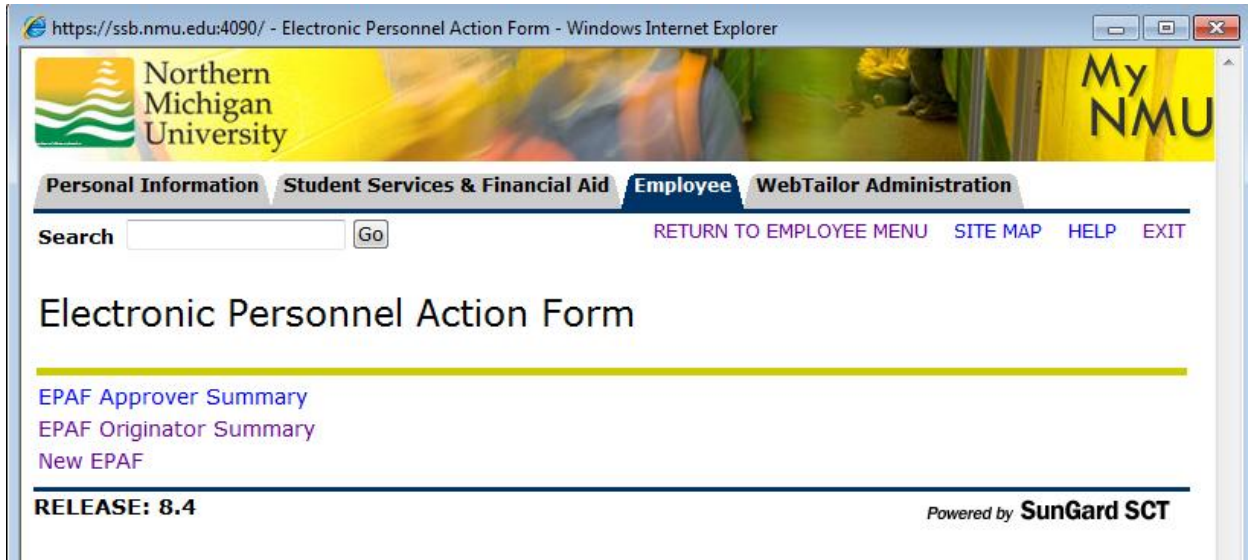


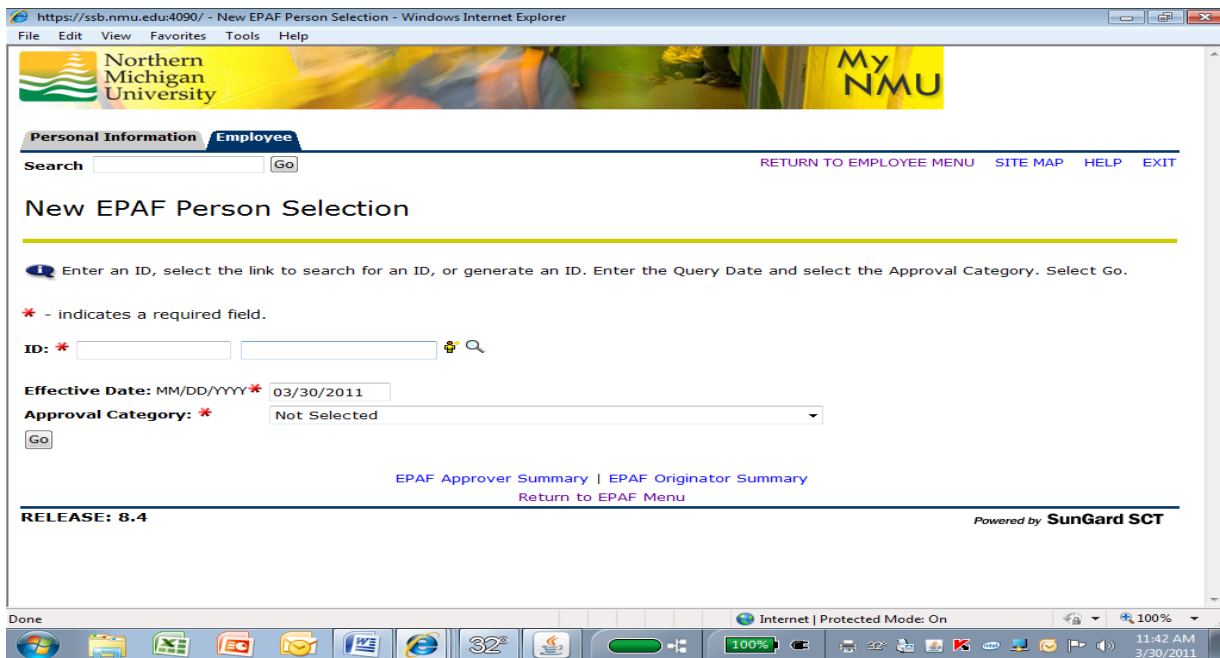
# Temporary Student EPAF (TSTNEW)

Use this EPAF Approval Category to hire or rehire a temporary student.

