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.

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

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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]

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Approval Type: SEMPL Student Employee Record	Suffix:	

Note: With NWHIRE, there are three sections to complete...SEMPL, 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*.

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Home Organization Distribution Orgn* Current Hire Date*				2570 2570 01-11/12R-2018			

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

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8. Choose Options/Next Action.

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Notice that the Approval Type has changed to START.

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Approval Type:	START Student Job Start Date Record Suffix:

9.	I AD	Tab to Position.	Enter the Position	number [*5].
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10. Tab to Suffix. Enter the Suffix	k number [*6].
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Approval Type:	START Student Job Start Date Record	Suffix:						
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11. Go to NEXT BLOCK.

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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].

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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*.

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Contract Type*				P	
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Job Status				Α	1
Title*				Student Clerical Aid	
Step				0	
Job Change Reas	on			99013	
Factor*				6	
Pays*				6	
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*.

Eile Edit Options Block	Item Record Query	Tools Help			
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- 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 Of	ner Information and Comments		
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Regular Ra	ate*			10		
Annual Sal	ary			2000		
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Supervisor	r ID			90001		
Job Locatio	on*			OCL		
* - indicates a r	equired field. Press LIST for va	id codes.		POL		

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.

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- 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	D	efault Earnings	Job Labor Distribution Routing	Oher Information	and Comments	
Originator ID:	PTTA		Mrs Phuong Thuy Thi Ta			
Level Code	Level	User ID V	Name	Required Action	Queue Status	Action Date
110000	20	JSANDIE	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 Created Date: Originator ID:	Default Earnings Job Labor Distribution Routing Other In 02-FEB-2018 Submitted Date:	Application Date:
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
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26. Choose Options/Next Action.

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Transaction:	54092	Waiting		Qu	ery Date:	01-MAR-2018		Last Paid Date:		
Approval Category:	NWHIRE St	udent New Hire		Pos	sition:	XE9441	Human F	Resources Clerical		
Approval Type:	START START	udent Job Start Date R	ecord	Su	fix:	00				
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Transaction	Default Earnings	Job Labor Distributio	on Rout	ing Of	her Informati	on and Commen	ts			

Notice that the Approval Type is now END.

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Approval Category:	NIAHIDE	🔻 Stu	dent New Hire		Position:	XE9441	Human	n Resources Clerical		
Approval Type:	END	Stu	dent Job End Date Record		Suffix:	00 💌				

27. Go to NEXT BLOCK.

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

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Job Status]				
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29. SAVE.

30. Choose Options/Submit Transaction.

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	Electronic Approval Summary Form	J									
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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.

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

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33. Go to NEXT BLOCK.

34. Take notes of the errors and EXIT.

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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
 - <u>Transaction</u>
 - 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>
- Job Labor Distribution
 1) [Review and Save]
- Job Begin Date
 Job Effective Date
- 3) Title
- 4) Factor
- 5) Pays
- 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
 - <u>Transaction</u>
 - 1) Jobs Effective Date
 - 2) [Save]
- [Options/Submit Transaction]

<u>Routing</u>
1) Dropdown
User ID for
Approvers
(usually 4)
2) [Save]

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- Other Information
- and Comments
 - 1) Enter a
 - comment if needed
 - 2) [Save]