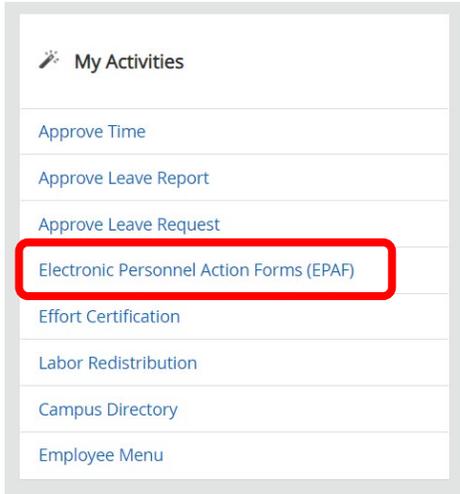
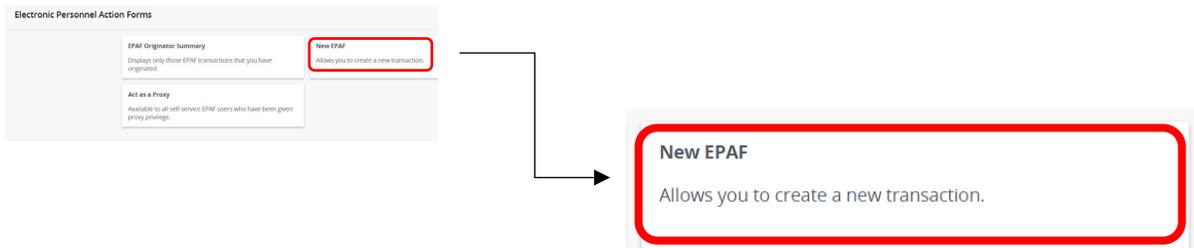


EPAF – Rehire Hourly Students, Hourly Non-Students & Work Study

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 & 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 4.

A screenshot of the 'New EPAF Person Selection' search form. It features a search bar with a help icon and instructions: 'Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.' Below the search bar are four input fields: 'First Name', 'Last Name', 'ID', and 'SSN/SIN/TIN'. A checkbox labeled 'Is an employee' is located between the 'Last Name' and 'ID' fields. A 'Search' button is on the right. The 'Is an employee' checkbox is highlighted with a red box.

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

Is an employee

- 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

- 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 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 *

[Generate new ID](#)

Query Date *

Approval Category *

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization
Primary	X00001	00	Hourly Student Extra Help	
Overload	X00001	01	Hourly Student Extra Help	

- 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 GO** DO NOT CLICK GO** DO NOT CLICK GO** DO NOT CLICK GO****

Query Date *

Approval Category *

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).

6. Click on 'All Jobs'

Approval Category *

Employee Job Assignments

Type	Position	Suffix	Title
Primary	X10042	00	Hourly Student Extra Help

[All Jobs](#)

- Note: When entering part time students, non-students or work study students, it is very important to choose the appropriate 'Approval Category'; as information will default based on the approval category chosen. Choosing the wrong approval category will result in incorrect payments for the employee. (Refer to the [EPAF Category Selection Tool](#))

Query Date *

Approval Category *

[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.

7. On the next screen, enter both 'Position' and 'Suffix' in the *New Job* line. (See EPAF Helpful Tips for more guidance)

Select	Type	Position	Suffix	Title
<input checked="" type="checkbox"/>	New Job	<input type="text" value="X10042"/>	<input type="text" value="01"/>	Hourly Student Extra Help
<input type="checkbox"/>	Primary	X10042	00	Hourly Student Extra Help

- Letters in the position number must be capitalized (example: X10042 not x10042)
- When you enter the position and suffix the Title and Time Sheet Org will auto populate.

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 category selected) (See EPAF Helpful Tips for more guidance).

