

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. Once the Form I-9 has been completed in Equifax I-9 HQ:

- Log in to Banner Employee Dashboard and select **EPAF**.
- Enter **Student ID**, then tab (or search for student).
- **Student ID**, **Name**, and **Query Date** will pre-populate.
- Select **Student New Assignment, NEWAGN** or **Student New Assignment, NEWAGS** for SOM 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 the first day of the CURRENT PAY PERIOD, do NOT backdate)
- **Personnel Date** (The date the student began working. Must match the Original Hire Date listed on the I-9 in HIREtech)
- **Regular Rate**
- **Salary Encumbrance** (1.0)
- **I-9 Form Indicator** (Received)
- **I-9 Date** (Date Section 2 of the I-9 was completed)
- **Web Entry Approver** (Banner ID of Approver)
- **Save** then **Submit**.
- Student will receive an 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 student opens and acknowledges the EPAF, the HR Approver will either Approve, Return for Correction, or Disapprove the form.

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** or **Changing Assign SOM, CHGAGS** 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)
 - **I9 Form Indicator** (Received)
 - **Web Entry Approver** (Banner ID of Approver)
- **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 the student opens and acknowledges Student Authorization Form, the HR Approver will either Approve, Return for Correction, or Disapprove the form.

IMPORTANT NOTE

If it has been **more than a year** since the student's last assignment ended, please contact HR to verify the student's I-9 status.

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 has not yet been entered into Banner.

- Email the student's Social Security number to Edyta Paluch (paluch@rowan.edu).

- Ask Edyta to enter the information and notify you when you can go back in and enter the New Student EPAF.

RETURN FOR CORRECTION

If there is an error in the EPAF submission, the approver will return the form to you for correction.

- 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 **EPAF Originator Summary**.
 - Select **Student Name** hyperlink, then the **Update** link at the bottom of page.
 - Make corrections.
 - **Save** and **Submit**.

- Return for Correction/Void and Resubmit: If you entered a New Student Request instead of a Change Student Request.
 - Go to EPAF Originator Summary.
 - Select **Student Name** hyperlink, then the **Void** button on top or bottom of page.
 - **Save** and **Submit**.
 - You will need to submit a new Change Student Request.

TERMINATE STUDENT ASSIGNMENTS

To terminate an active student assignment in the 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 Terminate Assignment, STUTRM** or **Terminate Assignment, TERMIT** for SOM from Approval Category drop down.
- The student's active job should show on bottom of the screen.
- Select **All Jobs** to select the active job that you want to terminate.
- Select **Go**.
- You will be brought to the Student Terminate Assignment Form.
 - Enter **Job Effective Date** (MUST be LAST day of CURRENT pay period).

- **Job Status** will automatically be entered as T (for Terminate).
- Enter **Job End Date** (MUST be LAST day of Current pay period).
- **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.