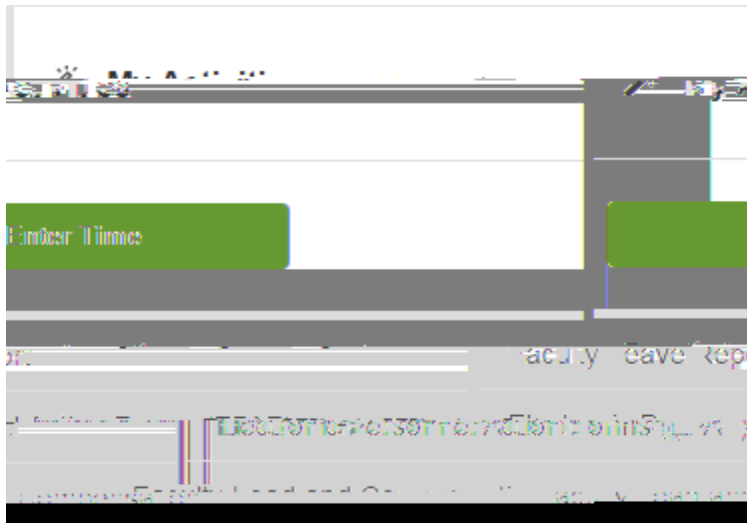


Electronic Personnel Action Forms (EPAF) Rehire Same Position/Graduate Assistant

1. Select **Electronic Personnel Action Forms (EPAF)** under My Activities.
If you do not see the EPAF link and completed the electronic approval access form, please contact Human Resources.

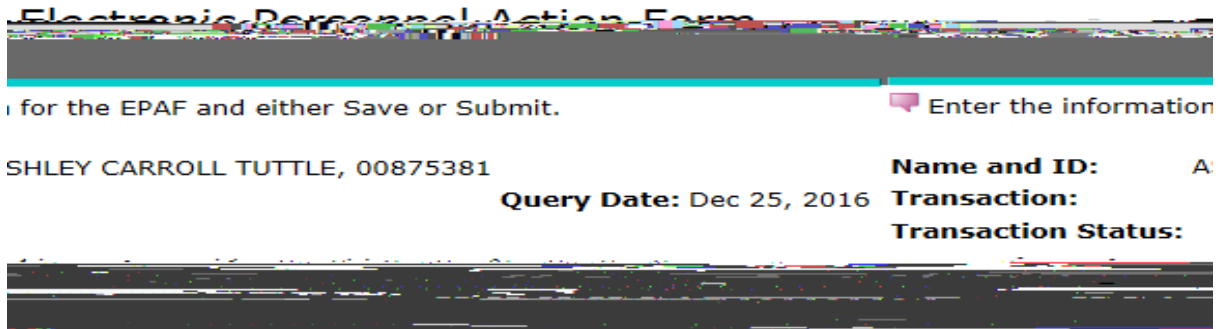


2. The main Electronic Personnel Action Form (EPAF) menu appears.
Select **New EPAF**.

- 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.

