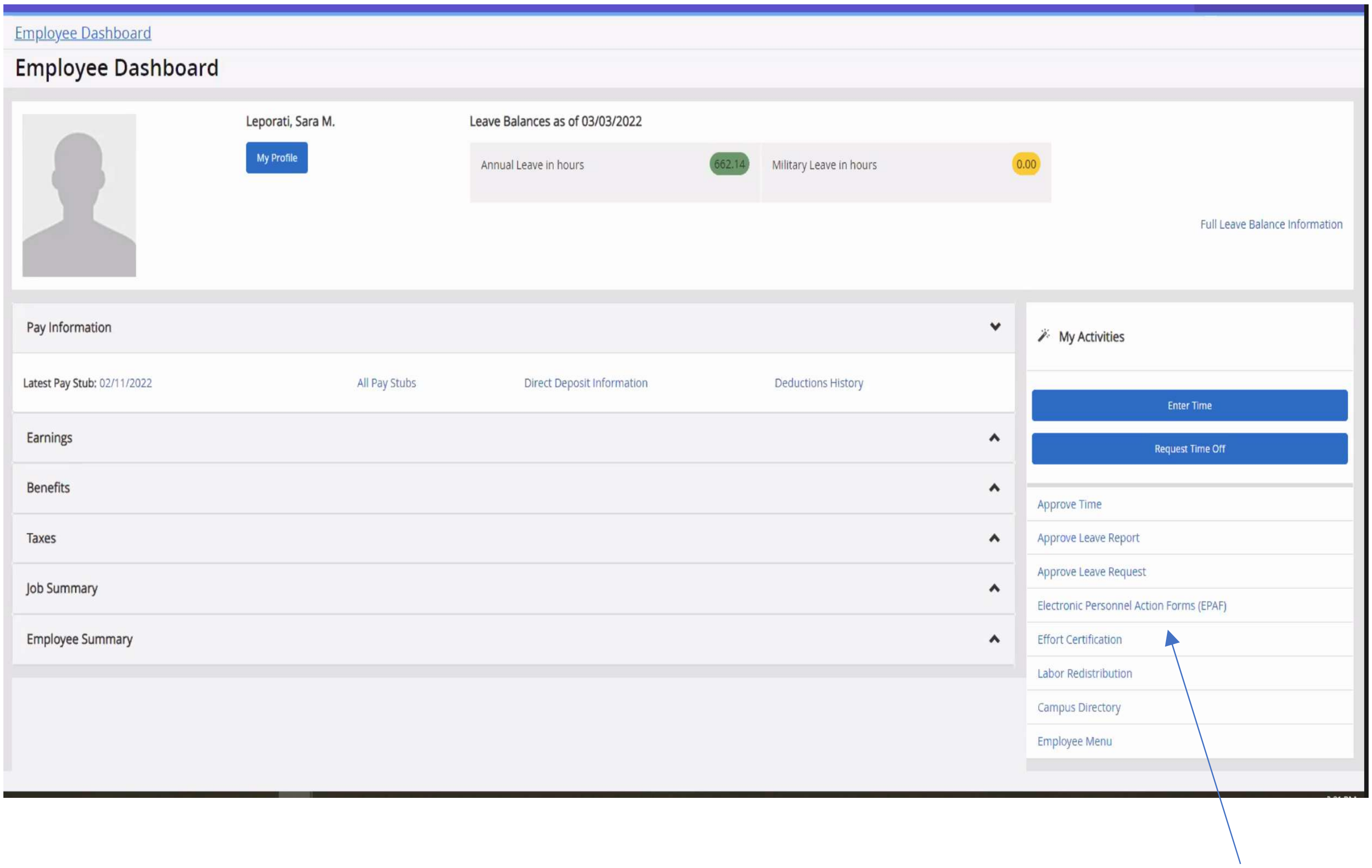
