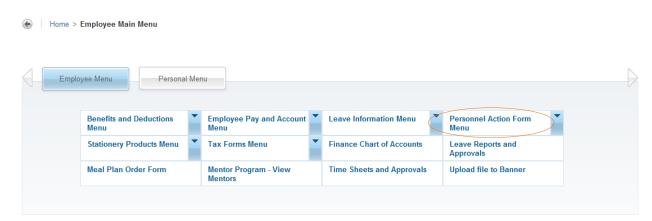# Electronic Personal Action Form (EPAF)
How to *"Hire"* a Student Employee
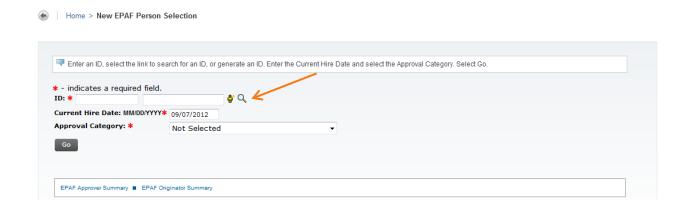
1. **Log in to Banner Information System > Employee Menu > Personnel Action Form Menu**

2. **Select "Create New Action Form" to hire a student employee.**

3. **Click the magnifying glass to search for the student.**

(4.) **Enter the student's Last Name and First Name, ID, or SSN and click "Go."** (Use % for wildcard Search.)

Check the box to limit the search to an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

Search Criteria

Employee:	☐
Last Name:	
First Name:	
Or	
ID:	
Or	
SSN/SIN/TIN:	
Records per Page:	25 ▾

Go

(5.) **Click the highlighted ID number of the student that you wish to hire.**

To choose a person, select a link under ID.

ID	Last Name	First Name	Middle Name	Birth Date	Name Type
900044092	Asberg	Lauren	Marie	Mar 31, 1992	

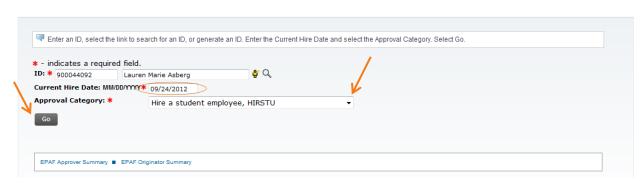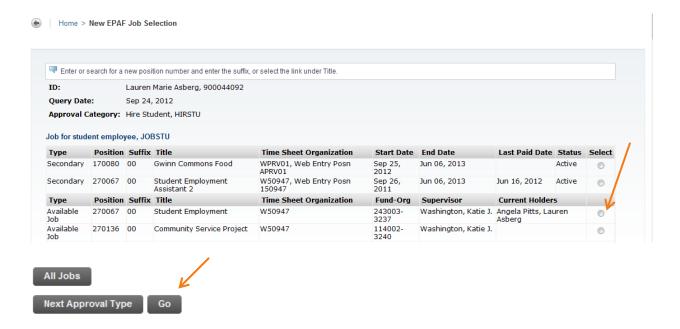**(6.)** **a.** **Enter the Current Hire Date.** NOTE: This will default in as today's date, so it is important to change this to the date that you would like the student to start working. If you do not change this to the appropriate date, you will be directed to restart the EPAF later on.
NOTE: If you are doing an EPAF at the beginning of the academic year or the beginning of summer (it has to be redone each period), make sure to put the correct beginning date. Check with OSE if you are unsure of what date to use. If you received the EPAF's expiring soon email, it should be the very next calendar day after the expiration date (i.e. the email says the student's status is expiring on 09/29, you would put 09/30 as the Current Hire Date).
b. **Click the drop down arrow by the Approval Category. Select "Hire a student employee, HIRSTU."**
c. **Click "Go."**

💬 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Current Hire Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * 900044092   Lauren Marie Asberg 🔍

Current Hire Date: MM/DD/YYYY* 09/24/2012

Approval Category: * Hire a student employee, HIRSTU ▾

Go

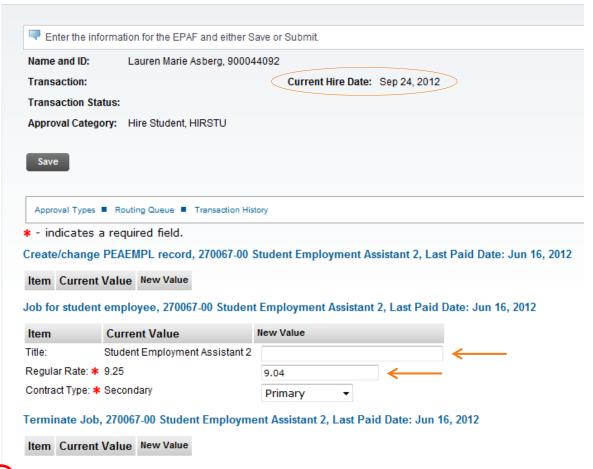EPAF Approver Summary ▪ EPAF Originator Summary

