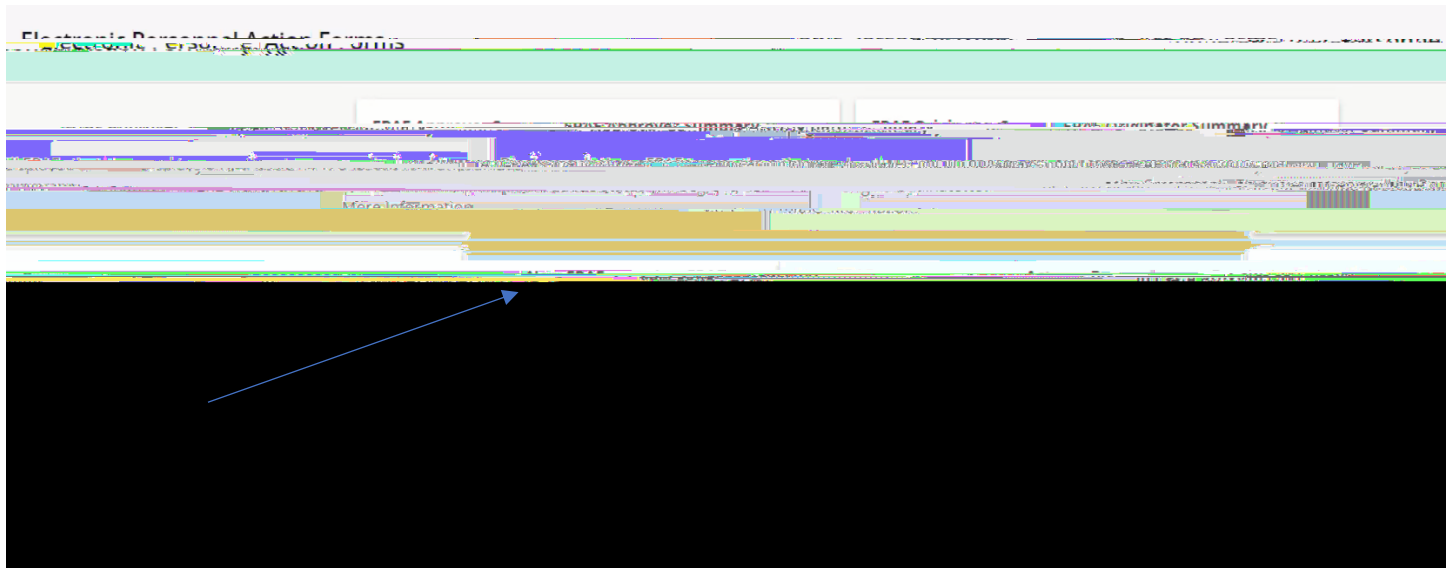


How to hire a brand new student worker:

There are 4 approval categories to choose from, based on the type of hiring:

1. (03 or 04) Student New Employee Hourly use this when hiring a brand new student worker.
2. (03 or 04) Student Reopen Hourly Job – use this when rehiring your student worker in the same position they had previously.
3. (03 or 04) Student Rehire in a New Position –

Go to New EPAF



Enter the student's CWID number or search by name.



Select the person.

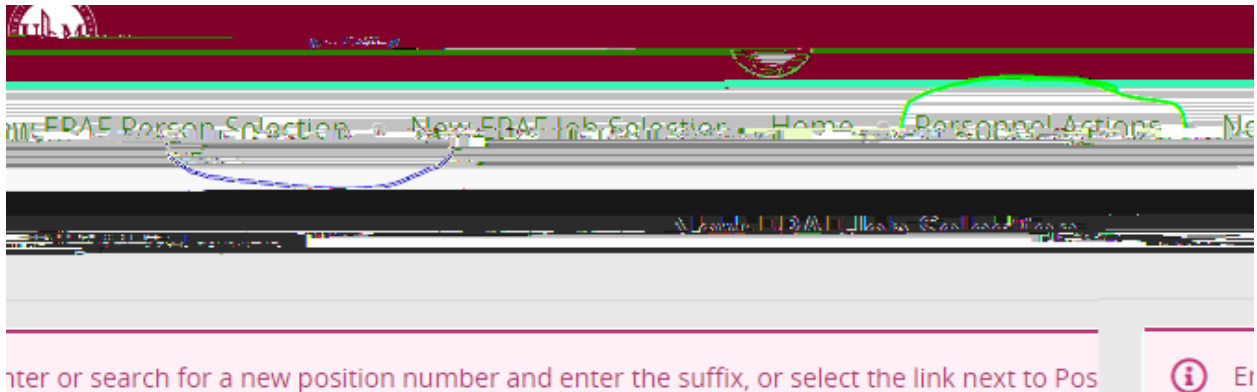
The VERY FIRST THING you want to do is **select any EPAF**. This will help you confirm which EPAF you will need to use to hire them. Since, in this first step, we are not actually starting the EPAF yet, we just want to *advance to the next screen* to check their job history, select any EPAF (it doesn't matter which one) from the dropdown box, just to have *something* in that field, and click "GO."