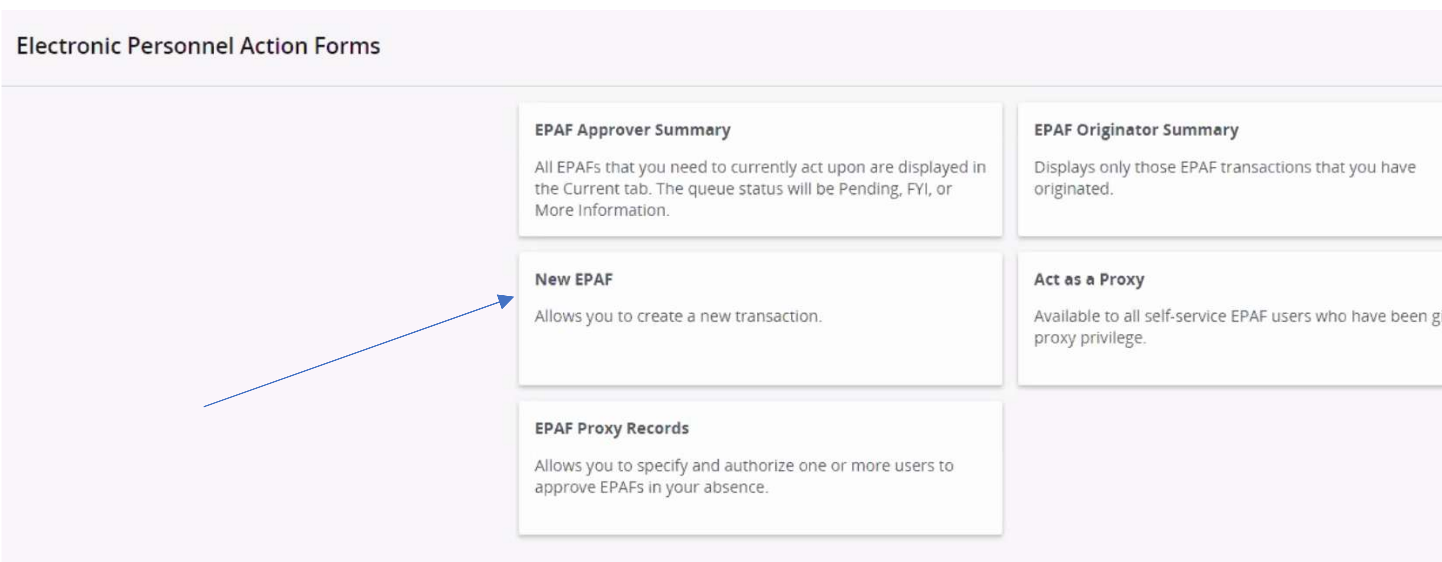
How to Rehire a student worker:

