

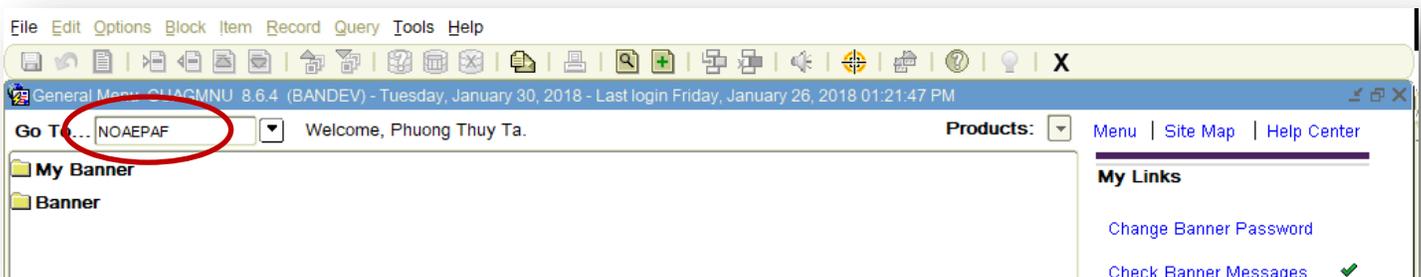
HOW TO COMPLETE A STUDENT ePAF

Gather the following Information before you start an ePAF:

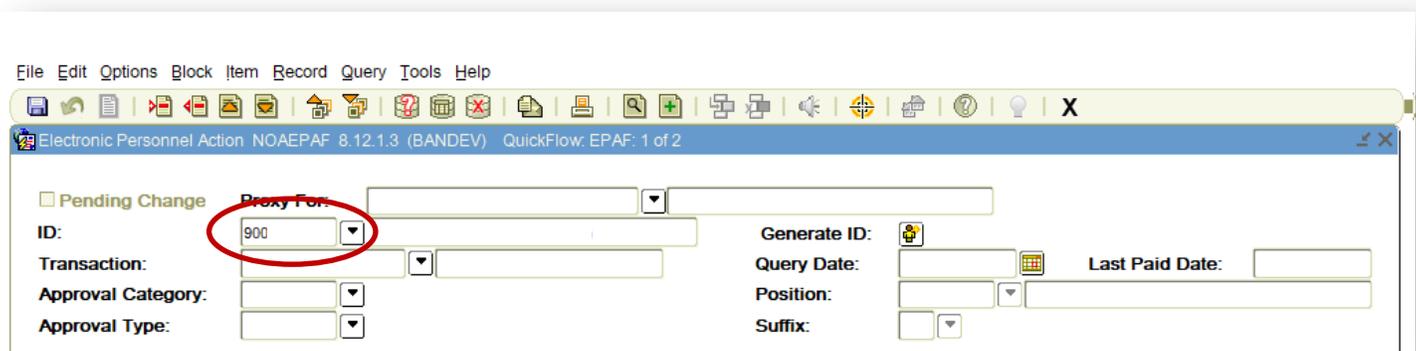
- *1. Student XU ID (900...)
- *2. Start Date
- *3. End Date
- *4. Is the student a new hire or rehire?
- *5. Position #
- *6. Suffix # (00 or 01)
- *7. FUND-ORGN-PROG codes of where the student wages are being charged
- *8. ORGN code of person approving the student's time card
- *9. Student job title
- *10. Rate of pay
- *11. Total amount funded for this period (from start date to end date)
- *12. Supervisor ID (900... of person approving the student's time card)
- *13. Work location (OCL-on campus, HYL-hybrid)

1. Log into Banner Client.

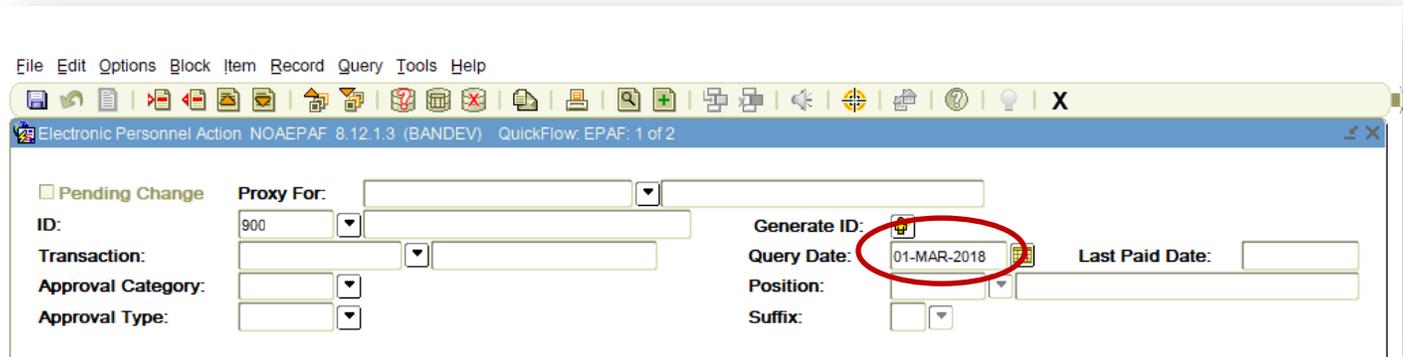
2. Go to NOAEPAF.