On the next page, click on the "K" button in the bottom right corner:



If the person has no job history of being a student worker, you will use the (03 or 04) Student New Employee Hourly EPAF to hire them. If their job history shows they have been in a student worker position before, you will need to either "Reopen" their old position or "Rehire" them in a new position. *Please refer to the "Student/GA EPAF Guidelines" to help you determine the appropriate course of action.*

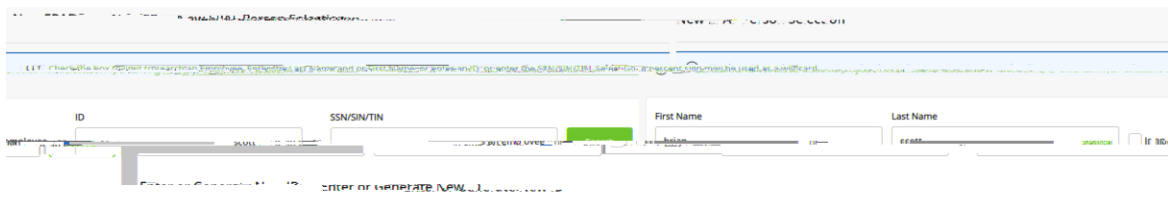
Once you have determined that this person has never been a student worker before and you need to hire them as a brand new student employee, return to the EPAF menu by clicking the "Personnel Actions" tab at the top of the page and then click on the menu button "New EPAF."



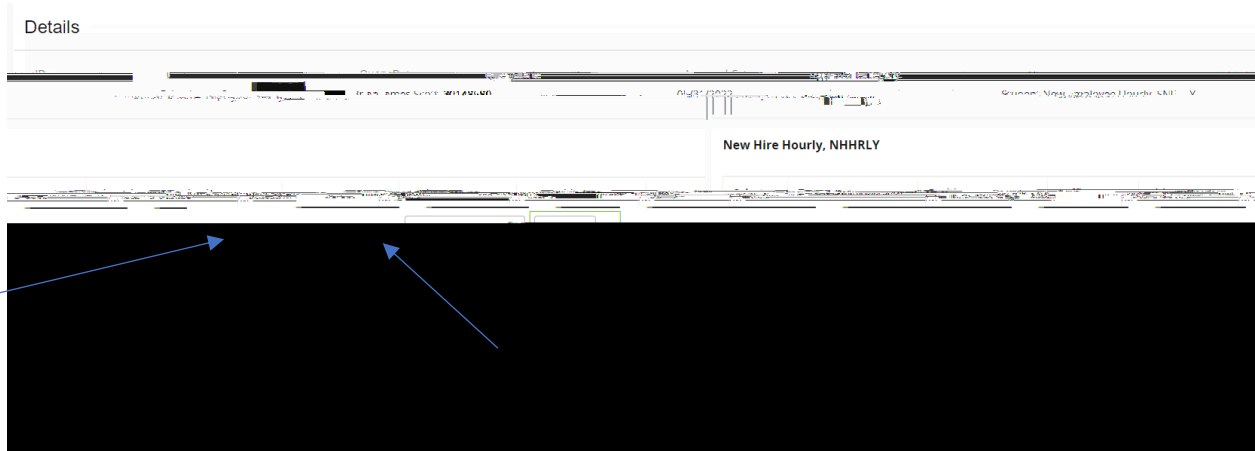
This will bring you back to the original screen for starting an EPAF.

Follow these next steps carefully:

1. Enter the student's CWID #.
2. **Update the query date to be [MM/DD/YYYY] 1st day of work.** This is important! Query dates must be entered in the MM/DD/YYYY format.
3. Select "03" as the approval category if your student worker will be paid from state funds, or select "04" if your student is a Federal Work Study student worker, and click "Go."



Using ALL CAPS, enter the position number. All 03 Student Workers will have Position Number ST3001, and all 04 Federal Student Workers will have Position Number ST4001. Since this is their first job, the Suffix will be 00 (double zeroes). Enter the Position Number and Suffix here:



Click "Go."

On the next screen, you will create the student worker's employee record. The fields with red asterisks (*) are required. You should have used the student's hire date as the query date, so that date will auto-populate in. *(Please note that the screenshots provided in this guide are . The data you enter in EPAF will be based on your own hiring department and the employee's situation.)*

Go ahead and enter the student's Home Org, the Campus Code (Main Campus), the Location Code, and the College Code.

