

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.

* - indicates a required field.

ID: * M00000000 Tinker Bell

Query Date: MM/DD/YYYY* 11/13/2020

Approval Category: * Not Selected

Go

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

STEP 2: New EPAF Job Selection

ID: Tinker Bell, M00000000

Query Date: Nov 13, 2020

Approval Category: 440 Hourly Grad Asst Job, 440

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

Grad Assistant Hourly Job, GAHRJB

Search	Type	Position	Suffix	Title	Timesheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job										<input type="radio"/>

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

All Jobs

Next Approval Type

- **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

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.

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
1		100001	101066	611501	5030					100.00			
										Total:			100.00

Effective Date: MM/DD/YYYY 11/13/2020

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

Effective Date must be the same as Jobs Effective Date

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

Terminate Student Record, GN0026-00 101066 GA-Not Exempt

Item	Current Value	New Value
Job Status: *(Not Enterable)		T
Jobs Effective Date: MM/DD/YYYY*		11/14/2020
Personnel Date: MM/DD/YYYY*		11/14/2020
Job Change Reason: *(Not Enterable)		E0002

STEP6: Approval Routing Queue

Select an approver for each of the mandatory approval levels

Approval Level	User Name	Required Action
10 - (FINMGR) Financial Manager	<input type="text"/>	Approve
20 - (DDDH) Dean, Director, Dept Head	<input type="text"/>	Approve
65 - (VPAAGA) GA (GPA and Enrollment)	<input type="text"/>	Approve
70 - (VPAAVP) VPAA	<input type="text"/>	Approve
75 - (GRANTS) Restricted FOAPALS (Grants)	HMACHA Heather Renee Macha	Approve
80 - (STEMPL) Student Financial Aid	WCAIN Wendy Cain	Approve
95 - (PAYROL) Payroll Apply	SJENNINGS Stephanie Jennings	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

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

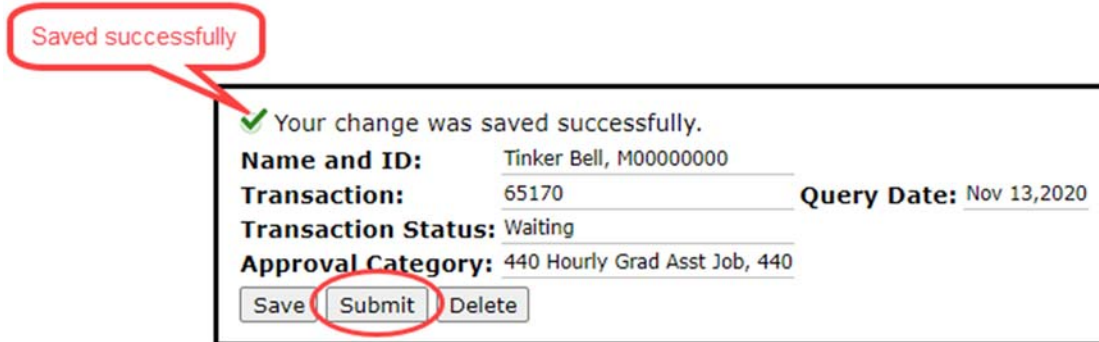
Comments added to the EPAF cannot be deleted once they have been saved.

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.



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

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

