# How to Rehire a student worker in a NEW POSITION:

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 – use this when hiring a student worker in a 2nd job who already has a job in another department, OR who is changing from an 03 student worker position to an 04 student worker position (or vice versa). (

.)

4. Student Worker Stipend – use this when paying a student a flat rate across payrolls rather than an hourly rate (ie: used for one-time payments; paying a Resident Assistant their stipend, etc…)

These are the step-by-step instructions for completing the EPAF to REHIRE A STUDENT WORKER IN A NEW POSITION:

Go to New EPAF
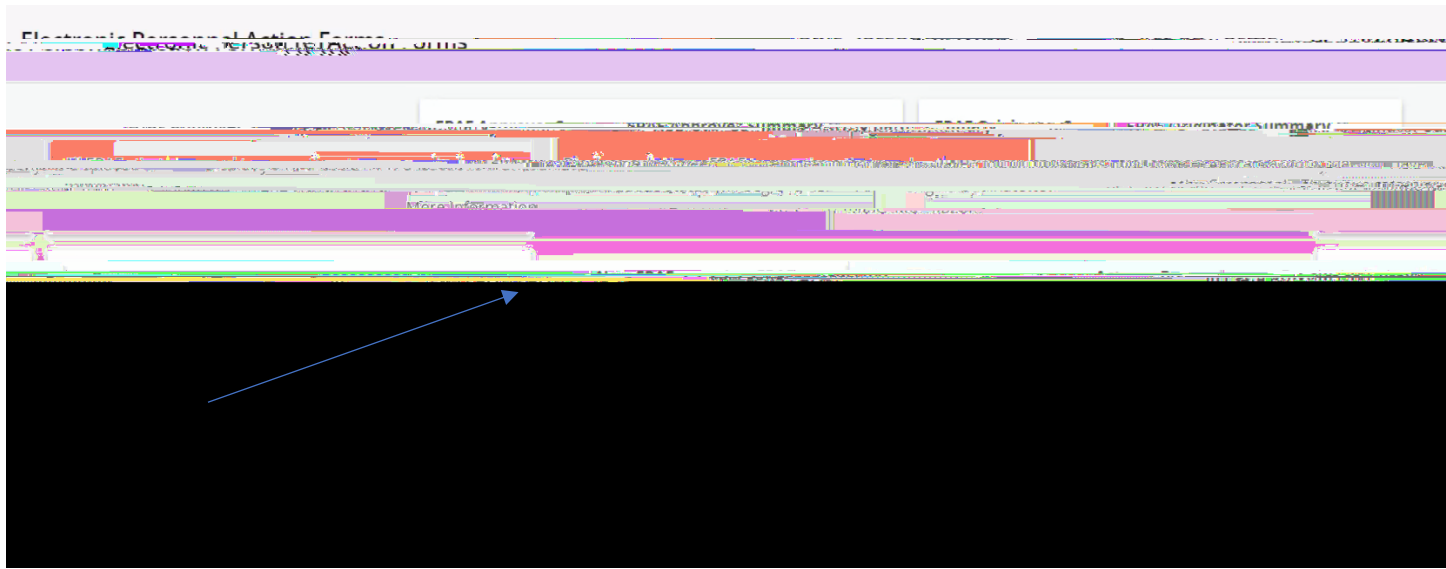
Enter the student's CWID number or search by name.
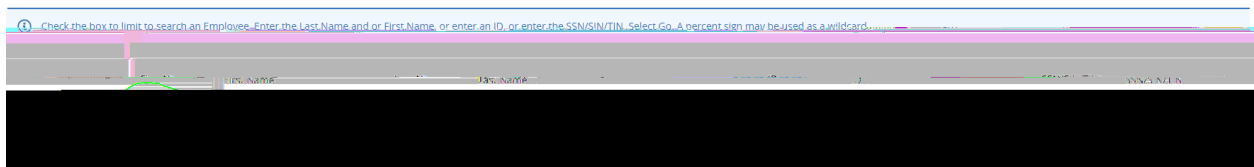
Select the person.

