

Electronic Personnel Action Forms (EPAF) Rehire

- 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.
PEAEMPL: The **Employee Form** shows whether the I-9 has been completed.
Click on the United States Regulatory Tab.
PPACMNT: The **Comment Form** shows all other supplemental hiring documents received.

3. Enter **UIN** under New EPAF Person Selection

OR

Enter **First Name** and **Last Name**, Click **Search**.

Click **Calendar** and Select **Effective Date** of rehire, MUST be 1st or 16th.

Click down arrow to **select Approval Category**.

Click **Go**.

The screenshot shows the 'New EPAF Person Selection' form. At the top, there is a header 'New EPAF Person Selection'. Below it, there is a red asterisk next to 'ID *'. There are two input fields for 'First Name' and 'Last Name', both of which are redacted with blue boxes. To the right of the 'Last Name' field is a link that says 'Generate new ID'. Below these fields is a 'Query Date *' field with a calendar icon and the date '10/16/2020'. Below that is an 'Approval Category *' dropdown menu with the selected option 'Rehire Same Position/Student, RHIRSS'. At the bottom right of the form is a blue 'Go' button.

4. List of active jobs will appear.

Select button for position to rehire.

If position does not show, Click **All Jobs** to view all jobs.

Click **Go**.

Rehire same position - NBAJOBS, RHIREC

| Select | Type | Position | Suffix | Title |
|--------|-----------------|----------|--------|-------|
| 750150 | REGULAR STUDENT | Primary | | |

Jobs Go

- 5. Employee status “A” will default.
Enter **Employee Class Code**.
Enter **Budget Codes** only if this position is **primary**.
Select the **VP** area for the Budget Code of the **primary** position.
Enter Employee Class Code as follows:
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

Budget Code

151220

- Select **Primary or Secondary** for Contract Type.
 Click **Calendar** and Select **Effective Date** and **Personnel Date** of rehire.
Both dates must be the same.
 Job Status “**A**” will default.
 Job Change Reason “**RHIRE**” will default.
 Step “**0**” will default.
 Enter **Hourly Rate**.
 Enter the **Budget Code** that belongs to the position.
 Enter the **Web-Time Approver UIN**.

The screenshot shows a web form with the following fields and values:

- Contract Type ***: Primary
- Effective Date ***: 10/16/2020
- Personnel Date ***: 01/01/2015
- Job Status ***: A
- Job Change Reason**: RHIRE
- Step ***: 0
- Hourly Rate**: 10.00
- Budget Code/WTE ***: WTE
- WTE Approver UIN ***: [Empty field]

Note: 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 **Save**.



8. Select **Submit** to finish if change was saved successfully.
Note: There will be an error message in red with details if your change did not Save or Submit successfully. **Ignore ALL warning messages.**