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



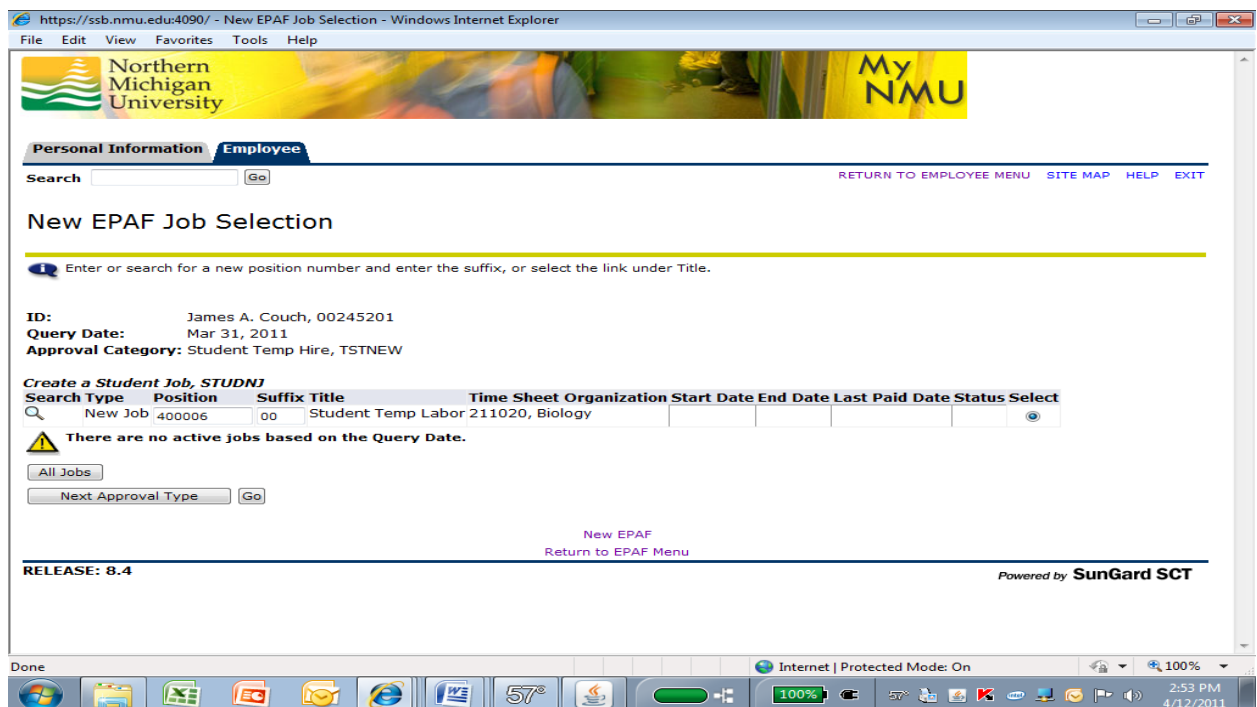
2. On the "New EPAF Person Selection" screen:
  - a. Enter the NMU IN of the employee and press tab. The individual's name will then appear. **Verify you have the correct employee before proceeding.**
  - b. Enter the date of hire as the effective date in the format displayed.
  - c. Click on the Approval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



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: temporary student position numbers start with 4.)
  - a. If the position number is listed, simply click the radio button to select.
  - 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:** James A. Couch, 00245201  
**Transaction:** Student Temp Hire Pre-enrolled 6+ credits (4+ Grad), TSTNEW  
**Query Date:** Mar 31, 2011  
**Approval Category:** Student Temp Hire Pre-enrolled 6+ credits (4+ Grad), TSTNEW

[Save](#)

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

\* - indicates a required field.