3. Enter the student XU ID [*1].



4.  Tab to Query Date. Enter the start date [*2].



Electronic Personnel Action NOAEPAP 8.12.1.3 (BANDEV) QuickFlow: EPAF: 1 of 2

Pending Change Proxy For: _____

ID: 900 _____

Transaction: _____

Approval Category: _____

Approval Type: _____

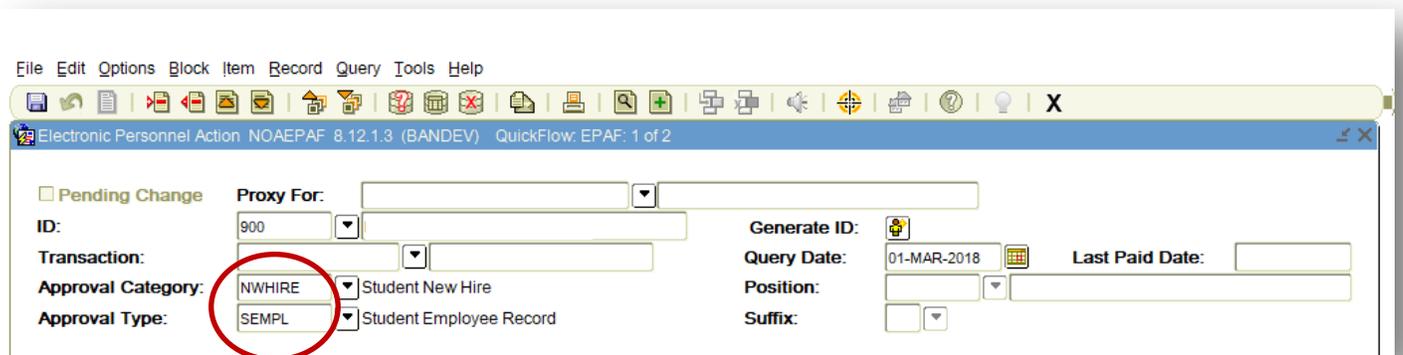
Generate ID: 

Query Date: 01-MAR-2018  Last Paid Date: _____

Position: _____

Suffix: _____

5.  Tab to Approval Category. Enter NWHIRE if the student is a new hire student employee. Enter REHIRE if the student is a rehire student employee. [*4]



Electronic Personnel Action NOAEPAP 8.12.1.3 (BANDEV) QuickFlow: EPAF: 1 of 2

Pending Change Proxy For: _____

ID: 900 _____

Transaction: _____

Approval Category: NWHIRE Student New Hire

Approval Type: SEMPL Student Employee Record

Generate ID: 

