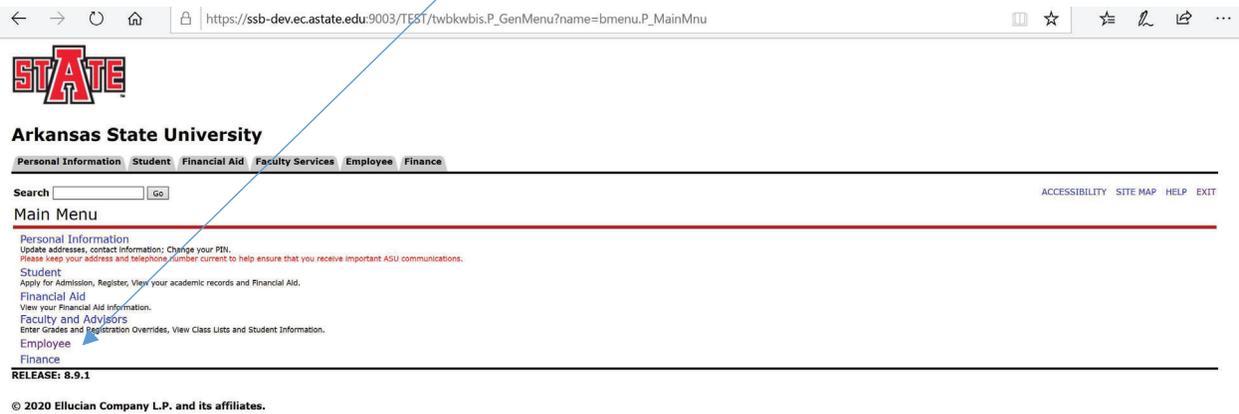


# EPAF to rehire Graduate Assistant

Once signed into Self-Service—select Employee



Browser address bar: [https://ssb-dev.ec.astate.edu:9003/TEST/twbkwbis.P\\_GenMenu?name=bmenu.P\\_MainMnu](https://ssb-dev.ec.astate.edu:9003/TEST/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu)

**Arkansas State University**

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

Search  Go ACCESSIBILITY SITE MAP HELP EXIT

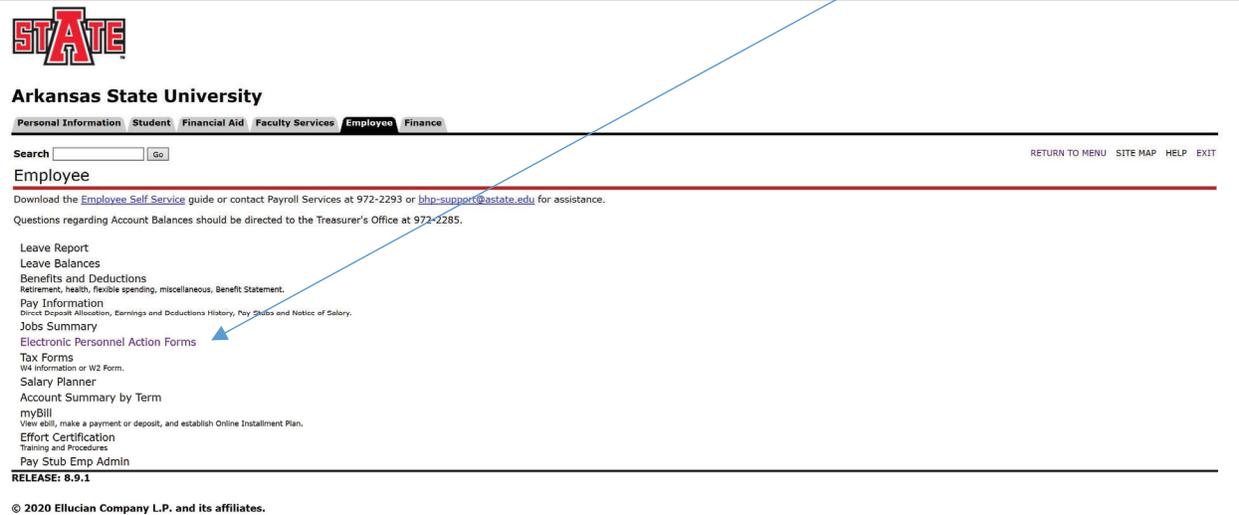
**Main Menu**

- 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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Search  Go RETURN TO MENU SITE MAP HELP EXIT

