

CREATE A STUDENT EPAF

NAVIGATE to mynmu.nmu.edu and select the 'EPAF' tile

SELECT 'New EPAF'

FILL in the student's IN, first day to be worked (actual day they will begin working in this position), and approval category.

APPROVAL CATEGORIES:

STANEW: Student Job During Academic Year

- Position begins with #2
- Must be enrolled in courses (at least 6 credits for undergrad and 4 credits for grad)
*if they are not enrolled at least half- time, they are not eligible for a student job.
This is considered a temp labor position and has to go through HR

STUNEW: Student Job During Summer Semester

- Position begins with #2
- Must be enrolled in summer courses (at least 6 credits for undergrad and 4 credits for grad)
*if they are not enrolled at least half- time, they are not eligible for a student job.
This is considered a temp labor position and has to go through HR


TSTNEW: Job During Summer Semester (but not taking classes until fall)

- Position begins with #4
- Must be enrolled in courses for fall semester (at least 6 credits for undergrad and 4 credits for grad)
*If they are not enrolled for summer or fall courses, they are not eligible for a student job. This is considered a temp labor position and has to go through HR


ID *

[Generate new ID](#)

First Day to be Worked / Effective Date *



Approval Category *

**Go**

CLICK 'GO'

CHOOSE 'ALL JOBS' at the bottom of the screen.

- This will list all the jobs they have or have had at NMU
- The **'Details'** section at the top shows the information you just entered on the first
- The **'Create a Student job'** section below shows all their current/past positions they have at NMU as well as a blank box in the first line item for a new position and suffix to be entered

IF THEY HAVE WORKED THIS POSITION BEFORE: Select the check box of the job and **CLICK 'GO'**

OR

ENTER THE SAME POSITION # and the **NEXT SUFFIX #** in sequence in the 'New Job' line

- (EXAMPLE: this employee has position #200133-00, you can choose that **OR** put in position 200133 with a **new suffix** of 01). By choosing the existing position, it will auto-populate some information that you will need to change on the next screen (which is where a lot of the **'ERROR'** messages about dates come from)
- By giving it a new suffix, it will make a 'new' job where you will manually enter certain fields on the next screen

Details

ID [REDACTED] First Day to be Worked / Effective Date 12/05/2025 Approval Category Student Academic Yr Hire, STANEW

Create a Student Job, STUDNJ

Select	Type	Position	Suffix	Title	Time Sheet Organization
<input checked="" type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	Primary	200349	01	GC - Grounds Crew Member	447400, Golf Course Operations
<input type="checkbox"/>	Secondary	200133	00	Student	285120, Grounds
<input type="checkbox"/>	Secondary	200349	00	GC - Grounds Crew Member	447400, Golf Course Operations
<input type="checkbox"/>	Primary	400349	00		447400, Golf Course Operations

Active Jobs **Next Approval Type** **Go**

IF THEY DON'T HAVE THIS POSITION LISTED: You will need to enter the new position # and the suffix as '00'

IF YOU DON'T KNOW THE POSITION #: You can choose the magnifying glass in the blank position box. In the next screen in the **'Budget Organization'** box, click the down arrow and find the correct org # for the job. Choose that and **CLICK 'GO'** and it will give you a list of position numbers for that home organization

ONCE YOU CHOOSE OR ENTER A POSITION AND SUFFIX, CLICK 'GO'

AT THE NEXT SCREEN (and hopefully your last), there are **5 sections**, the ones you will need to work with are the first 3

- NOTE: Sometimes your routing queue isn't set up, but once configured, it will stay for every EPAF after that. There is a screenshot at the end of this to show you what your routing queue should look like so you can get it set up if it isn't already

IN SECTION ONE, 'Create Employee Record', verify the information is correct

CHECK HOME ORGANIZATION: If you chose to use an existing position #, this is auto-populated – verify the home org is correct. If you created a new position and/or suffix, this will need to be filled in

CHECK CURRENT HIRE DATE: This should match the date you entered on the very first screen and it's also listed at the top of this screen in the 'Details' section. (12/05/2025 in this case)

CHECK I9 FORM INDICATOR: This should show 'received' in the 'Old Value' section. If they have never worked at NMU and have not done their I9 yet, they will need to get section 1 done *before* their first day of work and section 2 done on their first day of work. Notify employees to bring their documents for section 2

Details

Name and ID [REDACTED] Transaction

First Day to be Worked / Effective Date
12/05/2025

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

Create Employee Record

Employee Class Code (Not Enterable) *
ST

FT/PT Status (Not Enterable) *
P

Home Organization *
447400

District Code (Not Enterable) *
330

Current Hire Date *
12/05/2025

I9 Form Indicator (Not Enterable)
Received

I9 Date (Not Enterable)
04/03/2025

IF ALL IS CORRECT, scroll down to the **SECOND SECTION**: ‘Create a Student Job, xxxxxx-xx, Student’

IN SECTION TWO you will most likely need to make changes

REGULAR RATE: Make sure the rate is correctly or enter the hourly rate if it’s empty

TIMESHEET ORGN: Make sure it’s correct and matches the Home Organization # you entered in the first section. These must match!

IF you picked an existing position # and suffix # from the ‘Create a Student Job’ screen, the begin date has to match the date listed in the ‘Old Value’ section

IF you entered a new position # and/or a new suffix # enter the actual start date that you entered on the initial screen, ensure it matches what is listed in the ‘Details’ section of this page

****If you don’t match these dates according to the choices above, you will get the dreaded **ERROR** when you try to submit the EPAF****

CONTRACT TYPE: If they *do not currently* have another job, this will be PRIMARY. If they *already have an active* position on their ‘All Jobs’ list, this is SECONDARY. This is a common mistake that causes **ERROR** messages

IN SECTION THREE, ‘Termination of Student Job, xxxxxx-xx Student, all information should auto-populate

YOUR ROUTING QUEUE should have 2 rows and they should look like this:

Routing Queue		
Approval Level	User Name	Required Action
98 - (HR6) Hiring Document Verification	HR_I9APV - HR I9 Approval (HR_I9APV) NMU	Approve
99 - (HR3) Student HR Apply	HR_APLY1 - HR Student Apply EPAF (HR_APLY1) NMU	Apply

[+ Add Row](#)

PLEASE CONTACT PAYROLL at payroll@nmu.edu if you have questions or need help