IMPORTANT UPDATES FOR EPAF

NEW:

FY19 EPAF Processing: Fiscal year 19 7/1/19 - 6/30/20 will not be open until the end of June.
All Student assignments must end June 30th. All student assignments for the new fiscal year cannot be entered until the Fiscal year process has been completed.

New EPAF should be created to continue the BS14 timesheet and the start date should be as of July 1st.

Student Terminate Assignment: You can now terminate student worker assignments directly in Self Service Banner. The Epaf Training manual has been updated to include termination instructions. All updated materials for EPAF are stored here:
https://sites.rowan.edu/hr/recruitment_and_staffing/epaf.html. Open the training manual and continue to page 23 for instructions.

International Students: When entering a new international student, you may receive an error message: First Name, SSN/SIN, Birth Date or Gender Incomplete. This is an indication that the student's basic information is not entered into Banner. You must email paluch@rowan.edu a copy of the student's SS card, visa and passport and ask to be notified when you can go back in and enter the New Student EPAF.

Emails: If a student has not read and accepted the Student Authorization Form, the student and you will receive an email notifying you. Also, you will receive an email notifying you of any EPAF that has been pending for 14 days and has been voided by the approver.

CLARIFICATIONS:

New Students: New Students are students who have NEVER worked in any capacity at Rowan University.

All Jobs: When entering in a new or change student, make sure to select All Jobs to view any previous jobs in the EPAF system. If there are any jobs listed under All Jobs, you can no longer use New Student Assignment (NEWAGN) in the Approval Category drop down. You will need to use Student Changing Assignment (CHGAGN).

Student Change Assignment: If a student already has at least one previous job listed in the EPAF system, you will use the Student Change Assignment (CHGAGN) selection. You will either REINSTATE a previous job if it is the same position, or select and create a NEW JOB under the Student Changing Assignment job list.

Job Begin Date: If a job is being reinstated, you will enter the ORIGINAL Job Begin Date listed under Current Value (which was the first day of that previous pay period). If it is a new job for a returning student, then the first day of the CURRENT pay period will be used.

Personnel Date: The Personnel Date is NOT a required field. You will only utilize this field if the student's actual start date is PRIOR TO THE CURRENT PAY PERIOD. This will be the first day of the actual pay period that the student began employment.

EPAF ORIGINATOR SUMMARY

Student Status: You must go to the EPAF Originator Summary to check the status of any submitted student transaction (Pending = either awaiting approval or awaiting for student acceptance). You will be able to view the status, comments and other transaction information and can even open up the transaction by selecting the student's name from the list.

NEW THIS FY: (To add to Important Updates for EPAF)

1. Administrators can now make pay rate changes in EPAF system:

· Go to Employee Tab of Banner Self Service, EPAF Menu, New EPAF.

· Enter Student ID, then tab (or search for student).

· Student ID, Name and Query Date will pre-populate.

· Select Student Changing Assignment, CHGAGN from Approval Category drop down.

· Student Changing Assignment page will display.

· Make sure all fields with a red asterisk * are filled in.

· Make the change to the Regular Rate.

· Save and Submit.

IMPORTANT NOTE

A Pay Rate Justification may be requested by the Approver in order to support the rate increase.

2. Administrators – will enter information into EPAF link of Banner Self Service and send any required documentation to the human resources department.

IMPORTANT NOTE: If the Administrator entering the EPAF is not responsible for the student's timesheet, contact Payroll Service so they can set up in Web Time Entry accordingly. Do not use the notes section in EPAF to communicate this.