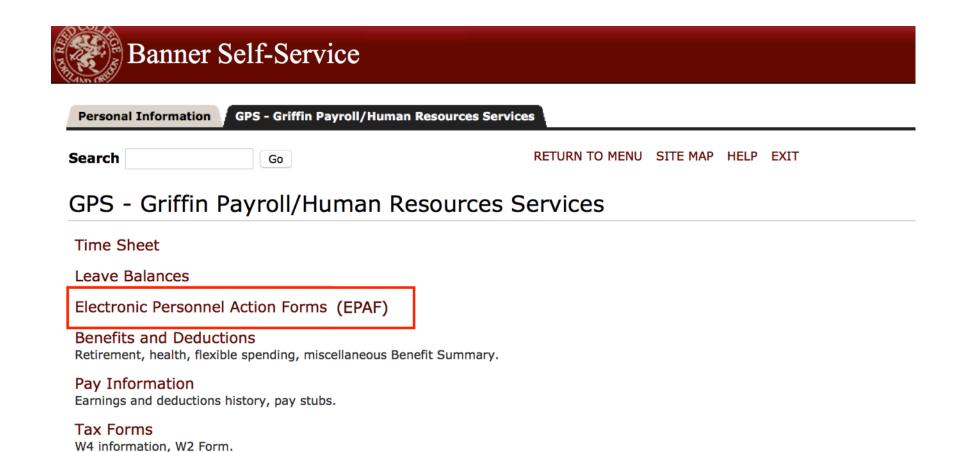
# Student Second Hire or TSECPH EPAF Example

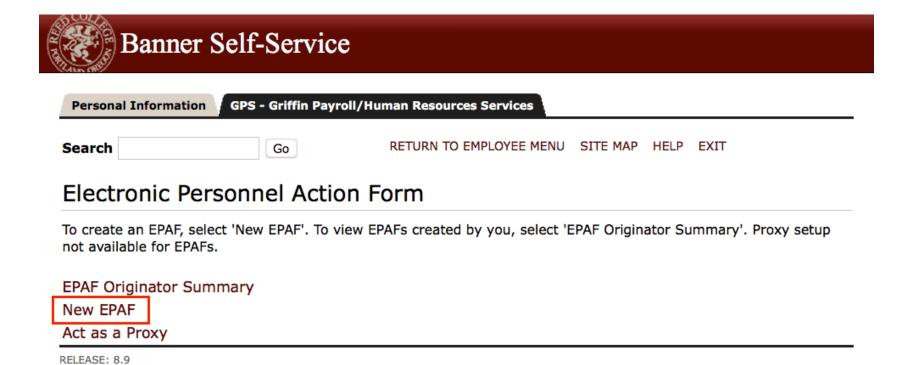
This is used to hire a student in a secondary position who has already been employed by Reed.