**Employee**

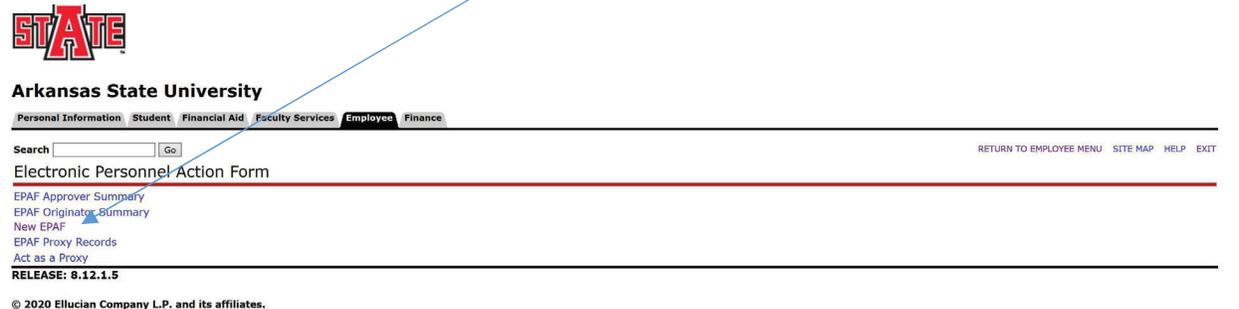
Download the [Employee Self Service](#) guide or contact Payroll Services at 972-2293 or [bhp-support@astate.edu](mailto:bhp-support@astate.edu) for assistance.  
Questions regarding Account Balances should be directed to the Treasurer's Office at 972-2285.

- Leave Report
- Leave Balances
- Benefits and Deductions  
Retirement, health, flexible spending, miscellaneous, Benefit Statement.
- Pay Information  
Direct Report Allocation, Earnings and Deductions History, Pay Status and Notice of Salary.
- Jobs Summary
- Electronic Personnel Action Forms**
- Tax Forms  
W4 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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Search  Go 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

RELEASE: 8.12.1.5

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



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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. Example Fall Appointment enter 8/16/2020**
- Approval Category—this is a drop down menu so you will need to select the appropriate Approval Category---NOTE: when entering GA's it is very important to choose the appropriate form for what the employee will be whether 9 or 12 as information will default based on your choice. Choosing the wrong form will result in incorrect payments for the employee.

Click Go



## 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: \*

⚠ There are no active jobs based on the Query Date.

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

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The screen below will appear all that needs to be entered is the Position and Suffix. On position number alpha characters MUST be capitalized (G00000) and suffix is 00.

Click GO



**Arkansas State University**

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

Search

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

**New EPAF Job Selection**

FOR QUESTIONS: Please contact Human Resources at 972-3454.

**ID:** Jennifer Lauren Terry, 50550488  
**Query Date:** Aug 16, 2020  
**Approval Category:** GA 12 Mo Same Position, GA12SP

*Salary employee in same position, SALSAM*

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

There are no active jobs based on the Query Date.

[New EPAF](#)  
[Return to EPAF Menu](#)

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**New EPAF Job Selection**

FOR QUESTIONS: Please contact Human Resources at 972-3454.

**ID:** Jennifer Lauren Terry, 50550488  
**Query Date:** Aug 16, 2020  
**Approval Category:** GA 12 Mo Same Position, GA12SP

*Salary employee in same position, SALSAM*

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	Z00044	00	Graduate Assistant 12 Mo		259201, Biological Sciences					<input type="button" value="⊕"/>

There are no active jobs based on the Query Date.

[New EPAF](#)  
[Return to EPAF Menu](#)

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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.

**Arkansas State University**

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

Search [ ] (Go) RETURN TO EMPLOYEE MENU | SITE MAP | HELP | EXIT

### Electronic Personnel Action Form

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

Name and ID: Jennifer Lauren Terry, 20550100 Query Date: Aug 16, 2020

Transaction:   
 Transaction Status:   
 Approval Category: Grad Assist 12 month - rehire same position, GA12SP

[ Save ]

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

Jump to Bottom

- Indicates a required field.

Update Employee Info Rehire Same Post

Item	Current Value	New Value
Employee Status: (Not Enterable)	Active	A
Employee Class Code: (Not Enterable)	LH, Student Hourly	CG
Home COAS: (Not Enterable)	J	J
Home Organization:	259201, Biological Sciences	
Distribution COA: (Not Enterable)	J	J
Distribution Orgn:	259201, Biological Sciences	

Salary employee in same position, Z00044-00 12 Mo Grad Student Extra Help, Last Paid Date: May 15, 2020

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	08/16/2020	08/16/2020
Job Status: (Not Enterable)	A	A
Job Change Reason: *(Not Enterable)	BGSES	BGSES
Annual Salary: *	10608	10608
Timesheet COA:	T	T
Timesheet Orgn: *		
Time Entry Method: (Not Enterable)	P	P
Supervisor ID: *		

**Job Effective Date must be first date of assignment**

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
J		223596	259201	615420	1220					100.00			
<b>Total:</b>											100.00		

**Date needs to be the same as Jobs Effective Date Above**

FOAP can be updated if necessary— if line needs to be removed there will be a check box to check

Terminated Employee Job Records, Z00044-00 12 Mo Grad Student Extra Help, Last Paid Date: May 15, 2020

Item	Current Value	New Value
Job End Date: MM/DD/YYYY	12/31/2020	12/31/2020
Jobs Effective Date: MM/DD/YYYY	12/31/2020	12/31/2020
Job Status: (Not Enterable)	T	T
Job Change Reason: (Not Enterable)	EDSES	EDSES
Supervisor ID:		

**\*\*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.

Supervisor ID is required

Approval Level	User Name	Required Action
99 - (SUPER) SuperUser		Apply
(Not Selected)		(Not Selected)

On Approval Level at each Level that is populated you must select a recipient to ensure collect routing and approvals.