Query Date: 01-MAR-2018  Last Paid Date: _____

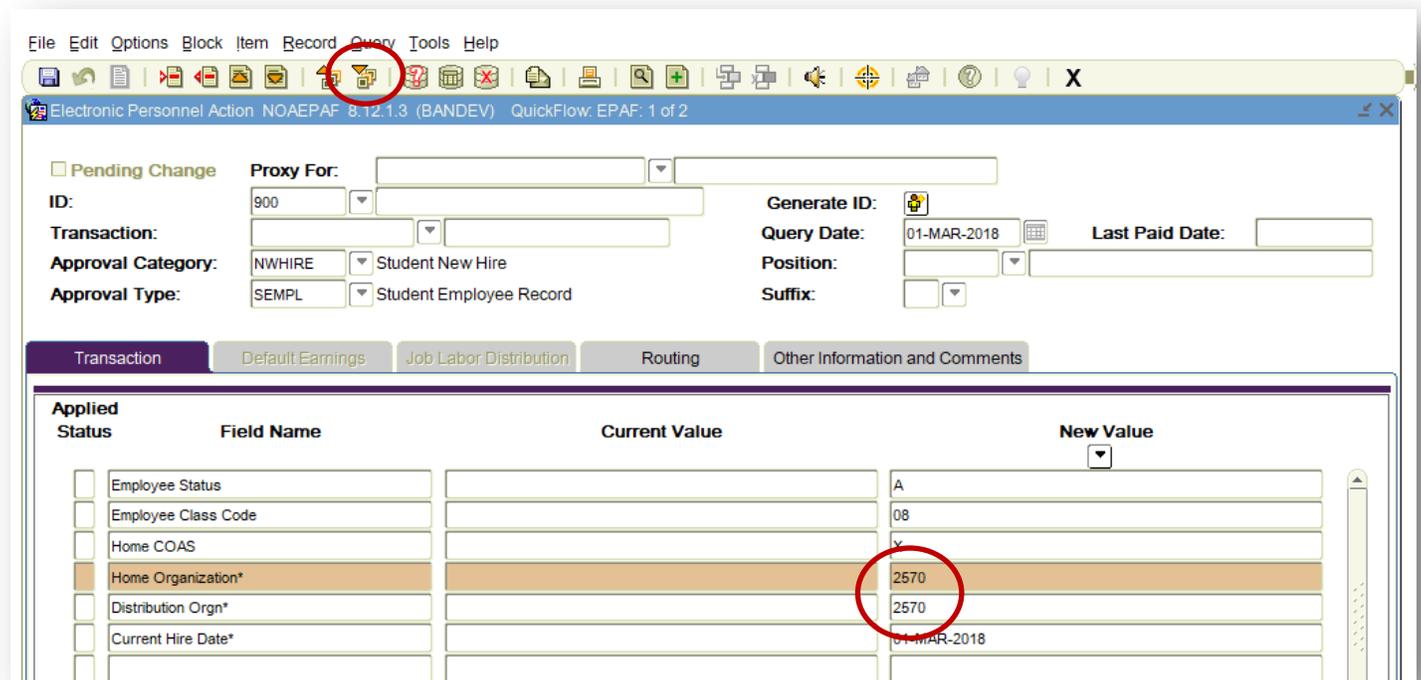
Position: _____

Suffix: _____

Note: With NWHIRE, there are three sections to complete...SEMP, START, and END. This is visible on the Approval Type field. With REHIRE, there are only two sections...START and END.

- If you are entering an ePAF for a REHIRE, skip to #9 below.

6. Go to NEXT BLOCK. Enter the ORGN code [*8] on *Home Organization* and the ORGN code [*7] on *Distribution Orgn.*



Electronic Personnel Action NOAEPAP 8.12.1.3 (BANDEV) QuickFlow: EPAF: 1 of 2

Pending Change Proxy For: _____

ID: 900 _____

Transaction: _____

Approval Category: NWHIRE Student New Hire

Approval Type: SEMPL Student Employee Record

Generate ID: 

Query Date: 01-MAR-2018  Last Paid Date: _____

Position: _____

Suffix: _____

Transaction | Default Earnings | **Job Labor Distribution** | Routing | Other Information and Comments

Applied Status	Field Name	Current Value	New Value
<input type="checkbox"/>	Employee Status		A
<input type="checkbox"/>	Employee Class Code		08
<input type="checkbox"/>	Home COAS		Y
<input checked="" type="checkbox"/>	Home Organization*		2570
<input type="checkbox"/>	Distribution Orgn*		2570
<input type="checkbox"/>	Current Hire Date*		01-MAR-2018

7. SAVE. Notice that the system has now generated a Transaction number for this ePAF.

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 8.12.1.3 (BANDEV) QuickFlow: EPAF: 1 of 2

Pending Change Proxy For: []

ID: 900

Transaction: 54092 [] Waiting

Approval Category: NWHIRE [] Student New Hire

Approval Type: SEMPL [] Student Employee Record

Generate ID: []

Query Date: 01-MAR-2018 [] Last Paid Date: []

Position: []

Suffix: []

Transaction | Default Earnings | Job Labor Distribution | Routing | Other Information and Comments

Applied Status	Field Name	Current Value	New Value
P	Employee Status		A
P	Employee Class Code		08
P	Home COAS		X
P	Home Organization*		2570
P	Distribution Orgn*		2570
P	Current Hire Date*		01-MAR-2018

8. Choose Options/Next Action.

Oracle Fusion Middleware Forms Services: Open > NOAEPAF

File Edit Options Block Item Record Query Tools Help

Transaction

Submit Transaction

Apply Transaction

Cancel PAF

Delete PAF

Next Action

Routing

Other Information and Comments

Errors or Warnings Detail Form

Electronic Approval Summary Form

Transaction | Default Earnings | Job Labor Distribution | Routing | Other Information and Comments

Notice that the Approval Type has changed to START.

