

EPAF Part Time Students, Work Study, and Part-Time NonStudent

Once signed into Self-Service—select Employee

Arkansas State University

Personal Information Student Financial Aid Faculty Services **Employee** Finance

Search Go

ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

[Personal Information](#)
Update addresses, contact information; Change your PIN.
Please keep your address and telephone number current to help ensure that you receive important ASU communications.

[Student](#)
Apply for Admission, Register, View your academic records and Financial Aid.

[Financial Aid](#)
View your Financial Aid information.

[Faculty and Advisors](#)
Enter Grades and Registration Overrides, View Class Lists and Student Information.

[Employee](#)

[Finance](#)

RELEASE: 8.9.1

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The below screen will come up—Click on Electronic Personnel Action Forms

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RETURN TO MENU SITE MAP HELP EXIT

Employee

Download the [Employee Self Service](#) guide or contact Payroll Services at 972-2293 or bhp-support@astate.edu for assistance.
Questions regarding Account Balances should be directed to the Treasurer's Office at 972-2285.

[Leave Report](#)

[Leave Balances](#)

[Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, Benefit Statement.

[Pay Information](#)
Direct Deposit Allocation, Earnings and Deductions History, Pay Stubs and Notice of Salary.

[Jobs Summary](#)

[Electronic Personnel Action Forms](#)

[Tax Forms](#)
Via Information or W2 Form.

[Salary Planner](#)

[Account Summary by Term](#)

[myBill](#)
View eBill, make a payment or deposit, and establish Online Installment Plan.

[Effort Certification](#)
Training and Procedures

[Pay Stub Emp Admin](#)

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Screen for EPAF processing—Select New EPAF

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RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

Electronic Personnel Action Form

[EPAF Approver Summary](#)

[EPAF Originator Summary](#)

[New EPAF](#)

[EPAF Proxy Records](#)

[Act as a Proxy](#)

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Once the below screen appears you will be ready to begin entering the information to appoint the employee to their new assignment.



Arkansas State University

Personal Information Student Financial Aid Faculty Services **Employee** 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:

Query Date: MM/DD/YYYY *

Approval Category: *

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

RELEASE: 8.9.0.3

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Enter the following information:

- Employee ID
- **Query Date—today's date will default you will need to change this to the first date of the new appointment.**
- Approval Category—this is a drop down menu so you will need to select the appropriate Approval Category---NOTE: when entering students, work study, or non-student, it is very important to choose the appropriate form for what the employee will be as information will default based on your choice. If work study, go to the section in this guide for work study students on page 5.

The screenshot shows the 'New EPAF Person Selection' form with a dropdown menu open. The dropdown menu lists various job categories such as 'Adjunct Rehire Different (New) Position, ADJNP', 'AOS Adjunct Rehire Same Position, AADJSP', 'AOS Adjunct Rehire Different (New) Position, AADJNP', 'Adjunct Additional Appointment or Summer Appt, ADJADD', 'Faculty Overload or Summer Appointment, FCOVSM', 'Hourly Non-Student Diff Position W/End Date, HNSDFE', 'Hourly Student Different Position W/End Date, HSTDFE', 'Hourly NonStudent Position - rehire in different position, HRNSDF', 'Hourly Student Position-rehire in different position number, HRSTDF', 'Hourly Student Additional Appointment, HRSTOV', 'Workstudy Position - rehire in same position, CWSSAM', 'Faculty New Overload or New Summer Appt, FCNADS', 'Workstudy Position - rehire in different position, CWSDF', '12 Month Employee New Overload, TWOVNW', '10 Month Employee New Overload, TNOVNW', and '12 Month Employee Overload Same Posn, TWOVRL'. The 'Approval Category' dropdown is currently set to 'Not Selected'.

RELEASE: 8.18

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Information will display on the last status of this employee if there is any.

The screenshot shows the 'New EPAF Person Selection' form with the search results for 'Mariah Nicole Cooney' displayed. The 'ID' field contains '50573954' and the 'Query Date' is '06/01/2021'. The 'Approval Category' dropdown is set to 'Hourly Student Different Position W/End Date, HSTDFE'. A message at the bottom states: 'There are no active jobs based on the Query Date.' with an 'All Jobs' button.

Click Go

The screen below will appear all that needs to be entered is the Position and Suffix. On position number alpha characters MUST be capitalized (example: X00001) and suffix is 00. You will use the pool position number assigned to your department in the attached appendix.

When you enter the position # and suffix, the Title and Time Sheet Organization will populate.

Click GO

The EPAF has now been created as seen below: It is time to verify that the information is correct.

Click Save—this will cause the Current Value information to populate to the left for comparison.

Enter fields with red asterisks.

Home Organization and Distribution Orgn is required – click the magnifying glass to look on up.

