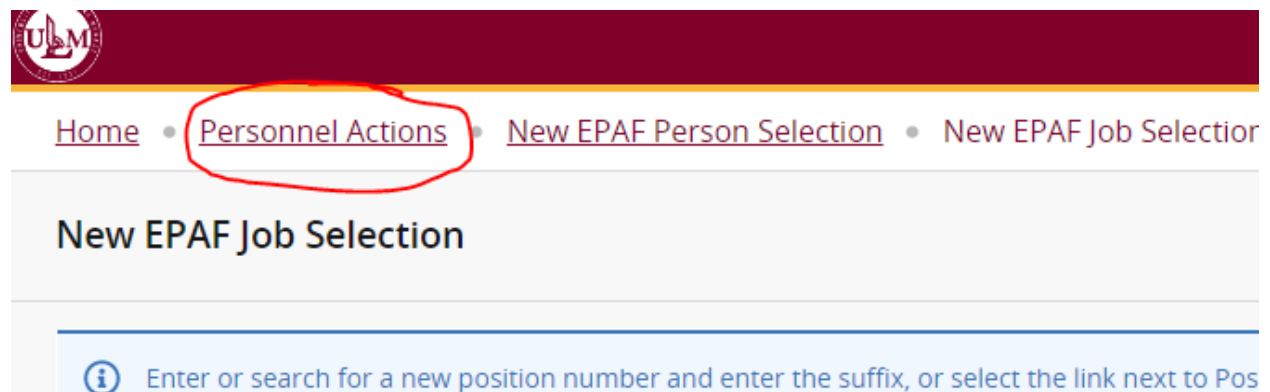
ID	Query Date	Approval Category
Julia Grace Oubre, [REDACTED]	02/22/2023	04 Student Rehire Same Posn Hr, S4RHHR

Rehire Hourly, RHRLY

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Dat
<input checked="" type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>				
<input type="checkbox"/>	Primary	ST3001	00	03 Student Worker	500040, University Police	08/08/2020	12/06/2022
<input type="checkbox"/>	Secondary	ST3001	01	03 Student Worker	200020, Recruitment/Admissions	05/15/2021	07/23/2021

Active Jobs Next Approval Type Go

Once you have reviewed her job history to make this determination, 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 1st day of work.** This is important! Query dates must be entered in the MM/DD/YYYY format.
3. Select **"03 Student Rehire in a New Position"** as the approval category if you are hiring an 03 student worker who was previously in an 04 student worker position, or select **"04 Student Rehire in a New Position"** if you are hiring an 04 student worker who was previously in an 03 student worker position, and click "Go."

ID *


Julia Grace Oubre

Generate new ID

Query Date *

01/11/2023 

Approval Category *

04 Student Rehire in a New Position - Hourly, S4NPHR 


Go

On the next screen, click on **"All Jobs"** again. Make sure the checkbox next to **"New Job"** is selected and, using ALL CAPS, enter the Position number for the student worker's job. (Use **ST3001** for 03 Student Worker positions, and **ST4001** for 04 Student Worker positions.) Enter **"00"** (double zeroes) as the suffix, if this is the student's first job in this (03 or 04) position. *If the student was previously in a job and you are hiring them again but in a new job, or in a 2nd job, simply "one-up" the suffix (01, 02, etc..) to use the next suffix available.* Click "Go."

Details

ID	Query Date	Approval Category
Julia Grace Oubre, 	01/11/2023	04 Student New Posn Hourly, S4NPHR

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	ST4001 	00	04 Student Worker	400027, Financial Aid Services				
<input type="checkbox"/>	Primary	ST3001	00	03 Student Worker	500040, University Police	08/09/2020	12/06/2022	10/14/2022	Terminated
<input type="checkbox"/>	Secondary	ST3001	01	03 Student Worker	200020, Recruitment/Admissions	05/15/2021	07/23/2021	07/23/2021	Terminated

Active Jobs Next Approval Type Go

On the next screen, 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" if this is the student's only job. You will select "Secondary" if the student already has a primary position and you are hiring them in a 2nd 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.

*(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.)*

Update the **Contract Type**. The student's main job will always be "Primary." You will only use "Secondary" if the student already has a primary position and you are hiring them in a 2nd job.

New Hire Hourly, ST4001-00 04 Student Worker

Jobs Effective Date *

01/11/2023

Personnel Date *

01/11/2023

Job Begin Date *

01/11/2023

Contract Type *

Primary

Accrue Leave *

N

Timesheet Orgn *

500040

Enter the student's Timesheet Org and their hourly pay rate.

Regular Rate *

7.25

NOTE: If the pay rate is above minimum wage, you must send a Pay Increase Justification Form to HR.

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.

