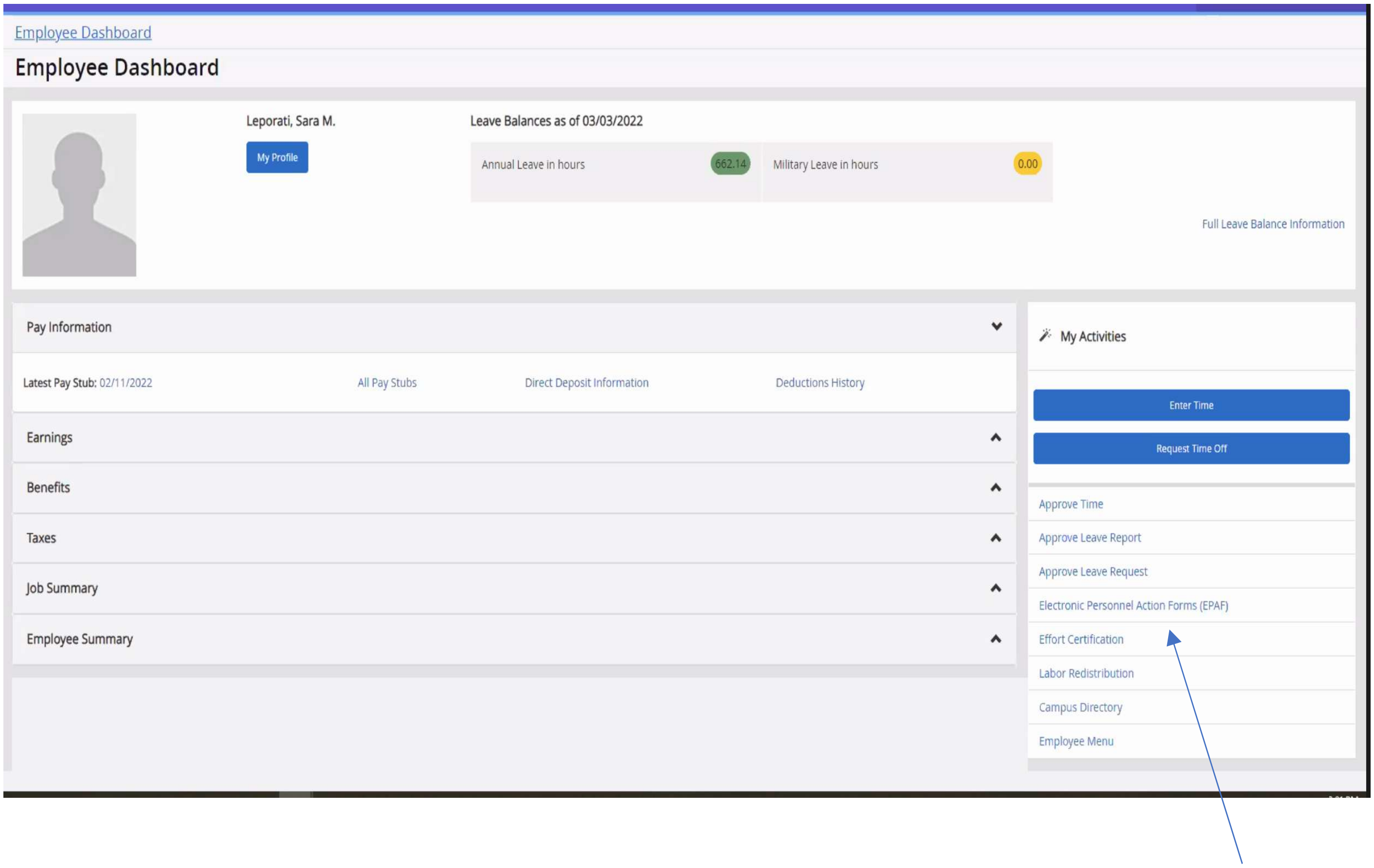
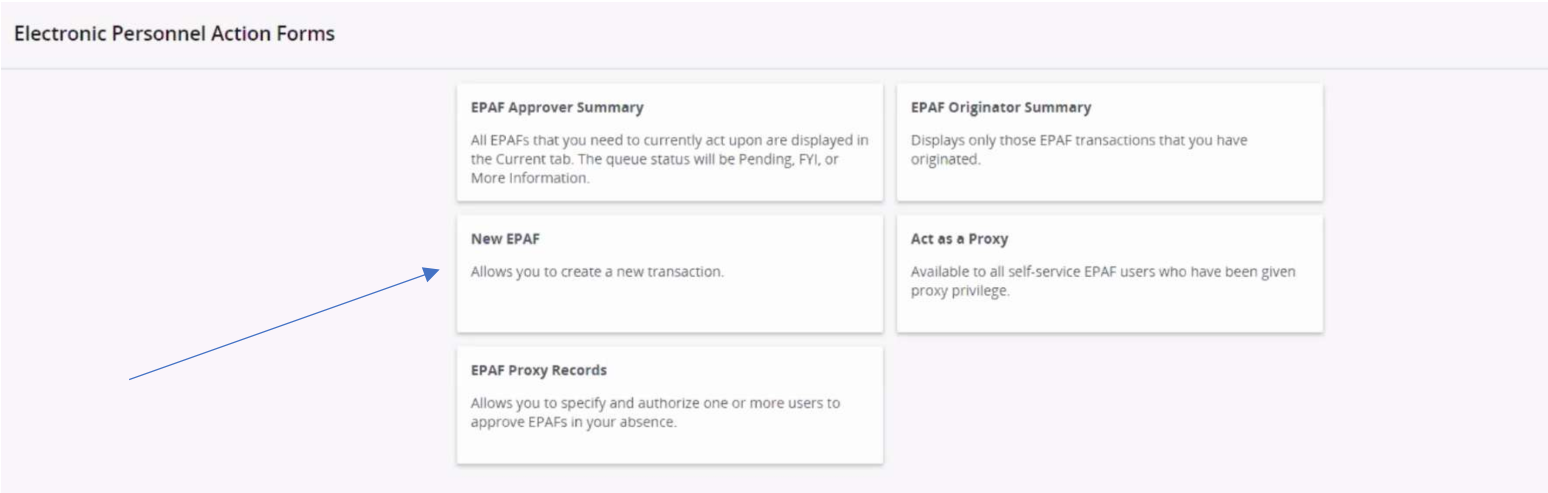
How to hire or rehire a Research GA or a Teaching GA (Grad Assistant paid by stipend)

