EPAF Originator Instructions for Hourly GA Job

Use for hourly graduate assistants 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.

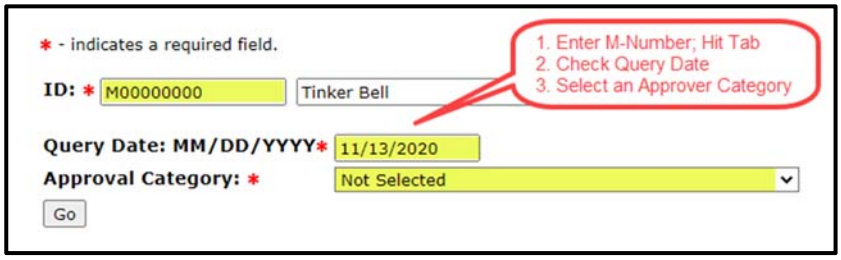
- Student M-Number
- Date of Hire
- Position Number
- Rate of Pay
- Approver Timesheet Org. (W-Org or T-Org.)
- Termination Date

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.

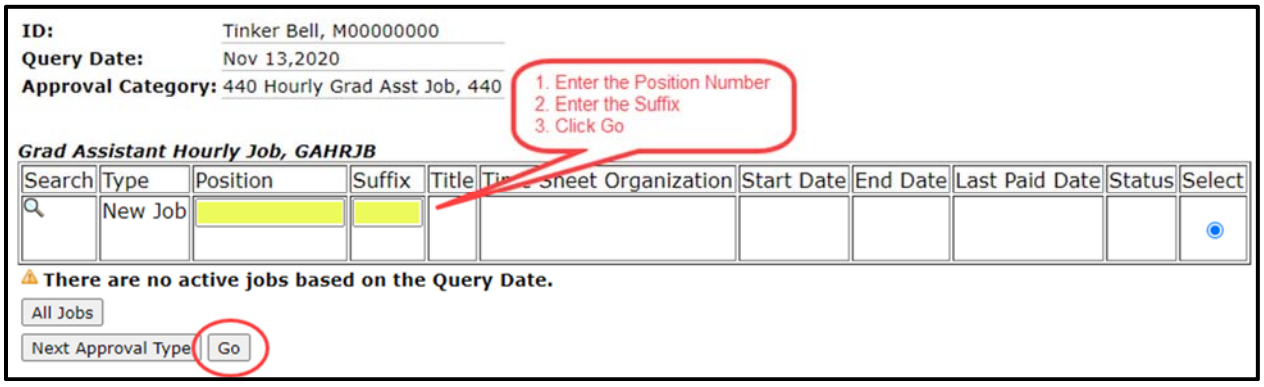
Log into myGate and click on the Employee Tab. Scroll to the Personnel Action Notices channel and click on Create a New EPAF.

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.



STEP 2: New EPAF Job Selection



- **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

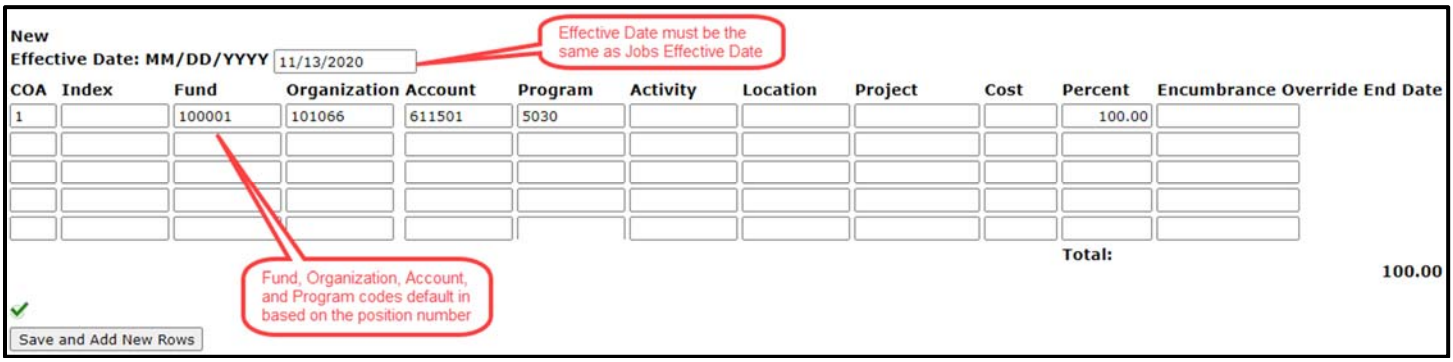
Grad Assistant Hourly Job, GN0026-00 101066 GA-NonExempt

Item	Current Value New Value
Job Status: *(Not Enterable)	A
Jobs Effective Date: MM/DD/YYYY*	11/13/2020
Personnel Date: MM/DD/YYYY*	11/13/2020
Employee Class Code: *(Not Enterable)	GH
Job Change Reason: *(Not Enterable)	E0001
Regular Rate: *	7.25
Timesheet COA: *(Not Enterable)	1
Timesheet Orgn: *	W00245
Shift: *	1
Premium Pay Code: *(Not Enterable)	ST
Contract Type: *	Primary
Job Begin Date: MM/DD/YYYY*	11/13/2020
Job Location: *	MURRAY, Murray

- **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.).
- **Shift:** Indicates student's campus work location. Defaults as "1" for MSU's main campus.
- **Contract Type:** Enter "P" for primary job. Enter or "S" for all secondary jobs.
- **Job Begin Date:** Enter the student's job begin date. If the student has worked in this position before, leave this field blank.
- **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)

