

Student Summer EPAF (STUNEW)

Use this EPAF Approval Category to hire or rehire a student for summer 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

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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 "Currently Enrolled Student hire 6+ credit (4+ Grad), STUNEW"
 - e. Click "Go"

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Personal Information **Employee**

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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* 03/30/2011

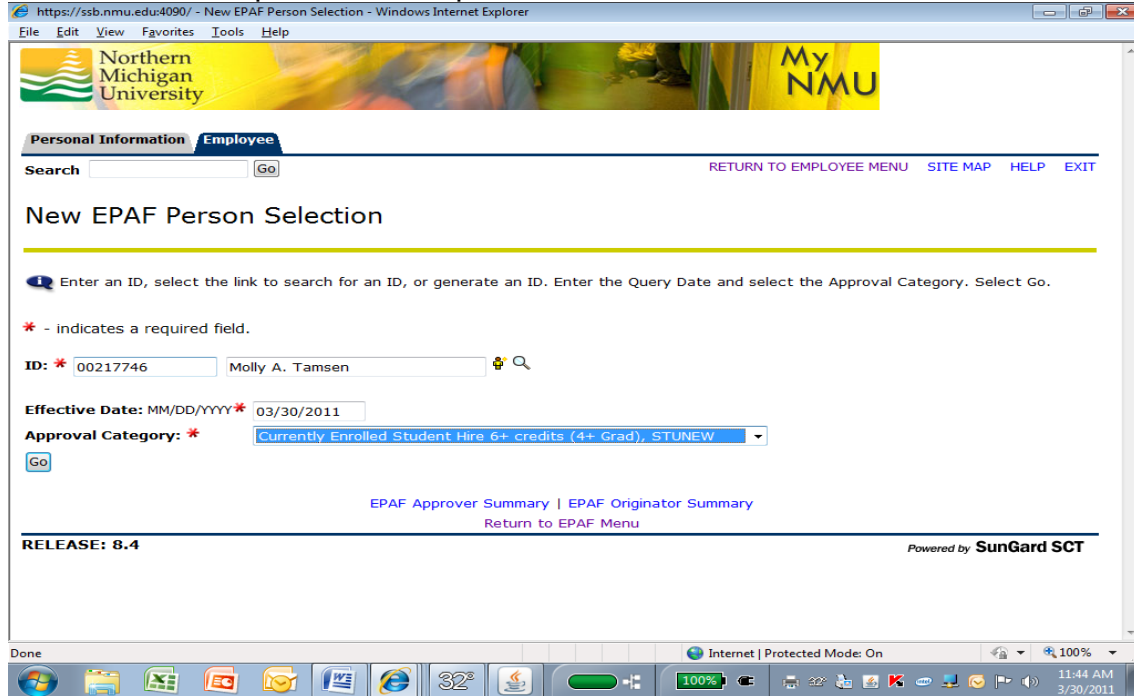
Approval Category: * Not Selected

Go

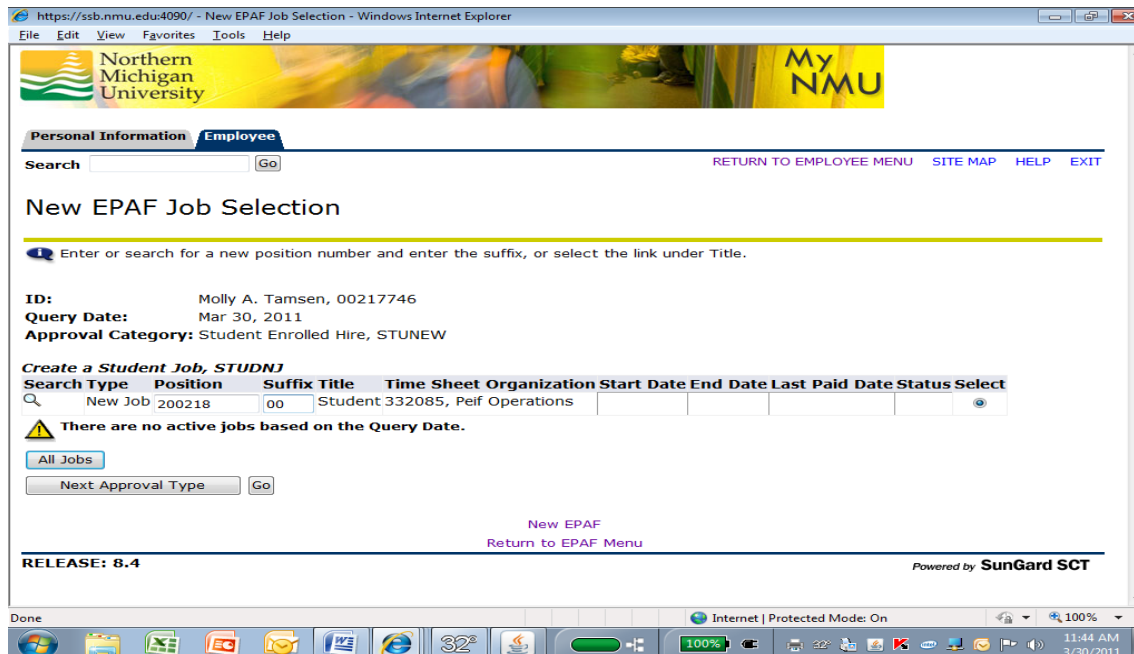
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Below is an example of the completed screen.