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



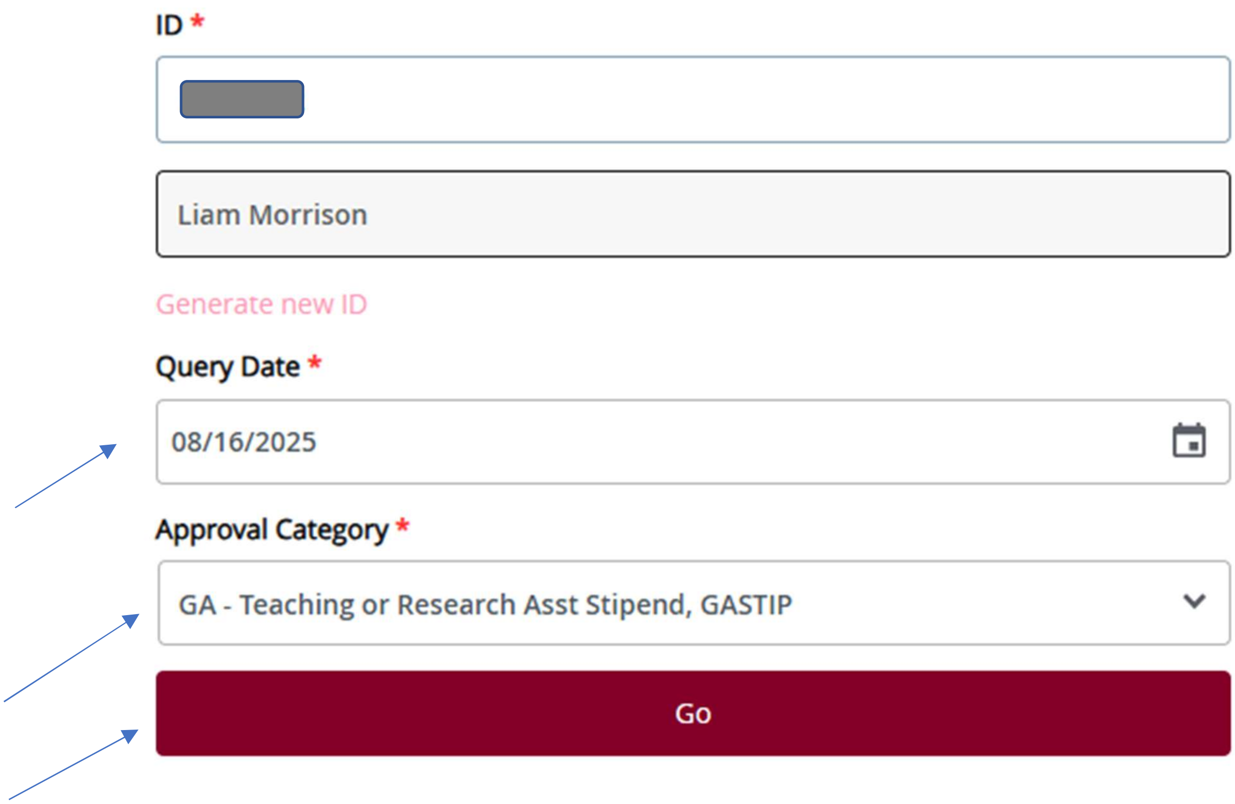
Go to New EPAF



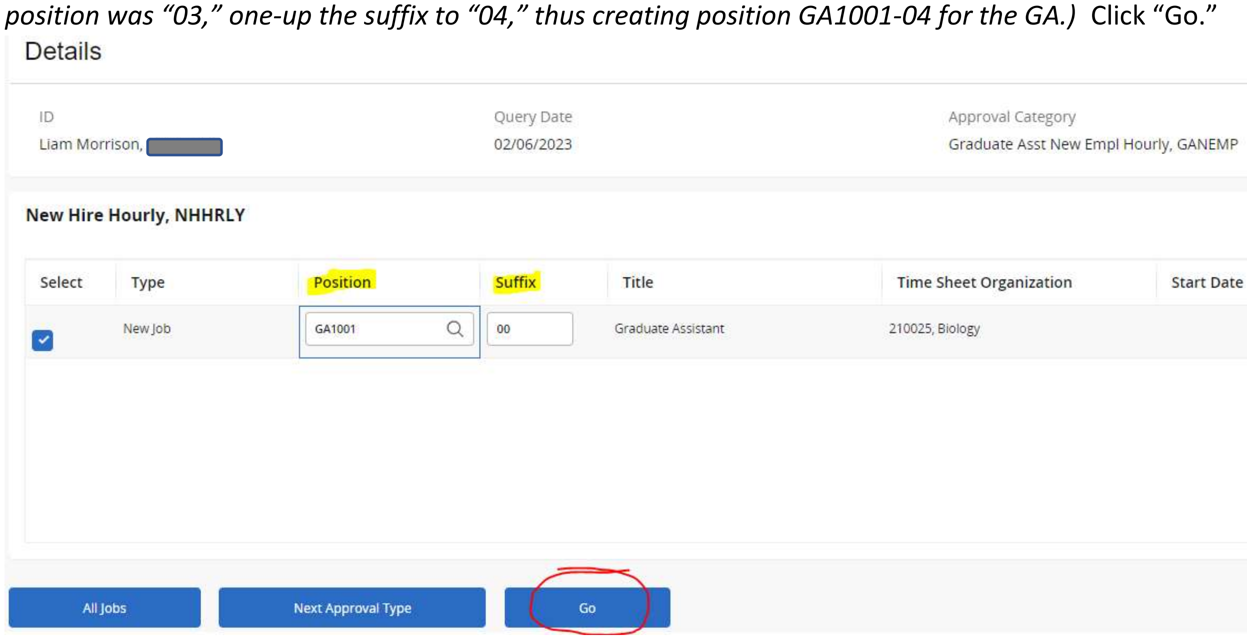
This will bring you back to the original screen for starting an EPAF.