Update Employee Information Rehire

Employee Status

Employee Class Code

Home COAS

Home Organization *

Distribution COA

Distribution Orgn *

Current Hire Date

Location Code

Employee Class Codes:

- LH – Student Hourly
- LW – Student Work Study
- MH – Non-Student Hourly

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

Current Hire Date need to be the same as Job Effective Date/Query Date

Hourly employee in same position, X10001-00 Hourly Student Extra Help

Contract Type

Jobs Effective Date *

Job Status *

Job Change Reason *

Regular Rate *

Timesheet COA *

Timesheet Orgn *

Time Entry Method

Supervisor ID *

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

Regular Rate – The total amount the employee is getting paid per hour (may have to adjust from auto populated amount)

Timesheet Orgn – This is the employees supervisor timesheet org, *not department org*

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

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

New

Effective Date null
 ← **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		

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, X00001-00 Hourly Student Extra Help

Jobs Effective Date *

Job End Date

Job Status

Job Change Reason

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 most cases the **'Jobs Effective Date'** and **'Job End Date'** will be the same date. **'Job Change Reason'** if it does not auto populate, select **JEND** (Job End) or **EDSES** (End of Session).

****Terminated Employee Job Records section will ONLY appear if you selected an Approval Category with End Date****

12. Enter the **'Routing Queue'** information > (See *Routing Queue - Approvers* for more guidance)

- Make sure any additional individuals are added to the routing queue if needed.
 - SPA – Needs to be added for grant funded students or non-students
 - Grant funds start with 2XXXXX or 15XXXX
 - INTL – Needs to be added for international students or non-students
- Make sure you also select **Approve** under **'Required Action'** for any additional approvers you add.
- Budget will not be in the hourly student/non-student routing

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
65 - (VC/VP) Vice Chancellor/Vice President	Not Selected	Approve
95 - (PAYROLL) Payroll	Not Selected	Approve
99 - (SUPER) SuperUser	Not Selected	Apply

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

Comments

(Employee Name) is assigned as a (part-time student, part-time non-student, work study) for the department of _____ at an hourly rate of \$XX.XX.

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'*.



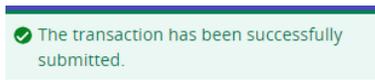
Once you have verified that all the information is correct, click **'Submit'**, this will start the approval process.



*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.



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

Part-Time Student Position Numbers

Department	Postion Numbers
Academic Support Ctr for Athletes	X10000
Agricultural Studies	X10001
Arkansas Biosciences Institute	X10002
Art and Design	X10003
A-State Online Faculty Support	X10004
A-State Online Operations	X10005
ASUJ Advancement Services	X10006
Athletic Administration	X10007
Athletic Broadcasting	X10008
Beck Center for Veterans	X10009
Biological Sciences	X10010
Campus Card Office	X10011
Chemistry and Physics	X10012
Childhood Services	X10013
Computer Lab	X10014
Computer Science	X10015
Concurrent Enrollment	X10016
Controller	X10017
Dean of Education-Behavioral Sci	X10018
Dean of Science and Mathematics	X10019
Director of Residence Life	X10020
Director of University Police	X10021
Economics Ed Program	X10022
Engineering Instruction	X10023
Environmental Health	X10024
Exec VC-Finance and Administration	X10025
Farm Administration	X10026
First National Bank Arena	X10027
Global Initiatives Operations	X10028
Grounds and Landscape	X10029
Health Physical Educ Sports Science	X10030
History	X10031
Information and Technology Services	X10032
Intramurals	X10033
IT Store	X10034
KASU	X10035
Learning Commons	X10036
Library Operations	X10037
Mathematics and Statistics	X10038
Multicultural Coordinator	X10039
Museum	X10040