Example of what you will see when entering information for 03 workers:

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, ST4001-00 04 Student Worker

Jobs Effective Date *

05/12/2023

Personnel Date *

05/12/2023

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	TORREGROSSA - Torregrossa, George T.	Approve
3 - (FINAID) Career Development	NGO - Ngo, Diem L.	Approve
10 - (HRAPPR) HR Staffing Specialist	EARL - Earl, Mary E.	Approve
15 - (PAYROL) Payroll	SIAS - Sias, Jacqueline D.	Approve
99 - (HRAPPL) HR Apply	LEPORATI - Leporati, Sara M.	Apply

[+ Add Row](#)

Comments

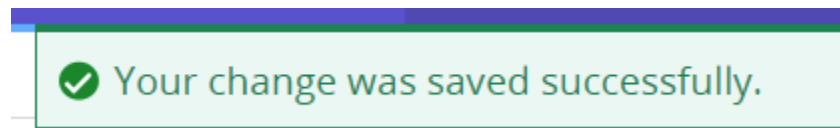
Time sheet approver is Jeremy Kent.

Remaining Characters : 3965

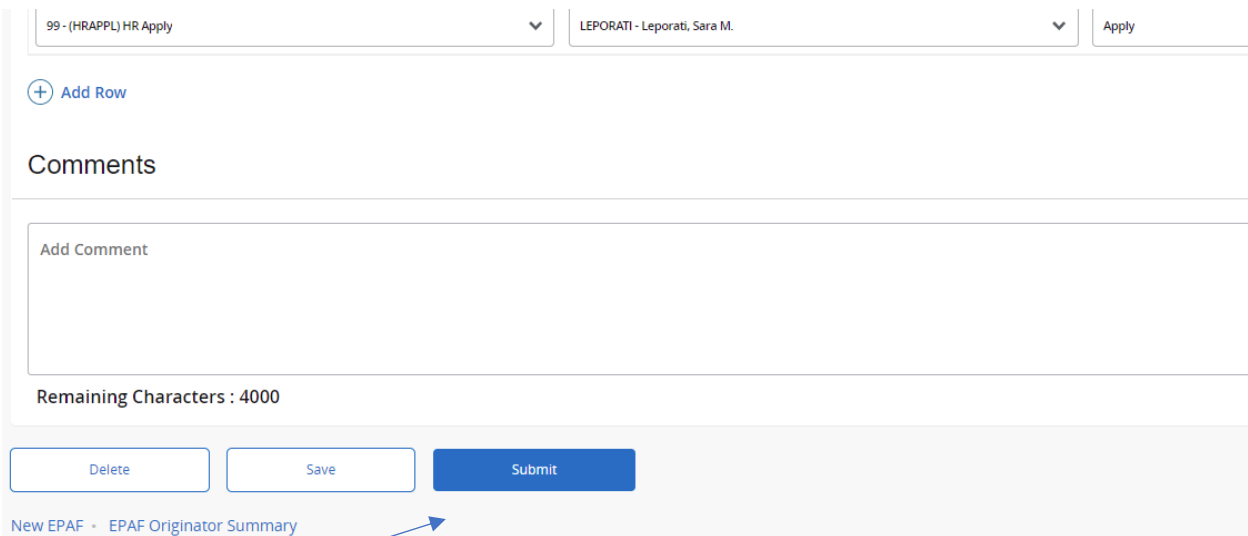
[Save](#)

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:

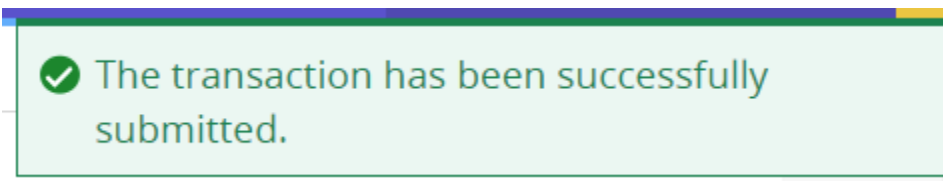


If you receive **WARNING** messages, that is **OKAY!** All EPAFs will have Warning messages. However, if you receive an **ERROR** message, you must resolve it before you will be able to Submit the EPAF successfully.



The screenshot shows a web interface for submitting an EPAF. At the top, there are two dropdown menus: the first contains '99 - (HRAPPL) HR Apply' and the second contains 'LEPORATI - Leporati, Sara M.'. To the right of these is an 'Apply' button. Below the dropdowns is a blue '+ Add Row' button. The main section is titled 'Comments' and contains a large text input area with the placeholder text 'Add Comment'. Below the text area, it says 'Remaining Characters : 4000'. At the bottom of the form, there are three buttons: 'Delete', 'Save', and 'Submit'. The 'Submit' button is highlighted in blue. Below the buttons, there is a breadcrumb trail: 'New EPAF > EPAF Originator Summary'. A blue arrow points from the 'Submit' button down towards the text below.

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



DONE!