

Student Academic Year EPAF (STANEW)

Use this EPAF Approval Category to hire or rehire a student for academic year employment.

1. Select "New EPAF" to create a new EPAF.

https://ssb.nmu.edu:4090/ - Electronic Personnel Action Form - Windows Internet Explorer

Northern Michigan University My NMU

Personal Information Student Services & Financial Aid **Employee** WebTailor Administration

Search Go RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

Electronic Personnel Action Form

[EPAF Approver Summary](#)
[EPAF Originator Summary](#)
[New EPAF](#)

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2. On the "New EPAF Person Selection" screen:
 - a. Enter the NMU IN of the employee and press tab. The individual's name will then appear. **Verify you have the correct employee before proceeding.**
 - b. Enter the date of hire as the effective date in the format displayed.
 - c. Click on the Approval Category drop-down arrow to display the list.
 - d. Select "Student Academic Year Hire 6+ credit (4+ Grad), STANEW"
 - e. Click "Go"

New EPAF Person Selection

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.

- indicates a required field.

ID:

Effective Date: MM/DD/YYYY

Approval Category:

[EPAF Originator Summary](#)
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3. On the “New EPAF Job Selection” screen, click the “All Jobs” button to view all of the current and terminated position numbers that this employee has been paid from. (Reminder - student position numbers start with 2.)
 - a. If the position number is listed, simply click the radio button to select it.
 - b. If the position number is not listed, type in the appropriate position number in the Position Number box and “00” in the Suffix box. (*See the special instructions for students who need multiple rates of pay for the same position number.)
 - c. Press the tab key to populate the remaining fields.
 - d. Click “Go”

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Kelsey J. Christianson, 00224926
Query Date: Aug 28, 2011
Approval Category: Student Academic Yr Hire, STANEW

Create a Student Job, STUDNJ

Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="checkbox"/>	New Job	200218	00	Student 332085, Peif Operations						<input checked="" type="radio"/>

There are no active jobs based on the Query Date.

[New EPAF](#)
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4. The next screen displayed is the “Electronic Personnel Action Form” screen. In the “Create Employee Record” section, enter the Home Organization (department organization number) for the department in which the employee will be working. (This screen is the top portion of the entire page.)

Electronic Personnel Action Form

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

Name and ID: Kelsey J. Christianson, 00224926
Transaction: **Query Date:** Aug 28, 2011
Transaction Status:
Approval Category: Student Academic Year Hire 6+ credits (4+ Grad) 2XXXXX, STANEW

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- indicates a required field.

Create Employee Record, 200218-00 Student

Item	Current Value	New Value
Employee Class Code: <input type="checkbox"/> (Not Enterable)	ST, Student Temp Labor	<input type="text" value="SL"/>
FT/PT Status: <input type="checkbox"/> (Not Enterable)	Part Time	<input type="text" value="P"/>
Home Organization: <input type="checkbox"/>	551345, Upward Bound FY2011	<input type="text"/>
District Code: <input type="checkbox"/> (Not Enterable)	330, HUMAN RESOURCES	<input type="text" value="330"/>
Current Hire Date: MM/DD/YYYY	05/29/2011	<input type="text" value="08/28/2011"/>
Employee Status: (Not Enterable)	Active	<input type="text"/>

5. On the same page, under the “Create a Student Job” area,
 - a. Enter the Regular Rate (per hour amount you will be paying) Example: 8.40
 - b. Enter the Timesheet Orgn (this is the department organization number)
 - c. The Title field is optional but recommended as it will become the UltraTime distribution line description that the employee will see when punching in at the time clock and entering time on UltraWeb. (If nothing is entered, the default Title is Student.)

Current Hire Date: MM/DD/YYYY	05/29/2011	<input type="text" value="08/28/2011"/>
Employee Status: (Not Enterable)	Active	<input type="text" value="A"/>
Home COAS: (Not Enterable)	N	<input type="text" value="N"/>
Distribution COA: (Not Enterable)	N	<input type="text" value="N"/>
Distribution Orgn: (Not Enterable)	272100, Human Resources	<input type="text" value="272100"/>