Follow these next steps carefully:

1. Enter the student's CWID # 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 – Teaching or Research Asst Stipend"** as the approval category and click "Go."



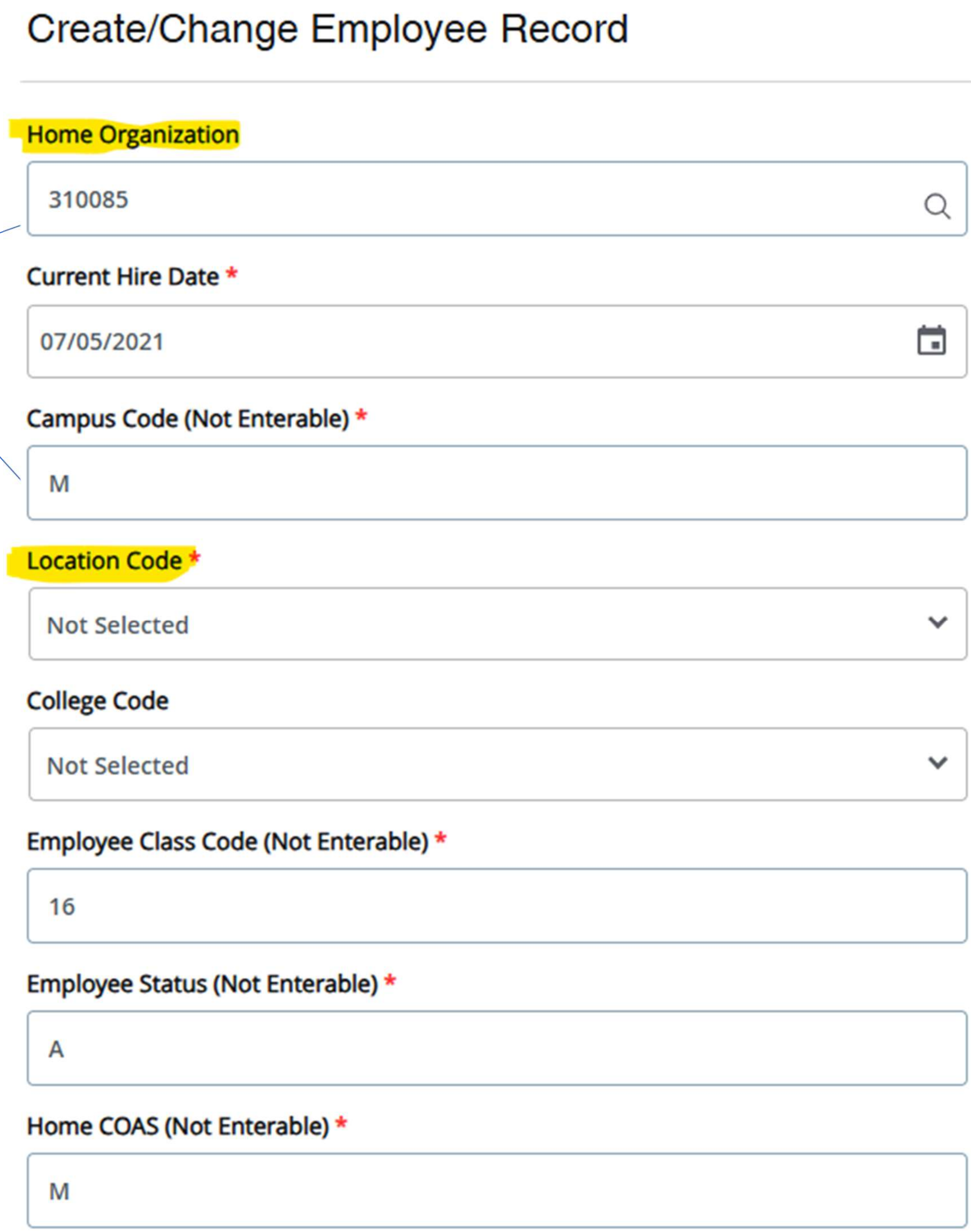
On the next page, **click on "All Jobs" to view the person's employment history.**
To hire the person in a GA position, check the box next to "New Job" and, using ALL CAPS, enter the position number **GA1001.**
If the person has never been a GA before and this is their first GA appointment, enter the 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."