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

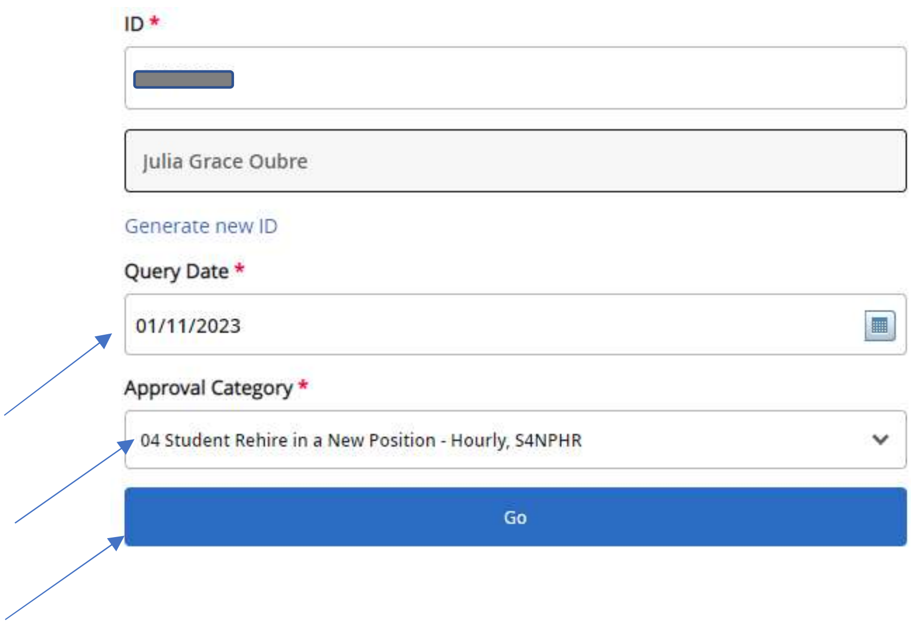


Go to New EPAF



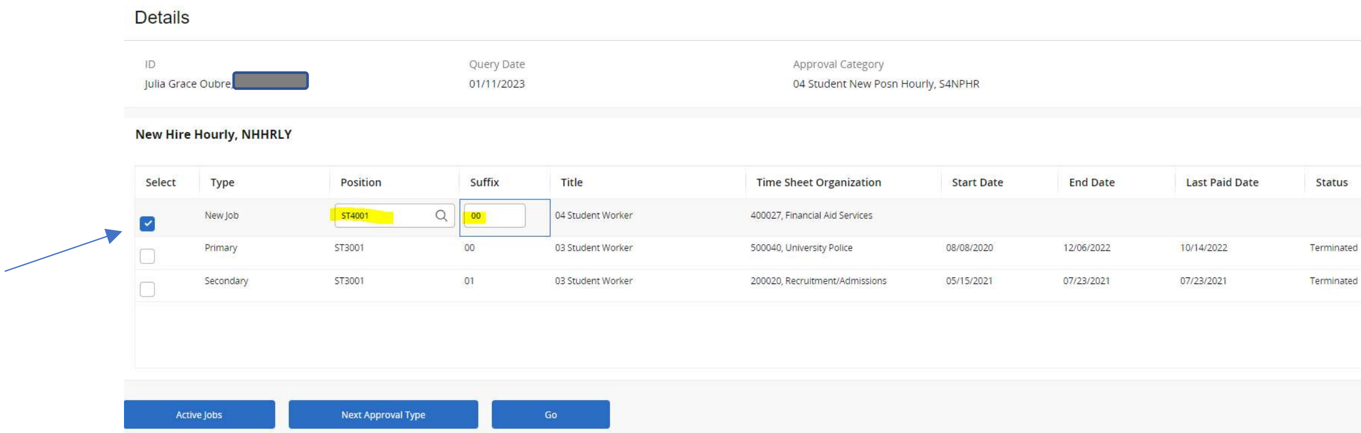
Follow these next steps carefully:

1. Enter the student's CWID # or search the person by name.
2. **Update the query date to be the student's 1st day of work**. 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 your student will be paid from your department's funds, or select "**04 Student Rehire in a New Position"** if your student will be paid by federal student worker funds, and click "Go."



On the next screen, click on "**All Jobs**."

Review the previous ST3001 or ST4001 student positions your student has previously held. 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.) One-up the suffix from the highest suffix that student's position has previously had. (*Example: if your 03 student's highest suffix in a previous 03 student position was "01," one-up the suffix to "02," thus creating position ST3001-02 for the student. Or if your 04 student's highest suffix in a past 04 student job was "00," one-up the suffix to "01," thus creating position ST4001-01 for that student*.) Click "Go."

