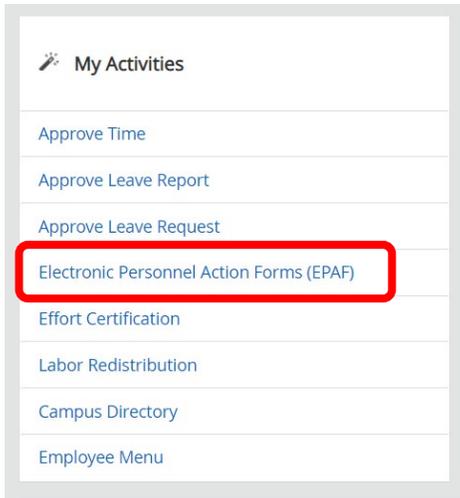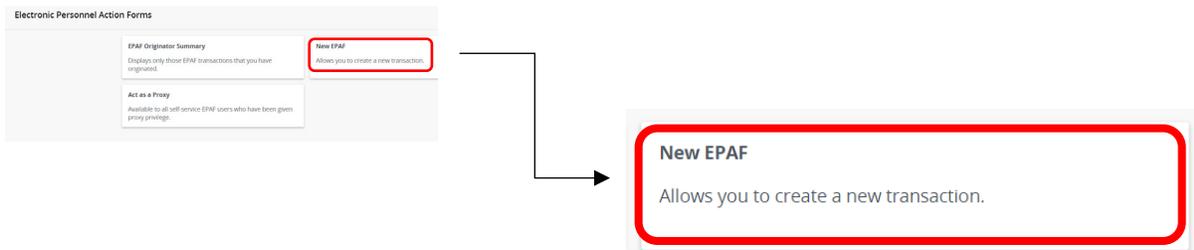# EPAF – Rehire Graduate Assistant

1. Once signed into the Employee Dashboard > under My Activities, click on **Electronic Personnel Action Forms (EPAF)**

2. Select **New EPAF**

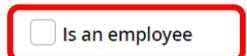3. **New EPAF Person Selection** > Search for an employee
   - Enter the **First Name and/or Last Name** *or* **SSN/SIN/TIN**
     If you know the employees ID number skip down to the ID box with red asterisk – ID, and go to step 5.

   - Check the box for "**Is an employee**" to limit the search to employees

   - Click "**Search**"

➢ Once you have clicked "**Search**" a box will display with the information from your search, see example below.

Person Search Result ✕

ID	⇕	Last Name	⇕	First Name	⇕	Middle Name	⇕	Birth Date	Name Type
100'		Smith						09/07	Legal Name LEGL
100'		Smith						06/10	
100.		Smith						01/05	Legal Name LEGL
100.		Smith						03/13	Alumni ALUM
100.		Smith						06/02	Legal Name LEGL
100.		Smith						01/19	Legal Name LEGL
100!		Smith						04/07	Needs Verification NVER
100(		Smith						03/27	
100(		Smith						01/29	Needs Verification NVER
100(		Smith						02/08	
100!		Smith						08/20	
101(		Smith						05/29	Alumni ALUM
101'		Smith						09/07	Transcript Name TRAN
101'		Smith						02/22	

Results found: 274 |<   <   Page [1] of 11   >   >| Per Page [25 ▾]

4. To select an employee from the list, click on their ID number.
   Once you have selected the correct employee, their information will populate in the lower half.

First Name   Last Name   ID

[ ]   [Smith]   ☑ Is an employee   or   [ ]

Enter or Generate New ID

ⓘ   * indicates a required field. Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

ID *

[506]

[Smith]

Generate new ID

Query Date *

[06/01/2023] 🗓

Approval Category *

[Grad Assist 12 month - rehire same position, GA12SP ▾]

[Go]

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization
Primary	G04400	00	Graduate Assistant 12 Mo	.
Primary	G09921	00	Graduate Assistant 12 Mo	

[All Jobs]

5. Under employee ID and Name, enter the '**Query Date**' and '**Approval Category**'. (You must go ahead and select an '**Approval Category**' in order to see '**All Jobs**'). *See above*. (Refer to the EPAF Category Selection Tool)

DO NOT CLICK GODO NOT CLICK GO**DO NOT CLICK GO**DO NOT CLICK GO**

Query Date *

07/01/2023

Approval Category *

[dropdown]

Query Date* – Will default to the current date. Change it to the first date of the new appointment, *always use payroll dates.* (see *EPAF Helpful Tips* for more guidance).