**If you need to add additional level such as SPA you are able to do so here.**

Comment

[ Save ] Approval Types | Account Distribution | Routing Queue | Comments | Transaction History

Return to Top New EPAF | EPAF Originator Summary  
Return to EPAF Menu

Once you have verified and entered the information Click Save.

The EPAF will come back up and 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.



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

Search

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

**Electronic Personnel Action Form**

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

**Name and ID:** Jennifer Lauren Terry, 50550488  
**Transaction:** **Query Date:** Aug 16, 2020  
**Transaction Status:**  
**Approval Category:** Grad Assist 12 month - rehire same position, GA125P

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

[Jump to Bottom](#)

\* - indicates a required field.

**Update Employee Info Rehire Same Post**

Item	Current Value	New Value
Employee Status: (Not Enterable)	Active	<input type="text" value="A"/>
Employee Class Code: (Not Enterable) LH, Student Hourly		<input type="text" value="CG"/>
Home COAS: (Not Enterable)	J	<input type="text" value="J"/>
Home Organization:	259201, Biological Sciences	<input type="text" value="259201"/>
Distribution COA: (Not Enterable)	J	<input type="text" value="J"/>
Distribution Orgn:	259201, Biological Sciences	<input type="text" value="259201"/>

Salary employee in same position, Z00044-00 12 Mo Grad Student Extra Help, Last Paid Date: May 15, 2020

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	05/15/2020	<input type="text" value="08/16/2020"/>
Job Status: (Not Enterable)	Terminated	<input type="text" value="A"/>
Job Change Reason: *(Not Enterable) EDSES		<input type="text" value="BCSES"/>
Annual Salary: *	14000	<input type="text" value="10668"/>
Timesheet COA:	T	<input type="text" value="T"/>
Timesheet Orgn: *	218030	<input type="text" value="218030"/>
Time Entry Method: (Not Enterable) Payroll Time Entry		<input type="text" value="P"/>
Supervisor ID: *	50538921	<input type="text" value="50538921"/>

**Current**  
**Effective Date:** 04/01/2020

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
J		223596	259201	615420	1220					100.00			

**New**  
**Effective Date:** MM/DD/YYYY

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date	Remove
<input type="text" value="J"/>		<input type="text" value="223596"/>	<input type="text" value="259201"/>	<input type="text" value="615420"/>	<input type="text" value="1220"/>									<input type="checkbox"/>
<input type="text" value="J"/>		<input type="text" value="223596"/>	<input type="text" value="259201"/>	<input type="text" value="615420"/>	<input type="text" value="1220"/>									<input type="checkbox"/>
<input type="text" value="J"/>		<input type="text" value="223596"/>	<input type="text" value="259201"/>	<input type="text" value="615420"/>	<input type="text" value="1220"/>									<input type="checkbox"/>
<input type="text" value="J"/>		<input type="text" value="223596"/>	<input type="text" value="259201"/>	<input type="text" value="615420"/>	<input type="text" value="1220"/>									<input type="checkbox"/>
<b>Total:</b>										100.00				

Item	Current Value	New Value
Job End Date: MM/DD/YYYY	05/15/2020	<input type="text" value="12/31/2020"/>
Jobs Effective Date: MM/DD/YYYY	05/15/2020	<input type="text" value="12/31/2020"/>
Job Status: (Not Enterable)	Terminated	<input type="text" value="T"/>
Job Change Reason: (Not Enterable) EDSES		<input type="text" value="EDSES"/>
Supervisor ID:	50538921	<input type="text" value="50538921"/>

**Routing Queue**

Approval Level	User Name	Required Action	Remove
99 - (SUPER) SuperUser	<input type="text" value="DLONG"/> Dianna L Long	<input type="text" value="Apply"/>	<input type="checkbox"/>
<input type="text" value="Not Selected"/>	<input type="text" value=""/>	<input type="text" value="Not Selected"/>	<input type="checkbox"/>
<input type="text" value="Not Selected"/>	<input type="text" value=""/>	<input type="text" value="Not Selected"/>	<input type="checkbox"/>
<input type="text" value="Not Selected"/>	<input type="text" value=""/>	<input type="text" value="Not Selected"/>	<input type="checkbox"/>
<input type="text" value="Not Selected"/>	<input type="text" value=""/>	<input type="text" value="Not Selected"/>	<input type="checkbox"/>

**Comment**

**Transaction History**

Action	Date	User Name
Created:	Jun 25 2020	Dianna L Long

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

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