Department	Postion Numbers
Office of Behavioral Res and Eval	X10041
Office of Student Support Services	X10042
Office of the Chancellor	X10043
Parking Services	X10044
Play Production	X10045
Printing Services	X10046
Provost	X10047
Psychology and Counseling	X10048
Records and Registration	X10049
Recreation Center	X10050
Remediation	X10051
Research and Technology Transfer	X10052
Safety Officer	X10053
School of Media and Journalism	X10054
Sponsored Programs Accounting	X10055
Sports Medicine Supplement	X10056
Student Affairs Maintenance	X10057
Student Development and Leadership	X10058
Study Abroad Program	X10059
Testing Center	X10060
Theatre	X10061
Transition Studies	X10062
University College	X10063
VC for Enrollment Management	X10064
VC for University Advancement	X10065
Volleyball	X10066
Wellness Program	X10067
World Languages and Cultures	X10068
Access and Accomodiations	X10069
Diversity	X10070
Conference Services	X10071
HOWL Comprehensive Transition Program	X10072
Heritiage Studies	X10073
Work Study (All departments use)	WS0600

Part-Time Non-Student Position Numbers

Department	Position Numbers	Position Class
Access and Accommodations	X00151-X00155	7300
Admissions	X00100-X00105	7300
Advising Services	X00196-X00200	7300
Agricultural Studies	X00156-X00160	7300
AOS Faculty Support	X00111-X00115	7300
AOS Leadership and Special Education	X00226-X00230	7300
AOS Online Operations	X00431-X00435	7300
Arkansas Biosciences Institute	X00106-X00110	7300
Athletic Administration	X00116-X00120	7300
Athletic Broadcasting	X00447-X00451	7300
Athletic Marketing	X00121-X00125	7300
Baseball	X00126-X00130	7300
Biological Sciences	X00131-X00135	7300
Bradbury Art Museum	X00452-X00456	7300
Career Services	X00136-X00140	7300
Center for Supply Chain Management	X00457-X00461	7300
Centers for Excellence	X00141-X00145	7300
Chemistry and Physics	X00146-X00150	7300
Childhood Services	X00301-X00356	7300
Club Sports- Spirit	X00462-X00467	7300
Computer Sciences	X00161-X00165	7300
Counseling Center	X00468-X00472	7300
Criminology Sociology Geography	X00166-X00170	7300
Dean of Agriculture	X00171-X00175	7300
Dean of Science and Mathematics	X00176-X00180	7300
Delta Center for Economic Development	X00181-X00185	7300
Ecotoxicology Research	X00473-X00477	7300
Environmental Sciences	X00186-X00190	7300
Faculty Center	X00191-X00195	7300
First National Bank Arena	X00400-X00430	7300
Football	X00201-X00205	7300
Global Initiatives Operations	X00206-X00210	7300
Hemingway Pfeiffer	X00478-X00482	7300
HR	X00251-X00255	7300
Information and Technology Services	X00211-X00215	7300
Johnny Cash Heritage Site	X00216-X00220	7300
KASU	X00221-X00225	7300
Learning Commons	X00483-X00487	7300
Liberal Arts Advising / Career Center	X00231-X00235	7300
Little Rock Maint	X00488-X00491	7300
Men's Basketball	X00236-X00240	7300
Molecular Biosciences Program	X00241-X00245	7300

Department	Postion Numbers	Position Class
Museum	X00246-X00250	7300
Office of Behavioal Res and Eval	X00492-X00496	7300
Office of Student Support Services	X00497-X00501	7300
Office of the President	X00502-X00506	7300
Office of the Provost	X00507-X00511	7300
Parking Services	X00256-X00300	7300
Recreation center	X00512-X00516	7300
Remediation	X00517-X00521	7300
Research and Tech Transfer	X00522-X00526	7300
Sports Information Director	X00527-X00536	7300
Sports Medicine Equipment	X00537-X00541	7300
Strength	X00542-X00546	7300
University Centers	X00436-X00446	7300
VC for Diversity Communty Engagement	X00547-X00551	7300
VC for Global Engagement Outreach	X00552-X00556	7300
Volleyball	X00557-X00561	7300
Wellness Program	X00562-X00566	7300