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

Once signed into Self-Service—select Employee ← → ひ ⋒ A https://ssb-dev.ec.astate.edu:9003/TE8T/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu **Arkansas State University** Personal Information Student Financial Aid Faculty Services Employee Finance ACCESSIBILITY SITE MAP HELP EXIT Main Menu Personal Information
Update addresses, contact information; Change your PIN.
Please keep your address and telephone, fumber current to h Figure 10 Authorities, Registers, was you accentific federal and international Policy Financial Add View your Financial Add Information. Faculty and Advisors Enter Grede and Policyation Overrides, View Class Lists and Student Information. RELEASE: 8.9.1 © 2020 Ellucian Company L.P. and its affiliates. The below screen will come up—Click on Electronic Personnel Action Forms **Arkansas State University** Personal Information Student Financial Aid Faculty Services Employee Finance Go Employee Download the Employee Self Service guide or contact Payroll Services at 972-2293 or bhp-s 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 Stúbs and Notice of Salary. Electronic Personnel Action Forms
Tax Forms Tax Forms W4 information or W2 Form Salary Planner Account Summary by Term Pay Stub Emp Admin RELEASE: 8.9.1 © 2020 Ellucian Company L.P. and its affiliates. Screen for EPAF processing—Select New EPAF **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 EPAF Approver Summary EPAF Originator Summary New EPAF EPAF Proxy Records RELEASE: 8.12.1.5 © 2020 Ellucian Company L.P. and its affiliates

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

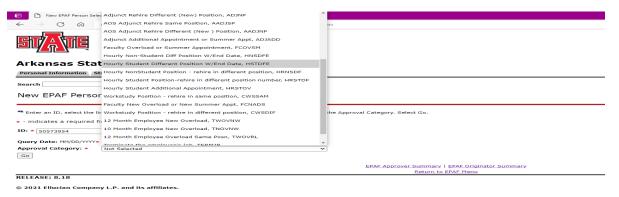


Arkansas State University

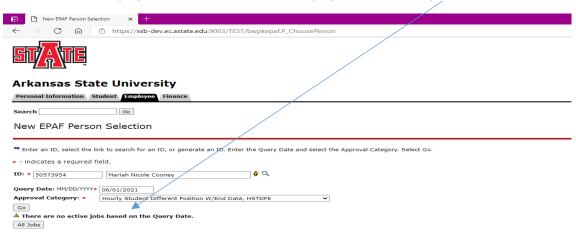
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| Search Go | RETURN TO EMPLOYEE MENU | SITE MAP | HELP EXI |
| New EPAF Person Selection | | | |
| Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go. | | | |
| - Indicates a required field. | | | |
| ID: * Q | | | |
| Query Date: MM/DD/YYY* 06/25/2020 Approval Category: Not Selected | | | |
| Go | | | |
| EPAF Approver Summary EPAF Originator Summary | | | |
| Return to EPAF Menu | | | |
| RELEASE: 8.9.0.3 | | | |
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Enter the following information:

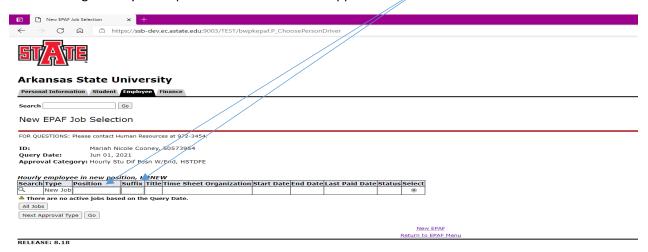
- Employee ID
- Query Date—today's date will default you will need to change this to the first date of the new appointment.
- Approval Category—this is a drop down menu so you will need to select the appropriate
 Approval Category—NOTE: when entering students, work study, or non-student, it is very
 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.



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



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.

