

## 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**

<b>Item</b>	<b>Current Value</b>	<b>New Value</b>
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.

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
1	100001	100776	612001	6020					100.00			
									<b>Total:</b>	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 style="width: 100%;" type="text"/>
Personnel Date: MM/DD/YYYY*		<input style="width: 100%;" type="text"/>
Job Status: *(Not Enterable)		T
Job Change Reason: *(Not Enterable)		E0002

**STEP6: Approval Routing Queue**

**Routing Queue**

Select an approver for each of the mandatory approval levels.

Approval Level	User Name	Required Action
10 - (FINMGR) Financial Manager	<input style="width: 100%;" type="text"/>	Approve
75 - (GRANTS) Restricted FOAPALS (Grants)	<input style="width: 100%;" type="text"/>	Approve
80 - (STEMPL) Student Financial Aid	WCAIN	Approve
95 - (PAYROL) Payroll Apply	SJENNINGS	Apply
Not Selected	<input style="width: 100%;" type="text"/>	Not Selected
Not Selected	<input style="width: 100%;" type="text"/>	Not Selected
Not Selected	<input style="width: 100%;" type="text"/>	Not Selected
Not Selected	<input style="width: 100%;" type="text"/>	Not Selected

Only restricted EPAFs require Grants approval.

- **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.

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

Name and ID: Hook, Captain, M00000000  
Transaction: 538 Query Date: May 22,2014  
Transaction Status: Waiting  
Approval Category: 210 Student Job, B201

Save Submit Delete

- **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: Hook, Captain, M00000000  
Transaction: 538 Query Date: May 22,2014  
Transaction Status: Pending  
Approval Category: 210 Student Job, B201