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.)

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

Name and ID: Molly A. Tamsen, 00217746
Transaction: **Query Date:** Mar 30, 2011
Transaction Status:
Approval Category: Currently Enrolled Student Hire 6+ credits (4+ Grad), STUNEW

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

* - Indicates a required field.

Create Employee Record, 200218-00 Student

Item	Current Value	New Value
Employee Class Code: * (Not Enterable)		SL
FT/PT Status: * (Not Enterable)		P
Home Organization: *		<input type="text"/>
District Code: * (Not Enterable)		330
Current Hire Date: MM/DD/YYYY		03/30/2011
Employee Status: (Not Enterable)		A
Home COAS: (Not Enterable)		N
Distribution COA: (Not Enterable)		N
Distribution Orgn: (Not Enterable)		272100

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.)

Employee Status: (Not Enterable) Active

Home COAS: (Not Enterable) N

Distribution COA: (Not Enterable) N

Distribution Orgn: (Not Enterable) 272100, Human Resources

Create a Student Job, 200218-00 Wt Room/MT

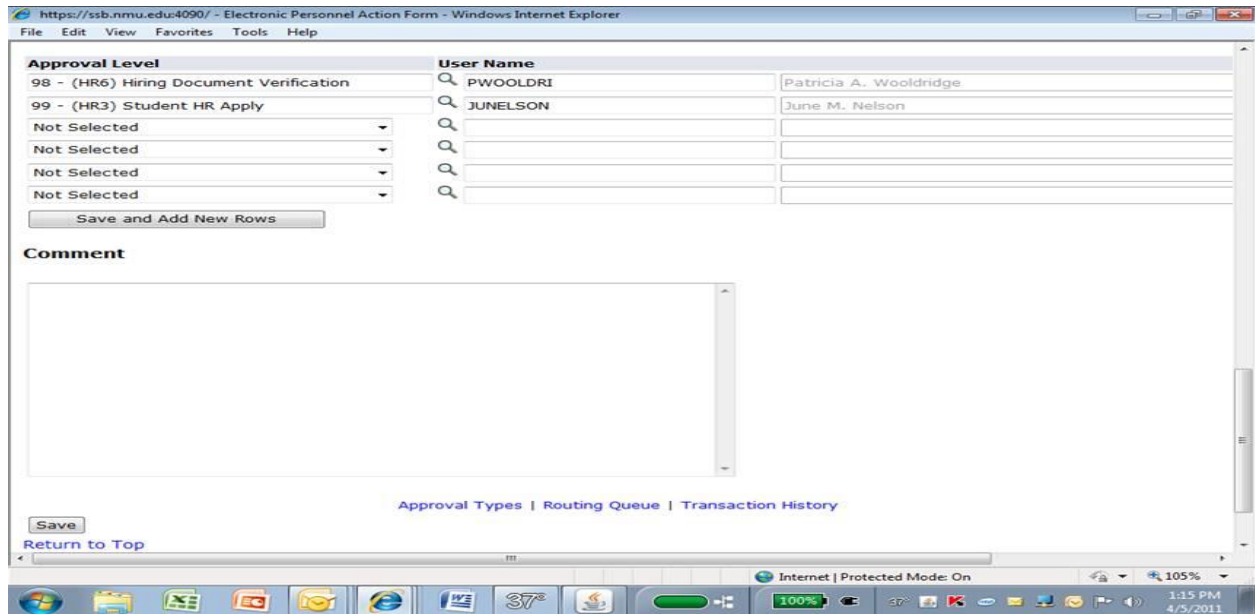
Item	Current Value	New Value
Regular Rate: *	7.5	<input type="text"/>
Timesheet Orgn: *	332085	<input type="text"/>
Title:	Wt Room/MT	<input type="text"/>
Job Begin Date: MM/DD/YYYY *	12/26/2010	12/26/2010
Jobs Effective Date: MM/DD/YYYY * (Not Enterable)	12/26/2010	12/26/2010
Contract Type: *	Primary	Primary
Job Status: * (Not Enterable)	Active	A
Hours per Pay: * (Not Enterable)	1	1
Step: * (Not Enterable)	0	0
Timesheet COA: * (Not Enterable)	N	N

Termination of Student Job, 200218-00 Wt Room/MT

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY * (Not Enterable)	12/26/2010	04/30/2011
Job Status: * (Not Enterable)	Active	T

Routing Queue

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-(HR6) 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.



9. 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.

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Personal Information Employee

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Electronic Personnel Action Form

The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

Name and ID: Molly A. Tamsen, 00217746
Transaction: 3546
Transaction Status: Approved
Approval Category: Currently Enrolled Student Hire 6+ credits (4+ Grad), STUNEW

Query Date: Mar 30, 2011

[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

Done Internet | Protected Mode: On 100% 11:50 AM 3/30/2011

***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.