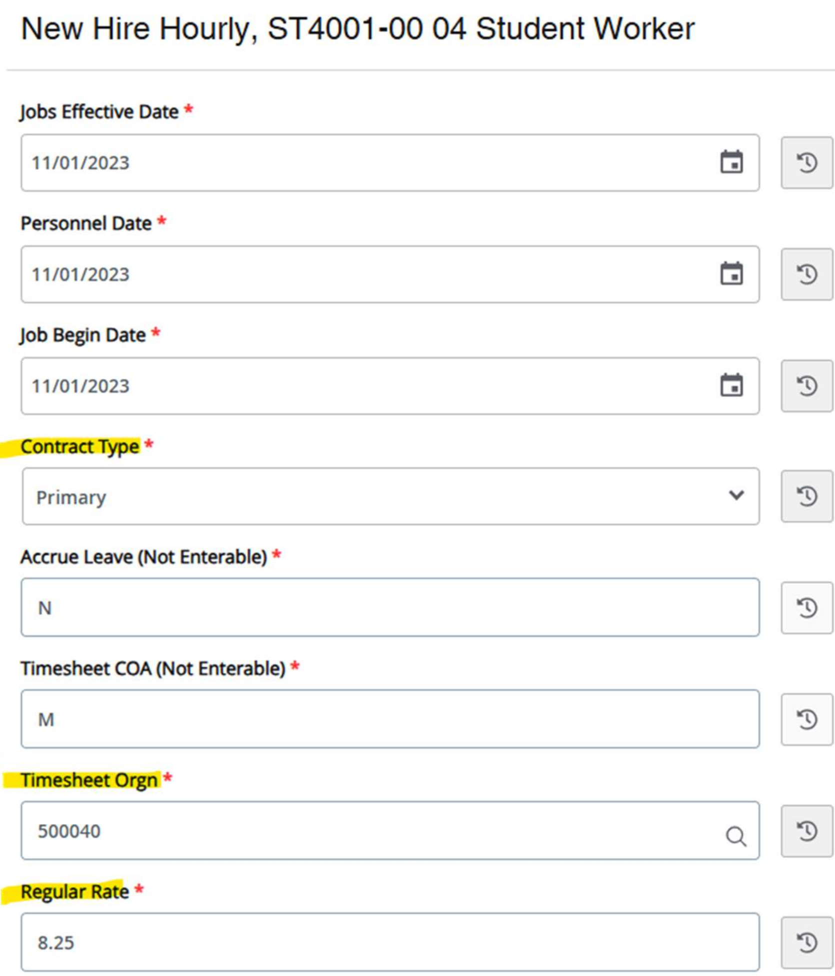


On the next screen, confirm the student's Job Effective Date, Personnel Date, and Job Begin Date all correctly reflect the **student's hire date.** (These dates will auto-populate from the **Query Date** you entered on the first screen when you started the EPAF.)

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.)*


New Hire Hourly, ST4001-00 04 Student Worker

Jobs Effective Date *
11/01/2023

Personnel Date *
11/01/2023

Job Begin Date *
11/01/2023

Contract Type *
Primary

Accrue Leave (Not Enterable) *
N

Timesheet COA (Not Enterable) *
M

Timesheet Orgn *
500040

Regular Rate *
8.25

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.

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

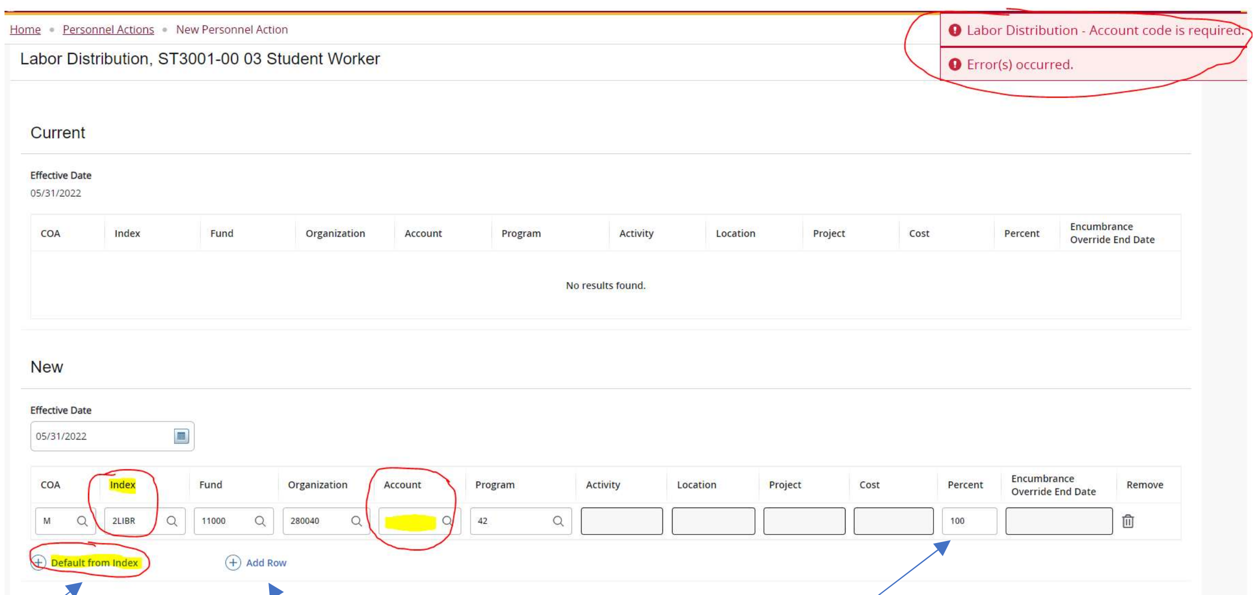
NOTE: If the pay rate is above minimum wage, you must send a ***Pay Increase Justification Form*** *to HR.*

In the Labor Distribution section:

04's – If you are hiring an <u>04</u> Student Worker, the federal funding should already be populated and should *not* be changed. The account number is **601240** for paying <u>04</u> Student Workers.