#### **EPAF Menu Item in Banner Self – Service /GPS**

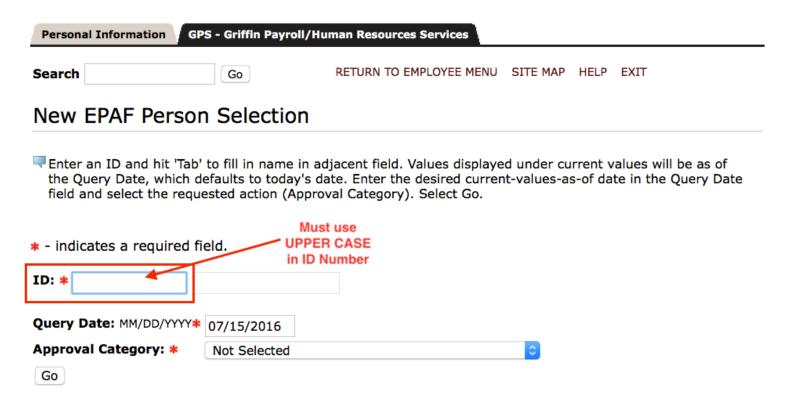


**Jobs Summary** 

# Select "New EPAF" to create (originate) a new EPAF

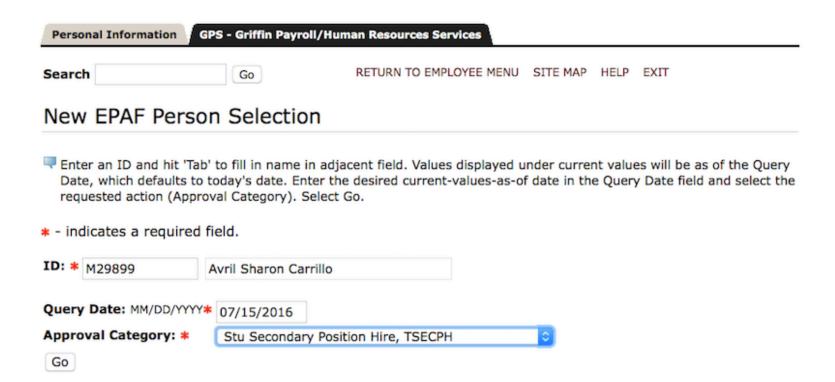


Enter the student employee ID number that you want to Hire. If there is a letter in the ID number, it must be capitalized.

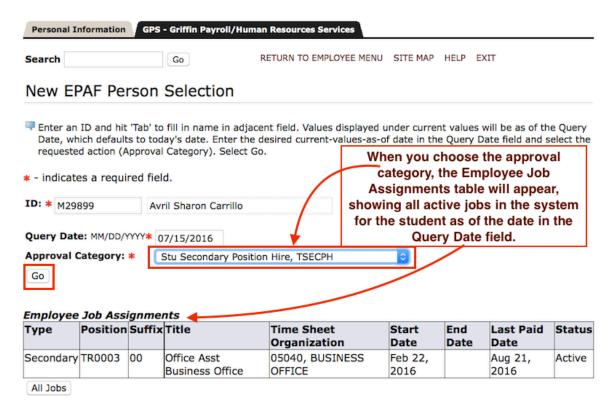


Once you have entered the ID number, click tab, enter, or return and the student's name will come up.

Under Query Date, enter the effective date of the transaction. Click the drop down on Approval Category to select the correct EPAF. In this circumstance we are choosing to hire a student that is already in the system so you would select "Student Secondary Position Hire, TSECPH".



When you select an Approval Category, The Employee Job Assignments table should appear, showing all active jobs in the system for the student as of the date in the Query Date field. If you see the Employee Jobs Assignment table, Click Go.



#### **Student Secondary Hire vs. Student Initial Hire:**

If there are no active jobs for the student as of the Query Date, you will see the following instead of the Employee Jobs Assignment table:

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

All Jobs

If a student has no current active jobs, you'll want to make sure they have been hired before in order to determine whether you should use the Secondary Hire or Initial Hire Approval Category. Click the 'All Jobs' button to see if the student has worked at Reed in the past. If jobs appear, click Go to move on to the Job Selection screen.

If clicking the 'All Jobs' button does not bring up any jobs for the student, you need to change the Approval Category choice to 'Initial Student Employee Hire, TNEWEH' and follow the steps in the Student New Hire document to hire the student into their first job at Reed.

If you know the Position number of the new position, type it into the Position field in the 'New Job' row and press the Tab key to fill in the Job details in the rest of the row. Skip to page 10 for information on how to fill in the Suffix field.

If you do not know the position number of the new position, click on the magnifying glass in the 'New Job' row to access the search form so you can find and select the new position.

