Student/GA EPAF Guidelines

Q: When do I use NEW EMPLOYEE vs. REOPEN vs. REHIRE IN A NEW POSITION?

Look at the person's <u>JOB HISTORY.</u>

<mark>For Student Workers:</mark>
If the person has <u>never</u> been in a Student Worker position before, they will be a **NEW EMPLOYEE.**
- Use the "03 Student New Employee Hourly" EPAF if your new student worker will be paid hourly by state funds.
- Use the "04 Student New Employee Hourly" EPAF if your new student worker will be paid hourly by Federal Work Study funds.

If their job history shows the person <u>has</u> been a student worker before, they will NOT be a new employee, even if they are new to you. **Your only options at this point are "Reopen" or "Rehire in a new position."**

To determine which one to use…

1. Look at the position number in their previous student worker job. Were they an 03 student worker (ST3001) or an 04 student worker (ST4001)?
2. Next, ask: What type of student worker will they be for YOU? An 03 or an 04?
3. If you are hiring them in the SAME kind of position they were previously in, you will **REOPEN** their previous position. (ie: if they were previously an 03 and will again be an 03 worker; or if they were previously an 04 and will again be an 04 worker.)
- Use the "03 Student Reopen Hourly Job" EPAF to reopen a prior 03 student worker position and hire them as an 03 worker again.
- Use the "04 Student Reopen Hourly Job" EPAF to reopen a prior 04 student worker position and hire them as an 04 worker again.

4. If you are hiring them in a DIFFERENT position than what they were previously in, you will **REHIRE them in a New Position**. (ie: if they were

previously in an 03 position and will now be hired as an 04 worker; or if they were previously in an 04 position and will now be hired as an 03 worker.)
- Use the "03 Student Rehire in a New Position" EPAF to hire an 03 student worker who was previously working as an 04 student worker.
- Use the "04 Student Rehire in a New Position" EPAF to hire an 04 student worker who was previously working as an 03 student worker.

5. If the student already has an ACTIVE student worker job in another department and you are giving them a 2nd job by hiring them to also work in your department at the same time, this is also a scenario in which you will **REHIRE them in a New Position**.
Select the appropriate EPAF (03 or 04) and click GO. Look at the JOB HISTORY. If their ACTIVE student worker position (ST3001 or ST4001) they are currently hired in is the same type you are also hiring them in, you will need to enter that same position # again as a new job, and increase the suffix by 1. (ie: instead of suffix 00, you can use suffix 01.) *Look for the largest suffix number tied to that position number in the person's job history and increase it by 1.*

If the person has <u>never</u> been in a GA position before, they will be a **NEW Employee**.
- Use the "Graduate Asst. New Empl Stipend" EPAF if your GA will be paid a biweekly stipend equally across payrolls.
- Use the "Graduate Asst New Empl Hourly" EPAF if your GA will submit time sheets to be paid an hourly rate.

If their job history shows the person <u>has</u> been a GA before, they will NOT be a new employee, even if they are new to you.
- Use the "Grad Asst. Reopen Stipend" EPAF if your GA will be paid a biweekly stipend equally across payrolls.
- Use the "Grad Asst Reopen Hourly Job" EPAF if your GA will submit time sheets to be paid an hourly rate.