Rehire a Student

**Step One: Electronic Personnel Action Form Screen**

1. Select New EPAF

   ![Electronic Personnel Action Form Screen](image)

   - **EPAF Approver Summary**
   - **EPAF Originator Summary**
   - **New EPAF**
   - **EPAF Proxy Records**
   - **Act as a Proxy**

**Step Two: New EPAF Person Selection**

1) Enter Rocket ID of student and Tab. Name will populate if valid ID and active student
   a) Magnifying glass icon can be used to search for student if ID not available

2) Leave Query Date to populate current date

3) Select the Approval Category for the EPAF From the drop down menu (Rehire Student Employee, RHSTD)

4) Select Go
Step Five: Enter Position Information

1. Click All Jobs to view past positions that the student held.

2. Enter PCN and press Tab (Position Control Number i.e P97543). Student Employee Title will populate. Enter in Suffix. Press Tab. (If rehiring a student into a PCN that they already have worked in, the suffix number should always be the last suffix number used + 1)

3. If you do not know what your position number is for student positions, you can view available position numbers for your department under the Departmental Pooled Position report in Human Resources General Inquiry folder in the Web Report Library (https://reports.utoledo.edu/businessobjects/enterprise115/InfoView/main.aspx) If you do not have access to this report please contact your Business Manager to gain access.

4. Select Go (Not Next Approval Type)
**Note Instructions at the beginning of EPAF Form:**

Enter the information for the EPAF and either Save or Submit. After submitting EPAF, please send state tax forms, OPERS enrollment/exemption forms, and SSA form to Payroll Office MS 459. I9 documentation, DMA, and Personal Information Form (PIF) should be sent to Career Services Office MS 112. Federal W4 elections and Direct Deposit account information can be completed through the myUT portal.

**Step Six: Create an Employee Record**

1. Enter Current Hire Date – this is the date that the student will begin working

2. Enter Employee Class Code (Magnifying Glass can be clicked to show available choices for student class codes). Typically S1 for Student Exempt and S3 for Non Exempt Student.

3. Home Organization – Department that the student will be working in. This is NOT the index but generally is the index number without the “A” in front and add “0” at the end (i.e. A10625 = 106250)

4. Location Code can be selected from the drop down menu. DO NOT USE MC (do not use) as an option.
   a. MC AC, Main Campus Academic applies to students working in the colleges
   b. MC SA, Main Campus Student Affairs applies to departments falling under the VP of Student Affairs
   c. MC AD, Main Campus Administration applies any other departments on the Main Campus
   d. HSC C, College applies to departments in the medical college
   e. HSC H, Hospital applies to departments in the hospital
   f. HSC S, Support applies to all other health science departments not in college or hospital

5. Home COAS - defaults in, not able to be changed

6. Employee Status- defaults in, not able to be changed
**Step Seven:** Create an Employee Assignment

1. Personnel Date – 1st date of employment or start date. MUST equal Current Hire Date from Create Employee Record section above

2. Jobs Effective Date - 1st day of employment when EPAF is completed before the actual start date OR 1st day of the current pay period in which EPAF is being completed

3. Job Begin Date - Must be the same as Job Effective Date

4. Contract Type – New Hire will ALWAYS be Primary

5. Regular Rate - Rate of pay is entered as dollars and cents with no dollar sign.

6. Timesheet Orgn - Employee's department, can be searched.

7. Step - Defaults in, not able to be changed.

8. FTE - Defaults in, not able to be changed.

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**Create an Employee Assignment, P97543-00 Student Employee - Pooled**

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Date: MM/DD/YYYY</td>
<td>10/01/2011</td>
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</tr>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY</td>
<td>10/01/2011</td>
<td></td>
</tr>
<tr>
<td>Job Begin Date: MM/DD/YYYY</td>
<td>10/01/2011</td>
<td></td>
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<tr>
<td>Contract Type:</td>
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<tr>
<td>Regular Rate:</td>
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<td>Timesheet Orgn:</td>
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<td>Step: (Not Overrideable)</td>
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<tr>
<td>FTE: (Not Overrideable)</td>
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</tr>
</tbody>
</table>

**Step Eight:** Ending Jobs

1. This is the end of the semester or academic year in which the student will be working
   a. Generally students are hired from Fall thru the end of Spring semester (i.e. August – May)
   b. A separate EPAF will need to be done for students working thru the Summer semester

2. Personnel Date, Job Effective Date and Job End Date will all be the same future date

3. Jobs Status - defaults in, not able to be changed

4. Job Change Reason – defaults in, not able to be changed
5. If student position ends prior to the end date originally entered, a separate Terminate Student Employee or End Job EPAF needs to be submitted

### Ending Jobs, P97543-00 Student Employee - Pooled

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
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<tbody>
<tr>
<td>Personnel Date: MM/DD/YYYY</td>
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<tr>
<td>Jobs Effective Date: MM/DD/YYYY</td>
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<td>05/11/2012</td>
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<tr>
<td>Job End Date: MM/DD/YYYY</td>
<td></td>
<td>05/11/2012</td>
</tr>
<tr>
<td>Job Status: (Not Overrideable)</td>
<td></td>
<td>T</td>
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<tr>
<td>Job Change Reason: (Not Overrideable)</td>
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<td>100</td>
</tr>
</tbody>
</table>

**Step Nine: Routing Queue**

1. Designate appropriate approvers
   
   a. MGMT – should be Manager that signed on SEPA
   
   b. EXEC – should be Executive that signed on SEPA
   
   c. CSRV – should be SANDERS – Sheila Anderson
   
   d. PAYROL – should be PWILLARD/MCARDENAS – Paula Willard/Magdalena Cardenas
   
   e. PAYAPP – should be Payroll Apply- KGULDEN- Kelley Guldenpfennig

   (i) Last approval level must be set to APPLY

Please note that the originator, MGMT, and EXEC cannot be one in the same person. There must be a minimum of two different people before it routes to Career Services. The originator can be the MGMT or the MGMT and EXEC can be the same.

Also, all Approval Levels MUST be completed before submission. Otherwise it will cause the EPAF to error upon submitting. If you do not see the person within the MGMT or EXEC level, please contact HR for further assistance.

1. You MUST Save and Add New Rows before you submit your EPAF

   ![Save and Add New Rows](image)
Step Ten: Save and Submit EPAF

1. Save and Submit EPAF. By choosing to Save first, you can see and fix many errors before submitting.
2. You will see a message that your changes were saved/submitted successfully.

### Electronic Personnel Action Form

- **Check**: Your change was saved successfully.
- **Enter**: the information for the EPAF and either Save or Submit.

**Name and ID:**  
**Transaction:**  
**Transaction Status:** 
**Approval Category:**

**Save** | **Submit** | **Delete**