

EPAF Originator Instructions for First Hire

Use for student who has never worked for Murray State University

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
- Home Org. (Department Org.)
- 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.

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

ID: * M00000000 Pan, Peter
Query Date: MM/DD/YYYY * 05/05/2014
Approval Category: * Not Selected
Go

STEP 2: New EPAF Job Selection

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

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Peter Pan, M00000000
Query Date: May 05, 2014
Approval Category: Unrestricted Student New

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	SA0141	00	100776 Student Workers	100776, Accounting and Financial Services					

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

All Jobs
Next Approval Type 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

Student New Hire, SA0141-00 100776 Student Workers		
Item	Current Value	New Value
Employee Status: *(Not Enterable)	Active	<input type="text" value="A"/>
Employee Class Code: *(Not Enterable)		<input type="text" value="XU"/>
Home COAS: *(Not Enterable)		<input type="text" value="1"/>
Home Organization: *		<input type="text" value="100776"/>
Job Status: *(Not Enterable)		<input type="text" value="A"/>
Jobs Effective Date: MM/DD/YYYY*		<input type="text" value="08/15/2017"/>
Personnel Date: MM/DD/YYYY*		<input type="text" value="08/15/2017"/>
Employee Class Code: *(Not Enterable)		<input type="text" value="XU"/>
Job Change Reason: *(Not Enterable)		<input type="text" value="E0001"/>
Regular Rate: *		<input type="text" value="7.25"/>
Timesheet COA: *(Not Enterable)		<input type="text" value="1"/>
Timesheet Orgn: *		<input type="text" value="W00245"/>
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="08/15/2017"/>
Job Location: *		<input type="text" value="MURRAY, City of Murray"/>

- **Home Organization:** Enter the department where the student will work.
- **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.
- **Job Begin Date:** Enter the student’s job begin 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)

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.

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 to 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 *		<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

Select an approver for each of the mandatory approval levels.

Only restricted EPAFs require Grants approval.

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	WCAIN	Approve
95 - (PAYROL) Payroll Apply	SJENNINGS	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.

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

Name and ID: Peter Pan, M00000000
Transaction: 358 **Query Date:** May 06,2014
Transaction Status: Waiting
Approval Category: B200 Unrestricted Student New Hire, B200

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

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

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

Name and ID: Peter Pan, M00000000
Transaction: 358 **Query Date:** May 06,2014
Transaction Status: Pending
Approval Category: B200 Unrestricted Student New Hire, B200

Note Transaction Number.