# Rehire Terminated Student

Step One: Main Menu Screen

1. Choose Employee Tab
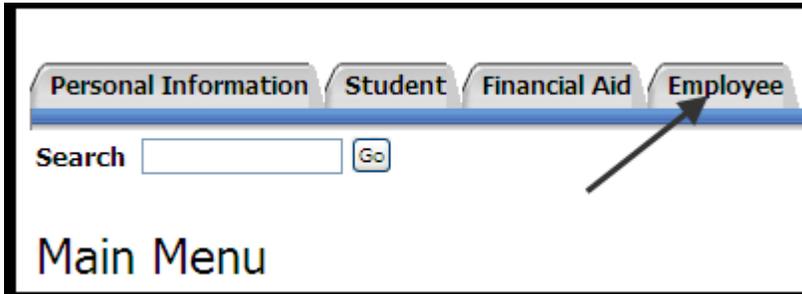


Step Two: Employee Screen

1. Choose Electronic Personnel Action Forms
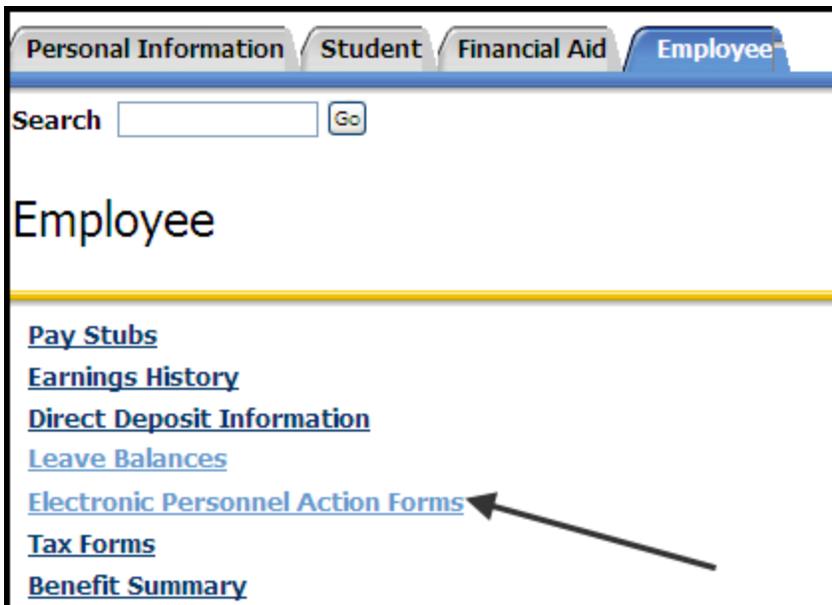
Step Three: Electronic Personnel Action Form Screen

1. Select New EPAF



Step Four: 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 New Student Employee

1. Enter Birth Date, Citizenship, Ethnicity and Gender
   a. Values should already be there listed under Current Value.  Re-enter what is shown

**New Student Employee**

| Item | Current Value | New Value |
|------|---------------|-----------|
| Birth Date: MM/DD/YYYY | 06/14/1990 | 06/14/1990 |
| Citizenship: | Y, Citizen | Y, Citizen |
| Ethnicity: | C, Caucasian or White | C, Caucasian or White |
| Sex: | Female | Female |

under New Value.

Step Six Enter Position Information

1. Click All Jobs to view past positions that the student held.
2. Enter PCN and press Tab (Postion 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 positon 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)

| | Search Type | Position | Suffix | Title | | Start Date | End Date | Last Paid Date | Status | Select |
|---|---|---|---|---|---|---|---|---|---|---|
| ID: | | | | Merkisha L. Rush, R00011156 | | | | | | |
| Query Date: | | | | Nov 02, 2011 | | | | | | |
| Approval Category: | | | | Rehire Student Employee, RHSTD | | | | | | |

Most recent suffix plus one
(suffix 04 + 1 = new suffix 05)

