HOW TO COMPLETE A STUDENT ePAF

Gather the following Information before you start an ePAF:

*1.   Student XU ID (900…)
*2.   Start Date
*3.   End Date
*4.   Is the student a new hire or rehire?
*5.   Position #
*6.   Suffix # (00 or 01)
*7.   FUND-ORGN-PROG codes of where the student wages are being charged
*8.   ORGN code of person approving the student's time card
*9.   Student job title
*10. Rate of pay
*11. Total amount funded for this period (from start date to end date)
*12. Supervisor ID (900… of person approving the student's time card)
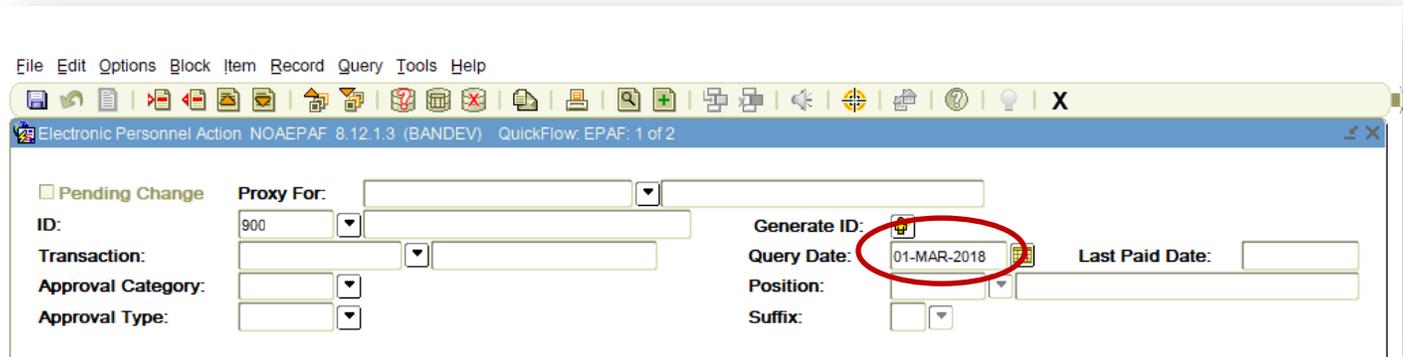*13. Work location (OCL-on campus, HYL-hybrid)

1.   Log into Banner Client.

2.   Go to NOAEPAF.
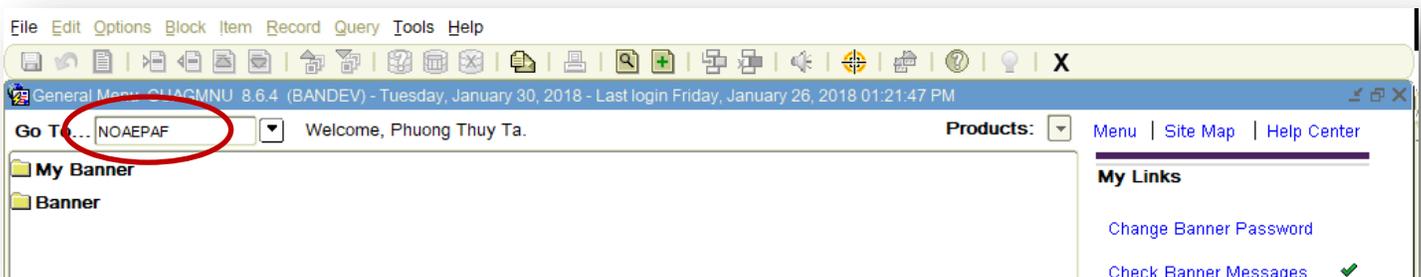
3.   Enter the student XU ID [*1].
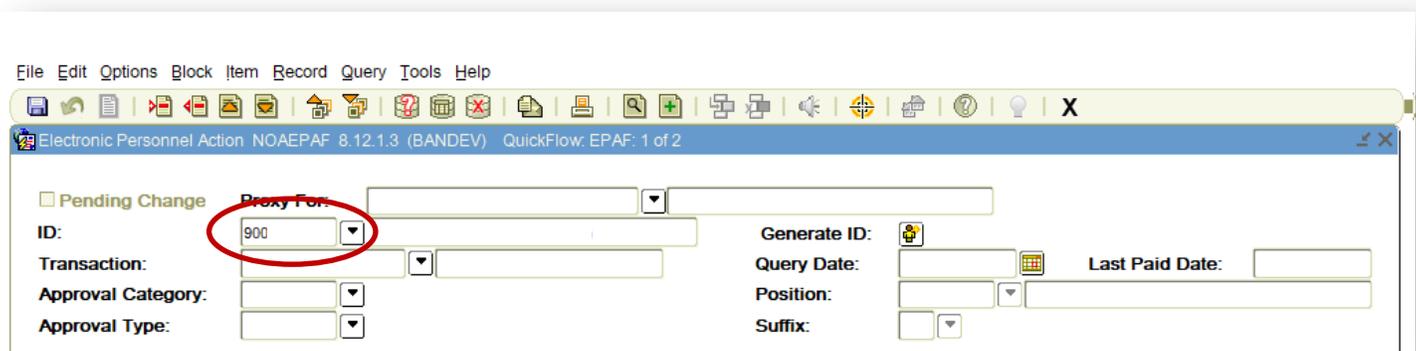
4. [Tab key icon] Tab to Query Date. Enter the start date [*2].

