

# How to rehire a Graduate Assistant (stipend):

These are the step-by-step instructions for completing the EPAF to **REHIRE A GRAD ASSISTANT** who will be paid a **biweekly stipend amount** by *REOPENING* their previous GA appointment in which they were paid a stipend.

Log into 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, a 'My Profile' button, and leave balances as of 03/03/2022: Annual Leave in hours (862.14) and Military Leave in hours (0.00). A link for 'Full Leave Balance Information' is also present. The main content area is divided into two columns. The left column contains a list of menu items: Pay Information (expanded), Latest Pay Stub: 02/11/2022, All Pay Stubs, Direct Deposit Information, Deductions History, Earnings, Benefits, Taxes, Job Summary, and Employee Summary. The right column, titled 'My Activities', contains a list of actions: Enter Time, Request Time Off, 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.

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	<input type="checkbox"/> Is an employee	or	ID	or	SSN/SIN/TIN	<input type="button" value="Search"/>
eddie	anderson						

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 (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:

Details

ID	Query Date	Approval Category
Eddie J Anderson	02/16/2023	04 Student Rehire Same Posn Hr, S4RHHR

Rehire Hourly, RHHRLY

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

[All Jobs](#) [Next Approval Type](#) [Go](#)

If the person does have a job history of being a **Graduate Assistant**, you will use the Grad Asst Reopen Stipend EPAF to hire them. 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 need 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.”



[Home](#) • [Personnel Actions](#) • [New EPAF Person Selection](#) • [New EPAF Job Selector](#)

## New EPAF Job Selection

 Enter or search for a new position number and enter the suffix, or select the link next to Pos

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 1<sup>st</sup> day of the pay period in which the GA's stipend will be paid.** This is important so that the GA receives their full stipend amount and it is not prorated on the first payroll! Query dates must be entered in the MM/DD/YYYY format.  
*To determine the 1<sup>st</sup> day of the pay period, please visit the Payroll page - – [www.ulm.edu/hr/payroll.html](http://www.ulm.edu/hr/payroll.html) - to view the **Biweekly Pay Schedule** for the current calendar year. This will give you a snapshot of ALL the payrolls during year and will show you pay period start & end dates. Or, the **GA Pay Schedule** will show you specifically how many payrolls GAs are paid during a particular semester and the dates of their paychecks. Examples of where you can find both types of calendars are in the screenshot below:*

