Electronic Personnel Action Forms (EPAF) Quick Reference Guide

NEW STUDENTS

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

- 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 New Assignment, NEWAGN from Approval Category drop down.
- Select All Jobs to ensure no previous jobs in system. If any jobs listed, select Student Changing Assignment, CHGAGN instead.
- If No Jobs Based on Query Date displays, select Go.
- Enter Position Number and Suffix. The Suffix will always be 00.
- Select Go.
- The student’s New Job Information Page will appear. Enter in all fields marked with an asterisk *.
  - Home and Timesheet ORGN
  - Contract Type (Primary or Secondary)
  - Job Status (Active)
  - Current Hire Date, Job Begin Date, Job Effective Date (MUST BE 1ST DAY OF CURRENT PAY PERIOD)
  - Regular Rate
  - Salary Encumbrance (1.0 unless FWS student. If FWS, use the encumbrance listed on their paperwork).
  - I9 Form Indicator (Received).
- Save then Submit.
- Forward any documentation to Approver.
- Student will receive email with link to Student Authorization Form. The student MUST open and acknowledge the Student Authorization Form in order for the Approver to see and approve the request.
- Once all documentation is received and student opens and acknowledges Student Authorization Form, Approver will either Approve, Return for Correction or Disapprove.

CHANGE STUDENTS

Students who have worked at some point on any Rowan University Campus. They have a previous job in the Banner 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 Change Assignment, CHGAGN from Approval Category drop down.
- Select All Jobs to view previous jobs in system.
- If no active jobs, the message There are no active jobs based on the Query Date.
- Select All Jobs again.
- To reinstate same Position and Organization, select that previous job.
- To enter a NEW STUDENT CHANGE ASSIGNMENT, select New Job and enter Position Number and Suffix. The Suffix will always be 00.
- Select Go.
- The student’s Changing Assignment Page will appear. Enter in all fields marked with an asterisk * even if previous values are listed under Current Value.
  - Home and Timesheet ORGN.
  - Contract Type (Primary or Secondary).
  - Job Status (Active).
  - Job Begin Date (For REINSTATED job, date listed under Current Value) (For New Change Assignment, 1st Day of CURRENT PAY PERIOD).
  - Job Effective Date (MUST BE 1ST DAY OF CURRENT PAY PERIOD).
  - Regular Rate.
  - Salary Encumbrance (1.0 unless FWS student. If FWS, use the encumbrance listed on their paperwork).
  - I9 Form Indicator (Received).
- Save then Submit.
- Forward any documentation to Approver.
- Student will receive email with link to Student Authorization Form. The student MUST open and acknowledge the Student Authorization Form in order for the Approver to see and approve the request.
- Once all documentation is received and student opens and acknowledges Student Authorization Form, Approver will either Approve, Return for Correction or Disapprove.

IMPORTANT NOTE

Personnel Date is NOT a required field. Only use if actual start date is prior to current pay period. Should be 1st day of actual pay period started in.

IMPORTANT NOTE

A new I9 Form indicator will only be required if it has been more than 3 years since employment.
NEW 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 all of the student’s basic information is not entered into Banner yet.

- Scan and email Edyta Paluch (paluch@rowan.edu) a copy of the student’s SS card, visa and passport.
- Ask Edyta to enter the information and notify you when you can go back in and enter a **New Student EP AF.**

RETURN FOR CORRECTION

If there is an error in the EP AF submission, the approver will send a **Return for Correction** email to you.

- **Return for Correction/Edit Information:** If 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.
  - Go to **EP AF Originator Summary.**
  - Select **Student Name** hyperlink, then the **Update** link at the bottom of page.
  - Make corrections.

TERMINATE STUDENT ASSIGNMENTS

To terminate an active student assignment in the EP AF system:

- Go to **Employee Tab** of Banner Self Service, **EP AF Menu, New EP AF.**
- Enter **Student ID**, then tab (or search for student).
- **Student ID, Name** and **Query Date** will pre-populate.
- Select **Student Terminate Assignment, STUTRM** from Approval Category drop down.
- The student’s active job should show on bottom of screen.
- Select **All Jobs** to select the active job that you want to terminate.
- Select **Go.**

**NEW** PAY RATE CHANGES

Administrators can now make pay rate changes in EP AF system:

- Go to **Employee Tab** of Banner Self Service, **EP AF Menu, New EP AF.**
- 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**
Both the **Job Effective Date** and the **Job End Date** MUST be the **LAST day of the CURRENT pay period.**

- **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.