     *9-month GA – 8/16/20XX

     *12-month GA – 7/1/20XX

6. Click on '**All Jobs**'

Approval Category *

Grad Assist 12 month - rehire same position, GA12SP

Employee Job Assignments

Type	Position	Suffix	Title
Primary	F00612	00	Associate Professor-COB
All Jobs			

➢ Note: When entering a GA EPAF, it is very important to choose the appropriate approval category; whether the GA will be a 9 or 12 month employee. Choosing the wrong approval category will result in incorrect payments for the employee.

Query Date *

07/01/2023

Approval Category *

Grad Assist 12 month - rehire same position, GA12SP

[Go]

Once you have entered the correct '**Query Date**' and correct '**Approval Category**', **CLICK GO!**

➢ **NOTE**: When entering an approval category, it is very important to choose the appropriate category to avoid having to delete or re-enter the EPAF. (Refer to the EPAF Category Selection Tool)

7. On the next screen, enter both '**Position**' and '**Suffix**' in the *New Job* line

Select	Type	Position	Suffix	Title
✔	New Job	G05500	00	Graduate Assistant 12 Mo

➢ Letters in the position number must be capitalized (example: G05500 not g05500)

8. Click '**Go**' at the bottom of the screen

An EPAF has now been created!

'**Approval Category**' and '**Query Date**' **CANNOT** be changed at this point.
You will have to delete the EPAF and start over if either one is incorrect.

9. The next screen will contain several fields with red asterisks * that must have an entry, see below. (Order may vary upon approval catergory selected)

Employee Info Rehire Sam Pos

Employee Status

A

Employee Class Code

CG

Home COAS

J

Home Organization *

🔍

Distribution COA

J

Distribution Orgn *

🔍

Current Hire Date

07/01/2023

Home Organization & **Distribution Orgn** is required – click the magnifying glass to look these up.

Salary employee in same position, G05500-00 Graduate Assistant 12

Jobs Effective Date *

07/01/2023

Job Status

A

Personnel Date

📅

Job Change Reason *

BGSES, Beginning of Session ⌄

Annual Salary *

Timesheet COA

T

Timesheet Orgn *

🔍

Time Entry Method

Payroll Time Entry ⌄

Supervisor ID *

Job Effective Date – This will auto populate from the '**Query Date**' that was entered on the previous screen and <u>cannot be changed</u>

Job Change Reason – BGSES (Beginning of Session)

Annual Salary – The total amount the employee is getting paid (GA salaries may change each fiscal year, contact Graduate School for current salary rates).

Timesheet Orgn – This is the employees supervisor timesheet org, ***<u>not department org</u>***

Time Entry Method – Select 'Payroll Time Entry'

Supervisor ID – The employees supervisors ID number

10. New Job Funding > **COA** (Chart of Account) - (**J** for Jonesboro campus, **H** for Henderson campus)> Enter the **FOAP** – (**F**und, **O**rganization, **A**ccount, **P**rogram) to be charged, **Percent** – has to equal 100% (if it is coming from one FOAP its 100%, if it is coming from multiple FOAPs they must equal 100% combined). Only use up to 2 decimal places when splitting the percentage between FOAPs. (*Example: 49.**85***)
   - You can click on '**Default from Index**' to feed in a default FOAP
   - If only one line shows up to enter FOAP information, click '**Add Row**' to add additional FOAP lines
     - Be sure to delete any lines not being used
   - Grant fund FOAPs are funds that start with 2XXXXX or 15XXXX and Sponsored Program Accounting (SPA) will needed to be added to the routing queue.

NOTE: If a FOAP defaults, please make sure that it is accurate.