Personnel Directory	<h2>Payroll Information</h2> <p>For payroll information or help, contact us at 318-342-5140 or email <a href="mailto:payroll@ulm.edu">payroll@ulm.edu</a>.</p> <p>- documents below are offered as PDF unless otherwise noted</p> <h3>Web Time Entry</h3> <p><a href="#">Web Time Entry Manual - Non-Exempt</a> <a href="#">Web Time Entry Manual - Exempt</a> <a href="#">Web Time Entry Step-by-Step Instructions Full-time Employees</a></p> <p><a href="#">Web Time Entry Manual - hourly employees (students, GAs, casual wage)</a> <a href="#">Web Time Entry Step-by-Step Instructions Hourly Employees</a></p> <p>FAQ: <a href="#">Web Time Entry for Supervisors</a> FAQ: <a href="#">Web Time Entry for Employees</a></p> <h3>Payroll Calendars</h3> <p><a href="#">2020 Bi-Weekly Pay Schedule</a> <a href="#">2021 Bi-Weekly Pay Schedule</a> <a href="#">2022 Bi-Weekly Pay Schedule</a> <a href="#">2023 Bi-Weekly Pay Schedule</a></p> <p><a href="#">2020-21 PT Faculty &amp; Overload Pay Schedule</a> <a href="#">2021-22 PT Faculty &amp; Overload Pay Schedule</a> <a href="#">2022-23 PT Faculty &amp; Overload Pay Schedule</a></p> <p><a href="#">Academic Year 20-21 Bi-weekly Pay Schedule</a> <a href="#">Academic Year 21-22 Bi-weekly Pay Schedule</a> <a href="#">Academic Year 22-23 Bi-weekly Pay Schedule</a></p> <p><a href="#">2020 Summer Faculty Payroll Schedule</a> <a href="#">2021 Summer Faculty Payroll Schedule</a> <a href="#">2022 Summer Faculty Payroll Schedule</a></p> <p><a href="#">GA Spring 2021 Payroll Schedule</a> <a href="#">GA Spring 2022 Payroll Schedule</a> <a href="#">GA Spring 2023 Payroll Schedule</a> <a href="#">GA Summer 2020 Payroll Schedule</a> <a href="#">GA Summer 2021 Payroll Schedule</a> <a href="#">GA Summer 2022 Payroll Schedule</a> <a href="#">GA Fall 2020 Payroll Schedule</a> <a href="#">GA Fall 2021 Payroll Schedule</a> <a href="#">GA Fall 2022 Payroll Schedule</a> <a href="#">GA Winter Session 20-21 Payroll Schedule</a> <a href="#">GA Winter Session 21-22 Payroll Schedule</a></p>
<a href="#">Human Resources</a>	
<b>Employee Handbooks</b>	
<a href="#">Faculty Handbook PDF</a>	
<a href="#">Classified Handbook PDF</a>	
<a href="#">Unclassified Handbook PDF</a>	
<b>Employee Information</b>	
<a href="#">Job Description Template DOC</a>	
<a href="#">Hiring Procedures</a>	
<a href="#">Holiday Schedule 22-23 PDF</a>	
<a href="#">Holiday Schedule 21-22 PDF</a>	
<a href="#">Layoff &amp; Furlough</a>	
<a href="#">Optional Pay List PDF</a>	
<a href="#">Payroll</a>	
<a href="#">Classified Performance Evaluation System</a>	
<a href="#">Unclassified Staff Evaluation System</a>	
<a href="#">Prohibited Political Activity PDF</a>	
<a href="#">Employee Assistance Program (EAP)</a>	
<a href="#">Employee Recognition Program</a>	
<a href="#">E-Verify Employer PDF</a>	
<a href="#">Related Links</a>	
<a href="#">Title IX</a>	
<b>Additional Employment Info</b>	
<a href="#">Student Hiring Information &amp; Forms</a>	
<a href="#">Part-Time/Casual Wage Forms</a>	
<b>Forms, Policies &amp; Reports</b>	
<a href="#">HR Forms Database</a>	
<a href="#">Human Resources Policies</a>	
<a href="#">ULM Safety Manual</a>	
<a href="#">ULM Annual Security Report</a>	
<a href="#">Fraud Reporting Act 693 PDF</a>	
<a href="#">Option Pay Policy PDF</a>	
<a href="#">Extraordinary Qualifications Credentials Policy PDF</a>	
<a href="#">Notice of Filing</a>	
<b>Contact:</b>	
ULM Office of Human Resources Coenen Hall 107, ULM Monroe, LA 71209-2300 (318) 342-5140	

To hire a GA for the Spring 2023 semester, for example, you can click on the [GA Spring 2023 Payroll Schedule](#) and see that GAs will be paid across 9 payrolls, with the 1<sup>st</sup> paycheck covering the pay period of 1/7/2023 – 1/20/2023:

**Graduate Assistants  
Spring 2023 Pay Schedule**

Spring Term                      January 11 – May 11

<u>Pay Period Dates</u>	<u>GA Request Form DEADLINE</u>	<u>Pay Date</u>
1/7/2023 – 1/20/2023	1/11/2023	1/27/2023
1/21/2023 – 2/3/2023	1/25/2023	2/10/2023
2/4/2023 – 2/17/2023	2/8/2023	2/24/2023
2/18/2023 – 3/3/2023	2/22/2023	3/10/2023
3/4/2023 – 3/17/2023	3/8/2023	3/24/2023
3/18/2023 – 3/31/2023	3/22/2023	4/6/2023
4/1/2023 – 4/14/2023	4/5/2023	4/21/2023
4/15/2023 – 4/28/2023	4/19/2023	5/5/2023
4/29/2023 – 5/12/2023	5/3/2023	5/19/2023

A good idea is to print the calendar so you can refer back to it as you enter information in your EPAF. In our example, if we are hiring a GA to work the full Spring 2023 semester, we see that 01/07/2023 is the *first date* of the pay period in which the GA will receive their *first* paycheck (NOTE: This is the date you should enter as your Query Date) and 05/12/2023 is the *last date* of the pay period in which the GA will receive their *final* check. We can count the pay dates and see there are a total of 9 paychecks. This number will be your Factor/Pay. (Note: if a GA has a late start date, they will likely be paid over fewer payrolls, so your factor/pay would need to be adjusted accordingly. For example, if your GA was hired late and their 1<sup>st</sup> day of work was January 30<sup>th</sup>, that first day of work falls during the biweekly pay period 1/21/2023 – 2/3/2023. So starting with that payroll, they would be paid across EIGHT payrolls instead of nine. Therefore, the factor/pay would be 8/8, rather than 9/9.)