Personal Information	on Student Account	Financial Aid	GPS - Griffin Payroll/Human Resources Ser	vices		
Search	Go		RETURN TO EMPLOYEE M	1ENU SITE MAP HELP EXIT		
New EPAF J	ob Selection					
Enter or search f	■ Enter or search for a new position number and enter the suffix, or select the link under Title.					
ID:	Avril Sharon Ca	rillo, M29899				
Query Date:	Jul 15, 2016					
Approval Catego	Approval Category: Stu Secondary Position Hire, TSECPH					

Student Secondary Position Hire, TSECPH

Search		Position	Suffix		Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job		Julia		- Indee or gameation		Ziia Zato	Lust i uiu Lute	Julius	0
	Secondary	TR0003	00	Office Asst Business Office	05040, BUSINESS OFFICE	Feb 22, 2016		Mar 06, 2016	Active	
All John										

Go

You can use any or all of the Search Criteria fields to help you narrow the search results. All student positions will have an Employee class of 'ST, Student' and the COA of '1, Reed College'. To search by your budget organization, select the correct budget in the Budget Organization field. If you put your cursor in the Budget Organization field and begin typing the numbers of your Org, the list will go to your Budget Org. This will save you time.

If you know part of the position number, you can type in the part you know in the Position Number field using the percent sign (%) as a wildcard. For example, if you know the position number starts with 'TR80' but you can't remember the last two numbers, type TR80% into the Position Number field and click Go, and you will see a list of results that begin with TR80.

Personal Information	Student Account Financial Aid	GPS - Griffin Payroll/Human Resources Services			
Search	Go	RETURN TO EMPLOYEE MENU	SITE MAP	HELP	EXIT
New Position S	Selection				
Enter search criteria	and select Go. Then select the line	k under Position to select it.			
Search Criteria Position Number:					
Employee Class:	ST, Student				
COA:	1, REED COLLEGE				
Budget Organization:	07610, ADMINISTRATIVE COMP 08070, LIBRARY 08080, INSTRUCTIONAL MEDIA				
Go					

Click Go to search by the Search Criteria you've chosen.

If you are searching by budget organization, your budget organization selection will bring up all positions for that organization number.

Search Criteria Position Number:	
Employee Class:	All ST, Student
COA:	All 1, REED COLLEGE
Budget Organization:	07421, FACULTY RETREAT JUNE 2016 07610, ADMINISTRATIVE COMPUTING SERVICES 08070, LIBRARY
Go	