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 8.12.1.3 (BANDEV) QuickFlow: EPAF: 1 of 2

Pending Change Proxy For: []

ID: 900

Transaction: 54092 [] Waiting

Approval Category: NWHIRE [] Student New Hire

Approval Type: START [] Student Job Start Date Record

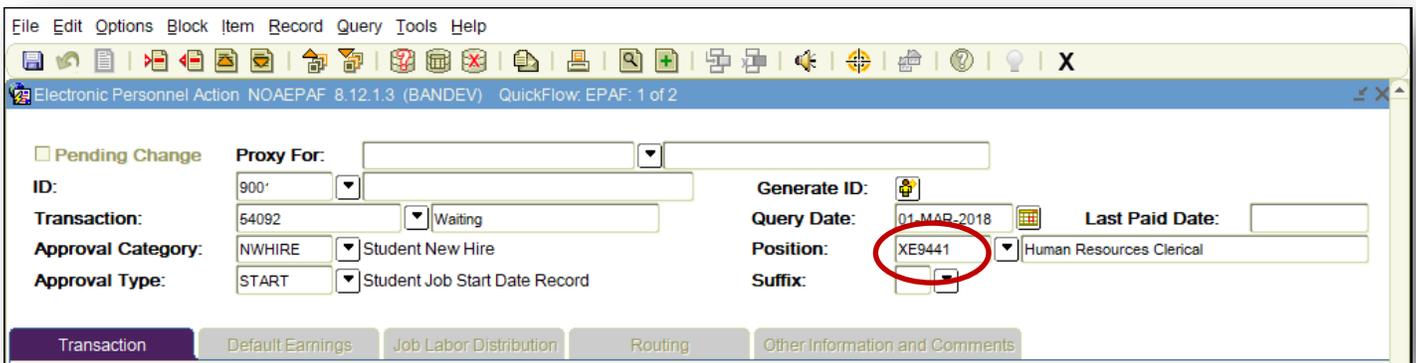
Generate ID: []

Query Date: 01-MAR-2018 [] Last Paid Date: []

Position: []

Suffix: []

9.  Tab to Position. Enter the Position number [*5].



File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 8.12.1.3 (BANDEV) QuickFlow: EPAF: 1 of 2

Pending Change Proxy For: []

ID: 9001

Transaction: 54092 Waiting

Approval Category: NWHIRE Student New Hire

Approval Type: START Student Job Start Date Record

Generate ID: []

Query Date: 01-MAR-2018

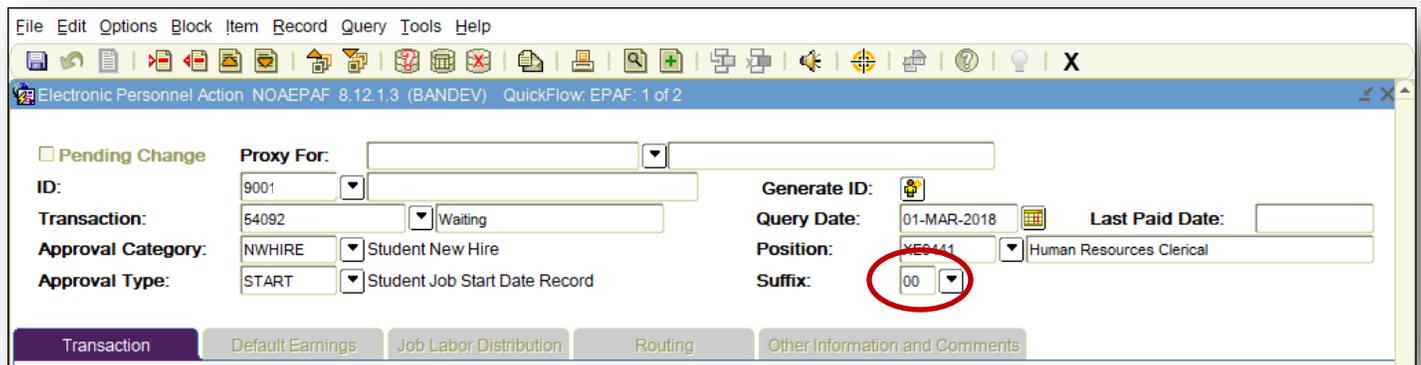
Last Paid Date: []

Position: XE9441 Human Resources Clerical

Suffix: []

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

10.  Tab to Suffix. Enter the Suffix number [*6].



File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 8.12.1.3 (BANDEV) QuickFlow: EPAF: 1 of 2

Pending Change Proxy For: []

ID: 9001

Transaction: 54092 Waiting

Approval Category: NWHIRE Student New Hire

Approval Type: START Student Job Start Date Record

Generate ID: []