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7. **Select the position that you would like to hire for and click "Go."** You will be presented with positions that the student currently holds, as well as all positions that currently report to you. If you do not see a position that you believe you should, contact Student Employment.
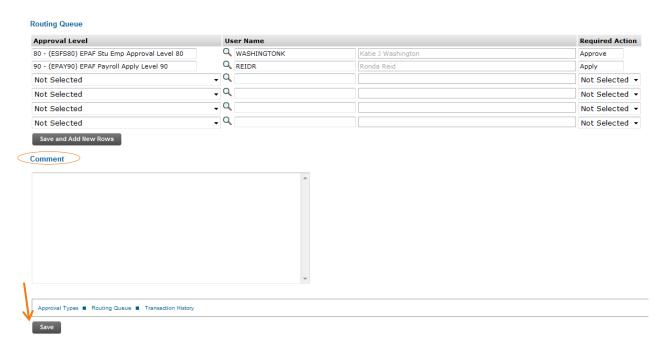
💬 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Lauren Marie Asberg, 900044092

Query Date: Sep 24, 2012

Approval Category: Hire Student, HIRSTU

Job for student employee, JOBSTU

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Secondary	170080	00	Gwinn Commons Food	WPRV01, Web Entry Posn APRV01	Sep 25, 2012	Jun 06, 2013		Active	○
Secondary	270067	00	Student Employment Assistant 2	W50947, Web Entry Posn 150947	Sep 26, 2011	Jun 06, 2013	Jun 16, 2012	Active	○

Type	Position	Suffix	Title	Time Sheet Organization	Fund-Org	Supervisor	Current Holders		
Available Job	270067	00	Student Employment	W50947	243003-3237	Washington, Katie J.	Angela Pitts, Lauren Asberg		○
Available Job	270136	00	Community Service Project	W50947	114002-3240	Washington, Katie J.			○

All Jobs

Next Approval Type   Go

8. **Make sure that the Current Hire Date at the top of the form is the date that the student will start work.** If this is not correct, you must exit the EPAF and start again. Then in step 3, make sure to enter the correct Current Hire Date. **If you would like to change the Title or Regular [pay] Rate, feel free to do so.**
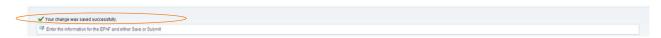
NOTE: Do not use the pay rate defaulted in the box. It will not reflect your student's current pay rate (it will usually default to minimum wage). Refer to your records regarding your student's current pay rate. If you are unsure of it, email OSE to ask.

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: Lauren Marie Asberg, 900044092

Transaction: **Current Hire Date:** Sep 24, 2012

Transaction Status:

Approval Category: Hire Student, HIRSTU

[Save]

Approval Types ■ Routing Queue ■ Transaction History

✱ - indicates a required field.

Create/change PEAEMPL record, 270067-00 Student Employment Assistant 2, Last Paid Date: Jun 16, 2012

Item	Current Value	New Value

Job for student employee, 270067-00 Student Employment Assistant 2, Last Paid Date: Jun 16, 2012

Item	Current Value	New Value
Title:	Student Employment Assistant 2	[ ]
Regular Rate: ✱	9.25	[9.04]
Contract Type: ✱	Secondary	[Primary ▾]

Terminate Job, 270067-00 Student Employment Assistant 2, Last Paid Date: Jun 16, 2012

Item	Current Value	New Value

9. **Click "Save."** If you would like to leave a comment for Student Employment or Payroll, you may do so.

Routing Queue

Approval Level		User Name		Required Action
80 - (ESFS80) EPAF Stu Emp Approval Level 80	🔍	WASHINGTONK	Katie J Washington	Approve
90 - (EPAY90) EPAF Payroll Apply Level 90	🔍	REIDR	Ronda Reid	Apply
Not Selected ▾	🔍			Not Selected ▾
Not Selected ▾	🔍			Not Selected ▾
Not Selected ▾	🔍			Not Selected ▾
Not Selected ▾	🔍			Not Selected ▾

[Save and Add New Rows]

Comment

[   ]

Approval Types ■ Routing Queue ■ Transaction History

[Save]

NOTE If the record was saved successfully, you will see this at the top of the screen:

✔ Your change was saved successfully.
💬 Enter the information for the EPAF and either Save or Submit

10 **Click "Submit" to submit the form to the Approver.**

NOTE If there are errors with the submission, you will see this at the top of the screen:

In this case, you would change the "Contract Type" to "Secondary."

NOTE You will *almost* always see the WARNING- "Encumbrance has been set to 0, because method is Value Input." This is okay, just ignore.

⑪ Click **Save** and then, **Submit**

NOTE After you "save" the form again, the error will not disappear at the top of the page. Just fix the error, "save," and then "submit."

If the record was submitted successfully, you will see this at the top of the screen.

12. You are finished!! Now pat yourself on the back. ☺