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.)*

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.”
* 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

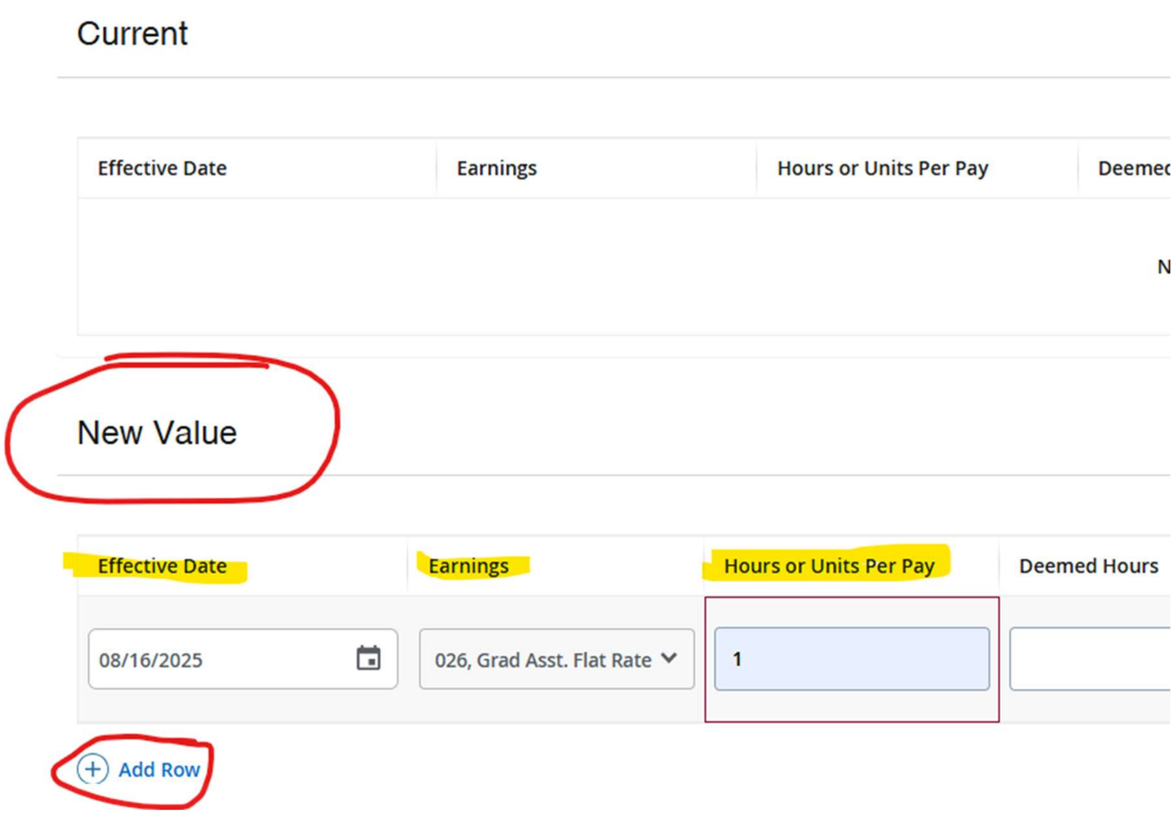
Pays *

9

Factor *

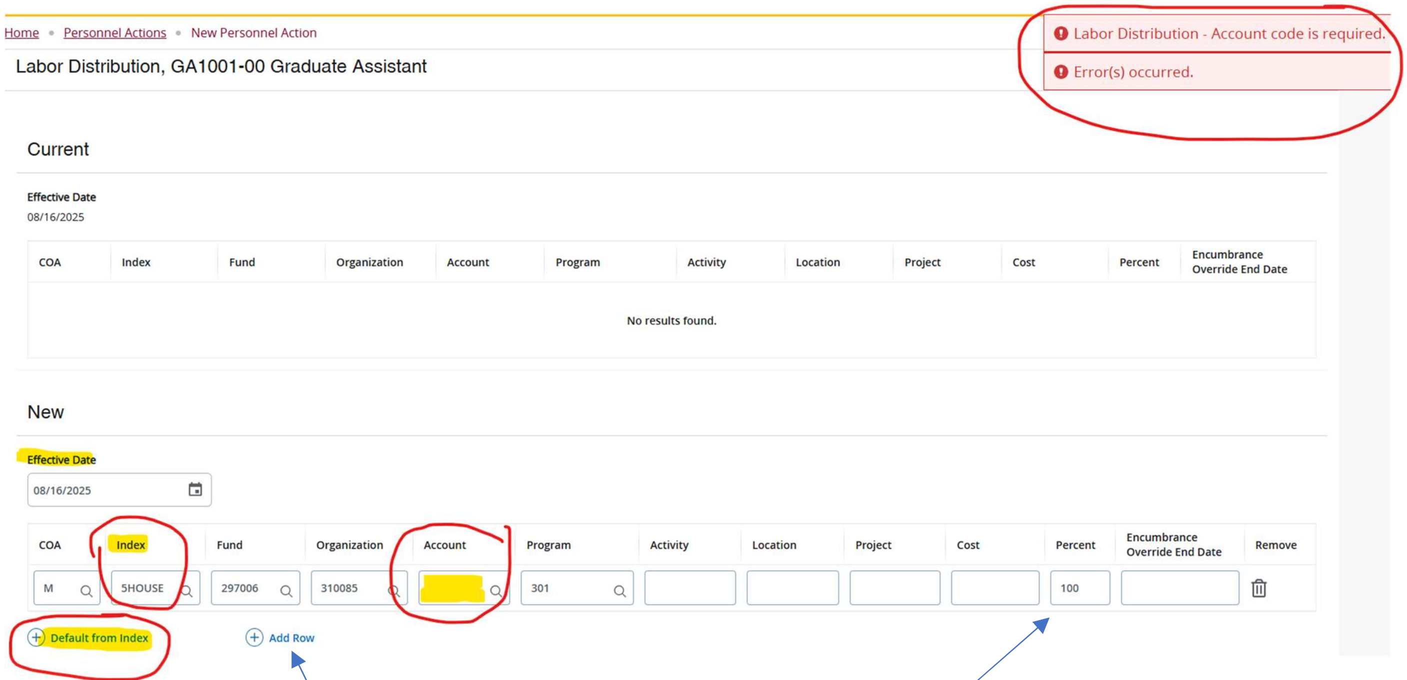
9

In the next section under “**New Value,**” click “Add Row” and then enter the **Effective Date** (again, the first date of the GA’s 1st pay period to be paid), select “**026, Grad Asst. Flat Rate**” from the Earnings dropdown box, and enter “**1**” unit per pay.



