

ELECTRONIC PERSONNEL ACTION FORMS (EPAF) TRAINING MANUAL

MAY 2020



CONTACT

Information Resources & Technology
Rowan University
irt.rowan.edu

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ELECTRONIC PERSONNEL ACTION FORMS INTRODUCTION



Electronic Personnel Action Form (EPAF)



EPAFs are used to enter new or returning student workers directly into Banner.



They can also be used to make pay rate changes and terminate existing student assignments.

ROLES

Students will supply administrators with information to be entered into EPAF system.

- Institutional Work Study (IWS) - Positions made available through institutional funding. Jobs vary from general office work to pre-professional opportunities. May not exceed 20 hours while classes in session/25 hours when not in session. Students must be enrolled full time.
- Federal Work Study (FWS) - Available for main campus and SOM students through Department of Education's Federal Work Study program. Students must indicate desire to participate in Work Study program and show "financial need" on their FAFSA. Students must present Federal Work-Study Referral Form to administrator. Jobs provide skills and experience to assist students in career development. May not exceed 20 hours per week while classes in session/30 hours per week when not in session. Available to full- and part-time students.
- Hourly - Available for main campus and SOM students and based on department funds.
- Grant-Funded - Funding received from Office of Sponsored Programs (OSP).

Administrators will enter information into EPAF link on the Banner Employee Dashboard and send any required information to the Human Resources department. NOTE: If administrator entering the EPAF is NOT responsible for student's timesheet, contact Payroll Services so they can set up in Web Time Entry accordingly. Do not use the **Notes** section in EPAF to communicate this.

Proxy - All secretaries should be trained in the EPAF process so that they can be backup for absent administrators. The proxy cannot see the EPAF created by another administrator; however, they will be able to enter new EPAFs during the administrator's absence.

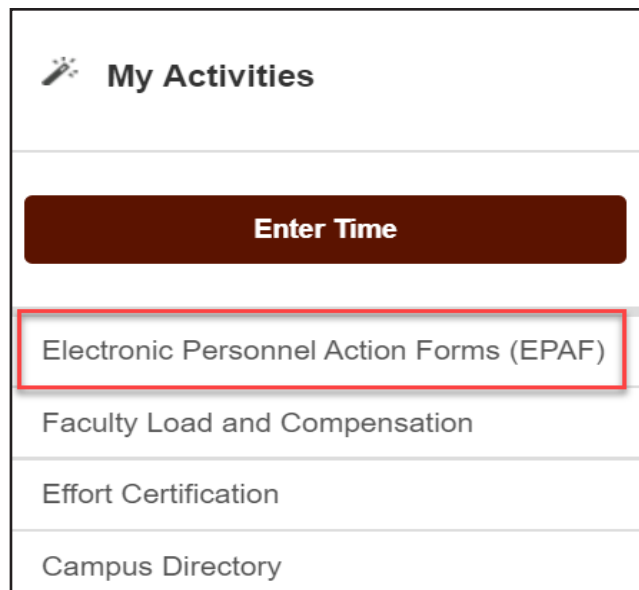
Approvers - HR will review information entered into EPAF and once all mandatory documentation is received through the HireTech link (I9, W4, I9 documentation), either approve or disapprove.

- Approvals will be processed twice a day. You can email the Budget office to get the correct position number if needed.
 - Once approved and the Job Begin Date is reached, student will be active in Banner.
 - OSP must approve the funding of the Grant-Funded students and they will provide position number. Email OSP to obtain position number if needed.
-

DOCUMENTATION

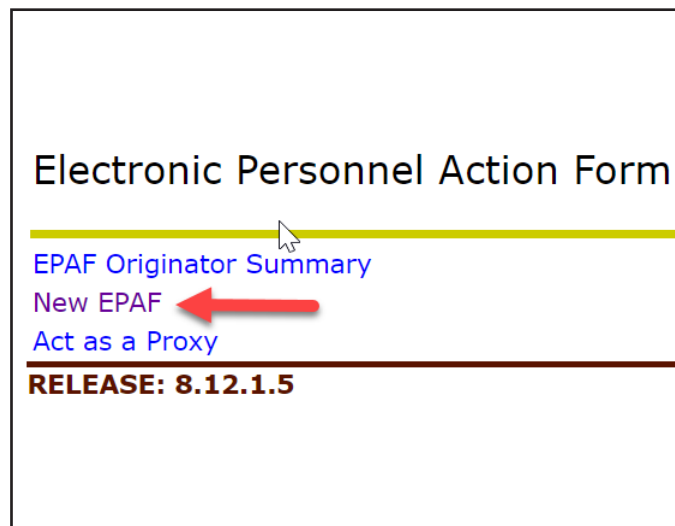
All forms necessary to complete the EPAF process are available at https://sites.rowan.edu/hr/recruitment_and_staffing/student_forms.html. There is also a **Student Employment Worksheet** available for *administrators' use only* (used to document student information prior to entering into system). This will NOT be turned into HR or Payroll.

ACCESS EPAF VIA EMPLOYEE DASHBOARD



- Log in to the Employee Dashboard.
- Select the **Electronic Personnel Action Forms (EPAF)** link under **My Activities**.
- If you do not see the **EPAF** link under **My Activities**, email hr@rowan.edu to obtain access. You must include your Banner ID in the email.

- You will be brought to the EPAF menu.
- To enter in New Assignments, Change Assignments or to Terminate an Assignment, you will select **New EPAF**.



NEW STUDENTS

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

Main **Personal Information** **Student** **Financial Aid** **Faculty & Advisors** **Employee**

Search Go

Electronic Personnel Action Form

[EPAF Originator Summary](#)
[New EPAF](#)
[Act as a Proxy](#)

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Select **New EPAF**

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field

ID: * 

Query Date: MM/DD/YYYY*

Approval Category: * ▼

Go

You will be prompted to enter an **ID**. If you know the Banner ID of the student, enter it into the field and then tab. Leave the **Query Date** as today's date.

