Student EPAF Training

PRESENTED BY:

OFFICE OF HUMAN RESOURCES MANAGEMENT, A DIVISION OF FINANCE AND ADMINISTRATIVE SERVICES

EPAF Access Requirements

- Electronic Personnel Action Form (EPAF)
  - You must complete the EPAF Access Request Form
  - Must be completed for New Access, Additional Access and Removing Access
  - Need to know Organizational Codes (Org codes)
  - Banner ID is not your A number. Contact CITS if you do not have one.

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Once completed, you will receive the EPAF Training Manual and will be granted the EPAF link on "Online Banner Services".

What are EPAF roles?

➢ROLES ARE USED TO GRANT PERMISSION TO USERS TO EITHER CREATE OR APPROVE EPAFS:

Originator – the person who creates an EPAF

Approver – someone who electronically agrees (or disagrees) with an EPAF transaction

Proxy Approver – someone who has been delegated proxy access by an approver and has the same authority as the approver in making decisions on personnel transactions

FYI (For Your Information) – someone who only views the details of an EPAF transaction

Applier – a Payroll user who applies the EPAF transaction data to Banner

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Mandatory Rules

- Students are only allowed to work up to 20 hours per week. (NO EXCEPTIONS)

- Students are paid by the hour.

- Federal work study students are paid $7.25 per hour.

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October 2020 Payroll Dates

- EPAFs should be completed by September 21, 2020.

- Students should submit timesheets by October 1, 2020. They have up until 11:59 p.m. to submit.

- Supervisors can approve timesheets beginning October 2, 2020 up until 11:59 p.m.

- Payroll will supply a calendar for future dates once completed.

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Student EPAF Flow Chart for Federal Work Study (New Hires)

Originator creates EPAF → Department Head/Budget Authority Approves → Financial Aid Verifies Award and Approves (Debra Reynolds)

Human Resources Approves (ensures paperwork is complete) → Payroll Applies

ALCORN State University
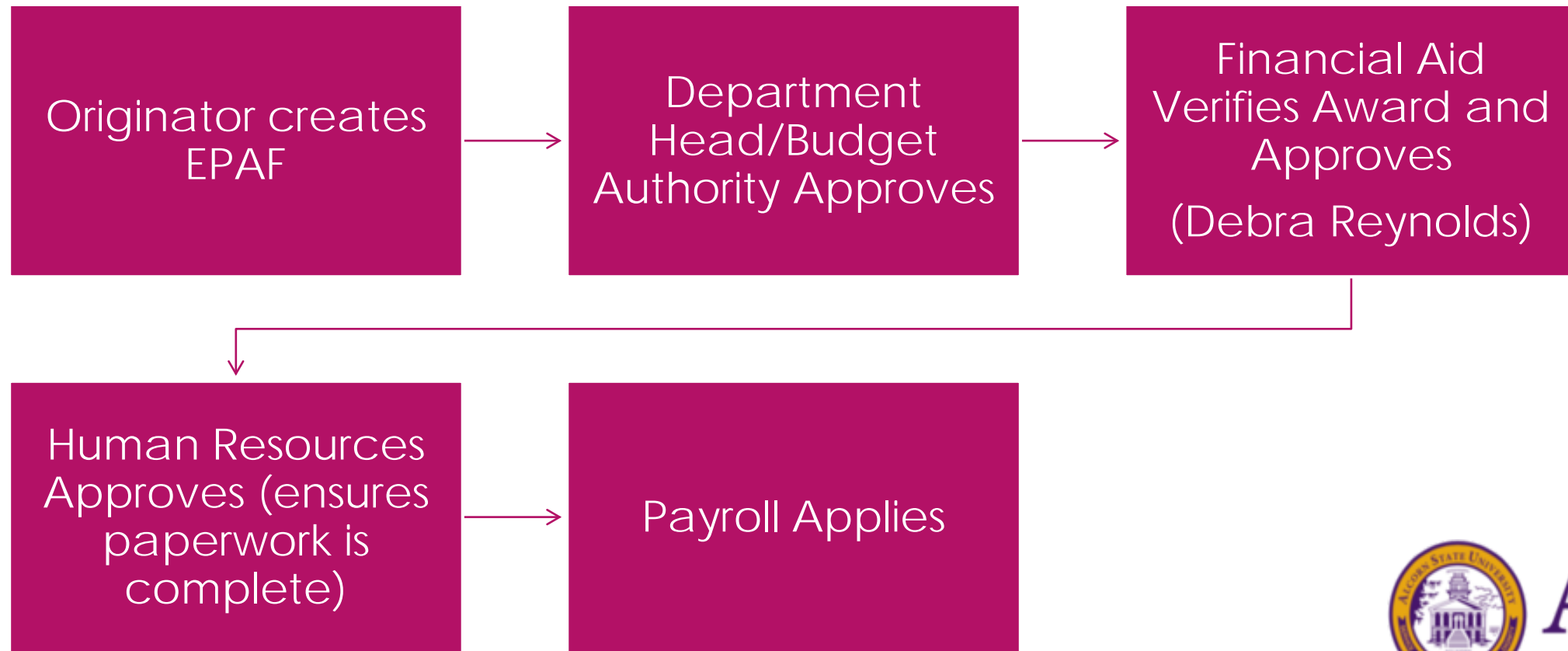
Student EPAF Flow Chart for Research Students (All others)-New Hires