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

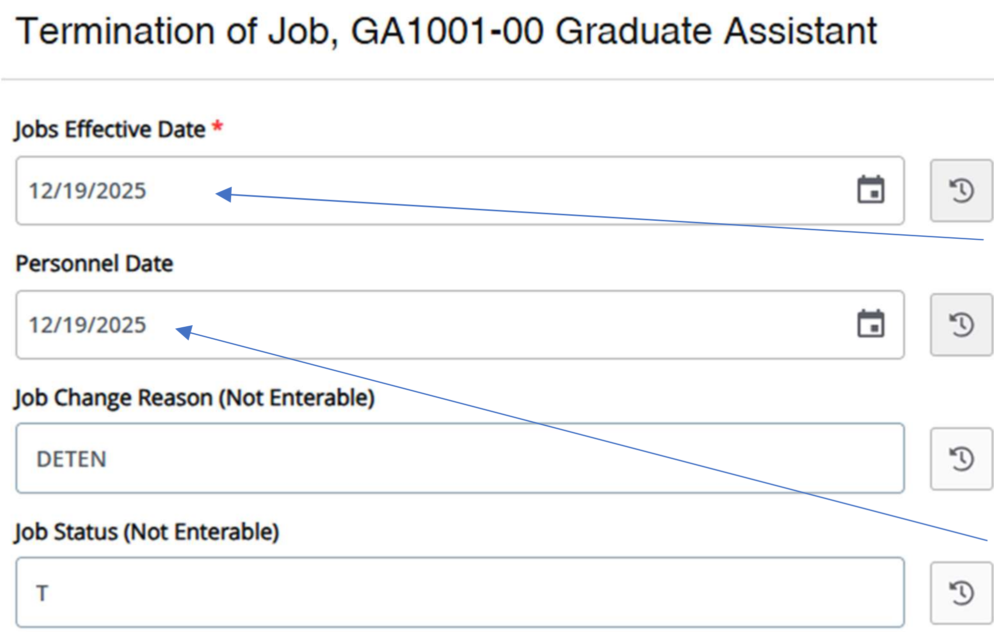
Verify the Effective Date under “New” is correct; it should be the same as the Effective Date in the section above. Enter only the **Index** code from which you will pay your GA and then click “Default from Index.” The fund, org # and program will then automatically populate. You will immediately receive 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.



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:



This is the **Termination** record.

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

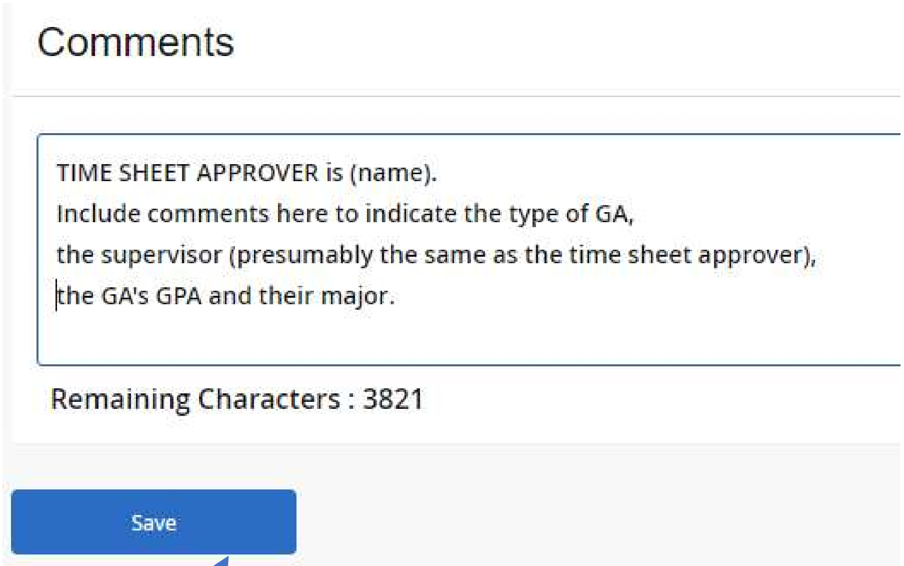
Approval Level	User Name	Required Action
1.3 - (HRAPPR) HR Staffing Specialist	JEJONES - Jenny Jones	Approve
2.1 - (DIR) Director/Dean	BRUSCATO - Michael Bruscato	Approve
2.7 - (BUDGET) Budget	WEATHERFORD - Lauren Weatherford	Approve
6 - (GRAD) Graduate Office	ESPINOZA - Deitra Espinoza	FYI
7 - (DNGRAD) 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 Row

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.

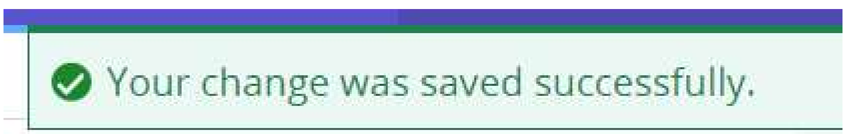
***Also the Grad School requests that you add a comment to provide the following information for the Grad student you are hiring:

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



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:



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.

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