ENTERING NEW STUDENTS

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Person Search

Check the box to limit the search to an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

Search Criteria

Employee: ☐

Last Name:

First Name:

Or

ID:

Or

SSN/SIN/TIN:

Records per Page: 25

If you do not know the Banner ID of the student, or want to make sure you have the correct student, you can select the Search Icon and search by **Last Name, First Name, Banner ID or Social Security Number**.

Select **Go**.

Rowan University

[Personal Information](#) [Student](#) [Faculty Services](#) [Employee](#) [Web/Tailor Administration](#) [Finance](#)

Search

Person Search Results

To choose a person, select a link under ID.

[Jump to Bottom](#)

ID	Last Name	First Name	Middle Name	Birth Date	Name Type
99999039	Parker	Gary		Jan 01, 2013	

1 - 1 of 1
[Return to Top](#)

[EPAF Person Search](#)
[Return to EPAF Menu](#)

Then select the hyperlink to the **ID** of the correct student.

ENTERING NEW STUDENTS

Rowan University

Personal Information Student Faculty Services **Employee** WebTailor Administration Finance

Search RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * 99999039 Gary Parker

Query Date: MM/DD/YYYY * 01/11/2017

Approval Category: * Student New Assignment, NEWAGN

There are no active jobs based on the Query Date.

[EPAF Originator Summary](#)
[Return to EPAF Menu](#)

- Graduate Assistant, GRDAST
- Managerial Increment, MGRINC
- OnBoard from PageUp, ONBARD
- Overload Assignment, OVERLD
- Part-Time Temp Hourly, PTTEMP
- Res Dir/Res Assist/Grad Coord, RESDIR
- Special Assignment Payment, SAPYMT
- Student Summer Contract Res, SSCR
- Student Terminate Assignment, STUTRM
- Summer Hire Assignment, SUMHIR
- Summer Non Teaching Assgn, SUMNTC
- Summer Terminate Assignment, SUMTRM
- Teaching Fellows, FELLOW
- Terminate Assignment, TERMIT
- IFTPE Retro Pay, IFPTER
- Increment Pay, INCRMT
- Student New Assignment, NEWAGN
- Student New Assignment SOM, NEWAGS
- Student Changing Assign SOM, CHGAGS

The Student ID, Name and Query Date will pre-populate. Select **Student New Assignment, NEWAGN** or **Student New Assignment SOM NEWAGS** for SOM students from the **Approval Category** drop down.

IMPORTANT: Select **All Jobs** to view any previous jobs . There should not be any active or terminated jobs listed there. If there are, select **Student Changing Assignment CHGAGN** or **Student Changing Assign SOM CHGAGS** instead (follow those directions below).

ENTERING NEW STUDENTS

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Gary T. Parker, 99999039
Query Date: Apr 13, 2020
Approval Category: Student New Assignment, NEWAGN

Student New Assignment, NEWAGN

Search Type	Position	Suffix Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job	771012	STUDENT HOURLY	20010, Camden Campus					

There are no active jobs based on the Query Date.

All Jobs

Go

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Alejandra P Valencia, 916284195
Query Date: Apr 22, 2020
Approval Category: Student Changing Assignment, CHGAGN

Student Changing Assignment, CHGAGN

Search Type	Position	Suffix Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job								
Primary	784145	STUDENT WORKER	29002, Rowan Global Academic	Jan 18, 2020	Mar 27, 2020		Active	

All Jobs

Go

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Gary T. Parker, 99999039
Query Date: Apr 13, 2020
Approval Category: Student New Assignment, NEWAGN

Student New Assignment, NEWAGN

Search Type	Position	Suffix Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job	744045	STUDENT WORKER	24010, Biological Sciences					

There are no jobs based on the Query Date.

Active Jobs

Go

Enter in the **Position Number** and **Suffix**. The **Suffix** will always be 00.

Based on the **Position Number** and **Suffix** you enter, the correct job type will autofill. (Federal Work Study, Hourly or Institutional Work Study).

Select **Go**.

ENTERING NEW STUDENTS

Student New Assignment, 718546-01 STUDENT WORKER

Item	Current Value	New Value
Home Organization: *	52002, Asst VP Student Life	<input type="text"/>
Timesheet Orgn: *		<input type="text"/>
Contract Type: *		Primary <input type="button" value="v"/>
Job Status: *		Active <input type="button" value="v"/>
Current Hire Date: MM/DD/YYYY*	09/12/2020	<input type="text"/>
Job Begin Date: MM/DD/YYYY*		<input type="text"/>
Jobs Effective Date: MM/DD/YYYY*		03/18/2021
Personnel Date: MM/DD/YYYY		<input type="text"/>
Regular Rate: *		<input type="text"/>
Hours per Pay: (Not Enterable)		40
Salary Encumbrance: *		1.0
I9 Form Indicator: *	Received	Received <input type="button" value="v"/>
I9 Date: MM/DD/YYYY	09/10/2020	03/18/2021
Home COAS: (Not Enterable)	R	R
Factor: (Not Enterable)		26.1
Pays: (Not Enterable)		26.1
Salary Grade: (Not Enterable)		00
Step: (Not Enterable)		0
Time Entry Method: (Not Enterable)		W
Employee Class Code: (Not Enterable) S1, Student		S1
Job Change Reason: (Not Enterable)		A09
Salary Group: (Not Enterable)		2021
Leave Category Code:	N2, NJ PAID LEAVE	N2, NJ PAID LEAVE <input type="button" value="v"/>
Accrue Leave:		Yes <input type="button" value="v"/>
Web Time Approver: *		<input type="text"/>

ENTERING NEW STUDENTS

The student's new job information page will appear. You must enter in the information in the fields marked with an *.

Enter in the **Home** and **Timesheet ORGN**.

Contract Type (Primary 1st, if error, Secondary).

Active **Job Status**.

Current Hire Date. Must be beginning of **CURRENT PAY PERIOD**.