03's – If you are hiring an <u>03</u> Student Worker, enter only 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 <u>03</u> Student Workers.

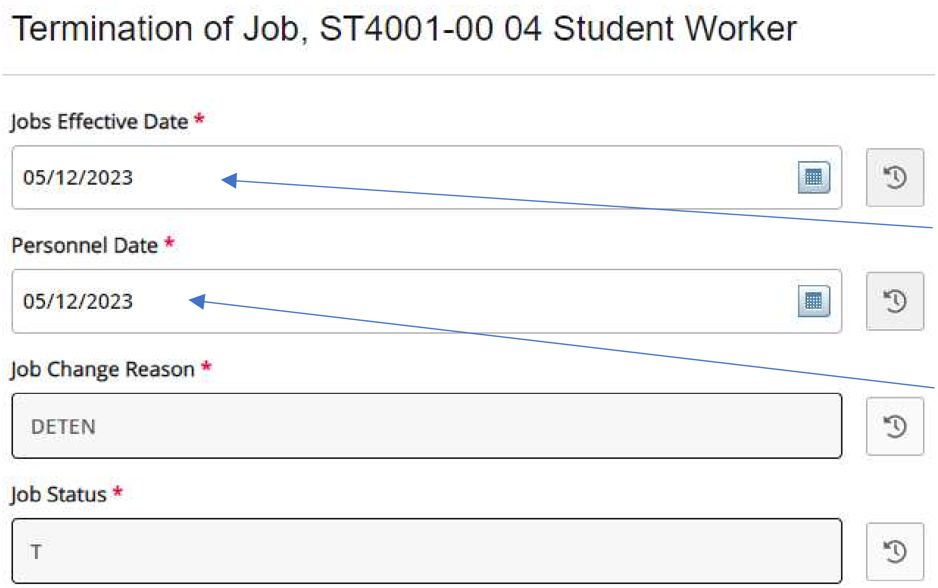
*Example of what you will see when entering information for **<u>03</u>** workers:*



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:



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.)

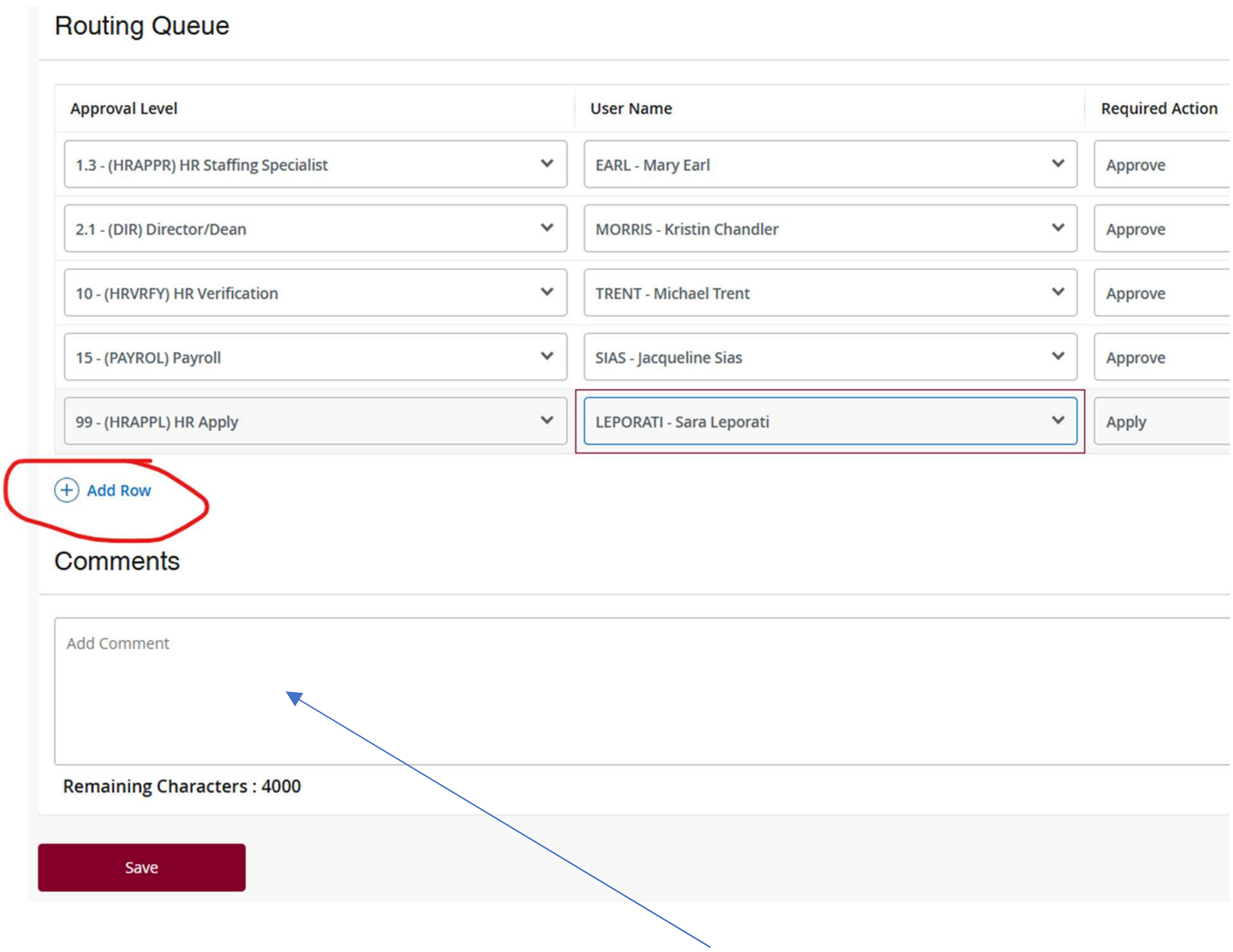
Use the same date as the "Personnel Date."