New

Effective Date null
07/01/2023   ←   **Effective Date null** – Needs to be the same as '*Job Effective Date/Query Date*'

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
J		110000	261001	615400	1410					100		🗑

⊕ Default from Index   ⊕ Add Row

11. Enter the '**Terminated Employee Job Records**' information
    Enter '**Job Effective Date**', '**Job End Date**', '**Job Change Reason**' & '**Supervisor ID**'.
    This MUST be done each time!

Terminated Employee Job Records, G05500-00 Graduate Assistant 12 Mo

Jobs Effective Date *
06/30/2024

Job End Date
06/30/2024

Job Status
T

Job Change Reason
EDSES

Supervisor ID *

NOTE: *The dates in the termination section are the last day of the appointment. This is crucial, as their appointment will end on this date. Under the '**Terminated Employee Job Records**' header '**Jobs Effective Date**' means the Jobs effective "termination" date in this section. In <u>most</u> cases the 'Jobs Effective Date' and 'Job End Date' will be the same date. '**Job Change Reason**' if it does not auto populate, select **EDSES** (End of Session).*

12. Enter the '**Routing Queue**' information – (See *EPAF Helpful Tips* for more guidance)
    - Make sure any additional individuals are added to the routing queue if needed.
      - **SPA** will need to be added to the routing queue for grant funded FOAPs
      - **International Programs** will need to be added for an international employee
    - Make sure you also select **Approve** under '**Required Action**' for any additional approvers you add.

Routing Queue

Approval Level	User Name	Required Action	
5 - (DEPT) Dept Head/Dept Chair	Not Selected	Approve	
15 - (DEAN) Dean/Admin Officer	Not Selected	Approve	
45 - (GRAD) Graduate School	Not Selected	Approve	
72 - (AARPRO) Academic Affairs Provost EPAF	Not Selected	Approve	
75 - (BUDGET) Budget Office	Not Selected	Approve	
95 - (PAYROL) Payroll	Not Selected	Approve	
99 - (SUPER) SuperUser	Not Selected	Apply	

⊕ Add Row

13. Comments section - enter information based upon the job to be performed. *See example below.*

Comments

(Employee Name) is assigned as a 9 *or* 12 month graduate assistant for the department of _____ during the 20XX-20XX academic year at a salary rate of $XX,XXX ($XXX ppp)

14. Verify all information has been entered correctly and click '**SAVE**' at the bottom of the page. The EPAF will prompt in the top right-hand corner '*Your change was saved successfully*'.

✔ Your change was saved successfully.

Once you have verified that all the information is correct, click '**Submit**', this will start the approval process.

Delete   Save   Submit

*If you have any errors at this point, make the correction(s) and click '**Save**' again before submitting.

*If you need to delete the EPAF click '**Delete**'; otherwise submit the EPAF to start the approval process.

*If there are NO errors the EPAF will prompt in the top right-hand corner '*The transaction has been successfully submitted*' and will start the approval process.

✔ The transaction has been successfully submitted.
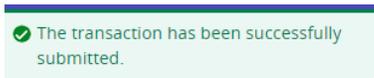
Account Codes for Employee Status Forms	
LABOR	**CODE**
Teaching Salaries Pool	*610000*
9 month faculty	610100
12 month faculty	610300
Summer salaries	610400
Teaching part-time	610500
Non-classified Pool	*611000*
Administrative non-classified	611100
Summer administrative non-classified	611500
Classified Pool	*612000*
12 month classified	612400
University Research Release Pool	*613000*
University Supp Research Academic Year	613100
University Supp Research Summer	613200
Sponsored Pool	*614000*
Research - sponsored	614100
Teaching-sponsored	614200
Other-sponsored	614300
Part-time Pool	*615000*
Staff	615100
Undergrad/Grad student	615200
Grad Assistants Admin	615400
Grad Assistants Teaching	615410
Grad Assistants Research	615420
Online Teaching Pool	*617000*
Faculty Course Development	617100
Faculty Course Delivery	617200
Faculty Admin	617300

Expense Pool Accounts

Fringes	620000
Supplies	710000
Travel	720000
Capital	730000
Scholarships	750000