Job Begin Date: Must be beginning of **CURRENT PAY PERIOD**.

Job Effective Date: Must be beginning of **CURRENT PAY PERIOD**.

Personnel Date: **ONLY USE IF** actual start date **PRIOR TO CURRENT PAY PERIOD**. Make sure to enter 1st day of actual pay period here.

Salary Encumbrance: Always 1.0 unless FWS position. The hiring department will then obtain that particular award amount from the Financial Aid office.

19 Date should be the first day of the pay period in which the student started.

Web Time Approver: Find and select the student's Web Time Entry approver.

Comment Can enter the name and extension of the supervisor of the employee, **Save**.

*****NOTE: Dates MUST be entered in MM/DD/YYYY format or will create error*****

ENTERING NEW STUDENTS

The screenshot shows the top navigation bar with tabs: Personal Information, Student, Faculty Services, Employee (selected), WebTailor Administration, and Finance. Below the navigation bar is a search field with a 'Go' button. The main heading is 'Electronic Personnel Action Form'. A green checkmark icon indicates a successful submission. Below the heading, there is a message: 'The transaction has been successfully submitted. Enter the information for the EPAF and either Save or Submit'. The transaction details are listed below:

Name and ID:	Gary Parker, 99999039	
Transaction:	74628	Query Date: Jan 11, 2017
Transaction Status:	Pending	
Approval Category:	Student New Assignment, NEWAGN	

If you entered all of the data correctly, you will get the message **Your change was saved successfully.**

This screenshot is identical to the one above, showing the 'Electronic Personnel Action Form' submission confirmation page with the same navigation bar, search field, and transaction details.

Select the **Submit** button and you will receive another message **The transaction has been successfully submitted.**

The screenshot shows the 'Transaction History' section. It has a table with three columns: Action, Date, and User Name. The table contains two rows of data:

Action	Date	User Name
Created:	Jan 11, 2017	Jennifer Savage
Submitted:	Jan 11, 2017	Jennifer Savage

Below the table is a blue link labeled 'Return to Top'.

The **transaction history** on the bottom of the page will show the user name of the person who created and submitted the EPAF as well as the dates.

NEW INTERNATIONAL STUDENTS

[Return to EPAF Menu](#)


Jump to Bottom

Errors and Warning Messages


Type	Message Type	Description
Student New Assignment	ERROR	First Name, SSN/SIN, Birth Date or Gender incomplete.

* - Indicates a required field.

Student New Assignment, 745245-00 STUDENT WORKER

 User does not have access to view current values.

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 all of the student's basic information is not entered into Banner yet.



From ▼

savagej@rowan.edu

To...

Paluch, Edyta;

Cc...

Bcc...

Subject

New International Student Information

Please enter the attached documentation into Banner for (Name). This is a new international student.

Can you please let me know when I can enter in the New Student EPAF?

Thank you.

Jennifer Savage
Technical Trainer

You will need to scan and email Edyta Paluch (paluch@rowan.edu) a copy of the student's SS card, visa and passport, asking Edyta to enter the information and notify you when you can go back in and enter a **New Student EPAF**.

STUDENT CHANGE ASSIGNMENTS

If a student has ever been paid through the work study program, they are considered a **Returning Student**. They should either let you know, or when you try and enter as a New Student, their former **Employee Job Assignments** will show up.

Main Personal Information Student Financial Aid Faculty & Advisors Employee

Search Go

Electronic Personnel Action Form

[EPAF Originator Summary](#)
[New EPAF](#)
[Act as a Proxy](#)

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To access the **Student Changing Assignment**, you will still select **New EPAF**.

Personal Information Student Faculty Services Employee WebTailor Administration Finance

Search Go RETURN TO EMPLOYEE MENU SITE MA

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query

* - indicates a required field.

ID: * 99999003 Robert Brown

Query Date: MM/DD/YYYY* 01/11/2017

Approval Category: * Student Changing Assignment, CHGAGN

Go

Increment Pay, INCRMT
Student New Assignment, NEWAGN
Student New Assignment SOM, NEWAGS
Student Changing Assign SOM, CHGAGS
Student Changing Assignment, CHGAGN

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	705245	SU	STUDENT WORKER 705245	99901, Training ORGN 99901	Jan 01, 2013	Jun 01, 2013		Terminated

Active Jobs

Enter their **ID** or **Name**, then **Student Change Assignment CHGAGN** or **Student Changing Assign SOM CHGAGS** from the **Approval Category** drop-down menu. **Go**.

ENTERING STUDENT CHANGES

Personal Information Student Faculty Services **Employee** WebTailor Administration Finance

Search Go RETURN TO EMP

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Robert Brown , 99999003
Query Date: Jan 11, 2017
Approval Category: Student Changing Assignment, CHGAGN

Student Changing Assignment, CHGAGN

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job										<input type="radio"/>

There are no active jobs based on the Query Date.

All Jobs Go

Select **All Jobs** to see all active jobs. Then select **Go**. If no active jobs, you will receive message **There are no active jobs based on the Query Date**.

Select **All Jobs** again to show previous jobs.

ID: Ronald Wright, 99999021
Query Date: May 26, 2017
Approval Category: Student Changing Assignment, CHGAGN

Student Changing Assignment, CHGAGN

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job										<input type="radio"/>
	Primary	705245	SU	STUDENT WORKER 705245	99907, Training	ORGN 99907	Jan 01, 2013	Jun 01, 2013		Terminated	<input type="radio"/>

Active Jobs Go

Either select the previous job if you want to re-instate that same **Position** and **Organization**, or select the **New Job** and enter in the **Position** and **Suffix**.

Select **Go**.