Query Date: 01-MAR-2018

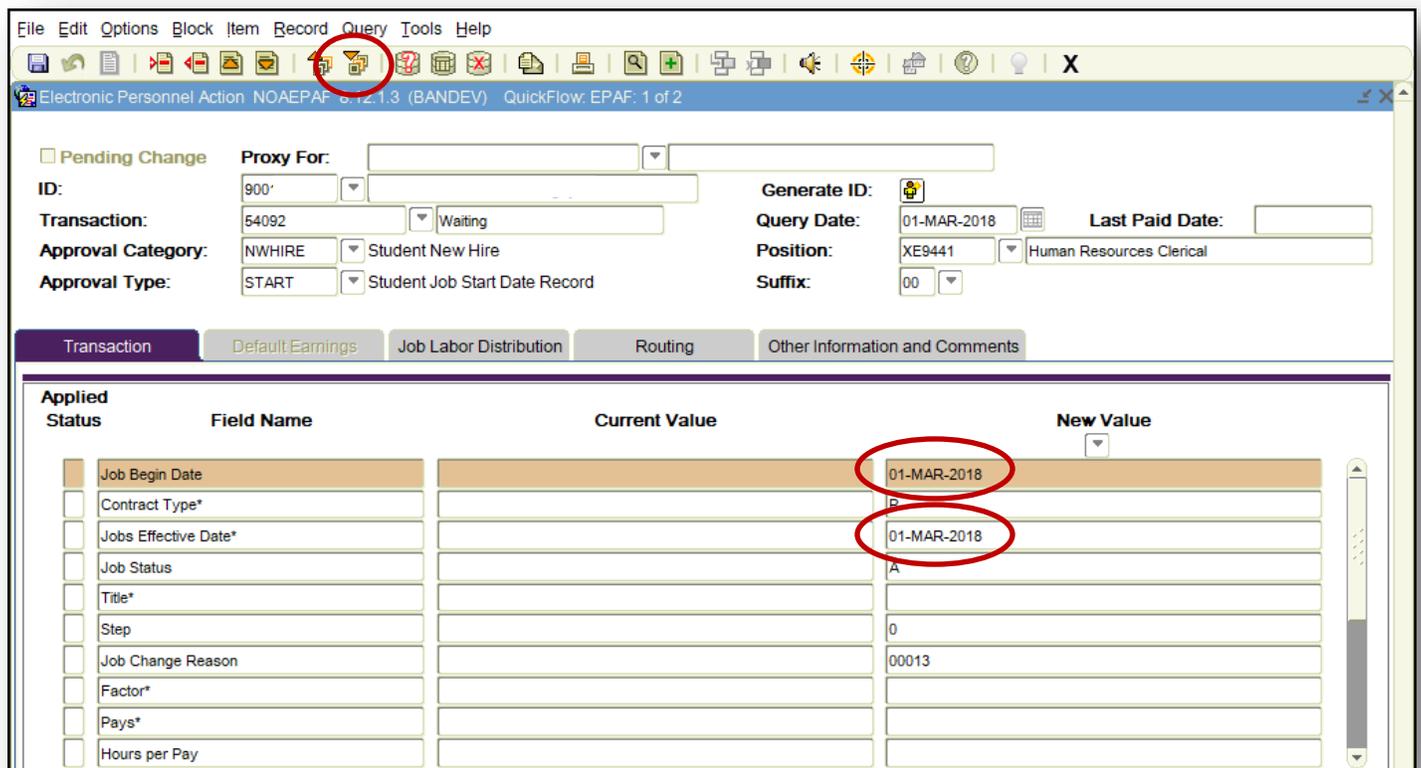
Last Paid Date: []

Position: XE9441 Human Resources Clerical

Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

11. Go to NEXT BLOCK.



File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 8.12.1.3 (BANDEV) QuickFlow: EPAF: 1 of 2

Pending Change Proxy For: []

ID: 9001

Transaction: 54092 Waiting

Approval Category: NWHIRE Student New Hire

Approval Type: START Student Job Start Date Record

Generate ID: []

Query Date: 01-MAR-2018

Last Paid Date: []

Position: XE9441 Human Resources Clerical

Suffix: 00

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

Applied Status	Field Name	Current Value	New Value
<input checked="" type="checkbox"/>	Job Begin Date		01-MAR-2018
<input type="checkbox"/>	Contract Type*		P
<input type="checkbox"/>	Jobs Effective Date*		01-MAR-2018
<input type="checkbox"/>	Job Status		A
<input type="checkbox"/>	Title*		
<input type="checkbox"/>	Step		0
<input type="checkbox"/>	Job Change Reason		00013
<input type="checkbox"/>	Factor*		
<input type="checkbox"/>	Pays*		
<input type="checkbox"/>	Hours per Pay		

Notice that the *Job Begin Date* and *Job Effective Date* auto-populate for NWHIRE. For a REHIRE, *Job Begin Date* will be blank. Only *Job Effective Date* will auto-populate.

12. Enter the student's job *title* [*9].

The screenshot shows the 'Applied' tab in the Electronic Personnel Action system. The 'Title' field is highlighted in red and contains the text 'Student Clerical Aid'. The 'New Value' column has a dropdown arrow next to it. The 'Current Value' column is empty for all fields.