5. [Tab key icon] Tab to Approval Category. Enter NWHIRE if the student is a new hire student employee. Enter REHIRE if the student is a rehire student employee. [*4]
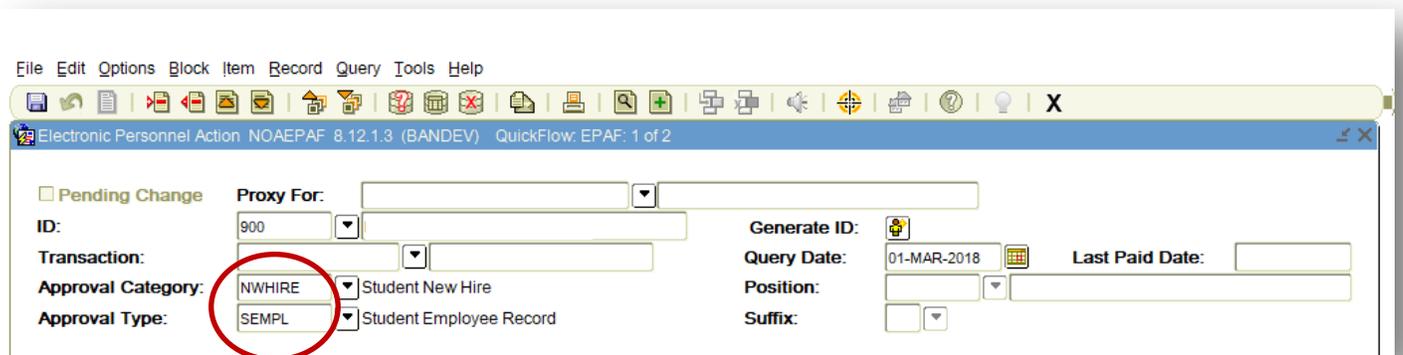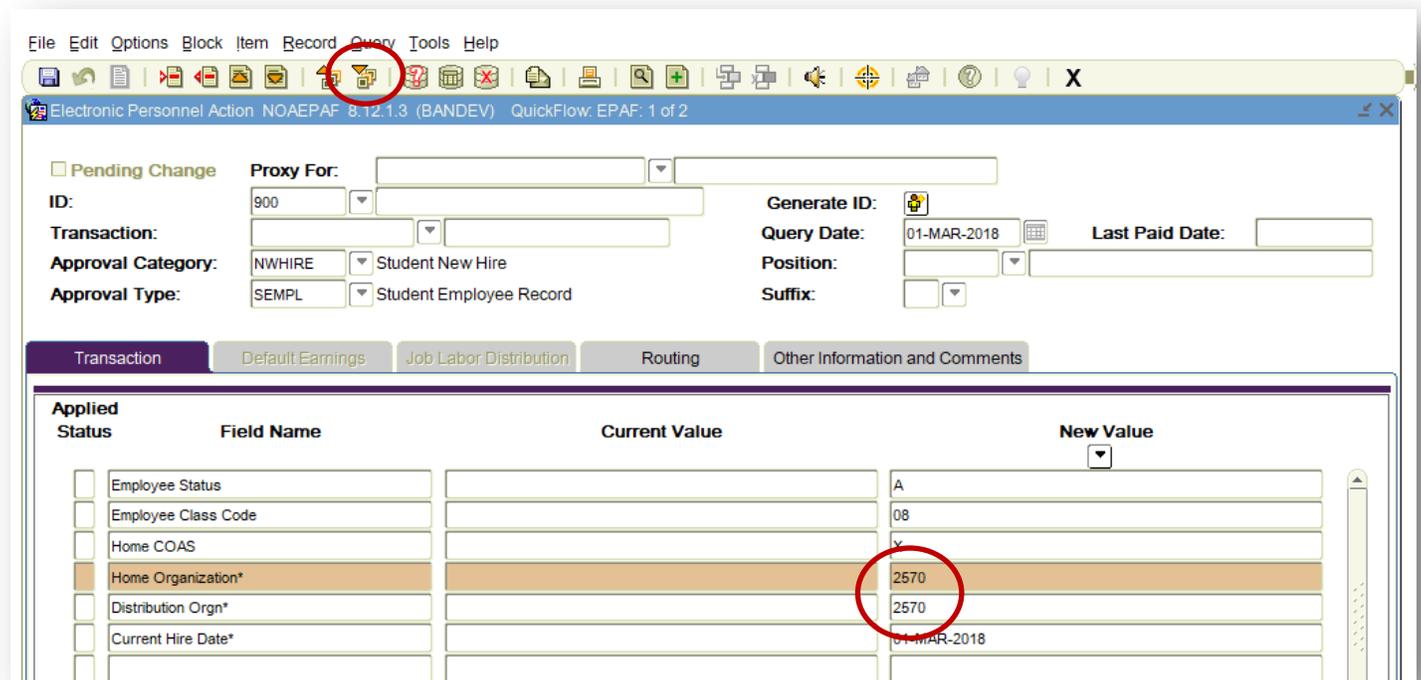

