

EPAF Originator Instructions for Student Job

Use for students who have worked for Murray State University in a previous position.

The Electronic Personnel Action Form, or EPAF, will take the place of paper Personnel Action Forms. In order to enter an Electronic Personnel Action Form (EPAF), please have the following information compiled.

- Student M-Number
- Date of Hire
- Position Number
- Rate of Pay
- Approver Timesheet Org. (W-Org or T-Org.)
- Termination Date

Please Note: Student Financial Aid will check for the student's PeopleAdmin Application, Background Check, and I9 before approving the student's EPAF. Any student who does not have an active job will need to have a Background Check and I9 completed and submitted to Student Financial Aid before beginning work.

Log into myGate and click on the Employee Tab. Scroll to the Personnel Action Notices channel and click on Create a New EPAF.

STEP 1: New EPAF Person Selection

- **ID:** Enter the student's MSU M-Number.
- Hit **TAB**. Verify student name.
- **Query Date:** Enter the student's first day of work.
- **Approval Category:** Select the Approval Category (EPAF) from drop down menu.
- Click the **GO** button.

ID: * M00000000 Hook, Captain

Query Date: MM/DD/YYYY * 05/05/2014

Approval Category: * Not Selected

Go

1. Enter M-Number; Hit TAB
2. Check or Edit Query Date
3. Select an Approver Category

STEP 2: New EPAF Job Selection

ID: Hook, Captain, M00000000

Query Date: May 22, 2014

Approval Category: Student Job, B201

New Job Assignment, NEWJOB

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job									

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

All Jobs

Next Approval Type Go

1. Enter Position Number.
2. Enter the Suffix.
3. Click GO.

- **Position:** Enter the correct position number for which the student will be hired.
- **Suffix:** Enter the correct suffix for this position.
- Hit the **TAB** button.
- Click the **GO** button.

STEP 3: The EPAF Form

New Job Assignment, SA0093-00 100712 Student Workers, Last Paid Date: May 12,2017

Item	Current Value	New Value
Job Status: *(Not Enterable)		A
Jobs Effective Date: MM/DD/YYYY*		11/30/2017
Personnel Date: MM/DD/YYYY*		11/30/2017
Employee Class Code: *(Not Enterable)		XU
Job Change Reason: *(Not Enterable)		E0001
Regular Rate: *		7.50
Timesheet COA: *(Not Enterable)		1
Timesheet Orgn: *		W00245
Shift: *		1
Premium Pay Code: *(Not Enterable)		ST
Job Begin Date: MM/DD/YYYY		11/30/2017
Contract Type: *		Primary
Job Location: *		MURRAY, Murray City

- **Jobs Effective Date:** Enter the first day the employee will be paid.
- **Personnel Date:** Enter the student’s first day of work.
- **Regular Rate:** Enter the student’s rate of pay.
- **Timesheet Orgn:** Enter the W-Org or T-Org (Approver Org.).
- **Job Begin Date:** Enter the student’s job begin date.
- **Contract Type:** Enter “P” for primary job. Enter or “S” for all secondary jobs.
- **Job Location:** Select the primary work location from the drop down menu. (If the correct work location is not available in the drop down menu, contact the Payroll Office)

STEP 4: Labor Distribution

Double check the Labor Distribution fields. If incorrect, call the budget office at 4214 before proceeding.

Effective Date must be the same as Jobs Effective Date.

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
1	100001	100776	612001	6020					100.00			
Total:									100.00			

Fund, Organization, Account, and Program codes default in based on the position number.

Save and Add New Rows

STEP 5: Termination Record

- **Jobs Effective Date:** Enter the last day to be paid.
- **Personnel Date:** Enter the last day of work.

**1. Enter Termination Jobs Effective Date.
2. Enter Termination Personnel Date.**

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		<input type="text"/>
Personnel Date: MM/DD/YYYY*		<input type="text"/>
Job Status: *(Not Enterable)		T
Job Change Reason: *(Not Enterable)		E0002

STEP6: Approval Routing Queue

Approval Level	User Name	Required Action
10 - (FINMGR) Financial Manager	<input type="text"/>	Approve
75 - (GRANTS) Restricted FOAPALS (Grants)	<input type="text"/>	Approve
80 - (STEMPL) Student Financial Aid	STHERRIEN	Approve
95 - (PAYROL) Payroll Apply	MCLARK40	Apply
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected

Select an approver for each of the mandatory approval levels.