ENTERING STUDENT CHANGES

Student Changing Assignment, 718546-01 STUDENT WORKER

Item	Current Value	New Value
Home Organization: *	52002, Asst VP Student Life	<input type="text"/>
Timesheet Orgn: *		<input type="text"/>
Contract Type: *		Not selected ▾
Job Status: *		Not Selected ▾
Job Begin Date: MM/DD/YYYY*		<input type="text"/>
Jobs Effective Date: MM/DD/YYYY*		03/18/2021
Personnel Date: MM/DD/YYYY		<input type="text"/>
Regular Rate: *		<input type="text"/>
Hours per Pay: (Not Enterable)		40
Salary Encumbrance: *		1.0
I9 Form Indicator: *	Received	Received ▾
Home COAS: (Not Enterable)	R	R
Factor: (Not Enterable)		26.1
Pays: (Not Enterable)		26.1
Salary Grade: (Not Enterable)		00
Time Entry Method: (Not Enterable)		W
Step: (Not Enterable)		0
Employee Class Code: (Not Enterable) S1, Student		S1
Salary Group: (Not Enterable)		2021
Job Change Reason: (Not Enterable)		A09
Time In/Out Ind: (Not Enterable)		Y
Leave Category Code:	N2, NJ PAID LEAVE	N2, NJ PAID LEAVE ▾
Accrue Leave:		Yes ▾
Web Time Approver: *		<input type="text"/>

ENTERING STUDENT CHANGES

The student's **Changing Assignment** page will appear.

If this is a job that is being reinstated, the previous values display under **Current Value**. You must re-enter in the information under **New Value** in the fields marked with an *.

The **Job Begin Date** should be the **ORIGINAL** begin date, (Listed under New Value--this was the first day of the ORIGINAL pay period).

The **Job Effective Date** should be the new date (first day of CURRENT pay period).

The **Personnel Date: ONLY USE IF** actual start date **PRIOR TO CURRENT PAY PERIOD**. Make sure to enter 1st day of actual pay period here.

NOTE: A new 1-9 Form Indicator will only be required if it has been more than 3 years since employment.

Web Time Approver: Select and enter the Web Time Entry approver.

Select **Save**.

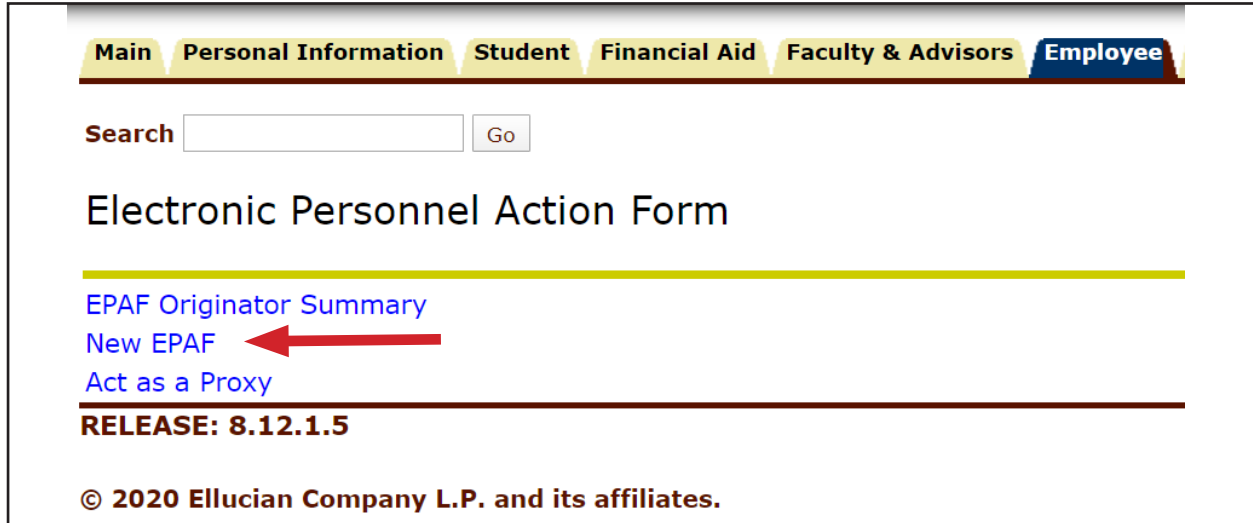
If this is not a reinstated job, but a **NEW Change Student Assignment** (a new assignment for a returning student worker), then you will enter in the new job information and there will not be values under **Current Value**.

The screenshot displays the 'Electronic Personnel Action Form' interface. At the top, there is a search bar with a 'Go' button and navigation links: 'RETURN TO EMPLOYEE MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Electronic Personnel Action Form'. Below this, a green checkmark icon indicates a successful submission: 'The transaction has been successfully submitted.' A blue document icon with a plus sign indicates the next step: 'Enter the information for the EPAF and either Save or Submit'. The form displays the following details: 'Name and ID: James Smith, 99999001', 'Transaction: 74089', 'Query Date: Dec 15, 2016', 'Transaction Status: Pending', and 'Approval Category: Student Changing Assignment, CHGAGN'. At the bottom right, there are links for 'Approval Types', 'Routing Queue', 'Comments', 'Transaction History', 'New EPAF', 'EPAF Originator Summary', and 'Return to EPAF Menu'. A 'Jump to Bottom' link is located at the bottom left.

Select **Submit** and you should get the message: **The transaction has been successfully submitted.**

PAY RATE CHANGES

You can make pay rate changes to ACTIVE student assignments through **Student Changing Assignment**.



The screenshot shows the 'Employee' menu selected in the top navigation bar. Below the navigation bar is a search field with a 'Go' button. The main heading is 'Electronic Personnel Action Form'. Underneath, there are three links: 'EPAF Originator Summary', 'New EPAF' (highlighted with a red arrow), and 'Act as a Proxy'. A red horizontal line separates these links from the 'RELEASE: 8.12.1.5' text. At the bottom, the copyright notice '© 2020 Ellucian Company L.P. and its affiliates.' is displayed.