- 3.** Select “**Grad Asst Reopen Stipend, GARHST**” 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 \***

Eddie J Anderson

[Generate new ID](#)

**Query Date \***

01/07/2023 

**Approval Category \***

Grad Asst. Reopen Stipend, GARHST 

**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: Eddie J Anderson, Query Date: 01/07/2023, Approval Category: Graduate Asst Rehire Stipend, GARHST

Rehire Stipend, RHSTPD

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input type="checkbox"/>	New Job								
<input checked="" type="checkbox"/>	Primary	GA1001	00	Graduate Assistant	210021, School of Humanities	08/10/2019	12/11/2020	12/11/2020	Terminated

Active Jobs | Next Approval Type | **Go**

Click “Go.”

On the next screen, review the information in the required fields. The *beginning of the pay period* date that you entered as the Query Date will auto-populate as the **Jobs Effective Date** and the **Personnel Date** in the EPAF. You may change the “Personnel Date” to reflect the GA’s actual first day of work, but DO NOT change the Jobs Effective Date – that effective date should reflect *the beginning of the pay period* so that the GA’s stipend is not prorated. *(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.)*

Rehire Stipend, GA1001-00 Graduate Assistant, Last Paid Date: 12/11/2020

Jobs Effective Date \*  
01/07/2023 [Remove] Old Value: 12/11/2020

Personnel Date  
01/11/2023 [Calendar Icon]

Contract Type \*  
Primary

Accrue Leave \*  
N

Job Status \*  
A

Job Change Reason \*  
RAPPT [Old Value: DETEN]

FTE  
1

Hours per Pay  
1 [Old Value: 80]

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Enter the total amount of the stipend in the “Annual Salary” field, and then enter the number of payrolls to spread the payments across in “Factor” and “Pays.” *In our example, we are paying our GA \$4000 across 9 payrolls, according to the GA Spring 2023 Pay Schedule:*

Annual Salary \*

4000

Factor \*

9

Pays \*

9

Scroll down the page to continue entering information.

In the next section you will see the GA's the "Current" (**previous**) earnings information and a "New Value" section where you will enter the GA's new information. The previous "Effective Date" will default into the "New Value" section, so be certain to update the effective date!

## Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed
08/07/2021	025, Graduate Assistant Pay	80	

## New Value

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours
01/07/2023	026, Grad Asst. Flat Rate	1	

 Add Row

**THIS IS IMPORTANT!** For paying a STIPEND – Select “**026, Grad Asst Flat Rate**” as the earn code for the Stipend, and enter “**1**” Unit Per Pay.

Scroll down to the “Labor Distribution” section to enter the funding source.

Again, you will see the GA’s “Current” (previous) funding and a “New” section where you can update the GA’s new funding source, if needed. Verify the New Effective Date is correctly entered as the beginning of the 1<sup>st</sup> pay period to prevent the GA’s stipend from being prorated. 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  
05/29/2021

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost
M	3ATDIR	371600	600020	601170	92				

### New

Effective Date null

01/07/2023

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
M	3ATDIR	371600	600020	601170	92					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.

Under the “**Termination of Job**” section, enter the **Jobs Effective Date** of the *termination* and the **Personnel Date**.

The Jobs Effective Date should *always* be entered as the *last day of the pay period* that the GA is to be paid to avoid the stipend from being prorated. Please refer to the appropriate GA Pay Schedule posted on the Payroll website.

If you are not able to key the date into the field, click on the calendar icon and select the date from the calendar:

Termination of Job, GA1001-00 Graduate Assistant, Last Paid Date: 08/06/2021

Jobs Effective Date \*

05/12/2023

Personnel Date \*

05/12/2023

Job Change Reason \*

DETEN

Job Status \*

T

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

The Personnel Date should reflect the GA’s actual last day of work and doesn’t necessarily have to be the last date of the pay period. (The Jobs Effective Date drives the payment and any proration, but the Personnel Date is only for recordkeeping purposes.)

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



**In the Comments section** -- 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

Include comments here to indicate the type of GA, the supervisor, the GA's GPA and their major.

Remaining Characters : 3904

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 have 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.