Originator Creates EPAF

→

Department Head/Budgetary Authority Approves EPAF

→

Forward to Grants and Contracts or Title III if needed

Human Resources Approves (ensure paperwork is complete)

→

Payroll Applies
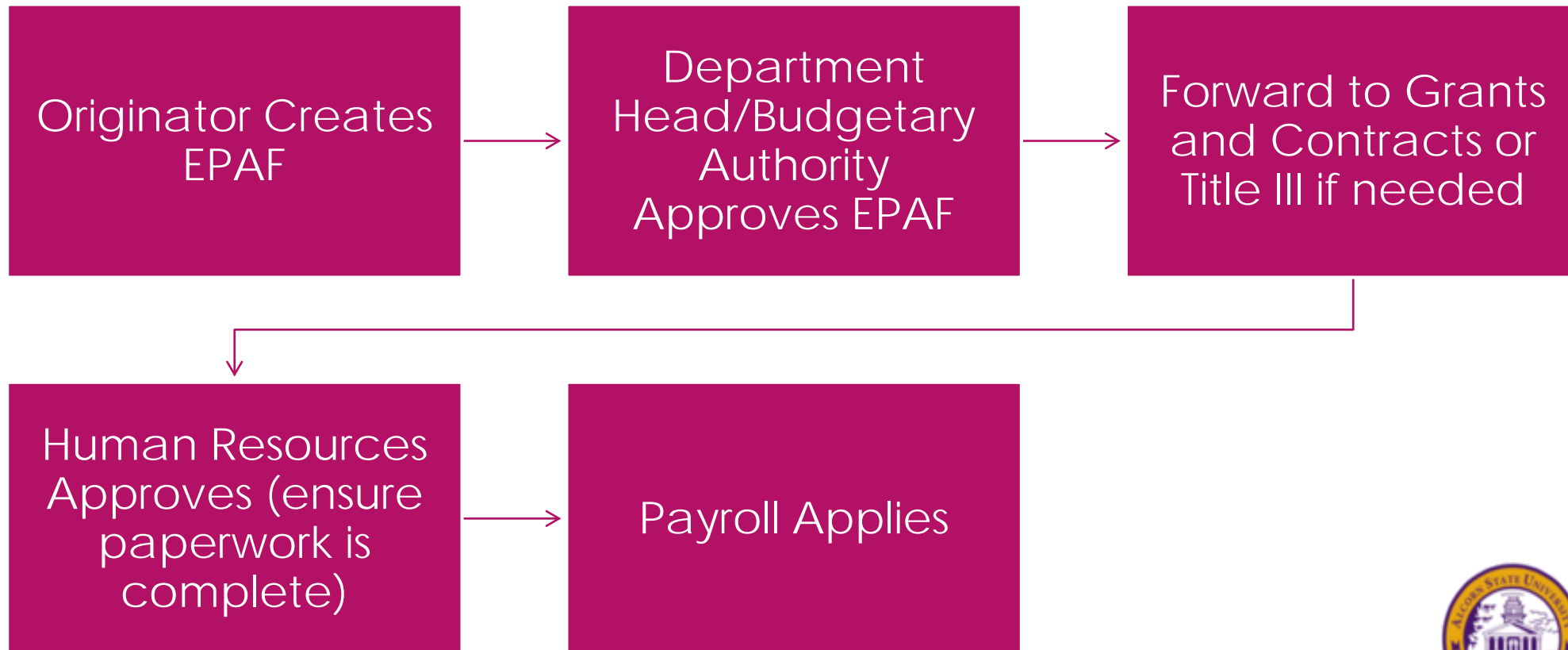
Student Rehire EPAFs

The same flow chart will apply; however, HR will not be included in the routing queue.

Selecting a Position Number

▶ Community Service uses positon number **CW0001** and those areas include:

- ▶ J.D. Boyd Library
- ▶ Natchez Library Learning Resource Center
- ▶ ASU Saturday Science, Technology, Engineering and Mathematics (STEM)
- ▶ Campus Union
- ▶ Human Sciences
- ▶ ASU Post Office

▶ All other Federal College Work Study will use position **CW0002**

▶ **All other students (research) positions numbers should be included in your budget.**