Create a Student Job, 200218-00 Student

Item	Current Value	New Value
Regular Rate: <input type="checkbox"/>		<input type="text"/>
Timesheet Orgn: <input type="checkbox"/>		<input type="text"/>
Title:		<input type="text"/>
Job Begin Date: MM/DD/YYYY <input type="checkbox"/>		<input type="text" value="08/28/2011"/>
Jobs Effective Date: MM/DD/YYYY <input type="checkbox"/> (Not Enterable)		<input type="text" value="08/28/2011"/>
Contract Type: <input type="checkbox"/>		<input type="text" value="Primary"/>
Job Status: (Not Enterable)		<input type="text" value="A"/>
Hours per Pay: (Not Enterable)		<input type="text" value="1"/>
Step: (Not Enterable)		<input type="text" value="0"/>
Employee Class Code: (Not Enterable)		<input type="text" value="SL"/>
Timesheet COA: (Not Enterable)		<input type="text" value="N"/>

6. Scroll down the page to the “Routing Queue” section, type in the following for the approval levels or use the looking glass to select the appropriate username.
 - a. First level: “98-(HR4) Hourly HR Apply” = PWOOLDRI
 - b. Second level: “99 – (HR3) Student HR Apply” = JUNELSON
7. DO NOT enter a comment in the comment section. The comments will not be read by payroll.
8. Click “Save” on the bottom of the screen.

Routing Queue

Approval Level	User Name	
98 - (HR6) Hiring Document Verification	<input type="text" value="PWOOLDRI"/>	<input type="text" value="Patricia A. Wooldridge"/>
99 - (HR3) Student HR Apply	<input type="text" value="JUNELSON"/>	<input type="text" value="June M. Nelson"/>
<input type="text" value="Not Selected"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Not Selected"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Not Selected"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Not Selected"/>	<input type="text"/>	<input type="text"/>

Comment

9. After saving the EPAF you will receive the following message “Your change was saved successfully.”
10. Click “Submit” to process.

Electronic Personnel Action Form

Your change was saved successfully.
 Enter the information for the EPAF and either Save or Submit

Name and ID: Kelsey J. Christianson, 00224926
Transaction: 7669 **Query Date:** Aug 28, 2011
Transaction Status: Waiting
Approval Category: Student Academic Year Hire 6+ credits (4+ Grad) 2XXXXX, STANEW

[Approval Types](#) | [Routing Queue](#) | [Transaction History](#)

- indicates a required field.

Create Employee Record, 200218-00 Student

Item	Current Value	New Value
Employee Class Code: <input type="checkbox"/> (Not Enterable)	ST, Student Temp Labor	<input type="text" value="SL"/>
FT/PT Status: <input type="checkbox"/> (Not Enterable)	Part Time	<input type="text" value="P"/>
Home Organization: <input type="checkbox"/>	551345, Upward Bound FY2011	<input type="text" value="332085"/>
District Code: <input type="checkbox"/> (Not Enterable)	330 - HUMAN RESOURCES	<input type="text" value="330"/>

11. Upon successful submission, you will see the following message, “The transaction has been successfully submitted.” Ignore all warning messages. See the “Common Student EPAF Errors” to correct any error messages received.

Electronic Personnel Action Form

The transaction has been successfully submitted.
 Enter the information for the EPAF and either Save or Submit

Name and ID: Kelsey J. Christianson, 00224926
Transaction: 7669 **Query Date:** Aug 28, 2011
Transaction Status: Pending
Approval Category: Student Academic Year Hire 6+ credits (4+ Grad) 2XXXXX, STANEW

[Approval Types](#) | [Errors](#) | [Routing Queue](#) | [Transaction History](#)

Errors and Warning Messages

Type	Message	Description
Create a Student Job	WARNING	*WARNING* Total FTE for this position is greater than budgeted FTE.
Create a Student Job	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.

- indicates a required field.

Create Employee Record, 200218-00 Student

Item	Current Value	New Value
Employee Class Code: <input type="checkbox"/> (Not Enterable)	ST, Student Temp Labor	<input type="text" value="SL"/>
FT/PT Status: <input type="checkbox"/> (Not Enterable)	Part Time	<input type="text" value="P"/>
Home Organization: <input type="checkbox"/>	551345, Upward Bound FY2011	<input type="text" value="332085"/>

***Special instructions for multiple rates of pay for the same position number**

Some student employees may need multiple rates of pay for the same position number depending on the type of job they are performing for a given shift. For example, a student employee may receive a higher rate of pay when they are acting as the shift supervisor. An EPAF will need to be created for each different rate of pay that the employee will need to have for the same position number. To distinguish the different rates of pay you will enter a different suffix number in step 3.b. starting with "01," "02," "03," etc. We highly recommend the Title field be used to describe the different jobs so the student will know when punching in and entering time through UltraWeb which job to choose.