

How to Rehire a student worker:

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

[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](#)

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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.

New EPAF

Allows you to create a new transaction.

EPAF Proxy Records

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

EPAF Originator Summary

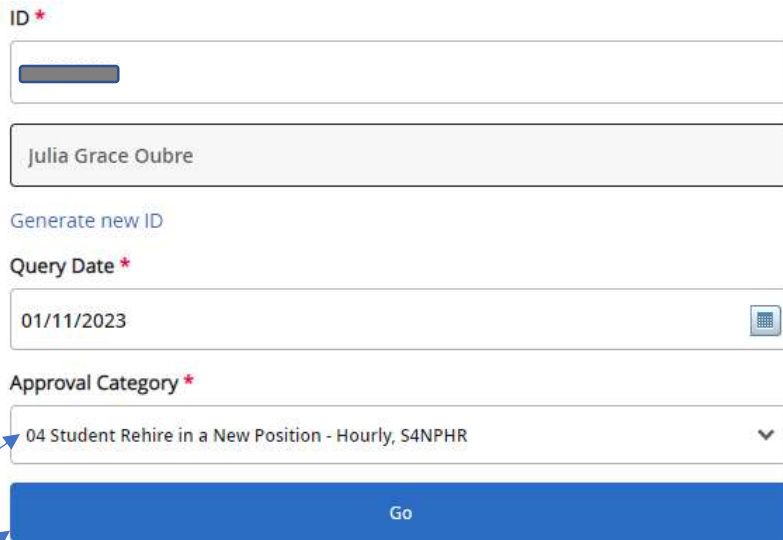
Displays only those EPAF transactions that you have originated.

Act as a Proxy

Available to all self-service EPAF users who have been granted proxy privilege.

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."



The form contains the following elements:

- ID ***: A text input field with a small blue bar on the left.
- Name**: A text input field containing "Julia Grace Oubre".
- Generate new ID**: A link below the name field.
- Query Date ***: A date input field containing "01/11/2023" with a calendar icon on the right.
- Approval Category ***: A dropdown menu showing "04 Student Rehire in a New Position - Hourly, S4NPHR".
- Go**: A blue button at the bottom.

Three blue arrows point to the "Query Date", "Approval Category", and "Go" fields.

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."

Details

ID: Julia Grace Oubre [Redacted] Query Date: 01/11/2023 Approval Category: 04 Student New Posn Hourly, S4NPHR

New Hire Hourly, NHHRLY

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
☒	New Job	ST4001	00	04 Student Worker	400027, Financial Aid Services				
☐	Primary	ST3001	00	03 Student Worker	500040, University Police	08/08/2020	12/06/2022	10/14/2022	Terminated
☐	Secondary	ST3001	01	03 Student Worker	200020, Recruitment/Admissions	05/15/2021	07/23/2021	07/23/2021	Terminated

Active Jobs

Next Approval Type

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

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.

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



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

Timesheet Orgn *

500040



Regular Rate *

8.25



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 04 Student Worker, the federal funding should already be populated and should *not* be changed. The account number is **601240** for paying 04 Student Workers.

03's – If you are hiring an 03 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 03 Student Workers.

Example of what you will see when entering information for 03 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:

Termination of Job, ST4001-00 04 Student Worker

Jobs Effective Date *

05/12/2023

Personnel Date *

05/12/2023

Job Change Reason *

DETEN

Job Status *

T

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.

Routing Queue

Approval Level	User Name	Required Action
1.3 - (HRAPPR) HR Staffing Specialist	EARL - Mary Earl	Approve
2.1 - (DIR) Director/Dean	MORRIS - Kristin Chandler	Approve
10 - (HRVRFY) HR Verification	TRENT - Michael Trent	Approve
15 - (PAYROL) Payroll	SIAS - Jacqueline Sias	Approve
99 - (HRAPPL) HR Apply	LEPORATI - Sara Leporati	Apply

+

Add Row

Comments

Add Comment

Remaining Characters : 4000

Save

ADD A COMMENT to indicate who the student worker’s TIME SHEET APPROVER 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 have Warning messages. However, if you receive an **ERROR** message, you must resolve it before you will be able to Submit the EPAF successfully.

99 - (HRAPPL) HR Apply ▼ LEPORATI - Leporati, Sara M. ▼ Apply

+ Add Row

Comments

Add Comment

Remaining Characters : 4000

Delete Save Submit

New EPAF · EPAF Originator Summary

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.