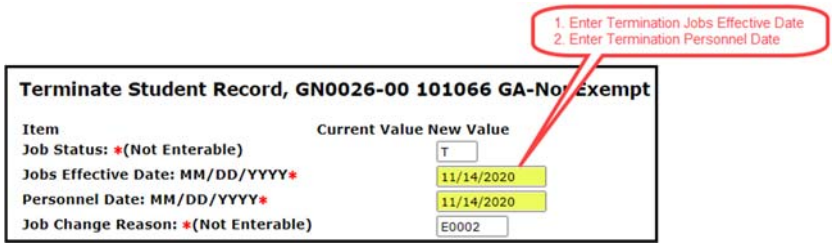
STEP 4: Labor Distribution

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

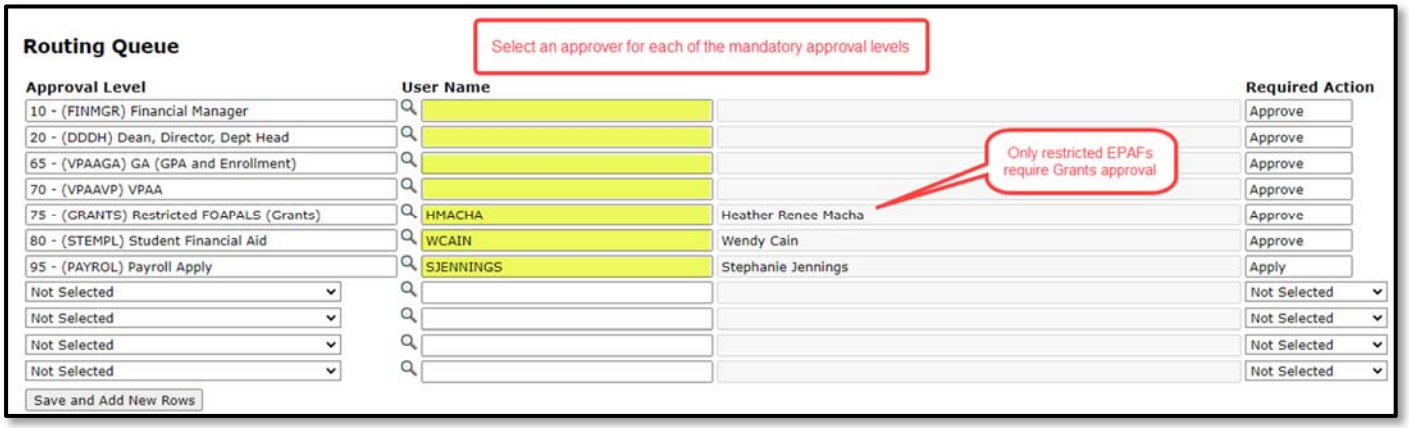


STEP 5: Termination Record

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



STEP6: Approval Routing Queue



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

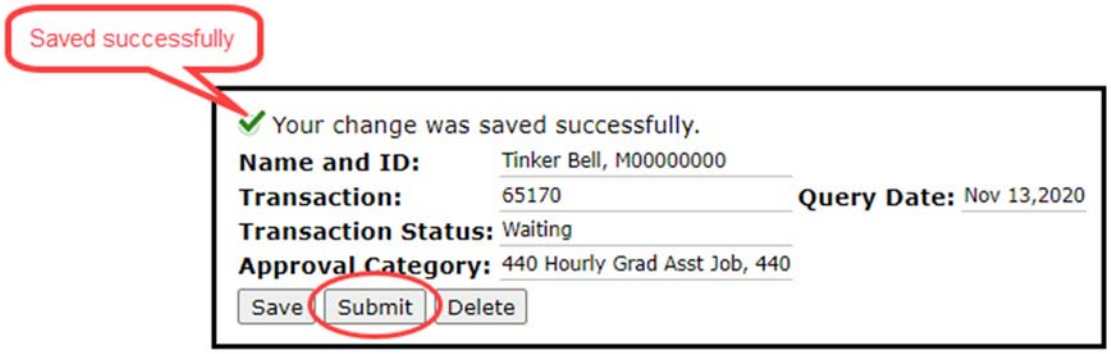
STEP 7: Comments

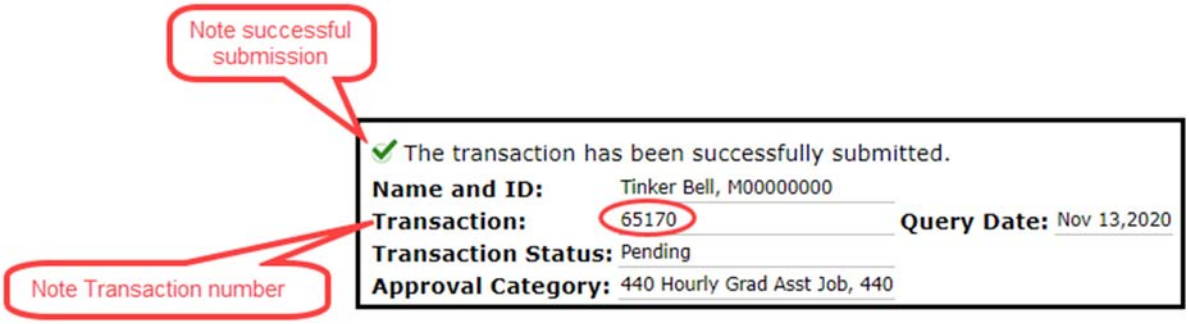
Comments added to the EPAF cannot be deleted once they have been saved.

- 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.



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

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