Jump to Bottom

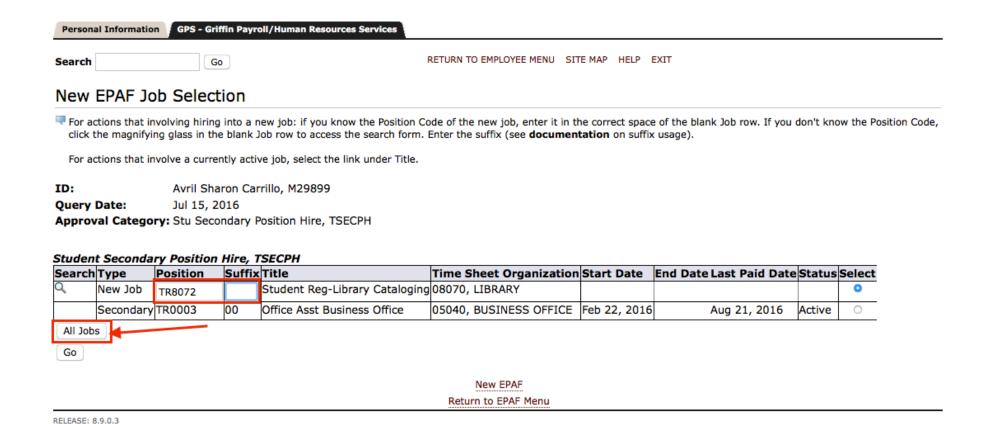
Return to EPAF Menu

#### Search Results

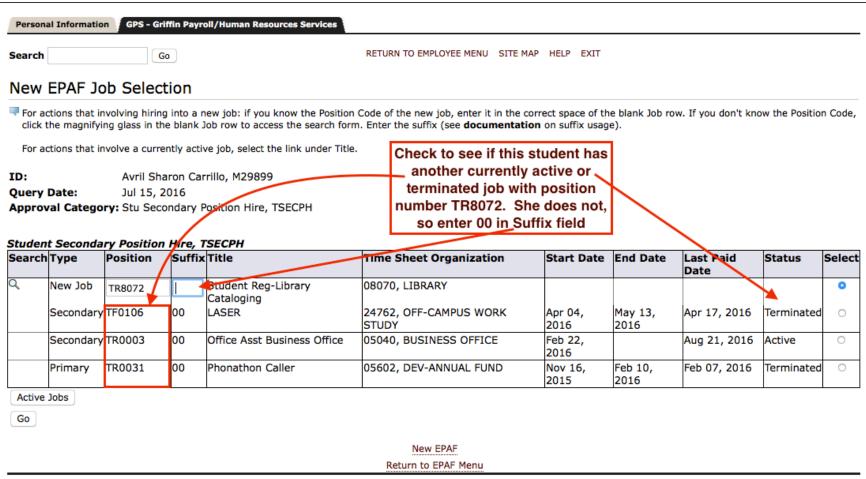
Position	△ Title	<b>△</b> Employee Class	<b>△</b> COA	Budget Organization	<b>Begin Date</b>	<b>End Date</b>
▽	▽	▼ . ,	▽	▽		
TR8069	Student Reg PARC	ST, Student	1	08070, LIBRARY	Apr 01, 2013	
TR8070	Student Reg-Library Admin	ST, Student	1	08070, LIBRARY	Jul 01, 2012	
TR8071	Student Reg-Libr Acquisitions	ST, Student	1	08070, LIBRARY	Jul 01, 2012	
TR8072	Student Reg-Library Cataloging	ST, Student	1	08070, LIBRARY	Jul 01, 2012	
TR8073	Student Reg-Lib Circ/Reserves	ST, Student	1	08070, LIBRARY	Jul 01, 2012	
TR8074	Student Reg-Lib Serials/Gov't	ST, Student	1	08070, LIBRARY	Jul 01, 2012	
TR8075	Student Reg-Lib Resrce Sharing	ST, Student	1	08070, LIBRARY	Jul 01, 2012	
TR8076	Student Reg-Library Serials	ST, Student	1	08070, LIBRARY	Jul 01, 2012	
TR8077	Student Reg-Libr Summit/Stacks	ST, Student	1	08070, LIBRARY	Jul 01, 2012	
TR8078	Student Reg-Library Computers	ST, Student	1	08070, LIBRARY	Jul 01, 2012	
TR8079	Student Reg-Lib Electronic Res	ST, Student	1	08070, LIBRARY	Jul 01, 2012	

Return to Top

Click the correct red position number.



To determine the correct suffix value, click the 'All Jobs' button to see if this student has been hired into a job with this position number at any time in the past.



RELEASE: 8.9.0.3

The suffix is used to identify a unique student-job connection. If the student has had any job with this same position number in the past, you will need to figure out the next available suffix. For example, to hire this student into a new job with position number TR0003, you would use '01' as the suffix.

Since you are hiring this student into a job with a position number that she has not worked in before, you can enter '00' (two zeroes) in the New Job Suffix field. Click Go.

Persona	Information GPS - Griffin Payroll/Human Resources Services	
Search	Go	RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT
New I	EPAF Job Selection	
		Code of the new job, enter it in the correct space of the blank Job row. If you don't know the Position Code, i. Enter the suffix (see <b>documentation (link to be added)</b> on suffix usage).

ID: Avril Sharon Carrillo, M29899

Query Date: Jul 15, 2016

Approval Category: Stu Secondary Position Hire, TSECPH

For actions that involve a currently active job, select the link under Title.