Only restricted EPAFs require Grants approval.

Save and Add New Rows

- **Approval Levels:** Enter the appropriate User Name for each mandatory Approval Level.
- Click **Save and Add New Rows**.

STEP 7: Comments

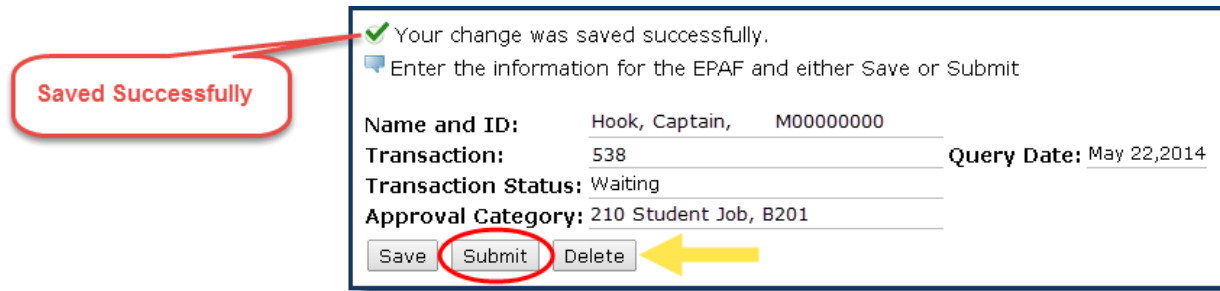
Comments added to the EPAF cannot be deleted once they have been saved.

Comment

- Enter any comments and information you want approvers to have access to.
- Click the **SAVE** button.

STEP 8: Save and Submit

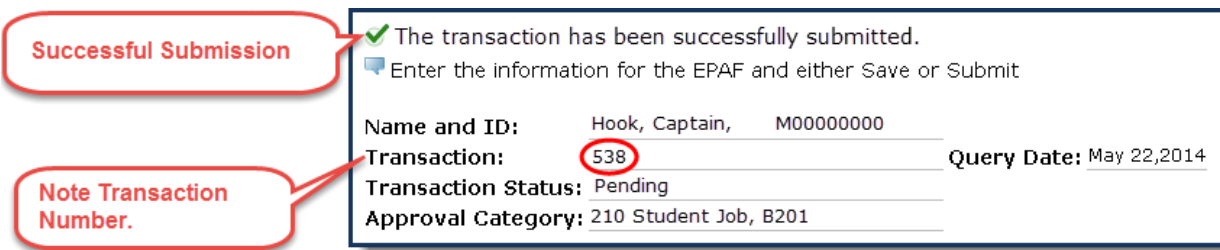
After the EPAF has been completely filled out and saved, you will receive a message that the EPAF was saved successfully.



A screenshot of a confirmation message box. The message reads: "Your change was saved successfully." Below this is a sub-header: "Enter the information for the EPAF and either Save or Submit". The form fields are: "Name and ID: Hook, Captain, M00000000", "Transaction: 538", "Query Date: May 22,2014", "Transaction Status: Waiting", and "Approval Category: 210 Student Job, B201". At the bottom are three buttons: "Save", "Submit", and "Delete". A red callout bubble points to the "Submit" button with the text "Saved Successfully". A yellow arrow points to the "Delete" button.

- **Submit:** Once saved, click **SUBMIT**.

An EPAF Originator will receive the following message once the EPAF has been successfully submitted.



A screenshot of a confirmation message box. The message reads: "The transaction has been successfully submitted." Below this is a sub-header: "Enter the information for the EPAF and either Save or Submit". The form fields are: "Name and ID: Hook, Captain, M00000000", "Transaction: 538", "Query Date: May 22,2014", "Transaction Status: Pending", and "Approval Category: 210 Student Job, B201". A red callout bubble points to the "538" in the Transaction field with the text "Successful Submission". Another red callout bubble points to the "538" with the text "Note Transaction Number."