Note: With NWHIRE, there are three sections to complete…SEMPL, START, and END. This is visible on the Approval Type field. With REHIRE, there are only two sections…START and END.
> If you are entering an ePAF for a REHIRE, skip to #9 below.

6. Go to NEXT BLOCK. Enter the ORGN code [*8] on *Home Organization* and the ORGN code [*7] on *Distribution Orgn*.

7. SAVE. Notice that the system has now generated a Transaction number for this ePAF.

8. Choose Options/Next Action.

Notice that the Approval Type has changed to START.

9. [Tab key icon] Tab to Position. Enter the Position number [*5].
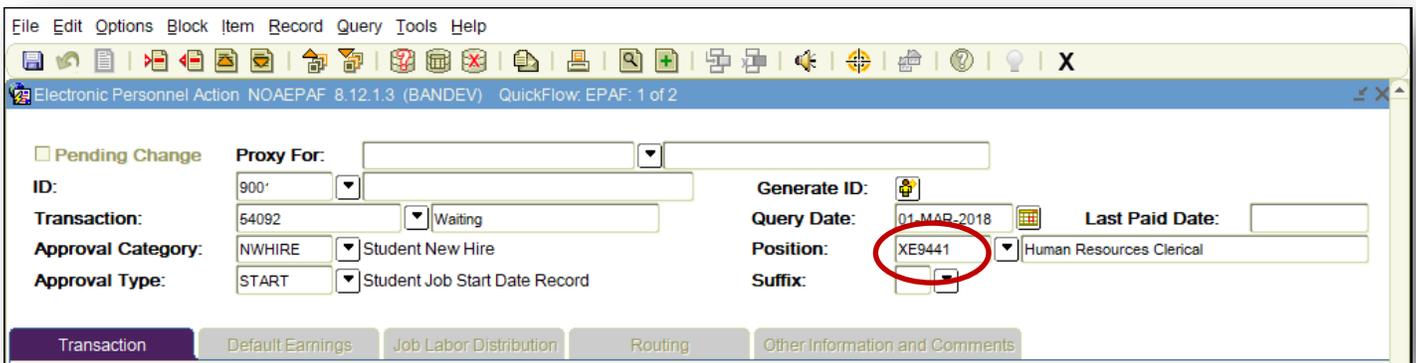
10. [Tab key icon] Tab to Suffix. Enter the Suffix number [*6].

11. Go to NEXT BLOCK.

Notice that the *Job Begin Date* and *Job Effective Date* auto-populate for NWHIRE.

For a REHIRE, *Job Begin Date* will be blank. Only *Job Effective Date* will auto-populate.

12. Enter the student's job *title* [*9].

13. Determine how many Pay Periods are involved from the start date to the end date. Keep in mind that students are paid bi-weekly. Enter that number on *Factor* and on *Pays*.

14. Leave *Hours per Pay* blank.

15. Enter the student's pay rate [*10] on *Regular Rate*.

16. Enter the amount budgeted [*11] for the student for this period on *Annual Salary*.

17. Enter the ORGN code [*8] on *Timesheet Orgn*.

18. Enter the Supervisor's ID [*12] on *Supervisor ID*.

19. Enter the student's work location [*13] on *Job Location*.

20. SAVE.

21. Click on the *Job Labor Distribution* tab. Review the FUND-ORGN-ACCT-PROG-ACTV-LOCN (FOAPAL) to make sure that this is where the student's wages are to be charged. If okay, SAVE. If not, contact the Student Compensation Analyst.

22. Click on the *Routing* tab.

23. Click on each *Level Code* to highlight the row, then click on the drop-down button of *User ID* to drop the name of the ePAF approver on each corresponding level.

24. SAVE.

25. If there is a need to add in a comment (i.e. other important details concerning this student's job that are not on the form and are necessary for the approvers to make a decision), then click on the *Other Information and Comments* tab. Write your information in the empty box. SAVE. Click back to the *Routing* tab in order to continue with #26 below.

Note: If there is no need for a comment, skip #25 and go to #26 below.

26. Choose Options/Next Action.

Notice that the Approval Type is now END.

27. Go to NEXT BLOCK.

28. Enter the student's job end date [*3] on *Jobs Effective Date*.

29. SAVE.

30. Choose Options/Submit Transaction.

31. You should see a confirmation message at the bottom saying, "Transaction submitted." At the same time, notice that the Transaction status has changed from *Waiting* to *Pending*. The ePAF is now pending for approvals from the approvers listed on the *Routing* tab.