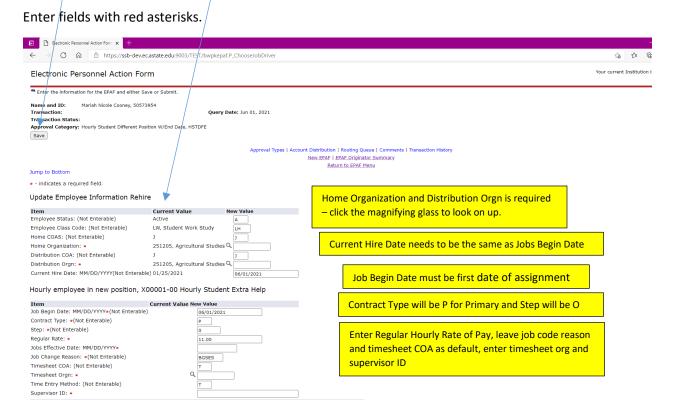


When you enter the position # and suffix, the Title and Time Sheet Organization will populate.

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.



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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 2XXXXXX or 15XXXXX. 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.

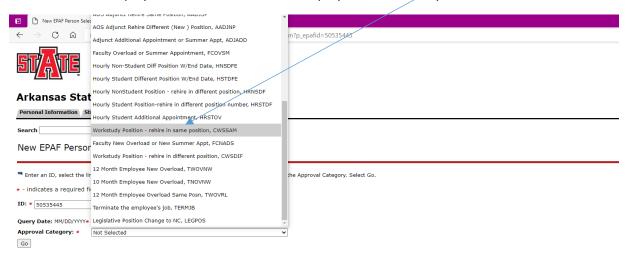
Work Study Students

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.

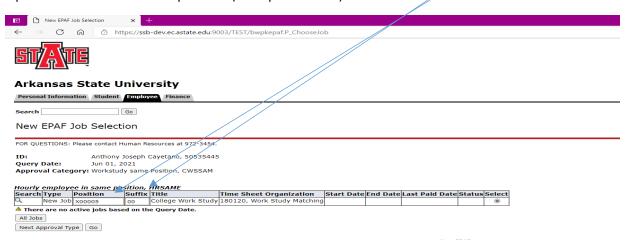
Approval Category—this is a drop down menu so you will need to select the appropriate Approval Category---NOTE: when entering work study, it is very important to choose the appropriate form for what the employee will be as information will default based on your choice.

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.

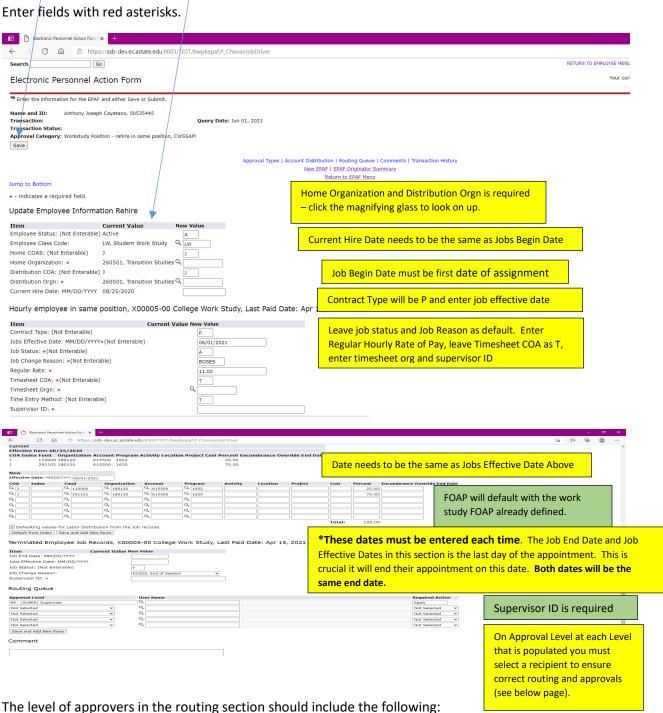


When you enter the position # and suffix, the Title and Time Sheet Organization will populate.

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.



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.