<mark>The VERY FIRST THING you want to do is check the person's job history</mark>. 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 "All Jobs" to view the person's employment history:
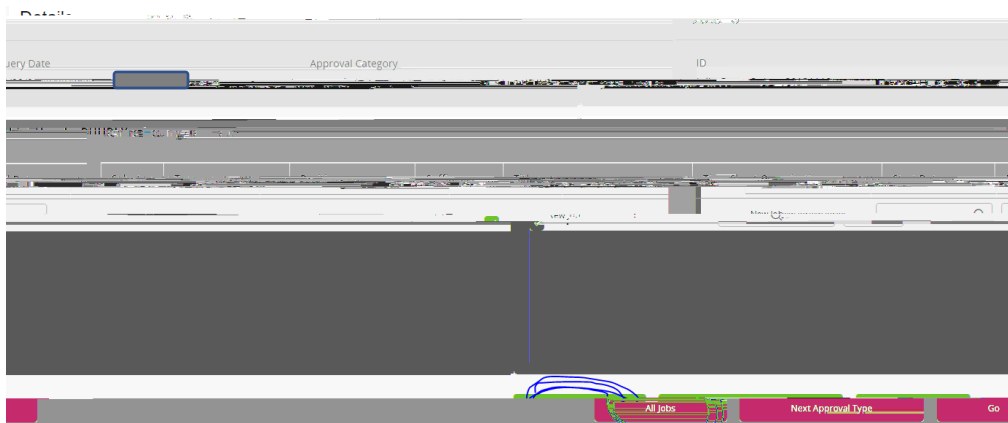
If the person has a job history of being a student worker, you will need to pay attention to what *type* of student worker position they held in the past – 03 or 04? If they were an 03 worker and you are now hiring them as an 04 worker, *OR* if they were previously an 04 worker and you are now hiring them to work in an 03 position, then you will

Follow these next steps carefully:

1. Enter the student's CWID #.
2. Update the query date to be the student's 1

On the next screen, the student's Job Effective Date, Personnel Date, and Job Begin Date will all auto-populate from the Query Date you entered. All 3 should be the student's hire date. *If you need to revise the hire date to a different date than what you entered as the Query Date, you will need to start over from the beginning and revise the Query Date; otherwise, you will likely get errors and not be able to submit your EPAF.*

For Contract Type, select "Primary" if this is the student's main job. You will only select "Secondary" if

In the Labor Distribution section:

04's – If you are hiring an 04 Student Worker, the federal funding will already be populated and should *not* be changed.
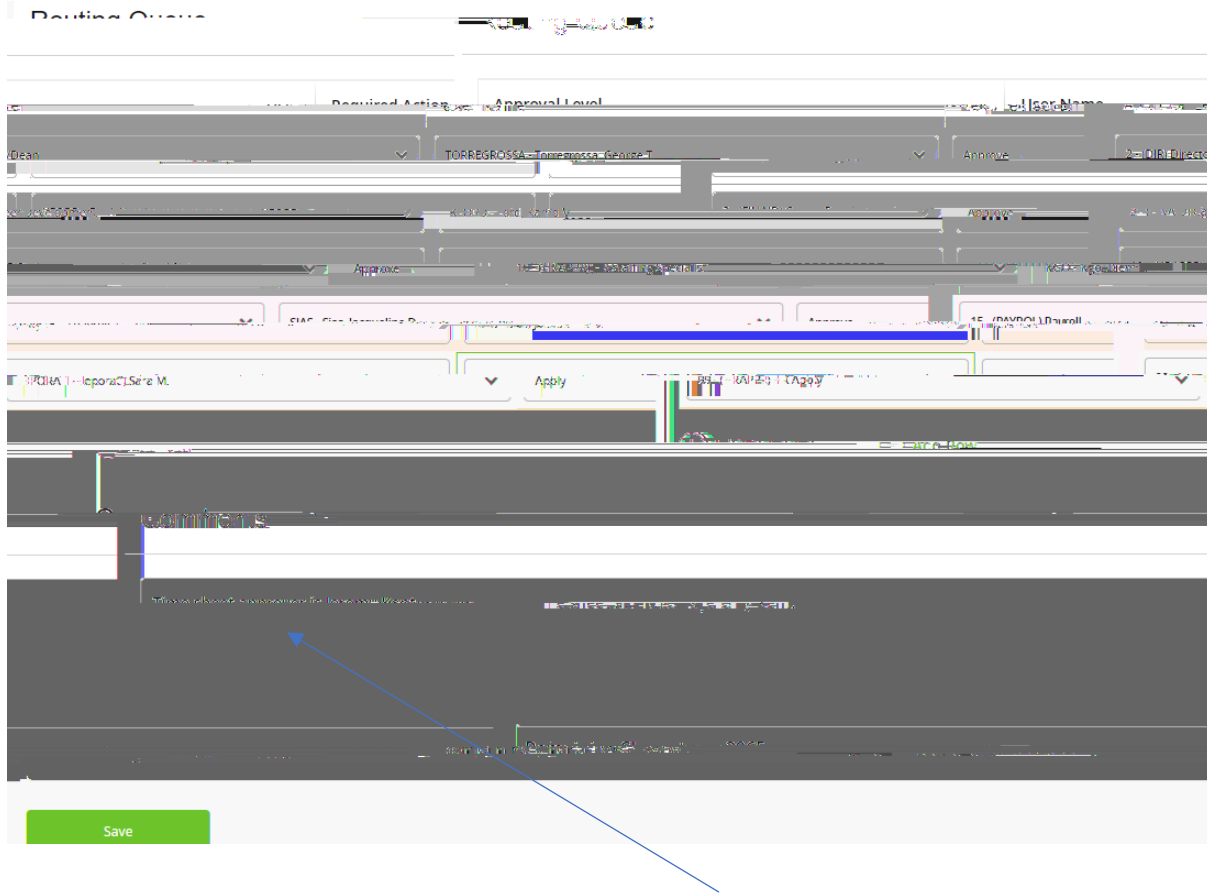
03's – If you are hiring an 03 Student Worker, enter the Index code from which you will pay your student and then click "Default from Index." The fund, org # and program will then automatically populate. You will immediately receive a red message in the upper right corner telling you that an Account number is required. Enter 601230, which is the account number used for paying 03 Student Workers.