Main Personal Information Student Financial Aid Faculty & Advisors **Employee**

Search Go

Electronic Personnel Action Form

[EPAF Originator Summary](#)
[New EPAF](#) ←
[Act as a Proxy](#)

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To access the **Student Changing Assignment**, you will still select **New EPAF**.



The screenshot shows the 'New EPAF Person Selection' form. The top navigation bar includes 'Personal Information', 'Student', 'Faculty Services', 'Employee' (selected), 'WebTailer Administration', and 'Finance'. Below the navigation bar is a search field with a 'Go' button and links for 'RETURN TO EMPLOYEE MENU' and 'SITE MA'. The main heading is 'New EPAF Person Selection'. Below the heading is a instruction: 'Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.' A red asterisk indicates a required field. The form has three input fields: 'ID: *' with the value '99999003', 'Name' with the value 'Robert Brown', and 'Query Date: MM/DD/YYYY*' with the value '01/11/2017'. A red arrow points to the 'Query Date' field. Below these fields is a dropdown menu for 'Approval Category: *' with the selected value 'Student Changing Assignment, CHGAGN'. A 'Go' button is at the bottom left. Below the form is a table titled 'Employee Job Assignments' with columns: Type, Position, Suffix, Title, Time Sheet, Organization, Start Date, End Date, Last Paid Date, and Status. The table has one row: Primary, 705245, SU, STUDENT WORKER 705245, 99901, Training ORGN 99901, Jan 01, 2013, Jun 01, 2013, Last Paid Date, and Terminated. An 'Active Jobs' button is at the bottom left.

Personal Information Student Faculty Services **Employee** WebTailer Administration Finance

Search Go RETURN TO EMPLOYEE MENU SITE MA

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * 99999003 Robert Brown 

Query Date: MM/DD/YYYY* 01/11/2017

Approval Category: * Student Changing Assignment, CHGAGN

Go

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status
Primary	705245	SU	STUDENT WORKER 705245	99901, Training	ORGN 99901	Jan 01, 2013	Jun 01, 2013		Terminated

Active Jobs

Enter their **ID** or Name, then **Student Change Assignment, CHGAGN**, from the **Approval Category** drop-down menu. **Go**.

ACTIVE ASSIGNMENT CHANGES

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID:

Rachel C. DeWine, 016763331

Query Date: Apr 23, 2020

Approval Category: Student Changing Assignment, CHGAGN

Student Changing Assignment, CHGAGN

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job									
Primary	760545	00	STUDENT WORKER	26004, Art	Sep 14, 2019		Mar 27, 2020	Active	

All Jobs

Go

A list of the student's active jobs should display. Select the active job, then **Go**.

Student Changing Assignment, 760545-00 STUDENT WORKER, Last Paid Date: Mar 2

Item	Current Value	New Value
Home Organization: *	26004, Art	26004
Timesheet Orgn: *	26004	26004
Contract Type: *	Primary	Primary ▾
Job Status: *	Active	Active ▾
Job Begin Date: MM/DD/YYYY*	09/14/2019	09/14/2019
Jobs Effective Date: MM/DD/YYYY*	09/14/2019	09/14/2019
Personnel Date: MM/DD/YYYY	09/14/2019	
Regular Rate: *	9.5	10.0
Hours per Pay: (Not Enterable)	40	40
Salary Encumbrance: *	1	1.0
I9 Form Indicator: *	Received	Received ▾
Home COAS: (Not Enterable)	R	R
Factor: (Not Enterable)	26.2	26.2
Pays: (Not Enterable)	26.2	26.2
Salary Grade: (Not Enterable)	00	00
Time Entry Method: (Not Enterable)	Employee Time Entry via Web	w
Step: (Not Enterable)	0	0
Employee Class Code: (Not Enterable)	S1, Student	S1
Salary Group: (Not Enterable)	2020	2020
Job Change Reason: (Not Enterable)	ADD	ADD

ADJUSTED FWS FUNDS

The student's **Changing Assignment** page will appear.

The previous values display under **Current Value**. You must re-enter in the information under **New Value** in the fields marked with an *.

You will enter in the new rate under **Regular Rate, New Value**. The pay rate may be changed under the same **Job Effective Date**, as long as it is during that current pay period. If it is not within the current pay period, enter the first day of the correct pay period in the **Job Effective Date** and the date the change started in the **Personnel Date** field.

Select **Save**.

Select **Submit** and you should get the message: **The transaction has been successfully submitted**.

ADJUSTED FWS FUNDS

To access the **Student Changing Assignment**, you will still select **New EPAF**.

Enter their **ID** or **Name**, then **Student Change Assignment, CHGAGN**, from the **Approval Category** drop-down menu. **Go**.

ADJUSTED FWS FUNDS

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Edward J. Doherty, 016310185

Query Date: Apr 27, 2020

Approval Category: Student Changing Assignment, CHGAGN

Student Changing Assignment, CHGAGN

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job									
Primary	746046	00	STUDENT WORKER	24050, Political Science & Economics	Aug 31, 2019	Apr 24, 2020	Apr 10, 2020	Terminated	

Active Jobs

Go

FWS funds can be adjusted for either an active or terminated FWS job assignment. If it is an active assignment, select it on the **New EPAF Job Selection** page. If it is a terminated assignment, select the **All Jobs** button, then select the terminated assignment. Select **Go**.

- indicates a required field.

Student Changing Assignment, 746046-00 STUDENT WORKER, Last Paid Date: Apr 10, 2020

Item	Current Value	New Value
Home Organization: *	24050, Political Science & Economics	24050
Timesheet Orgn: *	24050	24050
Contract Type: *	Primary	Primary
Job Status: *	Terminated	Active
Job Begin Date: MM/DD/YYYY*	08/31/2019	08/31/2019
Jobs Effective Date: MM/DD/YYYY*	04/24/2020	04/27/2020
Personnel Date: MM/DD/YYYY	04/24/2020	
Regular Rate: *	9.35	9.35
Hours per Pay: (Not Enterable)	40	40
Salary Encumbrance: *	1500	2400
I9 Form Indicator: *	Received	Received
Home COAS: (Not Enterable)	R	R
Factor: (Not Enterable)	26.2	26.2
Pays: (Not Enterable)	26.2	26.2
Salary Grade: (Not Enterable)	00	00
Time Entry Method: (Not Enterable)	Employee Time Entry via Web	W

The student's **Changing Assignment** page will appear.

