# EPAF Part Time Students, Work Study, and Part-Time NonStudent

Once signed into Self-Service—select Employee



The below screen will come up—Click on Electronic Personnel Action Forms



Screen for EPAF processing—Select New EPAF



Once the below screen appears you will be ready to begin entering the information to appoint the employee to their new assignment.

Arkansas State University

Enter the following information:

- Employee ID
- **Query Date—today's date will default you will need to change this to the first date of the new appointment.**
- Approval Category—this is a drop down menu so you will need to select the appropriate Approval Category---NOTE: when entering students, work study, or non-student, it is very important to choose the appropriate form for what the employee will be as information will default based on your choice.  If work study, go to the section in this guide for work study students on page 5.



Information will display on the last status of this employee if there is any.



Click Go

The screen below will appear all that needs to be entered is the Position and Suffix.  On position number alpha characters MUST be capitalized (example: X00001) and suffix is 00.  You will use the pool position number assigned to your department in the attached appendix.



When you enter the position # and suffix, the Title and Time Sheet Organization will populate.

Click GO

The EPAF has now been created as seen below:  It is time to verify that the information is correct.

Click Save—this will cause the Current Value information to populate to the left for comparison.

Enter fields with red asterisks.



Home Organization and Distribution Orgn is required – click the magnifying glass to look on up.

Current Hire Date needs to be the same as Jobs Begin Date

Job Begin Date must be first date of assignment

Contract Type will be P for Primary and Step will be O

Enter Regular Hourly Rate of Pay, leave job code reason and timesheet COA as default, enter timesheet org and supervisor ID

**Callout annotations in screenshot:**
- Date needs to be the same as Jobs Effective Date Above
- FOAP can be updated if necessary—if line needs to be removed there will be a check box to check
- The Job End Date and Job Effective Date in this section is the last day of the appointment. This is crucial because it will end their appointment on this date. **Both dates will be the same end date. Note these 2 date fields will not show if you select Hourly Student with no end date.**
- Supervisor ID is required
- On Approval Level at each Level that is populated you must select a recipient to ensure correct routing and approvals (see below page). **If you need to add additional level such as SPA you are able to do so here.**

The level of approvers in the routing section should include the following:

DEPT  Click on the magnifying glass and select the appropriate Dept Head/Dept Chair
DEAN  Click on the magnifying glass and select the appropriate Dean/Admin Officer
VC/VP  Click on the magnifying glass and select the appropriate Vice Chancellor/Vice President
Budget  Budget will not be in the hourly student/non-student routing.
Payroll  Click on the magnifying glass or enter KISMITH in user name for Kimberly Smith to display
Super  Click on the magnifying glass or enter DLONG in the user name for Dianna Long to display
SPA  Add Sponsored Programs Accounting as needed for grant funded students or non-students by clicking the 'save and add new row' button to add the approver level. Grant fund FOAPs are funds that start with 2XXXXX or 15XXXX. Click on the magnifying glass and select the appropriate name for the grant.
INTL  Add International Programs as needed for non-U.S. citizen students/non-students by clicking the 'save and add new row' button to add the approver level. Click on the magnifying glass and select NADAMS in the user name for Nikki Adams to display for *students* and *work study*. Select MSUMMERS for Michelle Summers for *non-students*.

Enter any comments as needed as to the justification for the appointment or detailed pay information.

Once you have verified and entered the information Click Save.

The EPAF will come back up and display "Your change was saved successfully' at the top. The EPAF will show you the current value and the new value. Once you have verified that all information is correct you are ready to submit. If you have errors you can correct—Save again before submitting. If you need to delete this is the point that you can do so.

Click the 'Submit' button and it will start the EPAF through the routing process.

Additional Assignments – On rare occasions, students/non-students are given an additional assignment at a higher hourly rate for a one-time event. This can be done by selecting the Approval Category in the drop down of Hourly Student Additional Appointment HRSTOV. Then hit Go and put in X00001 with a suffix of 01 for the second appointment. Time would have to be approved in TimeClock Plus for the 01 suffix. Total time for both the 00 and 01 suffix cannot exceed 28 hours.

**Work Study Students**

Enter the following information:

- Employee ID
- **Query Date—today's date will default you will need to change this to the first date of the new appointment.**

Approval Category—this is a drop down menu so you will need to select the appropriate Approval Category---NOTE: when entering work study, it is very important to choose the appropriate form for what the employee will be as information will default based on your choice.

Information will display on the last status of this employee if there is any.



Click Go

The screen below will appear all that needs to be entered is the Position and Suffix.  On position number alpha characters MUST be capitalized (example: X00005) and suffix is 00.



When you enter the position # and suffix, the Title and Time Sheet Organization will populate.

Click GO

The EPAF has now been created as seen below:  It is time to verify that the information is correct.

Click Save—this will cause the Current Value information to populate to the left for comparison.

Enter fields with red asterisks.



The level of approvers in the routing section should include the following:

DEPT    Click on the magnifying glass and select the appropriate Dept Head/Dept Chair
DEAN    Click on the magnifying glass and select the appropriate Dean/Admin Officer
VC/VP   Click on the magnifying glass and select the appropriate Vice Chancellor/Vice President
CAREER  Click on the magnifying glass and select the appropriate person
Budget  Budget will not be in the hourly student/non-student routing
Payroll  Click on the magnifying glass or enter MEHOWARD in user name for Melinda Howard to display
Super    Click on the magnifying glass or enter DLONG in the user name for Dianna Long to display

INTL    Add International Programs as needed for non-U.S. citizen students or non-students by clicking the 'save and add new row' button to add the approver level.  Click on the magnifying glass and select NADAMS in the user name for Nikki Adams to display.

Enter any comments as needed as to the justification for the appointment or detailed pay information.

Once you have verified and entered the information Click Save.

The EPAF will come back up and display "Your change was saved successfully' at the top.  The EPAF will show you the current value and the new value.  Once you have verified that all information is correct you are ready to submit.  If you have errors you can correct—Save again before submitting.  If you need to delete this is the point that you can do so.

Click the 'Submit' button and it will start the EPAF through the routing process.