- 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.
  The   shows whether the I-9 has been completed.
  Click on the United States Regulatory Tab.
  The   shows all other supplemental hiring documents received.

3. Enter   under New EPAF Person Selection

Enter   and   , Click   .
Click   r and Select   of rehire, MUST be 1st or 16th.
Click down arrow to   .
Click   .

New EPAF Person Selection

ID *

Generate new ID

Query Date *

10/16/2020

Approval Category *

Rehire Same Position/Student, RHIRSS

Go

4. List of active jobs will appear.
   Select button for position to rehire.
   If position does not show, Click   to view all jobs.
   Click   .
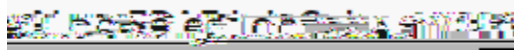
Rehire same position - NBAJOBS, RHIREC

Select	Type	Position	Suffix	Title

...S9150 ...00... REGULAR STUDENT ☑ Primary

5. Employee status will default.
   Enter   .
   Enter   only   this position is   .
   Select the   area for the Budget Code of the   position.

   SH – Student Hourly Regular
   SS – Student Hourly Summer
   ST – Community Service Work Study
   WS – Work Study Students – Federal

PEAEMPL same position/student

Employee status

Employee Class Code *

🔍 | SH

🔍 | 1SI5298

6. Select _____ for Contract Type.
   Click _____ r and Select _____ and _____ of rehire.

   Job Status _____ will default.
   Job Change Reason _____ will default.
   Step _____ will default.
   Enter _____ .
   Enter the _____ that belongs to the position.
   Enter the _____ .

Contract Type *

Primary _____ Primary

Effective Date *

10/16/2020

Personnel Date *

Job Status *

A

Reason *   Job Change R

RHIRE

Step *

0

Budget Code/WATE *

WATE Approver UIN *

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

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   .

Routing Queue

Approval Level	User Name	Required Action
(DEPT) Department	CHOLLAND - HOLLAND, CATHERINE L	Approve,

Comments

Add Comment

Remaining Characters: 4000

Save

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