The previous values display under **Current Value**. You must re-enter in the information under **New Value** in the fields marked with an *.

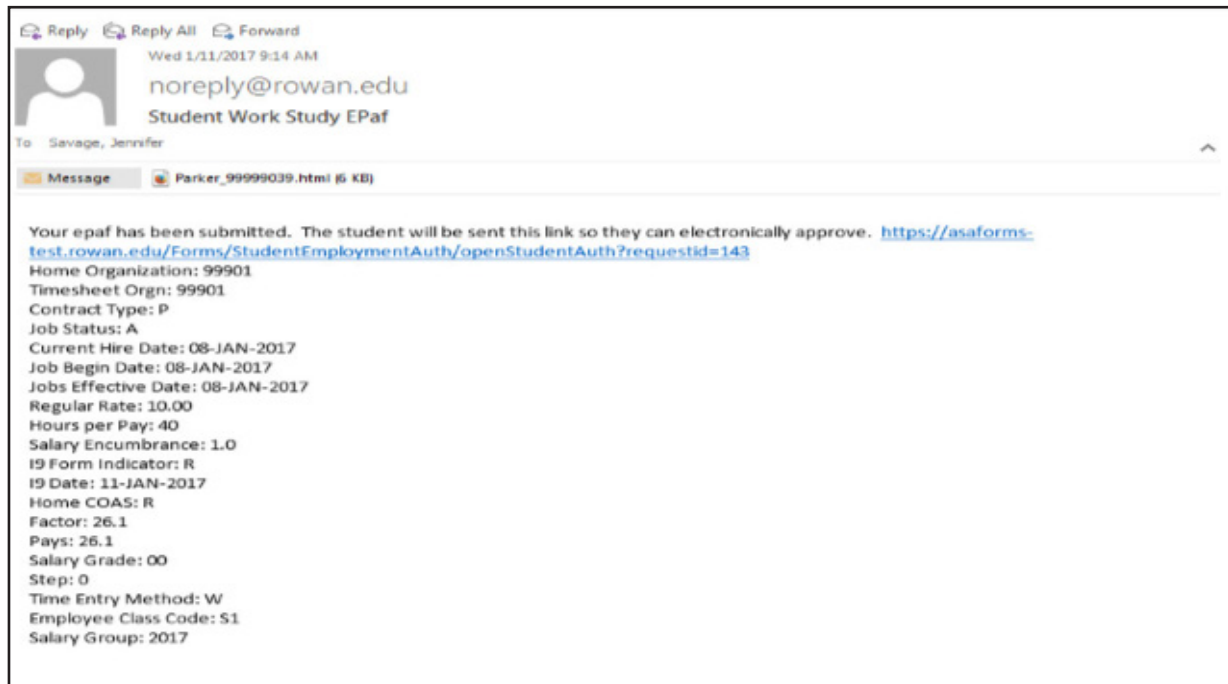
You will enter in the new amount under **Salary Encumbrance**, Select **Save**.

Select **Submit** and you should get the message: **The transaction has been successfully submitted.**

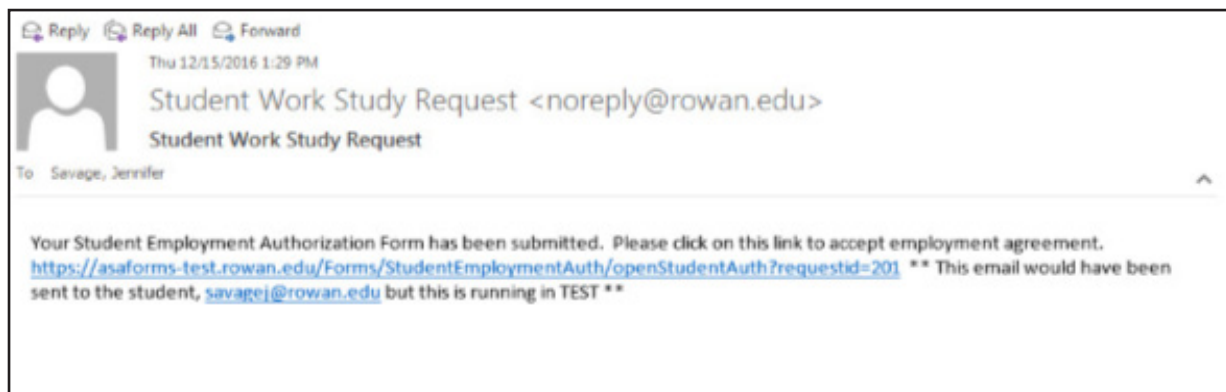
EMAILS

Once the EPAF has been successfully submitted, several emails will be automatically generated in the system.

The administrator that entered the EPAF will receive the following email:



The student will received the following email:



IMPORTANT: The student MUST read and select the link in the email.

EMAILS

When the student clicks on the link embedded in the email, they will be directed to their **Student Authorization Form**. They will need to confirm their information listed at the top, indicate if they are currently working in another department at Rowan University, and if they are, will need to indicate how many hours.

Once the student reads the verification information, they need to check the **I understand** box and then select **Acknowledge** (this will be their electronic signature).