Applied Status	Field Name	Current Value	New Value
<input type="checkbox"/>	Job Begin Date		01-MAR-2018
<input type="checkbox"/>	Contract Type*		P
<input type="checkbox"/>	Jobs Effective Date*		01-MAR-2018
<input type="checkbox"/>	Job Status		A
<input type="checkbox"/>	Title*		Student Clerical Aid
<input type="checkbox"/>	Step		0
<input type="checkbox"/>	Job Change Reason		00013
<input type="checkbox"/>	Factor*		
<input type="checkbox"/>	Pays*		
<input type="checkbox"/>	Hours per Pay		

* - indicates a required field.

13. Determine how many Pay Periods are involved from the start date to the end date. Keep in mind that students are paid bi-weekly. Enter that number on *Factor* and on *Pays*.

The screenshot shows the 'Applied' tab in the Electronic Personnel Action system. The 'Factor' and 'Pays' fields are highlighted in red and both contain the number '6'. The 'New Value' column has a dropdown arrow next to it. The 'Current Value' column is empty for all fields.

Applied Status	Field Name	Current Value	New Value
<input type="checkbox"/>	Job Begin Date		01-MAR-2018
<input type="checkbox"/>	Contract Type*		P
<input type="checkbox"/>	Jobs Effective Date*		01-MAR-2018
<input type="checkbox"/>	Job Status		A
<input type="checkbox"/>	Title*		Student Clerical Aid
<input type="checkbox"/>	Step		0
<input type="checkbox"/>	Job Change Reason		00013
<input type="checkbox"/>	Factor*		6
<input type="checkbox"/>	Pays*		6
<input type="checkbox"/>	Hours per Pay		

* - indicates a required field.

14. Leave *Hours per Pay* blank.

15. Enter the student's pay rate [**10*] on *Regular Rate*.

16. Enter the amount budgeted [**11*] for the student for this period on *Annual Salary*.

17. Enter the ORGN code [**8*] on *Timesheet Orgn*.

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 8.12.1.3 (BANDEV) QuickFlow: EPAF: 1 of 2

Pending Change Proxy For: []

ID: 900: [] Generate ID: []

Transaction: 54092 [] Waiting Query Date: 01-MAR-2018 [] Last Paid Date: []

Approval Category: NWHIRE [] Student New Hire Position: XE9441 [] Human Resources Clerical

Approval Type: START [] Student Job Start Date Record Suffix: 00 []

Transaction | Default Earnings | Job Labor Distribution | Routing | Other Information and Comments

Applied Status	Field Name	Current Value	New Value
<input type="checkbox"/>	Hours per Pay		
<input type="checkbox"/>	Regular Rate*		10
<input type="checkbox"/>	Annual Salary		2000
<input type="checkbox"/>	Timesheet Orgn*		2570
<input type="checkbox"/>	Payroll Id*		BW
<input type="checkbox"/>	Time Entry Method		W
<input type="checkbox"/>	Time Entry Type		T
<input type="checkbox"/>	Time In/Out Ind		Y
<input type="checkbox"/>	Supervisor ID		
<input type="checkbox"/>	Job Location*		

18. Enter the Supervisor's ID [**12*] on *Supervisor ID*.

19. Enter the student's work location [**13*] on *Job Location*.

Transaction | Default Earnings | Job Labor Distribution | Routing | Other Information and Comments

Applied Status	Field Name	Current Value	New Value
<input type="checkbox"/>	Hours per Pay		
<input type="checkbox"/>	Regular Rate*		10
<input type="checkbox"/>	Annual Salary		2000
<input type="checkbox"/>	Timesheet Orgn*		2570
<input type="checkbox"/>	Payroll Id*		BW
<input type="checkbox"/>	Time Entry Method		W
<input type="checkbox"/>	Time Entry Type		T
<input type="checkbox"/>	Time In/Out Ind		Y
<input type="checkbox"/>	Supervisor ID		9000*
<input type="checkbox"/>	Job Location*		OCL

* - indicates a required field. Press LIST for valid codes.

20. SAVE.

21. Click on the *Job Labor Distribution* tab. Review the FUND-ORGN-ACCT-PROG-ACTV-LOCN (FOAPAL) to make sure that this is where the student's wages are to be charged. If okay, SAVE. If not, contact the Student Compensation Analyst.

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 8.12.1.3 (BANDEV) QuickFlow: EPAF: 1 of 2

Pending Change Proxy For: []

ID: 900 Generate ID: []

Transaction: 54092 Query Date: 01-MAR-2018 Last Paid Date: []

Approval Category: NWHIRE Student New Hire Position: XE9441 Human Resources Clerical

Approval Type: START Student Job Start Date Record Suffix: 00

Transaction Default Earnings **Job Labor Distribution** Routing Other Information and Comments

Current Job Labor Distribution

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Effective Date:	Cost	Percent	Enc End Date
[]	[]	[]	[]	[]	[]	[]	[]	[]	01-MAR-2018	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]

New Job Labor Distribution

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Effective Date:	Cost	Percent	Enc End Date
[]	[]	[]	[]	[]	[]	[]	[]	[]	01-MAR-2018	[]	[]	[]
X	[]	110000	2570	6301	60	[]	[]	[]	[]	[]	100.00	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]

Total Percent: 100.00

22. Click on the *Routing* tab.

23. Click on each *Level Code* to highlight the row, then click on the drop-down button of *User ID* to drop the name of the ePAF approver on each corresponding level.