Student Secondary Position Hire, TSECPH

Search	Туре	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q,	New Job	TR8072		Student Reg-Library Cataloging	08070, LIBRARY					•
	Secondary	TF0106	00	LASER	24762, OFF-CAMPUS WORK STUDY	Apr 04, 2016	May 13, 2016	Apr 17, 2016	Terminated	0
	Secondary	TR0003	00	Office Asst Business Office	05040, BUSINESS OFFICE	Feb 22, 2016		Aug 21, 2016	Active	0
	Primary	TR0031	00	Phonathon Caller	05602, DEV-ANNUAL FUND	Nov 16, 2015	Feb 10, 2016	Feb 07, 2016	Terminated	0

Active Jobs

Go

New EPAF

Return to EPAF Menu

RELEASE: 8.9.0.3

# This brings up the attached EPAF to complete.

Personal Inform	ation GPS - Griffin Payroll/Human Resour	ces Services
Search	Go	RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT
Electronic	Personnel Action Form	
Enter the info	rmation for the EPAF and either Save or Su	bmit. The <b>Student Pay Scale</b> can help you determine which Grade and/or Step to request.
•	ating a Primary or Secondary Hiring EPAF, supervisor), as well as the name of the ap	please remember to enter the names of the <b>timesheet approver</b> for this position (even if the approver is you/the same prover's <b>proxy</b> .
If you don't k	now who will be the proxy, please note that	in the comments box as well.
Name and ID:	Avril Sharon Carrillo, M29899	
Transaction:		Query Date: Jul 15, 2016
Transaction St		
Approval Cate	ory: Stu Secondary Position Hire, TSECPH	
Save		
	Ap	oproval Types   Routing Queue   Comments   Transaction History
		New EPAF   EPAF Originator Summary
		Return to EPAF Menu

You need to fill out all fields with the red \*, except for those that say "Not Enterable".

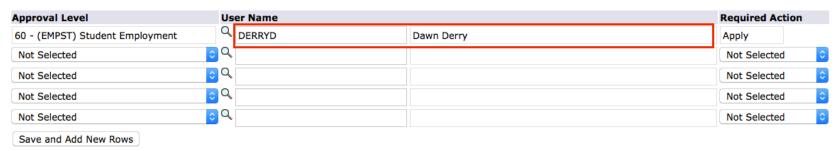
\* - indicates a required field.

Student Secondary Position Hire, TR8072-00 Student Reg-Library Cataloging

Item	Current Value New Value	
Timesheet Orgn: *	Q 08070	
Title: *	Cataloguing	
Salary Grade: *	1	
Step: *	1	
Job Begin Date: MM/DD/YYYY*	07/15/2016	
Jobs Effective Date: MM/DD/YYYY*	07/15/2016	
Supervisor ID: *	V20928	
Job Status: *(Not Enterable)	Α	
Contract Type: *(Not Enterable)	S	
Accrue Leave: *(Not Enterable)	Y	

If you have your Default Routing Queues set up correctly, Dawn Derry's Username (DERRYD) should already be in place in the 'User Name' column of the first record in the Routing Queue table:

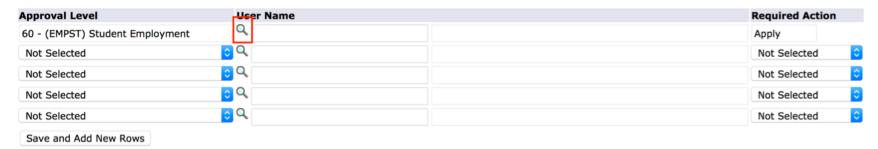
# Routing Queue



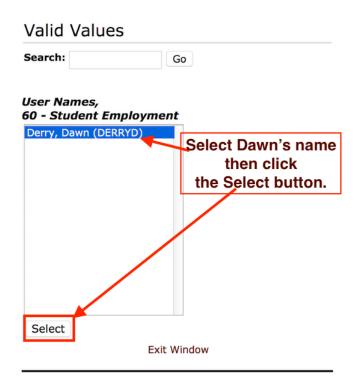
(To set up your Default Routing Queues, follow the steps in the Setting Default Routing Queues document.)

<u>If your Default Routing Queues have not been set up</u>, complete the Routing Queue section by using the magnifying glass under 'User Name' to select Dawn Derry's name in the popup window.