Next fill out the routing queue.
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, **Mary Earl** is the Staffing Specialist for all student workers.
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.

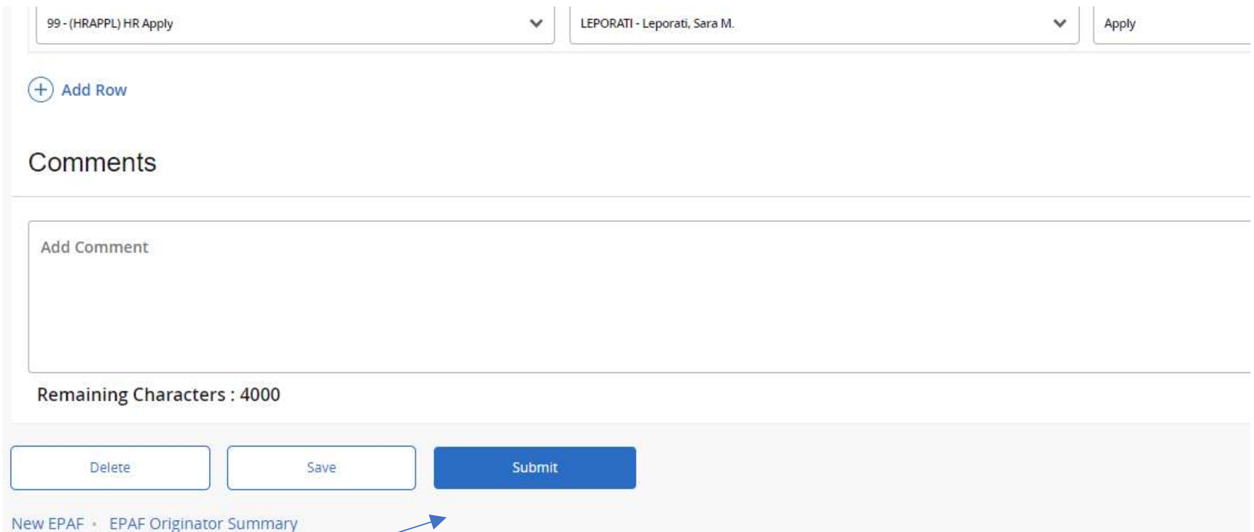
*Each approver in the routing queue should carefully review the PAF for accuracy before approving. If something is not correct on the PAF, the approver should add a comment explaining what needs to be addressed and click "**Return for Correction**" to send the PAF back to the originator to correct and resubmit for approval.*



ADD A COMMENT to indicate who the student worker's <u>TIME SHEET APPROVER</u> 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 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.