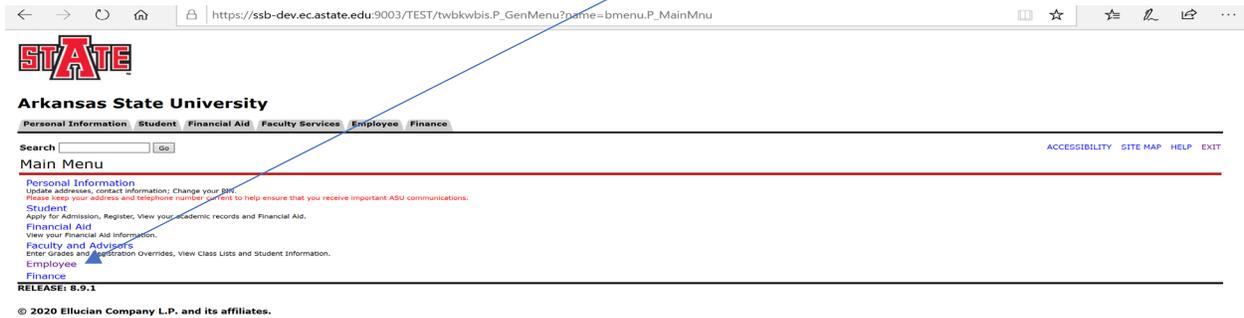
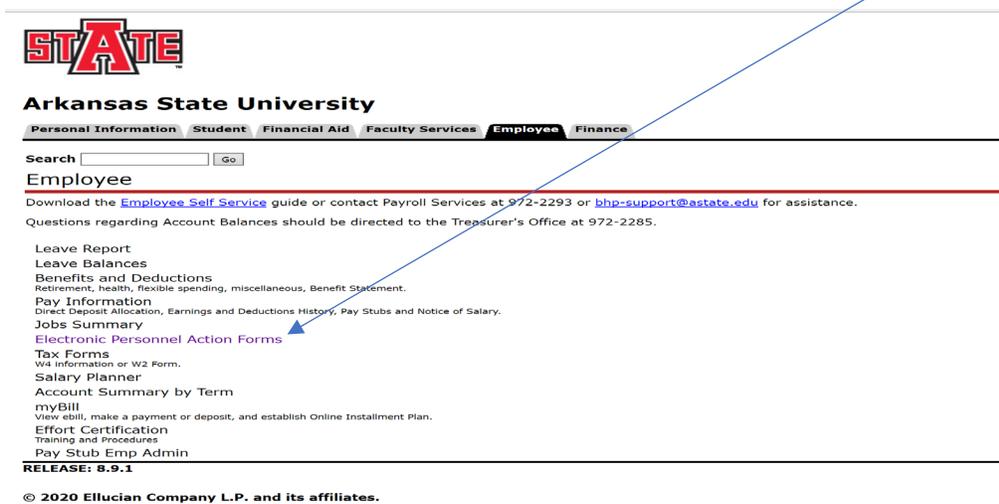


EPAF Student, Work Study, and Nonstudent Hourly Approver Guide

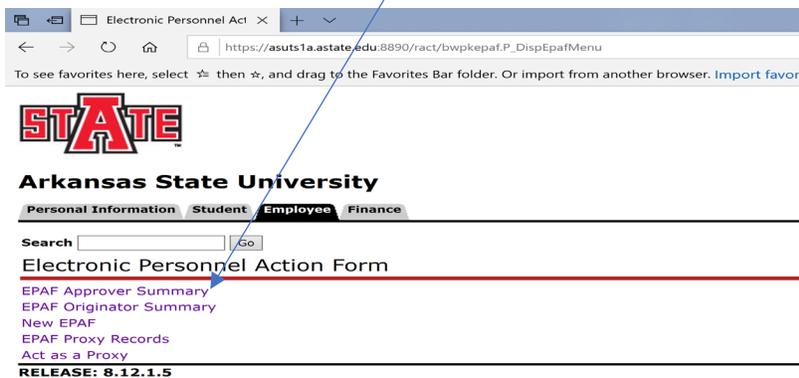
Once signed into Self-Service Banner—select Employee



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



Click on EPAF Approver Summary



This is the list of names in your queue. Click on a name highlighted in blue.

Arkansas State University

Personal Information Student **Employee** Finance

Search [] Go

EPAF Approver Summary

Current In My Queue History

Select the link under Name to access details of the transaction.

Queue Status: All Pending Go

[New EPAF](#) | [Update Proxies](#) | [Search](#) | [Proxy](#) or [Superuser](#) or [Filter Transactions](#)
[Return to EPAF Menu](#)

Select All | Reset | Save

1 - 3 of 3
[Jump to Bottom](#)

| EPAF Transactions | ID | Transaction | Type of Change | Submitted Date | Effective Date | Required Action | Action | Links |
|--|----------|-------------|---|----------------|----------------|-----------------|--------------------------|--|
| Canada, Hilary K. Hourly Student Extra Help, X10102-00 | 50039533 | 47522 | Hourly Student Position-rehire in different position number | Apr 29, 2021 | Apr 16, 2021 | Approve | <input type="checkbox"/> | Comments Warnings |
| Kearny, Valerie M. Hourly Student Extra Help, X10077-00 | 50571464 | 47524 | Hourly Student Position-rehire in different position number | Apr 29, 2021 | Apr 16, 2021 | Approve | <input type="checkbox"/> | Comments Warnings |
| Worm, Alexander J. Hourly Non Student Extra Help, X00131-00 | 50210744 | 47523 | Hourly Non Student rehire Different Position with End Date | Apr 29, 2021 | Apr 16, 2021 | Approve | <input type="checkbox"/> | Comments Warnings |