Create/Change Employee Record

A screenshot of the "Create/Change Employee Record" form. The form contains several input fields: "Home Organization" (with a dropdown menu), "Campus Code" (with a dropdown menu and a red asterisk), "Location Code" (with a dropdown menu and a red asterisk), and "College Code" (with a dropdown menu). There are also "Old Value" fields and a date field showing "05/31/202". A blue arrow points from the text on the left to the "Home Organization" field.

The student's *Employee Class Code* will be "17" for 03 Student Workers or "18" for 04 Student Workers.

The last 2 fields are non-enterable. Skip those.

Scroll down the page to continue entering information.

In the Labor Distribution section:

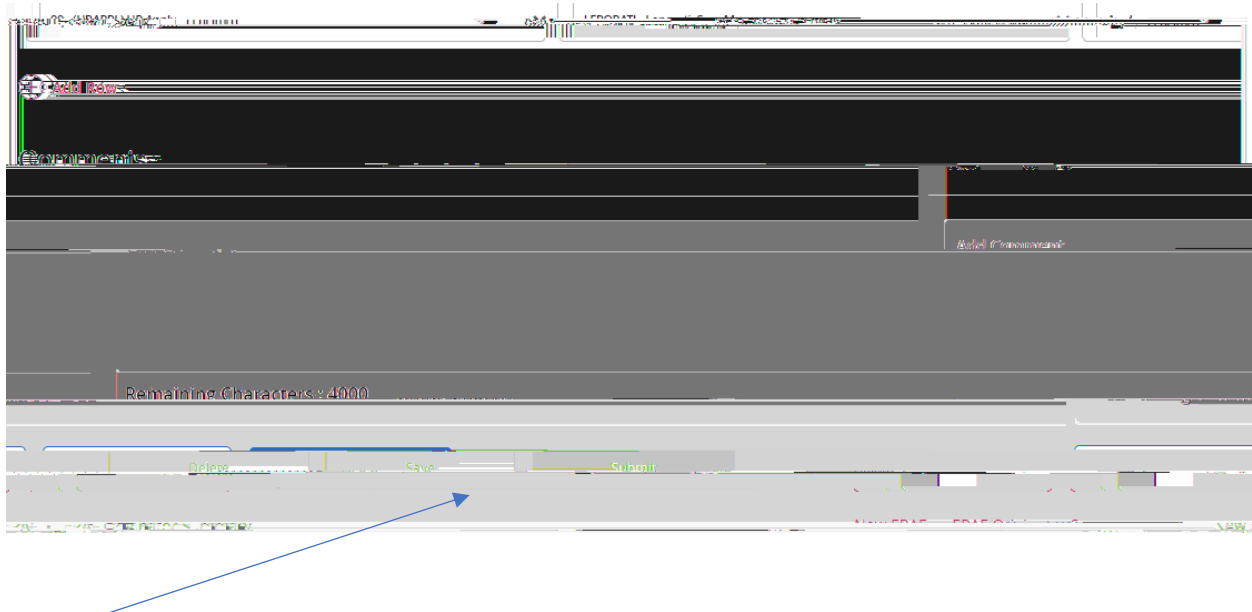
- If you are hiring an Q4 Student Worker, the federal funding will already be populated and should

This is the Termination record.

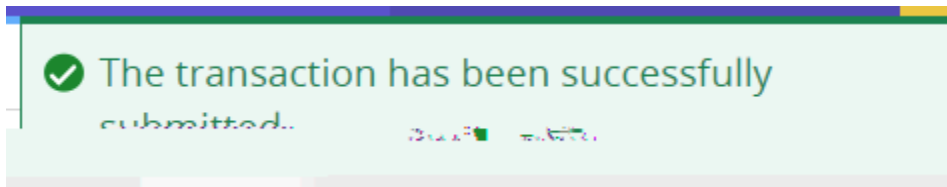
Enter the student's last day of work in the "Jobs Effective Date" fie

Each approver in the routing queue should carefully review the PAF

If you receive **WARNING** messages, that is **OKAY!** All EPAFs will have Warning messages. However, if you receive an **ERROR** message, you must resolve it before you will be able to Submit the EPAF successfully.



Click Submit and you should receive a confirmation message that the PAF was submitted:



DONE!

A NOTE ABOUT EPAF DEADLINES:

See the most up-to-date payroll calendar posted on the Payroll website for EPAF DEADLINES. The EPAF must be approved by all approvers in the routing queue and be submitted by the 7th of the month to be applied to that payroll.