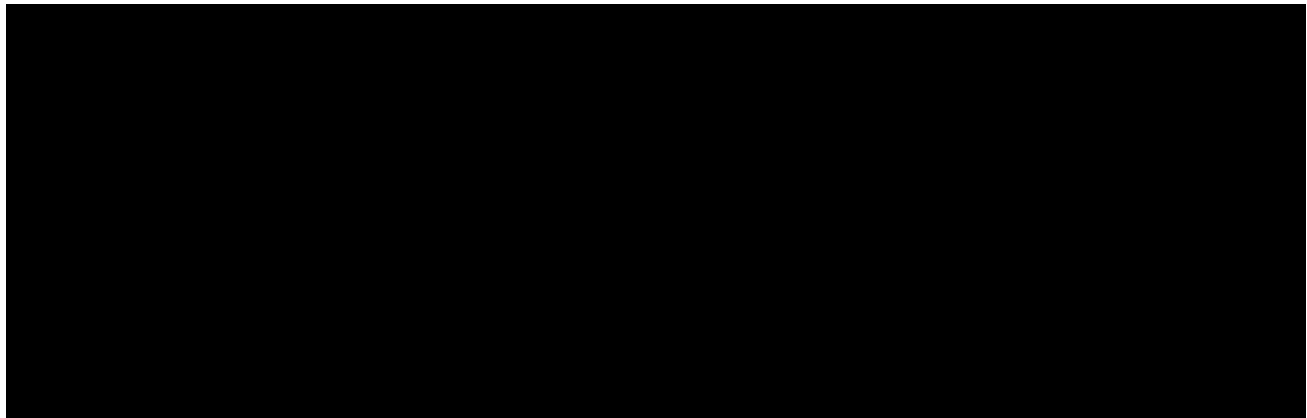
3. Enter **UIN** or Select search.
Enter **Effective Date** of rehire, MUST be 10th or 25th.
Click down ar

- 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:
RA – Graduate Research Assistant
TA – Graduate Teaching Assistant



| New Value | Item | Current Value |
|-------------------------|----------------------------------|------------------------------------|
| A | Employee Status: (Not Enterable) | Active |
| Employee Class Code: RA | Employee Class Code: | RA - Graduate Research Assistant |
| Budget Code: 1CG00 | Budget Code: | 1CG00, COUNSELING & HUMAN SERVICES |
| Budget Code: 1CG00 | Budget Code: | 1CG00, COUNSELING & HUMAN SERVICES |
| VP Area: ED | VP Area: | ED - Darden College of Education |

- Select **Primary** or **Secondary** for Contract Type.
Enter **Effective Date** and **Personnel Date** of rehire. **Both dates must be the same.**
Job Status “A” will default.
FTE “0.250” will default.
Job Change Reason “EXTND” will default.
Step “0” will default.
Enter **Factor/Pays** (# of pays for the semester/academic year). **Both are always the same.**
Enter **Total Amount of Stipend**.
Enter the **Budget Code** that belongs to the position.



If you choose the incorrect Contract Type, you will receive an error message when submitting.

7. Enter the **Last Day of Employment** (semester/academic year) for Effective and Personnel Date. Job Status “**T**” will default. Job Change Reason “**TERMJ**” will default.

| Item | Current Value | New Value |
|-----------------------------|---------------|------------|
| Effective Date: MM/DD/YYYY* | 08/25/2016 | 05/09/2017 |
| Personnel Date: MM/DD/YYYY* | 08/25/2016 | 05/09/2017 |
| Job Status: (Not Enterable) | Active | T |

Job Change Reason: * (Not Enterable) EXTND

TERMJ

8. Enter **Username** or click the magnifier to select the approval level for Department (approver). Enter **Username** or click the magnifier to select the approval level for Payroll. Enter a comment regarding rehire if necessary. Click **Save**.

Routing Queue

| Department | Payroll | Approver | Approver Name |
|--------------|---------------------|--------------|-----------------|
| CHOLLAND | 90 - (PAYR) Payroll | BBLOUNT | BRENDA R BLOUNT |
| Not Selected | Not Selected | Not Selected | Not Selected |
| Not Selected | Not Selected | Not Selected | Not Selected |
| Not Selected | Not Selected | Not Selected | Not Selected |

Comment:

Save

9. 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.**

The screenshot shows a web interface with a teal header. A message on the left states: "s saved successfully. ion for the EPAF and either Save or Submit". On the right, a confirmation message says: "Your change wa: Enter the informat". Below this, a form displays the following information:

- Name and ID: ASHLEY CARROLL TUTTLE, 00875381
- Query Date: Dec 25, 2016
- Transaction: [unclear]
- Transaction Status: Waiting
- Category: Rehire Same Position/Grad, RHIRSG

At the bottom, there are three buttons: "Submit", "Delete", and "Save".

EPAF has been successfully submitted to Department (Approver).