### **Routing Queue**

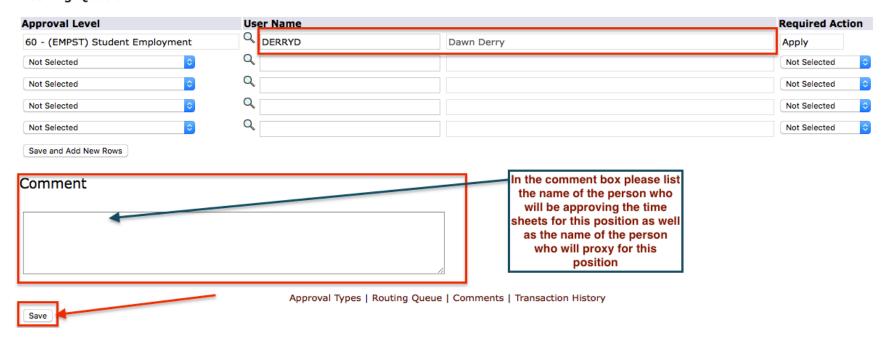


Select Dawn's Name in the 'Valid Values' popup window. Click the Select button.



Whether by default or manually, once the Routing Queue is correctly set it will appear like this.

#### **Routing Queue**



In the comment box please list the person who will be approving this time sheet as well as the proxy for this approver.

Once you have completed this form, click Save.

Verify that the webpage message is "Your change was saved successfully".

Personal Informati	on GPS - Griffin Payrol	/Human Resources Services
Search	Go	RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT
Electronic P	ersonnel Action	Form
✓ Your change w	as saved successfully.	
Enter the inform	ation for the EPAF and ei	ther Save or Submit. The <b>Student Pay Scale</b> can help you determine which Grade and/or Step to request.
approver is you/	the same person as the sw who the proxy will be,	y Hiring EPAF, please remember to enter the names of the <b>timesheet approver</b> for this position (even if the supervisor), as well as the name of the approver's <b>proxy</b> .  please note that in the comments box as well.
Name and ID: Transaction:	Avril Sharon Carrillo, 8483	Query Date: Jul 15, 2016
Transaction Statu		Quality Dutains 15, 2010
	y: Stu Secondary Positio	n Hire, TSECPH
Save Submit	Delete	
		Approval Types   Routing Queue   Comments   Transaction History
		New EPAF   EPAF Originator Summary
		Patura to EDAF Manu

If you are ready to submit this Personnel Action Request to Student Payroll, click the Submit button.

You must click to Submit button to submit this change request to Student Payroll for Application, otherwise the change will not be applied in the system.

Verify that the webpage message is "The transaction has been successfully submitted". The Transaction Status should say 'Approved'.

Personal Information	n GPS - Griffin Payroll/Human Re	sources Services
Search	Go	RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT
Electronic Pe	ersonnel Action Form	
✓ The transaction	has been successfully submitte	ed.
Enter the informa	tion for the EPAF and either Save o	or Submit. The <b>Student Pay Scale</b> can help you determine which Grade and/or Step to request.
		PAF, please remember to enter the names of the <b>timesheet approver</b> for this position (even if the as well as the name of the approver's <b>proxy</b> .
If you don't know	who the proxy will be, please note	that in the comments box as well.
Name and ID:	Avril Sharon Carrillo, M29899	
Transaction:	8483	Query Date: Jul 15, 2016
Transaction Status	: Approved	
Approval Category	: Stu Secondary Position Hire, TSE	CPH COPH
	Approval T	ypes   Errors   Routing Queue   Comments   Transaction History
		New EPAF   EPAF Originator Summary
		Return to EPAF Menu

You are now done with this EPAF.

\_\_\_\_

Warnings and Errors: If you encounter <u>Warnings</u> when you submit the EPAF, don't be concerned. The EPAF has successfully been submitted and will be Applied to the system despite warnings.

A common Warning you may see:

Errors and Warning Messages

Туре	Message Type	Description
Student Secondary Position Hire	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.

If you encounter <u>Errors</u> when you submit the EPAF, please contact Dawn Derry at payroll@reed.edu x7549 or x7505. If you can, take a screenshot of the webpage and the Error text as it could help with troubleshooting.