Transaction Default Earnings Job Labor Distribution **Routing** Other Information and Comments

Originator ID: PTTA Mrs Phuong Thuy Thi Ta

Level Code	Level	User ID	Name	Required Action	Queue Status	Action Date
110000	20	JSANDIF	Ms. Joyce M Sandifer	Approval	In Queue	[]
1025	20	EPHILLIP	Mr Edward J. Phillips	Approval	In Queue	[]
2570	20	AWADDEL1	Ms. Adicia W Waddell	Approval	In Queue	[]
APPLY3	999	PTTA	Mrs Phuong Thuy Thi Ta	Apply	In Queue	[]

24. SAVE.

25. If there is a need to add in a comment (i.e. other important details concerning this student's job that are not on the form and are necessary for the approvers to make a decision), then click on the *Other Information and Comments* tab. Write your information in the empty box. SAVE. Click back to the *Routing* tab in order to continue with #26 below.

Note: If there is no need for a comment, skip #25 and go to #26 below.

Transaction | Default Earnings | Job Labor Distribution | Routing | **Other Information and Comments**

Created Date: 02-FEB-2018 | Submitted Date: | Application Date: |
Originator ID: PTTA | Submitter ID: | Applied to Database By: |

Comment: THE FUNDING ON THIS TRANSACTION HAS BEEN UPDATED BASED ON FUND CODE ENTERED ON THE LABOR DISTRIBUTION TAB. PLEASE VERIFY THE ACCURACY OF THE NEW FUNDING | Date and Time: 02-FEB-2018 12:14:04 | Made By: |
Comment: | Date and Time: 02-FEB-2018 12:31:21 | Made By: PTTA

26. Choose Options/Next Action.

Oracle Fusion Middleware Forms Services: Open > NOAEPAF

File Edit **Options** Block Item Record Query Tools Help

Transaction | Submit Transaction | **Next Action** | Other Information and Comments | Electronic Approval Summary Form

ID: | Generate ID: | Query Date: 01-MAR-2018 | Last Paid Date: |
Transaction: 54092 | Waiting | Position: XE9441 | Human Resources Clerical | Suffix: 00 |
Approval Category: NWHIRE | Student New Hire |
Approval Type: START | Student Job Start Date Record

Transaction | Default Earnings | Job Labor Distribution | **Routing** | Other Information and Comments

Notice that the Approval Type is now END.

File Edit Options Block Item Record Query Tools Help

Electronic Personnel Action NOAEPAF 8.12.1.3 (BANDEV) QuickFlow: EPAF: 1 of 2

Pending Change | Proxy For: |

ID: 900 | Generate ID: | Query Date: 01-MAR-2018 | Last Paid Date: |
Transaction: 54092 | Waiting | Position: XE9441 | Human Resources Clerical | Suffix: 00 |
Approval Category: NWHIRE | Student New Hire |
Approval Type: **END** | Student Job End Date Record

27. Go to NEXT BLOCK.

28. Enter the student's job end date [*3] on *Jobs Effective Date*.

The screenshot shows the Oracle Fusion Middleware Forms Services interface for an Electronic Personnel Action (EPAF). The 'Jobs Effective Date' field in the 'Applied' table is highlighted with a red circle. The current value is blank, and the new value is '10-MAY-2018'. Other fields include ID (900), Transaction (54092), Approval Category (NWHIRE), and Position (XE9441).

Applied Status	Field Name	Current Value	New Value
<input type="checkbox"/>	Jobs Effective Date*		10-MAY-2018
<input type="checkbox"/>	Job Status		
<input type="checkbox"/>	Job Change Reason		00017