STUDENT WORKERS	SCENARIO 1	SCENARIO 2	SCENARIO 3	SCENARIO 4
FUNDED BY	FINANCIAL AID	GRANT FUNDS	TITLE III FUNDS	STATE FUNDS
	(Work Study)			(State Funds)
Budgetary Authority	Financial Aid Representative		Title III Representative	
Department Head	PI, Chair, Dean, or Department Head	PI, Chair, Dean, or Department Head	PI, Chair, Dean, or Department Head	PI, Chair, Dean, or Department Head
Grants and Contracts		Grants Representative	Grants Representative	
Human Resources	Human Resources Representative	Human Resources Representative	Human Resources Representative	Human Resources Representative
Payroll	Payroll Representative	Payroll Representative	Payroll Representative	Payroll Representative
POSITION NUMBER	CW0001 *(1) Use for Community Service Areas* CW0002 *(2) Use for Federal College Work Study*	TEAM01	TEAM01	*Refer to your* ***STATE BUDGET***
FUNDING SOURCE	Will systematically populate	The system will populate an artificial account number. Submitter is **REQUIRED to UPDATE THE FUNDING SOURCE FIELD** with the appropriate Fund, Organizaton and Program Codes.	The system will populate an artificial account number. Submitter is **REQUIRED to UPDATE THE FUNDING SOURCE FIELD** with the appropriate Fund, Organizaton and Program Codes.	Will systematically populate - Please verify that the systematic population is correct, and update it as necessary.

Student EPAFs Routing Queue Setup Scenarios

EPAF Access "Online Banner Services"

SUNGARD HIGHER EDUCATION

HELP EXIT

User Login

Please enter your User Identification Number (I... When finished, select Login.
Please Note: ID is Case Sensitive.
To protect your privacy, please Exit and close

**Enter A Number and
6-digit Pin#**

Look Up your ASU Generated ID

User ID: A11111111
PIN: ••••••

Login   Forgot PIN?

EPAF Link

Personal Information | **Employee Services** | **WebTailor Administration**

Search [   ] Go   RETURN

Employee

Time Sheet

Electronic Personnel Action Forms

Click on EPAF link

Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.

Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms
W4 information, W2 Form or T4 Form.

Leave Balances

RELEASE: 8.6.1

New EPAF

Search [   ] [Go]

Electronic Personnel Action Form

EPAF Approver Su

EPAF Originator Su

New EPAF

Click on New EPAF Link

EPAF Proxy Record

Act as a Proxy

RELEASE: 8.5

Work Study New Hire

New EPAF Person Selection

Hire Date

Enter an ID, sele... D, or generate an ID. Enter th... ...oval Category. Select Go.

Enter Student's A number

* - indicates a required field.

ID: * [A10364431] [David James]

Choose approval category, Work Study New Hires

Query Date: MM/DD/YYYY* [09/06/2012]

Approval Category: * [Work Study - New Hire, WKSTU]

[Go]

There should not be an address; therefore you will choose "New Record"

Address Selection

💬 To add a new record, choose New Record. Or, choose the record to be updated under Select.

ID: David James, A10364431
Query Date: Sep 06, 2012
Approval Category: Work Study, WKSTU

W2 Address

Type	From and To Date	Address	Status	Select
New Record				◉

Show All Addresses

Go

Position Numbers: CW0001 or CW0002

New EPAF Job Selection

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

ID: David James, A10364431

Query Date: Sep 06, 2012

Approval Category: Work Study, WKSTU

W2 Address, W2ADD

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	CW0002	00	Students	130103, Department of Agriculture-Rest.					◉

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

[All Jobs]

[Next Approval Type] [Go]

Name and ID: David James, A10364431

Transaction:

Transaction Status:

Approval Category: Work Study - New Hire, WKSTU

Query Date: Sep 15, 2012

[Save]

Approval Types | Routing Queue | Transaction History

* - indicates a required field.

W2 Address, BTC003-00 Students

Item	Current Value	New Value
Address From Date: MM/DD/YYYY		09/15/2012
Address Type: (Not Enterable)		W2
Address Sequence No.:		
Address Line 1:		2665 Woodward
Address Line 2:		
Address Line 3:		
City:		Detroit
State:		MI, Michigan
ZIP or Postal Code:		48202
County:		124, Michigan

New PEAEMPL, BTC003-00 Students

Item	Current Value	New Value
Employee Status: (Not Enterable)		A
Employee Class Code: *(Not Enterable)		WS
Home COAS: (Not Enterable)		A
Home Organization: *		130850
Current Hire Date: MM/DD/YYYY		09/15/2012

Work Study Job, BTC003-00 Students

Work Study Job, BTC003-00 Students

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		09/15/2012
Contract Type:		Primary ▼
Jobs Effective Date: MM/DD/YYYY		09/15/2012
Step:		0
Regular Rate:		7.25
Job Change Reason:		ORIGI, Original Appointment/This Posn ▼
Timesheet Orgn:		🔍 130850

Routing Queue

Approval Level		User Name	
10 - (DEPT) Department		🔍 HRSUNGARD	Suzanne
95 - (PAYROL) Payroll		🔍 BCOLEMAN	Bernadet
Not Selected	▼	🔍	
Not Selected	▼	🔍	
Not Selected	▼	🔍	
Not Selected	▼	🔍	

Save and Add New Rows

Comment

Save and Submit-the EPAF is now ready for approver

Electronic Personnel Action Form

✔ Your change was saved successfully.

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

Name and ID: David James, A10364431

Transaction: 2   **Query Date:** Sep 15, 2012

Transaction Status: Waiting

Approval Category: Work Study - New Hire, WKSTU

[Save] [Submit] [Delete]

If you have any questions, please contact Ms. Dwantra Anderson: Dwantra@alcorn.edu