

## EPAF Originator Instructions for Graduate Assistants

Use to enter EPAF for Graduate Assistants

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.

- M-Number
- Date of Hire
- Position Number
- Home Org. (Department Org.)
- Annual Salary
- 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 work day.
- **Approval Category:** Select the Approval Category (EPAF) from drop down menu.
- Click the **GO** button.

ID: \* M00000000 Bell, Tinker

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: Bell, Tinker, M00000000

Query Date: May 22, 2014

Approval Category: Restricted GA First Hire

New Job Assignment, NEWJOB

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	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 "00".
- Hit the **TAB** button.
- Click the **GO** button.

**STEP 3: The EPAF Form**

<b>Grad Assistant First Hire, GU0030-00 100531 GA-Administrative</b>		
<b>Item</b>	<b>Current Value</b>	<b>New Value</b>
Employee Status: *(Not Enterable)	Active	<input type="text" value="A"/>
Employee Class Code: *(Not Enterable)	XU, University Students	<input type="text" value="GS"/>
Home COAS: *(Not Enterable)	1	<input type="text" value="1"/>
Home Organization: *	100987, VPSA	<input type="text" value=""/>
Job Status: *(Not Enterable)		<input type="text" value="A"/>
Jobs Effective Date: MM/DD/YYYY*		<input type="text" value=""/>
Personnel Date: MM/DD/YYYY*		<input type="text" value=""/>
Employee Class Code: *(Not Enterable)		<input type="text" value="GS"/>
Job Change Reason: *(Not Enterable)		<input type="text" value="E0001"/>
Annual Salary: *		<input type="text" value=""/>
Factor: *		<input type="text" value=""/>
Pays: *		<input type="text" value=""/>
Shift: *		<input type="text" value="1"/>
Premium Pay Code: *(Not Enterable)		<input type="text" value="ST"/>
Contract Type: *		<input type="text" value="Primary"/>
Job Begin Date: MM/DD/YYYY*		<input type="text" value=""/>
Job Location: *		<input type="text" value="MURRAY, City of Murray"/>

- **Home Organization:** Enter the department where the GA will work.
- **Jobs Effective Date:** Enter the first day the GA will be paid.
- **Personnel Date:** Enter the GA’s first day of work.
- **Annual Salary:** Enter the grad assistant’s total stipend for the period you are hiring. For example, if hiring August through May for \$10,000 put \$10,000 as Annual Salary.
- **Factor & Pays:** Enter the number of pay periods GA will be paid. See Chart 1 below.
- **Timesheet Orgn:** Enter the W-Org or T-Org (Approver Org.).
- **Shift:** Indicates student’s campus work location. Defaults as “1” for MSU’s main campus.
- **Contract Type:** Enter “P” for primary job.
- **Job Begin Date:** Enter the student’s job begin date. Should be same as date in Jobs Effective Date.
- **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 at 4175.)

**Chart 1**

<b>Semester</b>	<b>Pay Dates</b>	<b>Factor</b>	<b>Pays</b>
Fall Only	September – December	4	4
Spring Only	January – April	4	4
Fall & Spring	September – April	8	8
Summer	May – August	4	4

**STEP 4: Labor Distribution**

Originator Instructions for Grad Assistants

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.

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

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		

Save and Add New Rows

**STEP 5: Termination Record**

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

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

Terminate EE Job, SA0141-00 100776 Student Workers

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		
Personnel Date: MM/DD/YYYY*		
Job Status: *(Not Enterable)		T
Job Change Reason: *(Not Enterable)		E0002

**STEP6: Approval Routing Queue**

- Select an approver for each of the mandatory approval levels. You may type the approver's User Name in the appropriate file or click on the magnifying glass to search.

Only restricted EPAFs require Grants approval.

Approval Level	User Name	Required Action
10 - (FINMGR) Financial Manager		Approve
20 - (DDDH) Dean, Director, Dept Head		Approve
65 - (VPAAGA) GA (GPA and Enrollment)		Approve
70 - (VPAAVP) VPAA		Approve
75 - (GRANTS) Restricted FOAPALS (Grants)		Approve
80 - (STEMPL) Student Financial Aid	WCAIN	Approve
95 - (PAYROL) Payroll Apply	SJENNINGS	Apply
Not Selected		Not Selected

Save and Add New Rows

- **Approval Levels:** Enter the appropriate User Name for each mandatory Approval Level.
- Click **Save and Add New Rows** if additional approval rows are needed.

**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.

✓ Your change was saved successfully.  
Enter the information for the EPAF and either Save or Submit

**Name and ID:** Bell, Tinker, M00000000  
**Transaction:** 545 **Query Date:** May 23,2014  
**Transaction Status:** Waiting  
**Approval Category:** R400 Restricted GA First Hire, R203

Save **Submit** Delete

*Annotation: Saved Successfully (points to the success message)*

*Annotation: Yellow arrow points to the Submit button*

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

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

✓ The transaction has been successfully submitted.  
Enter the information for the EPAF and either Save or Submit

**Name and ID:** Bell, Tinker, M00000000  
**Transaction:** 545 **Query Date:** May 22,2014  
**Transaction Status:** Pending  
**Approval Category:** R400 Restricted GA First Hire, R203

*Annotation: Successful Submission (points to the success message)*

*Annotation: Note Transaction Number. (points to the Transaction number 545)*