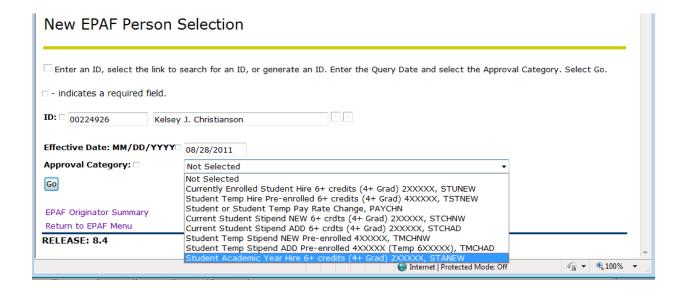
## **Student Academic Year EPAF (STANEW)**

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

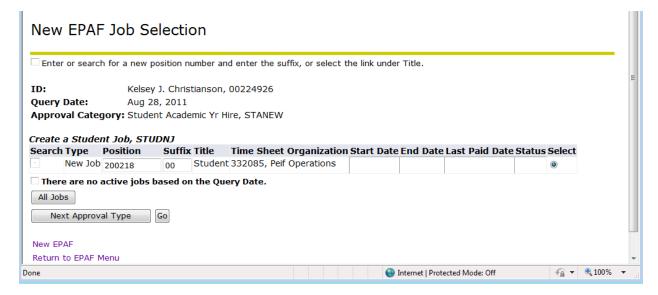
1. Select "New EPAF" to create a new EPAF.



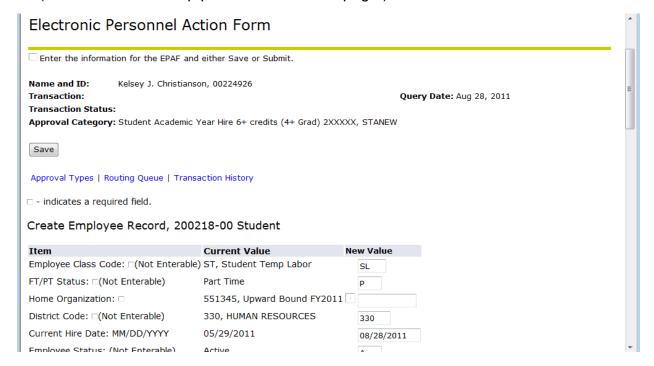
- 2. On the "New EPAF Person Selection" screen:
  - a. Enter the NMU IN of the employee and press tab. The individual's name will then appear. Verify you have the correct employee before proceeding.
  - b. Enter the date of hire as the effective date in the format displayed.
  - c. Click on the Approval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



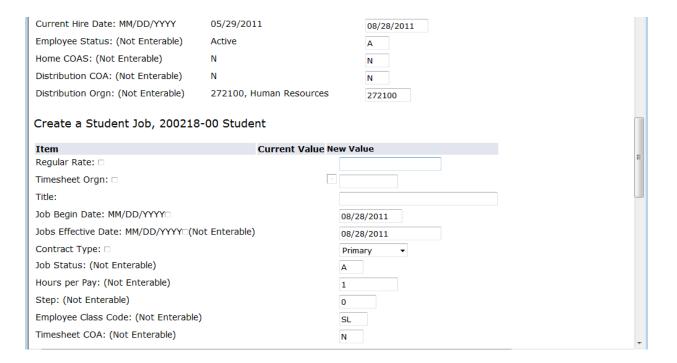
- 3. On the "New EPAF Job Selection" screen, click the "All Jobs" button to view all of the current and terminated position numbers that this employee has been paid from. (Reminder student position numbers start with 2.)
  - a. If the position number is listed, simply click the radio button to select 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"



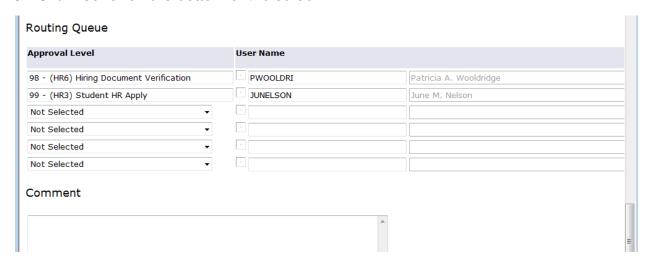
4. The next screen displayed is the "Electronic Personnel Action Form" screen. In the "Create Employee Record" section, enter the Home Organization (department organization number) for the department in which the employee will be working. (This screen is the top portion of the entire page.)



- 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.)



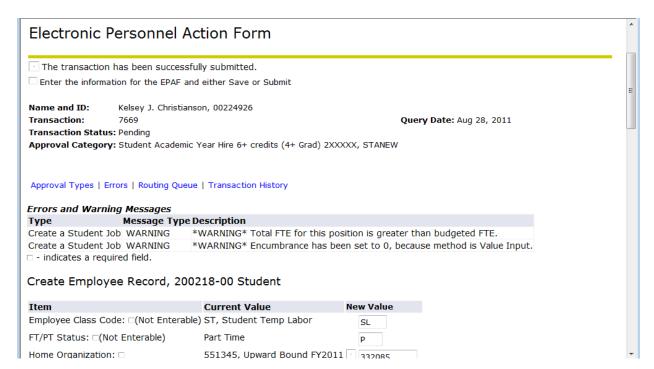
- 6. Scroll down the page to the "Routing Queue" section, type in the following for the approval levels or use the looking glass to select the appropriate username.
  - a. First level: "98-(HR4) Hourly HR Apply" = PWOOLDRI
  - b. Second level: "99 (HR3) Student HR Apply" = JUNELSON
- 7. DO NOT enter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



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



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.



## \*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.