1 - 3 of 3
[Return to Top](#)
 **Comments Exist

Select All | Reset | Save

This below information will show on one screen:

Arkansas State University

Personal Information Student **Employee** Finance

Search [] Go

EPAF Preview

Name and ID: Valerie Marie Kearny, 50571464
Transaction: 47922
Transaction Status: Waiting
Approval Category: Hourly Student Position-rehire in different position number, HRSTDF

Job and Suffix: X00001-00, Hourly Student Extra Help
Query Date: May 16, 2021
Last Paid Date: Jul 31, 2020

Delete | Void | Update | Add Comment

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Transaction History](#)
[EPAF Originator Summary](#)
[Return to EPAF Menu](#)

[Jump to Bottom](#)

* - indicates a required field.

Update Employee Information Rehire

| Enter Changes | Current Value | New Value |
|----------------------|------------------------------------|--------------------|
| Employee Status: | Active | Active |
| Employee Class Code: | CG, 12 Mo Graduate Asst or Student | LH, Student Hourly |
| Home COAS: | J | J |
| Home Organization: | 259201, Biological Sciences | |
| Distribution COA: | J | J |
| Distribution Orgn: | 259201, Biological Sciences | |
| Current Hire Date: | 01/01/2021 | |

Hourly employee in new position, X00001-00 Hourly Student Extra Help, Last Paid Date: Jul 31, 2020

| Enter Changes | Current Value | New Value |
|----------------------|-----------------------------|-----------------------------|
| Job Begin Date: | 05/16/2019 | 05/16/2021 |
| Contract Type: | Primary | Primary |
| Step: | 0 | 0 |
| Regular Rate: | 12.5 | 7.25 |
| Jobs Effective Date: | 05/16/2021 | 05/16/2021 |
| Job Change Reason: | BGSES | BGSES |
| Timesheet COA: | T | T |
| Timesheet Orgn: | 218026 | |
| Time Entry Method: | Employee Time Entry via Web | Employee Time Entry via Web |

This example below shows information about the employee. It shows the Current Value of an existing employee and the New Value for the employee in the Update Employee Information Rehire section. Verify the begin date and hourly rate is correct and all other information. Verify the FOAP information is correct in the new FOAP section.

Update Employee Information Rehire

| Enter Changes | Current Value | New Value |
|----------------------|------------------------------------|--------------------|
| Employee Status: | Active | Active |
| Employee Class Code: | CG, 12 Mo Graduate Asst or Student | LH, Student-Hourly |
| Home COA: | J | J |
| Home Organization: | 259201, Biological Sciences | J |
| Distribution COA: | J | J |
| Distribution Orgn: | 259201, Biological Sciences | J |
| Current Hire Date: | 01/01/2021 | |

Hourly employee in new position, X0001 00 Hourly Student Extra Help, Last Paid Date: Jul 31, 2020

| Enter Changes | Current Value | New Value |
|----------------------|-----------------------------|-----------------------------|
| Job Begin Date: | 05/16/2019 | 05/16/2021 |
| Contract Type: | Primary | Primary |
| Step: | 0 | 0 |
| Regular Rate: | 12.5 | 7.25 |
| Jobs Effective Date: | 05/16/2021 | 05/16/2021 |
| Job Change Reason: | BGSES | BGSES |
| Timesheet COA: | T | T |
| Timesheet Orgn: | 218026 | |
| Time Entry Method: | Employee Time Entry via Web | Employee Time Entry via Web |
| Supervisor ID: | 50350397 | |

Current
Effective Date: 05/16/2021

| COA Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance | Override | End Date |
|-----------|--------|--------------|---------|---------|----------|----------|---------|------|---------|-------------|----------|----------|
| J | 223595 | 259201 | 615200 | 1220 | | | | | 100.00 | | | |

New
Effective Date: 05/16/2021

| COA Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance | Override | End Date |
|-----------|--------|--------------|---------|---------|----------|----------|---------|------|---------|-------------|----------|----------|
| J | 223595 | 259201 | 615200 | 1220 | | | | | 100.00 | | | |

Routing Queue

| Approval Level | Name | Required Action | Queue | Status | Action Date |
|------------------------------------|------|-----------------|-------|--------------|-------------|
| Dept Head/Dept Chair, 5 | | Approve | | In the Queue | |
| Dean/Admin Officer, 15 | | Approve | | In the Queue | |
| Vice Chancellor/Vice President, 65 | | Approve | | In the Queue | |
| Budget Office, 75 | | Approve | | In the Queue | |
| Payroll, 95 | | Approve | | In the Queue | |
| SuperUser, 99 | | Apply | | In the Queue | |

Transaction History

| Action | Date | User Name |
|--------|------|-----------|
|--------|------|-----------|

The Routing Queue determines all involved in the approval process. If the FOAP fund is 2XXXXX or 15XXXX please be sure Sponsored Programs Accounting is added to the approval routing. If the student/non-student is an international employee, please be sure International Programs has been added to the approval routing. If they have not been added, 'return for correction' to have them added.

Verify all information is correct and click Approve. If you do not agree click Disapprove. If any information is incorrect click Return for Correction.

The status will be confirmed at the top once the selection is made.