Current Hire Date needs to be the same as Jobs Begin Date

Job Begin Date must be first date of assignment

Contract Type will be P for Primary and Step will be O

Enter Regular Hourly Rate of Pay, leave job code reason and timesheet COA as default, enter timesheet org and supervisor ID

The level of approvers in the routing section should include the following:

- DEPT Click on the magnifying glass and select the appropriate Dept Head/Dept Chair
- DEAN Click on the magnifying glass and select the appropriate Dean/Admin Officer
- VC/VP Click on the magnifying glass and select the appropriate Vice Chancellor/Vice President
- Budget **Budget will not be in the hourly student/non-student routing.**
- Payroll Click on the magnifying glass or enter KISMITH in user name for Kimberly Smith to display
- Super Click on the magnifying glass or enter DLONG in the user name for Dianna Long to display
- SPA Add Sponsored Programs Accounting as needed for grant funded students or non-students by clicking the 'save and add new row' button to add the approver level. Grant fund FOAPs are funds that start with 2XXXXX or 15XXXX. Click on the magnifying glass and select the appropriate name for the grant.
- INTL Add International Programs as needed for non-U.S. citizen students/non-students by clicking the 'save and add new row' button to add the approver level. Click on the magnifying glass and select NADAMS in the user name for Nikki Adams to display for *students* and *work study*. Select MSUMMERS for Michelle Summers for *non-students*.

Enter any comments as needed as to the justification for the appointment or detailed pay information.

Once you have verified and entered the information Click Save.

The EPAF will come back up and display "Your change was saved successfully" at the top. The EPAF will show you the current value and the new value. Once you have verified that all information is correct you are ready to submit. If you have errors you can correct—Save again before submitting. If you need to delete this is the point that you can do so.

Click the 'Submit' button and it will start the EPAF through the routing process.

Additional Assignments – On rare occasions, students/non-students are given an additional assignment at a higher hourly rate for a one-time event. This can be done by selecting the Approval Category in the drop down of Hourly Student Additional Appointment HRSTOV. Then hit Go and put in X00001 with a suffix of 01 for the second appointment. Time would have to be approved in TimeClock Plus for the 01 suffix. Total time for both the 00 and 01 suffix cannot exceed 28 hours.

Work Study Students

Enter the following information:

- Employee ID
- **Query Date—today's date will default you will need to change this to the first date of the new appointment.**

Approval Category—this is a drop down menu so you will need to select the appropriate Approval Category---NOTE: when entering work study, it is very important to choose the appropriate form for what the employee will be as information will default based on your choice.

Information will display on the last status of this employee if there is any.

Click Go

The screen below will appear all that needs to be entered is the Position and Suffix. On position number alpha characters MUST be capitalized (example: X00005) and suffix is 00.

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job	X00005	00	College Work Study	180120, Work Study Matching					<input type="radio"/>

When you enter the position # and suffix, the Title and Time Sheet Organization will populate.

Click GO

The EPAF has now been created as seen below: It is time to verify that the information is correct.

Click Save—this will cause the Current Value information to populate to the left for comparison.

Enter fields with red asterisks.

Home Organization and Distribution Orgn is required – click the magnifying glass to look on up.

Current Hire Date needs to be the same as Jobs Begin Date

Job Begin Date must be first date of assignment

Contract Type will be P and enter job effective date

Leave job status and Job Reason as default. Enter Regular Hourly Rate of Pay, leave Timesheet COA as T, enter timesheet org and supervisor ID

Date needs to be the same as Jobs Effective Date Above

FOAP will default with the work study FOAP already defined.

*These dates must be entered each time. The Job End Date and Job Effective Dates in this section is the last day of the appointment. This is crucial it will end their appointment on this date. Both dates will be the same end date.

Supervisor ID is required

On Approval Level at each Level that is populated you must select a recipient to ensure correct routing and approvals (see below page).

The level of approvers in the routing section should include the following:

- DEPT Click on the magnifying glass and select the appropriate Dept Head/Dept Chair
- DEAN Click on the magnifying glass and select the appropriate Dean/Admin Officer
- VC/VP Click on the magnifying glass and select the appropriate Vice Chancellor/Vice President
- CAREER Click on the magnifying glass and select the appropriate person
- Budget **Budget will not be in the hourly student/non-student routing**
- Payroll Click on the magnifying glass or enter MEHOWARD in user name for Melinda Howard to display
- Super Click on the magnifying glass or enter DLONG in the user name for Dianna Long to display

INTL Add International Programs as needed for non-U.S. citizen students or non-students by clicking the 'save and add new row' button to add the approver level. Click on the magnifying glass and select NADAMS in the user name for Nikki Adams to display.

Enter any comments as needed as to the justification for the appointment or detailed pay information.

Once you have verified and entered the information Click Save.

The EPAF will come back up and display "Your change was saved successfully" at the top. The EPAF will show you the current value and the new value. Once you have verified that all information is correct you are ready to submit. If you have errors you can correct—Save again before submitting. If you need to delete this is the point that you can do so.

Click the 'Submit' button and it will start the EPAF through the routing process.