**Create an Employee Assignment, EMPASG**

| Search Type | Position | Suffix | Title | | Start Date | End Date | Last Paid Date | Status | Select |
|---|---|---|---|---|---|---|---|---|---|
| 🔍 New Job | P97543 | 05 | Student Employee - Pooled | 106250, Controller | | | | | ⊙ |
| Secondary | P43391 | 00 | MC Undergrad WS | M329, Payroll | Aug 23, 2008 | Jun 30, 2010 | Jul 09, 2010 | Terminated | ○ |
| Secondary | P43391 | 01 | MC Undergrad WS | M800, Mail Out | May 16, 2009 | May 29, 2009 | May 29, 2009 | Terminated | ○ |
| Primary | P70001 | 00 | FWS ExemptStudent Undergrad MC | M800, Mail Out | Jul 01, 2010 | Aug 20, 2010 | Aug 06, 2010 | Terminated | ○ |
| Primary | P70001 | 01 | FWS ExemptStudent Undergrad MC | 106250, Controller | Aug 23, 2010 | May 13, 2011 | May 13, 2011 | Terminated | ○ |
| Secondary | P97543 | 00 | Student Employee - Pooled | M800, Mail Out | Jul 25, 2009 | Aug 21, 2009 | | Terminated | ○ |
| Secondary | P97543 | 01 | Student Employee - Pooled | M800, Mail Out | Nov 14, 2009 | May 14, 2010 | May 14, 2010 | Terminated | ○ |
| Secondary | P97543 | 02 | Student Employee - Pooled | M800, Mail Out | May 15, 2010 | Aug 20, 2010 | Aug 06, 2010 | Terminated | ○ |
| Secondary | P97543 | 03 | Student Employee - Pooled | 106250, Controller | Aug 23, 2010 | May 13, 2011 | May 13, 2011 | Terminated | ○ |
| Primary | P97543 | 04 | Student Employee - Pooled | 106250, Controller | May 16, 2011 | Aug 19, 2011 | Aug 05, 2011 | Terminated | ○ |
| Primary | P99217 | 00 | Exempt Student - FWS | M608, Pharm Dean/Student Affairs | Jul 09, 2007 | Aug 19, 2007 | Aug 24, 2007 | Terminated | ○ |
| Primary | P99217 | 01 | Exempt Student - FWS | M608, Pharm Dean/Student Affairs | Aug 20, 2007 | May 02, 2008 | May 02, 2008 | Terminated | ○ |
| Primary | P99217 | 02 | Exempt Student - FWS | M329, Payroll | May 05, 2008 | Aug 22, 2008 | Aug 22, 2008 | Terminated | ○ |

[Active Jobs]

[Next Approval Type] [Go] ←

New EPAF
Return to EPAF Menu

RELEASE: 8.3

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 Seven 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

<blockquote>

    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

</blockquote>

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

## Create an Employee Record, P97543-00 Student Employee - Pooled

| Item | Current Value | New Value |
|---|---|---|
| **Current Hire Date:** MM/DD/YYYY | | 10/01/2011 |
| **Employee Class Code:** | 🔍 | S1 |
| **Home Organization:** | 🔍 | 106250 |
| **Location Code:** | | MC AD, Main Campus Administration ▾ |
| **Home COAS:** (Not Overrideable) | | T |
| **Employee Status:** (Not Overrideable) | | A |

Step Eight Create an Employee Assignment

1. Personnel Date – 1<sup>st</sup> 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 Org - Employee's department, can be searched.
7. Step - Defaults in, not able to be changed.
8. FTE - Defaults in, not able to be changed.

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

| Item | Current Value | New Value |
|---|---|---|
| Personnel Date: MM/DD/YYYY | | 10/01/2011 |
| Jobs Effective Date: MM/DD/YYYY | | 10/01/2011 |
| Job Begin Date: MM/DD/YYYY | | 10/01/2011 |
| Contract Type: | | Primary |
| Regular Rate: | | 7.40 |
| Timesheet Orgn: | | 106250 |
| Step: (Not Overrideable) | | 0 |
| FTE: (Not Overrideable) | | .1 |

Step Nine 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

| Item | Current Value | New Value |
|---|---|---|
| Personnel Date: MM/DD/YYYY | | 05/11/2012 |
| Jobs Effective Date: MM/DD/YYYY | | 05/11/2012 |
| Job End Date: MM/DD/YYYY | | 05/11/2012 |
| Job Status: (Not Overrideable) | | T |
| Job Change Reason: (Not Overrideable) | | 100 |

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 – Paula Willard
   e. PAYAPP – should be Payroll Apply
      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 Payroll for further assistance.

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

Save and Add New Rows

**Routing Queue**

| Approval Level | | User Name | | Required Action |
|---|---|---|---|---|
| 10 - (MGMT) Management | 🔍 | JHOUSER3 | Joanne K Houser | Approve |
| 20 - (EXEC) Executive | 🔍 | STINSLE | Stephanie M Tinsley | Approve |
| 30 - (CSRV) Career Services | 🔍 | SANDERS | Sheila L. Anderson | Approve |
| 65 - (PAYROL) Payroll Approval | 🔍 | PWILLARD | Paula Willard | Approve |
| 95 - (PAYAPP) Payroll Apply | 🔍 | AWALKER18 | Alyson M Walker | Apply |
| Not Selected | 🔍 | | | Not Selected |
| Not Selected | 🔍 | | | Not Selected |
| Not Selected | 🔍 | | | Not Selected |
| Not Selected | 🔍 | | | Not Selected |

Save and Add New Rows

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 message that your changes were saved/submitted successfully

# Electronic Personnel Action Form

✅ Your change was saved successfully.

💬 Enter the information for the EPAF and either Save or Submit

**Name and ID:**      Christine F
**Transaction:**      8881
**Transaction Status:**      Waiting
**Approval Category:**      New Hire

| Save | Submit | Delete |