32. If your submission is unsuccessful, the system will take you to NOIEMSG to view the error(s).
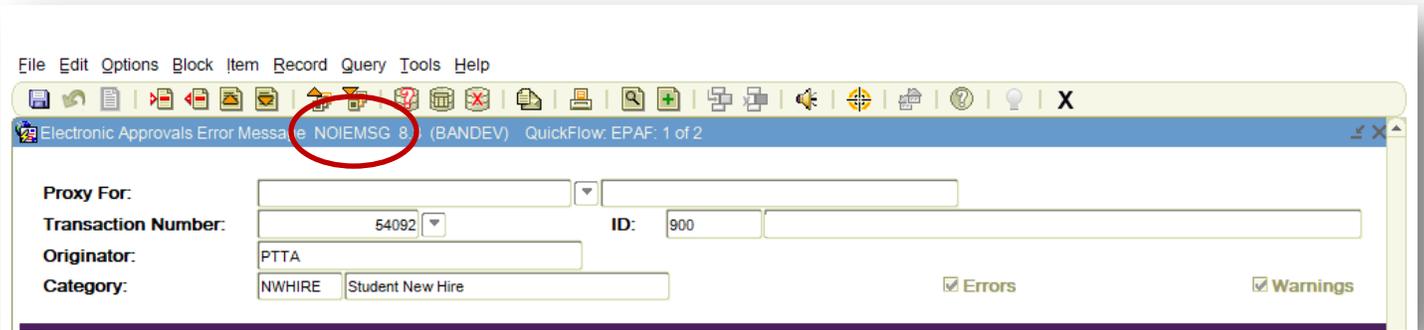
33. Go to NEXT BLOCK.

34. Take notes of the errors and EXIT.

35. The system will take you back to the ePAF. Correct the errors and re-submit the ePAF.

STUDENT ePAF SUMMARY

➤ *Student ID, Query Date, Approval Category* *(If NWHIRE, continue)*, *[next block]*
  I. Approval Type: SEMPL
    - <u>Transaction</u>
      1) Home Organization
      2) Distribution Orgn
      3) [Save]

➤ *[Options/Next Action], (If Approval Category is REHIRE, continue here) Position, Suffix, [next block]*
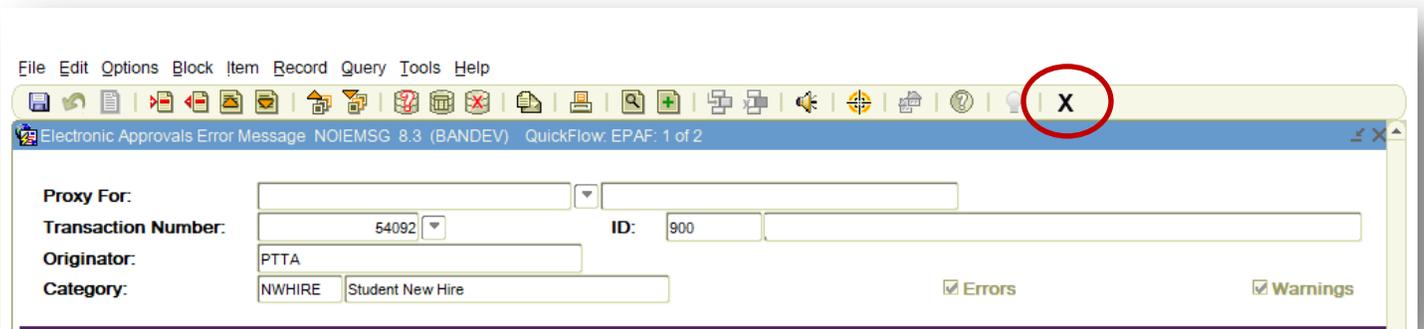 II. Approval Type: START
    - <u>Transaction</u>
      1) Job Begin Date
      2) Job Effective Date
      3) Title
      4) Factor
      5) Pays
      6) Regular Rate
      7) Annual Salary
      8) Timesheet Orgn
      9) Supervisor ID
      10) Job Location
      11) [Save]
    - <u>Job Labor Distribution</u>
      1) [Review and Save]
    - <u>Routing</u>
      1) Dropdown User ID for Approvers (usually 4)
      2) [Save]
    - <u>Other Information and Comments</u>
      1) Enter a comment if needed
      2) [Save]

➤ *[Options/Next Action], [next block]*
  III. Approval Type: END
    - <u>Transaction</u>
      1) Jobs Effective Date
      2) [Save]

➤ *[Options/Submit Transaction]*