Example of what you will see when entering information for

This is the Termination record.

Each approver in the routing queue should carefully review the PAF for accuracy before approving. If something is not correct on the PAF, the approver should add a comment explaining what needs to be addressed and click "   " to send the PAF back to the originator to correct and resubmit for approval.


ADD A COMMENT to indicate who the student worker's <u>TIME SHEET APPROVER</u> will be. Since student workers are paid hourly, a time sheet is required. Then click to SAVE.

If there were no errors that Banner would recognize (ie: missing information in required fields, dates entered in the wrong format, etc..), then you should receive a message in the top right corner of your screen that your changes were saved successfully:
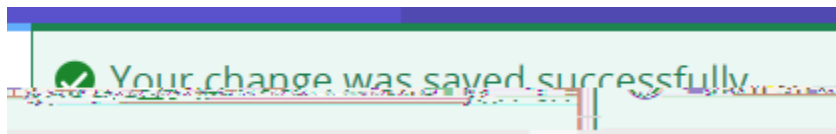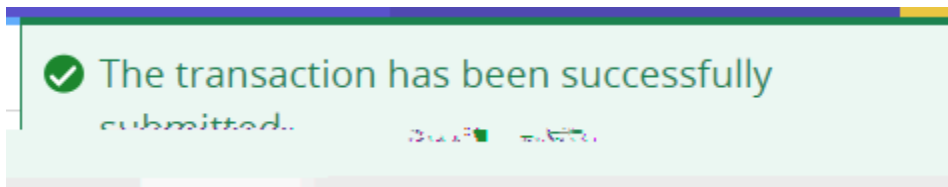

If you receive WARNING messages, that is OKAY! All EPAFs will having Warning messages. However, if you receive an ERROR message, you must resolve it before you will be able to Submit the EPAF successfully.
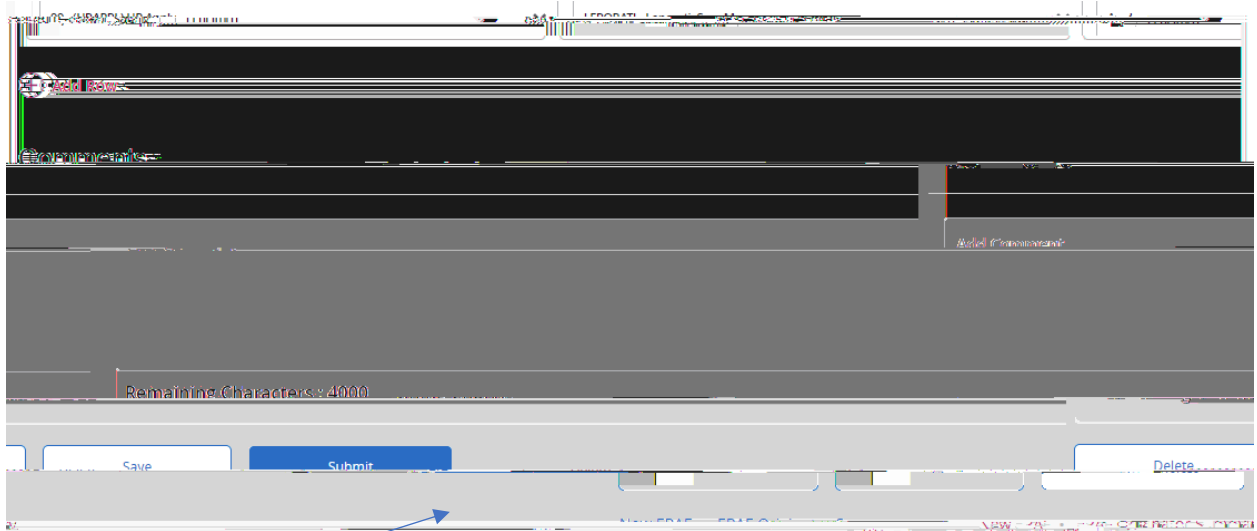
Click Submit and you should receive a confirmation message that the PAF was submitted:

The transaction has been successfully submitted.

DONE!