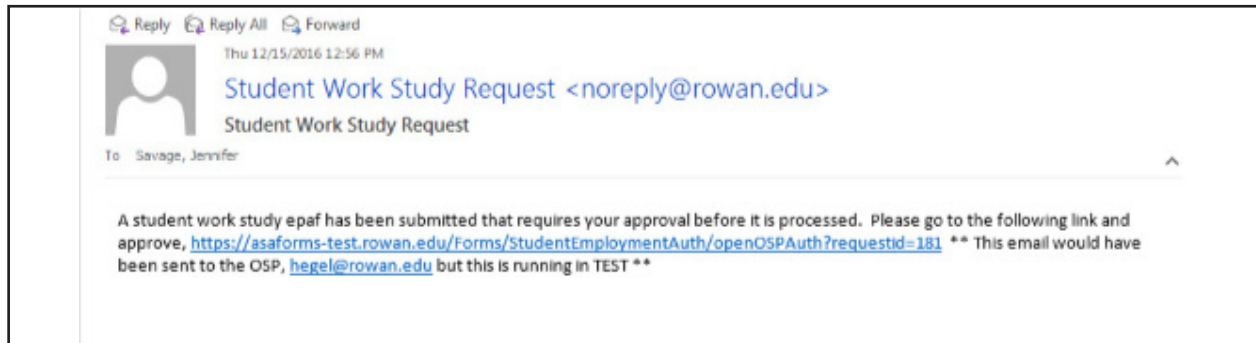
The screenshot shows the 'Student Employment Authorization Form' with the following sections:

- Student Information:** Rowan ID: 99999039, Student's Name: Gary Parker, Grade Level: NU, Program of Study: ND Non-matriculated.
- Currently working at Rowan:** A question 'Are you currently working for another department at Rowan University?' with radio buttons for 'No' (selected) and 'Yes'. Below it, a text input field for 'If answer is YES, please indicate the number of hours you work each week:'.
- Verification:** A paragraph of text regarding confidentiality and privacy. Below this, a checkbox labeled 'I understand the information regarding confidentiality on the back of this sheet. I have read it and understand my responsibilities relating to confidentiality. I have also read instructions on the last sheet of the form which include that I may not begin working until I receive a timesheet and I agree to comply.' is checked. A red arrow points to this checkbox. Below the checkbox is a button labeled 'Acknowledge', with another red arrow pointing to it.
- Footer:** 'MUST BE ACKNOWLEDGED OR CONTRACT WILL NOT BE PROCESSED' and 'Requested by: 916194839 - Jennifer Savage - 74068'.

IMPORTANT: If student does not open and acknowledge the **Student Authorization Form** in their email, the Approver will NOT be able to approve the request. The request will be stuck in PENDING status (see PENDING information below). The student will receive the email three times per week for two weeks.

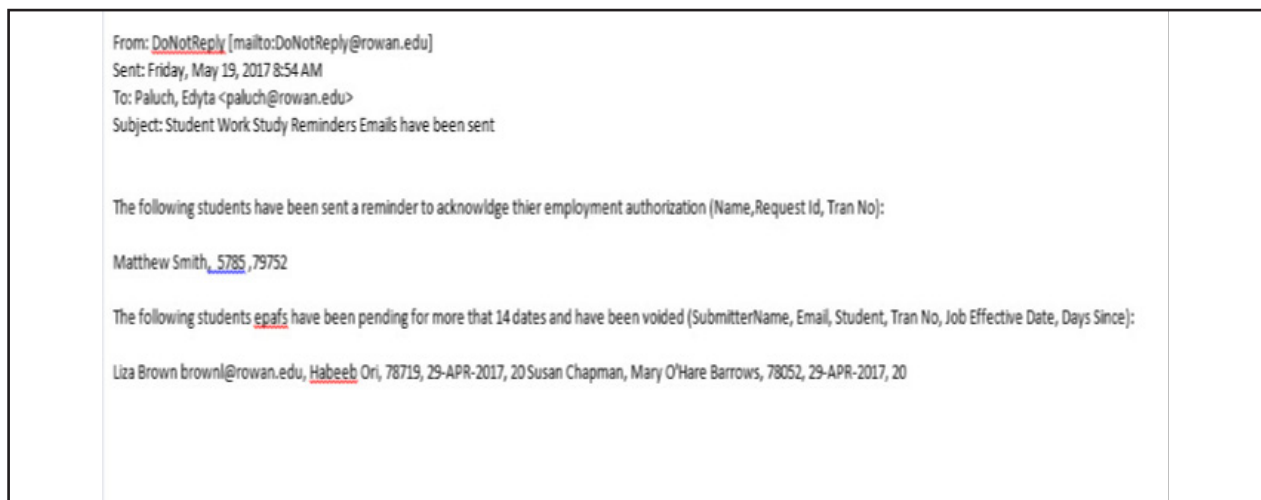
EMAILS

Once the student reviews and accepts their **Student Authorization Form**, the approver will receive the following email:



If the student has not read and accepted their Student Authorization Form, you will receive the following email PLUS

If an EPAF has been pending for 14 days, the approver will VOID the request and you will receive this email informing you.



ORIGINATOR SUMMARY

You must go to the EPAF Originator Summary to check the transaction status of any submitted EPAF. There is a **Current** and **History** tab so you can view past transactions as well as current ones.

Emails will also be sent to students and you if EPAFs are stuck in Pending status (see below).

Once you view your current or past transactions, you can view the status (Pending-- either awaiting approval or awaiting student acceptance), see if there are comments and other transaction information. You can select the student's name to enter into the EPAF to get more detail or select the **Comments** hyperlink to enter or view comments already made.

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EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
Halloran, Amanda J. STUDENT WORKER, 744046-00	916154864	80690	Student Terminate Assignment	Jun 01, 2017	May 26, 2017	Pending	Comments
Halloran, Amanda J. STUDENT WORKER, 744046-00	916154864	80530	Student New Assignment	Jun 01, 2017	May 26, 2017	Completed	**Comments
Porch, Jordan A. STUDENT HOURLY, 714512-01	916107247	78518	Student Changing Assignment	May 08, 2017	May 08, 2017	Voided	**Comments

1 - 3 of 3
Return to Top
**Comments Exist

RETURN FOR CORRECTION

If there is an error in the EPAF submission, the approver will send back a Return for Correction email to you. Depending on the error, you will have specific actions to take to fix the error.



