

How to hire or rehire an Administrative Graduate Assistant (paid by Hourly Timesheet)

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

The screenshot shows the Banner Self Service Employee Dashboard for Sara M. Leporati. The dashboard includes a profile section with a placeholder image, a 'My Profile' button, and leave balances as of 03/03/2022: Annual Leave in hours (662.14) 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 'Pay Information' dropdown menu with options: 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 buttons for 'Enter Time' and 'Request Time Off', followed by a list of activities: 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)' link.

[Employee Dashboard](#)

Employee Dashboard

Leporati, Sara M. [My Profile](#)

Leave Balances as of 03/03/2022

Annual Leave in hours	662.14	Military Leave in hours	0.00
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[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: 02/11/2022 All Pay Stubs Direct Deposit Information Deductions History

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

[Enter Time](#)

[Request Time Off](#)

[Approve Time](#)

[Approve Leave Report](#)

[Approve Leave Request](#)

[Electronic Personnel Action Forms \(EPAF\)](#)

[Effort Certification](#)

[Labor Redistribution](#)

[Campus Directory](#)

[Employee Menu](#)

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 given proxy privilege.

EPAF Proxy Records

Allows you to specify and authorize one or more users to approve EPAFs in your absence.

This will bring you back to the original screen for starting an EPAF.

Follow these next steps carefully:

1. Enter the student's CWID # or search for the person by name.
2. **Update the query date to be the 1st day of the pay period in which Grad Assistants will be paid that semester.** Query dates must be entered in the MM/DD/YYYY format.
3. Select **"GA – Administrative GA Hourly"** as the approval category and click "Go."

ID *

Liam Morrison

Generate new ID

Query Date *

Approval Category *

Go

On the next page, **click on “All Jobs” to view the person’s employment history.**

To hire the person in a GA position, check the box next to “New Job” and, using ALL CAPS, enter the position number **GA1001**.

If the person has never been a GA before and this is their first GA appointment, enter the suffix number **00** and click “Go.”

If this person has been in a GA position in the past, notice the highest suffix used so far and simply one-up the suffix to create a new job for them. (For example, if your GA’s highest suffix in a previous GA position was “03,” one-up the suffix to “04,” thus creating position GA1001-04 for the GA.) Click “Go.”

Details

ID
Liam Morrison,

Query Date
02/06/2023

Approval Category
Graduate Asst New Empl Hourly, GANEMP

New Hire Hourly, NHHRLY

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date
☒	New Job	GA1001	00	Graduate Assistant	210025, Biology	

All Jobs

Next Approval Type

Go

On the next screen, you will create the GA's employee record. The fields with red asterisks (*) are required.

You should have used the 1st date of the pay period in which GAs will be paid as the query date, so that date will auto-populate in as the Jobs Effective Date, the Personnel Date, and the Job Begin Date. Select the Location Code. *(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



Current Hire Date *



Campus Code (Not Enterable) *

Location Code *



College Code (Not Enterable)

Employee Class Code (Not Enterable) *

Employee Status (Not Enterable) *

Home COAS (Not Enterable) *

Go ahead and enter the GA's Home Org and the Location Code.

Scroll down the page to continue entering information.

For Contract Type, select “Primary” since this is the new GA’s primary job. Enter the timesheet org.

* Enter the total amount of the GA’s assistantship for the semester as the “Annual Salary.” Banner will calculate the GA’s hourly rate based on a 20-hour work week.

* 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>.

The last 3 fields are non-enterable. You can skip those.

Jobs Effective Date *

08/16/2025



Personnel Date *

08/16/2025



Job Begin Date *

08/16/2025



Contract Type *

Primary



Annual Salary *

3000

Accrue Leave (Not Enterable) *

N

Timesheet COA (Not Enterable) *

M

Timesheet Orgn *

310085



Pays *

9

Factor *

9

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

Verify the Effective Date under “New” is correct; it should be the same as the Jobs Effective Date in the section above. Enter only 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.

Home » Personnel Actions » New Personnel Action

Labor Distribution, GA1001-00 Graduate Assistant

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

Current

Effective Date
08/16/2025

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

New

Effective Date

08/16/2025

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
M	5HOUSE	297006	310085		301					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

This is the **Termination** record.

Jobs Effective Date *

12/19/2025



Personnel Date

12/19/2025



Job Change Reason (Not Enterable)

DETE.N



Job Status (Not Enterable)

T



Enter the **last date of the pay period** in which GAs will be paid for the semester in the “Jobs Effective Date” field. (You may need to click on the calendar icon.)

You may use the same date as the “Personnel Date.”

Next fill out the routing queue.

The EPAF automatically generates mandatory approval levels in the routing queue. **DO NOT DELETE** any of these levels from the routing queue. **DO NOT CHANGE THE REQUIRED ACTION** of any of the levels populated in the routing queue. All approval levels and their related required actions in the routing queue are preset and 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 **HR Staffing Specialist** level, select the appropriate HR Staffing Specialist. Currently, **Jenny Jones** is the Staffing Specialist for all Grad Assistants.

For the **Director/Dean** level, select your department’s budget head who will approve the hiring and the funding.

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 and P-S, and DeAngela Butler has G-O and T-Z.

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.

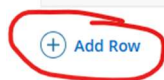
***DO NOT LIST AN APPROVER MORE THAN ONCE in the routing queue.** If you list the same person twice, Banner will automatically skip to that person’s 2nd approval level, consequently skipping over everyone in the routing queue listed before them.

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
1.3 - (HRAPPR) HR Staffing Specialist	JEJONES - Jenny Jones	Approve
2.1 - (DIR) Director/Dean	BRUSCATO - Michael Bruscato	Approve
2.7 - (BUDGET) Budget	WEATHERFORD - Lauren Weatherford	Approve
6 - (GRAD) Graduate Office	ESPINOZA - Deitra Espinoza	FYI
7 - (DNGRAD) Dean of Grad School	KRISHNAMURTHY - Sushma Krishnamurthy	Approve
10 - (HRVRFY) HR Verification	TRENT - Michael Trent	Approve
15 - (PAYROL) Payroll	DEBUTLER - DeAngela Butler	Approve
65 - (STACCT) Student Accounts	BIGELOW - Ginger Bigelow	FYI
99 - (HRAPPL) HR Apply	LEPORATI - Sara Leporati	Apply



ADD A COMMENT to indicate who the GA's TIME SHEET APPROVER 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 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.