

Additional Job for Student

Step One: Electronic Personnel Action Form Screen

1. Select New EPAF

Personal Information Student Financial Aid Employee

Search Go

Electronic Personnel Action Form

- [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 (Additional Student Job, ADJOBS)
- 4) Select Go

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID:

Kayla M Williams, R01082844

Query Date:

Apr 06, 2014

Approval Category:

Additional Student Job, ADJOBS

Create an Employee Assignment, EMPASG

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	P71005	00	Work Study Student	103210, Financial Aid				<input checked="" type="radio"/>

⚠ There are no active jobs based on the Query Date.

All Jobs

Next Approval Type

Go

Step Three: Enter Position Information

1. Click All Jobs to confirm that student has an active position on campus
 - i) **Only use Additional job if student has an active position on campus. If there is no active position on campus then refer to instructions for New hire or Rehire.**
2. Enter PCN and press Tab (Position Control Number i.e P97543). Student Employee Title will populate. 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>). If you do not have access to this report please contact your Business Manager to gain access.
3. Enter in Suffix. Press Tab. (Suffix number should always be 00 for brand new position)
4. **Entering the Suffix number is critical to actually submit the EPAF as explained further below.**
5. Select Go (**Do Not Select Next Approval Type. If you do click onto New EPAF and start again**)

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 Four: create an employee assignment

1. Personnel Date – 1st date of employment or start date.
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 – Primary or Secondary (**If student informs you that they are working another job on campus, please coordinate with other dept. as to who will be primary and secondary**)
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 Five: Ending Jobs

- This is the end of the semester or academic year in which the student will be working
 - Generally students are hired from Fall thru the end of Spring semester (i.e. August – May)
 - A separate EPAF will need to be done for students working thru the Summer semester
- Personnel Date, Job Effective Date and Job End Date will all be the same future date
- Jobs Status - defaults in, not able to be changed
- Job Change Reason – defaults in, not able to be changed
- 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 Six: Routing Queue

- Designate appropriate approvers
 - MGMT – should be Manager that signed on SEPA
 - EXEC – should be Executive that signed on SEPA
 - CSRV – should be SANDERS – Sheila Anderson
 - PAYROL – HR Approval Clerk
 - PAYAPP – should be Payroll Apply
 - 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.

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

Save and Add New Rows

Routing Queue				
Approval Level	Name	Required Action	Queue Status	Action Date
Management, 10	Terri L. Stibaner, TSTIBAN for Antoinette J Howard, THOWARD8	Approve	Approved	Feb 06, 2014 04:37:23 PM
Executive, 20	Antoinette J Howard, THOWARD8 for David Cutri, DCUTRI	Approve	Approved	Feb 07, 2014 04:19:31 PM
Career Services, 30	Sheila L. Anderson, SANDERS	Approve	Pending	
Payroll Approval, 65	Paula Willard, PWILLARD	Approve	In the Queue	
Payroll Apply, 95	Kelley Ann Guldenfennig, KGULDEN	Apply	In the Queue	

Step Seven: 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:

Transaction:

Transaction Status:

Approval Category:

Christine F

8881

Waiting

New Hire :

Save

Submit

Delete