29. SAVE.

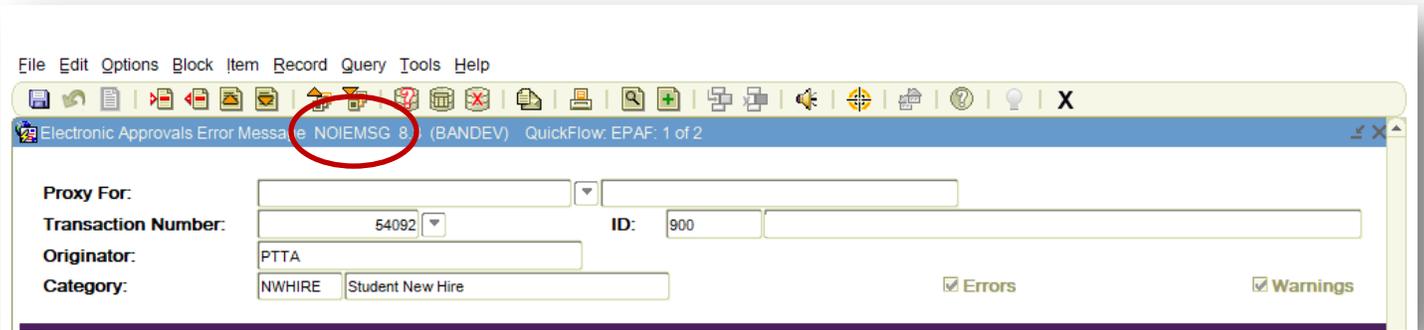
30. Choose Options/Submit Transaction.

The screenshot shows the Oracle Fusion Middleware Forms Services interface with the 'Options' menu open. The 'Submit Transaction' option is selected. The background shows the same EPAF form as in the previous screenshot, with the 'Jobs Effective Date' field still highlighted.

31. You should see a confirmation message at the bottom saying, "Transaction submitted." At the same time, notice that the Transaction status has changed from *Waiting* to *Pending*. The ePAF is now pending for approvals from the approvers listed on the *Routing* tab.

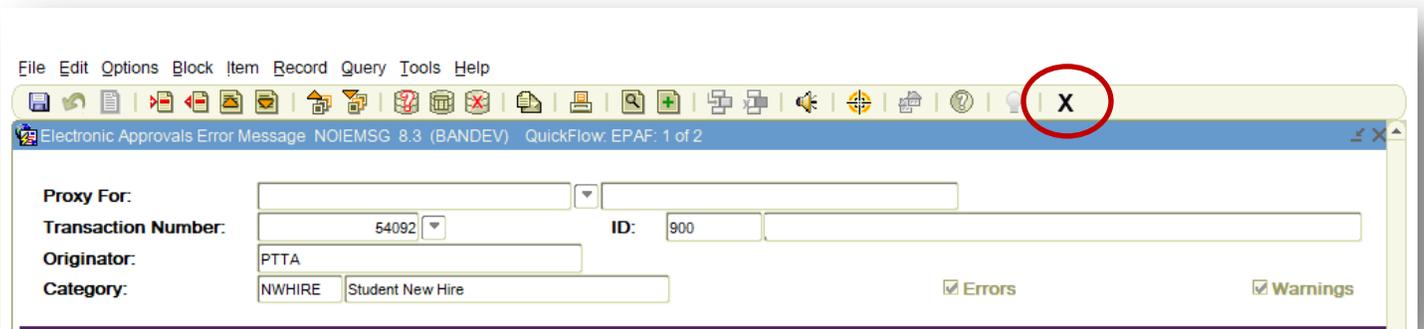
The screenshot shows the Oracle Fusion Middleware Forms Services interface after the transaction has been submitted. The 'Transaction' status has changed from 'Waiting' to 'Pending', which is highlighted with a red circle. The ID is now 9001, and the 'Approval Type' is 'START'. The 'Jobs Effective Date' field remains highlighted.

32. If your submission is unsuccessful, the system will take you to NOIEMSG to view the error(s).



33. Go to NEXT BLOCK.

34. Take notes of the errors and EXIT.



35. The system will take you back to the ePAF. Correct the errors and re-submit the ePAF.

STUDENT ePAF SUMMARY

➤ Student ID, Query Date, Approval Category (If NWHIRE, continue), [next block]

I. Approval Type: SEMPL

- Transaction
 - 1) Home Organization
 - 2) Distribution Orgn
 - 3) [Save]

➤ [Options/Next Action], (If Approval Category is REHIRE, continue here) Position, Suffix, [next block]

II. Approval Type: START

- | | | | |
|-----------------------|---------------------------------|------------------|---|
| • <u>Transaction</u> | • <u>Job Labor Distribution</u> | • <u>Routing</u> | • <u>Other Information and Comments</u> |
| 1) Job Begin Date | 1) [Review and Save] | 1) Dropdown | 1) Enter a |
| 2) Job Effective Date | | User ID for | comment if |
| 3) Title | | Approvers | needed |
| 4) Factor | | (usually 4) | |
| 5) Pays | | 2) [Save] | 2) [Save] |
| 6) Regular Rate | | | |
| 7) Annual Salary | | | |
| 8) Timesheet Orgn | | | |
| 9) Supervisor ID | | | |
| 10) Job Location | | | |
| 11) [Save] | | | |

➤ [Options/Next Action], [next block]

III. Approval Type: END

- Transaction
 - 1) Jobs Effective Date
 - 2) [Save]

➤ [Options/Submit Transaction]