**Create Employee Record, 400006-00 Student Temp Labor**

Item	Current Value	New Value
Employee Class Code: * (Not Enterable)		ST
FT/PT Status: * (Not Enterable)		P
Home Organization: *	211020	
District Code: * (Not Enterable)	330	
Current Hire Date: MM/DD/YYYY (Not Enterable)	03/31/2011	
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 (the 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 Temp Labor.)

**Current Hire Date:** MM/DD/YYYY \* (Not Enterable) 03/31/2011

**Create a Student Job, 400006-00 Temporary Labor**

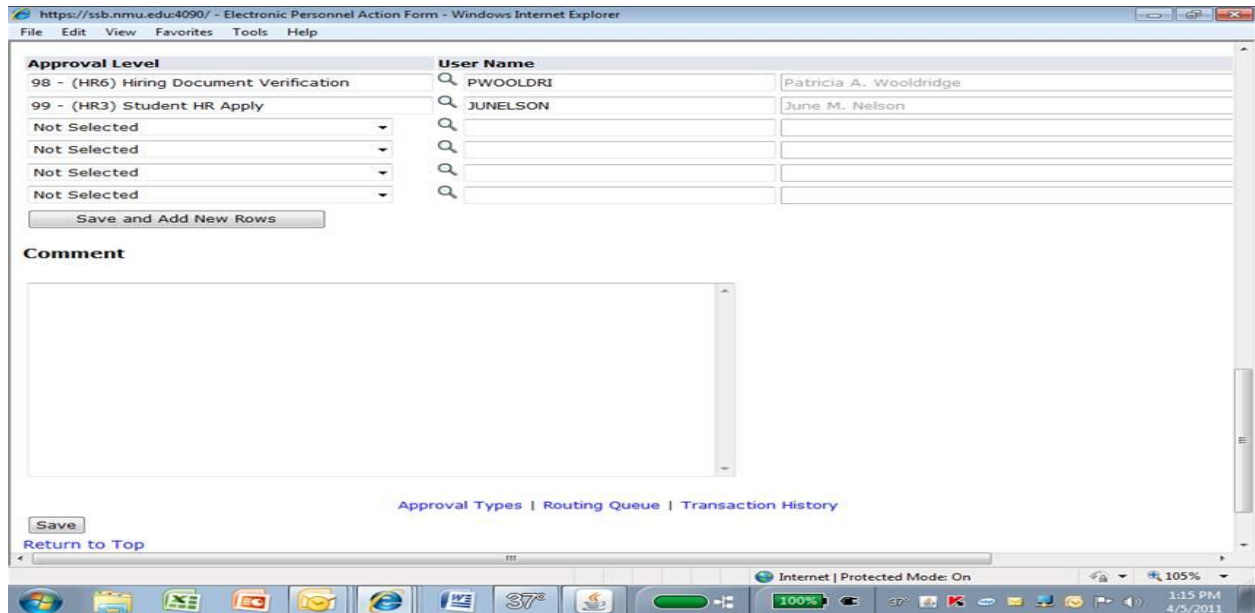
Item	Current Value	New Value
Regular Rate: *	7.50	
Timesheet Orgn: *	211020	
Title:	Student Temp Biology	
Job Begin Date: MM/DD/YYYY *	05/01/2011	
Jobs Effective Date: MM/DD/YYYY *	05/01/2011	
Contract Type: *	Primary	
Job Status: * (Not Enterable)		A
Hours per Pay: * (Not Enterable)		1
Step: * (Not Enterable)		0
Timesheet COA: * (Not Enterable)		N

**Termination of Student Job, 400006-00 Temporary Labor**

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY * (Not Enterable)		08/20/2011
Job Status: * (Not Enterable)		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-(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.



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 message received.

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

File Edit View Favorites Tools Help

Northern Michigan University My NMU

Personal Information Employee

Search [ ] [Go] RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

### Electronic Personnel Action Form

The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

**Name and ID:** James A. Couch, 00245201  
**Transaction:** 3876  
**Transaction Status:** Pending  
**Approval Category:** Student Temp Hire Pre-enrolled 6+ credits (4+ Grad), TSTNEW

**Query Date:** Mar 31, 2011

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

#### Errors and Warning Messages

Type	Message	Type	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, 400006-00 Student Temp Labor

Item	Current Value	New Value
Employee Class Code: *	(Not Enterable)	ST

Done Internet | Protected Mode: On 100% 3:05 PM 4/12/2011

### **\*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.