



- Departments can verify enrollment in Banner via the Registration Query Form (SFAREGQ or SFAREGF)
- Departments can verify submission of Hiring Forms in Banner by contacting E1s Processing.  
PEAEMPL: The Employee Form shows whether the I-9 has been completed.  
Click on the United States Regulatory Tab.  
PPACMNT: The Comment Form shows all other supplemental hiring documents received.

3. Enter UIN under New EPAF Person Selection

OR

Enter First Name and Last Name, Click Search.

Click Calendar and Select Effective Date of rehire, MUST be 1<sup>st</sup> or 16<sup>th</sup>.

Click down arrow to select Approval Category.

Click Go.

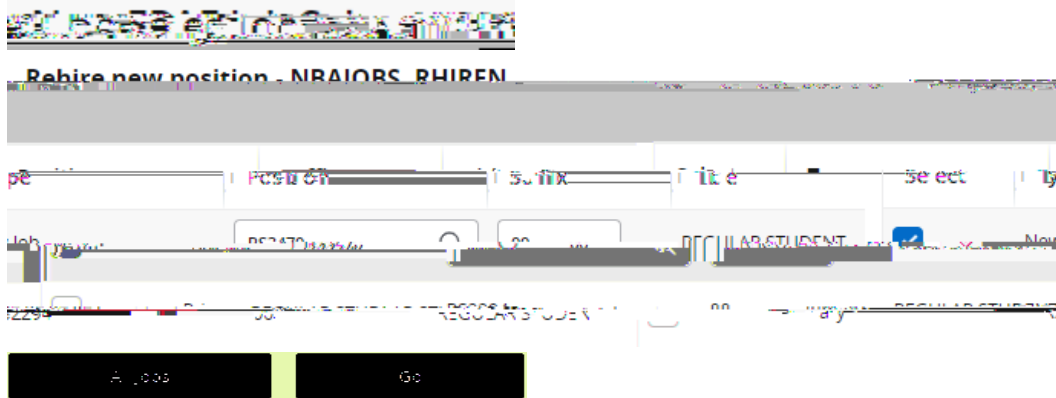
The screenshot shows the 'New EPAF Person Selection' form in the Banner HR system. The form has a white background with a grey header. The title 'New EPAF Person Selection' is in bold black text. Below the title, there is a red asterisk next to the 'ID' label. There are two input fields for 'First Name' and 'Last Name', both containing blue redaction boxes. Below these is a date field for 'Effective Date' with a calendar icon, showing '10/16/2020'. To the right of the date field is a 'Generate New' button. Below the date field is a dropdown menu for 'Approval Category' with a green asterisk. At the bottom of the form is a large red 'Go' button.

4. List of active jobs will appear.

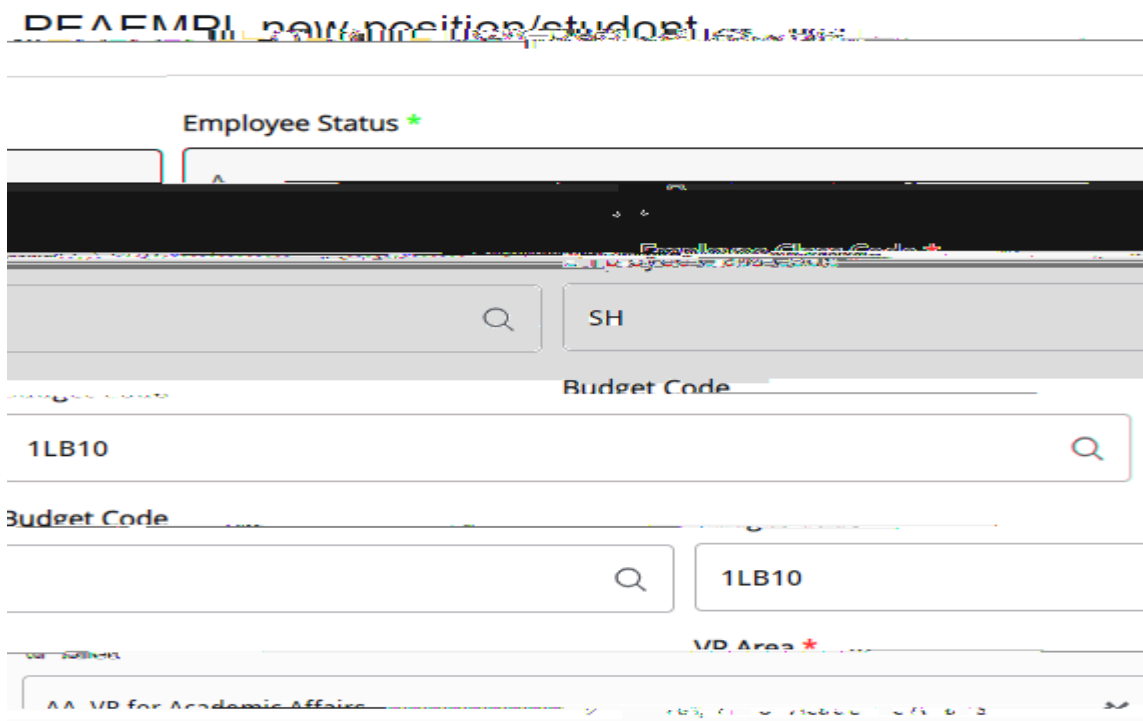
Enter Position # and Suffix, 00 next to New Job

Select button for new position to rehire.

Click Go.



- Employee status "A" will default.  
 Enter Employee Class Code.  
 Enter Budget Codes only if this position is primary .  
 Select the VP area for the Budget Code of the primary position.  
 Enter Employee Class Code as follows:  
 SH – Student Hourly Regular  
 SS – Student Hourly Summer  
 ST – Community Service Work Study  
 WS – Work Study Students – Federal



6. Click Calender and Select Effective Date of rehire.  
Select Primary or Secondary for Contract Type.  
Click Calender and Select Effective Date and Personnel Date of rehire.  
Both dates must be the same.

7. Click down arrow to either enter or select username for approval level of Department (approver).  
Click down arrow to either enter or select username for approval level of Payroll.  
Enter a comment regarding rehire if necessary.  
Click Save.



8. Select Submit to finish if change was saved successfully.  
Note: There will be an error message in red with details if your change did not Save or Submit successfully. Ignore ALL warning messages.