Return for Correction/Edit Information: If the error is something like you did not enter the beginning of a pay period date or entered a personnel date when one was not needed, you can go to the EPAF Originator Summary, select the Student Name hyperlink, then select the **UPDATE** link at the bottom of the page.



Return for Correction/Void and Resubmit: If you receive an email saying that you entered a New Student Request instead of a Change Student Request, you will need to void and resubmit a new Change Student Request. You will go to the EPAF Originator Summary, select the Student Name hyperlink, then the **Void** button on the top or bottom of the page. Then you will need to submit a new Change Student Request (see directions above).

STUDENT TERMINATE ASSIGNMENT

STUDENT TERMINATE ASSIGNMENT

There is also a selection for you to utilize in the EPAF Approval Category drop down menu: Student Terminate Assignment (STUTRM).

* - indicates a required field.

ID: * 016154864 Amanda Doyle Halloran

Query Date: MM/DD/YYYY* 06/01/2017

Approval Category: * Student Terminate Assignment, STUTRM

Go

RES DIR/RES ASSIST/GRAD COORD, RESDIR
Special Assignment Payment, SAPYMT
Student Summer Contract Res, SSCR
Student Terminate Assignment, STUTRM
Summer Hire Assignment, SUMHIR
Summer Non Teaching Assgn, SUMNTC
Summer Terminate Assignment, SUMTTRM
Teaching Fellows, FELLOW
Terminate Assignment, TERMIT

You will select **New EPAF**, enter the student's Banner ID, tab to enter in the name and then select **Student Terminate Assignment STUTRM** or **Terminate Assignment TERMIT** for SOM. Select **Go**.

ID: Amanda Doyle Halloran 016154864

Query Date: Jun 01, 2017

Approval Category: Student Terminate Assignment, STUTRM

Student Terminate Assignment, STUTRM

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job									
	Primary	744046	00	STUDENT WORKER	50012, University Housing	May 26, 2017			Active	

All Jobs

Go

The student's active job should show on the bottom of the screen (or select **All Jobs** to see past jobs). Select the position you want to terminate, then select **Go**.

Enter the information for the EPAF and either Save or Submit.

Name and ID: Alexandra P. Valenzuela, 910284105

Transaction: Transaction Status: Query Date: May 01, 2020 Last Paid Date: Apr 10, 2020

Approval Category: Student Terminate Assignment, STUTRM

Save

Approval Types | Routing Queue | Comments | Transaction History
New EPAF | EPAF Originator Summary
Return to EPAF Menu

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* - indicates a required field.

Student Terminate Assignment, 784145-00 STUDENT WORKER, Last Paid Date: Apr 10, 2020

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY 01/18/2020		
Job Status: (Not Enterable) Active	T	
Job End Date: MM/DD/YYYY*		

You will be brought to the **EPAF Student Terminate Assignment Form**. You will be required to enter in the **Job Effective Date** and the **Job End Date**. Both dates **MUST** be the last day of the **CURRENT PAY PERIOD**. Do **NOT** use the **Current Value** listed for the Job Effective Date.

The **Job Status** will automatically be entered as **T** (for Terminate).

STUDENT TERMINATE ASSIGNMENT

The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit.

Name and ID: Job and Suffix: P44612-00, STUDENT HOURLY
Transaction: 80628 Query Date: Jun 02, 2017
Transaction Status: Pending Last Paid Date: May 26, 2017
Approval Category: Student Terminate Assignment, STUTRM

[Approval Types](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)
[New EPAF](#) | [EPAF Originator Summary](#)
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* indicates a required field.

Student Terminate Assignment, P44612-00 STUDENT HOURLY. Last Paid Date: May 26, 2017

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	05/13/2017	05/26/2017
Job Status: (Not Enterable) Active	T	<input type="text"/>
Job End Date: MM/DD/YYYY*		05/26/2017

IMPORTANT: The **Jobs Effective Date** and the **Job End Date** MUST be the same date.

The **Jobs Effective Date** and the **Job End Date** MUST be the last day of the CURRENT pay period.

Once the correct required information has been entered, select **Save** and **Submit**. You will receive a message that they were saved and submitted successfully.

IMPORTANT:

You will receive an error if you use the **Current Value** for the **Job Effective Date**.

You will receive an error if the **Effective Date** is less than the **Last Paid Date**.

The EPAF will be returned for correction if you are not using the last day of the Current pay period.

Transaction was not submitted. Please review errors.

Enter the information for the EPAF and either Save or Submit.

Name and ID: Query Date: Jun 01, 2017
Transaction: 80710
Transaction Status: Waiting
Approval Category: Student Terminate Assignment, STUTRM

[Save](#) [Submit](#) [Delete](#)

[Approval Types](#) | [Errors](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)
[New EPAF](#) | [EPAF Originator Summary](#)
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Errors and Warning Messages

Type	Message Type	Description
Student Terminate Assignment	ERROR	*ERROR* Eff Date must be greater than Last Paid Date of 12-MAY-2017.

* indicates a required field.

Student Terminate Assignment, 726545-00 STUDENT WORKER, Last Paid Date: May 12, 2017

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	01/07/2017	01/07/2017
Job Status: (Not Enterable) Active	T	<input type="text"/>
Job End Date: MM/DD/YYYY*		05/26/2017

CONCLUSION

The **Electronic Personnel Action Forms (EPAF)** system allows administrators to easily enroll new and returning student workers directly into Self Service Banner. Administrators can also make changes to the EPAFs and terminate assignments directly within Banner. The process is further enhanced by the electronic notification and approval system utilized by administrators, students and approvers. The system will reduce the steps and paperwork needed to complete this process, making it more efficient and easier to complete.

All forms and calendars relating to the EPAF system are located on https://sites.rowan.edu/hr/recruitment_and_staffing/index.html website. Any questions or concerns can be directed to support@rowan.edu.