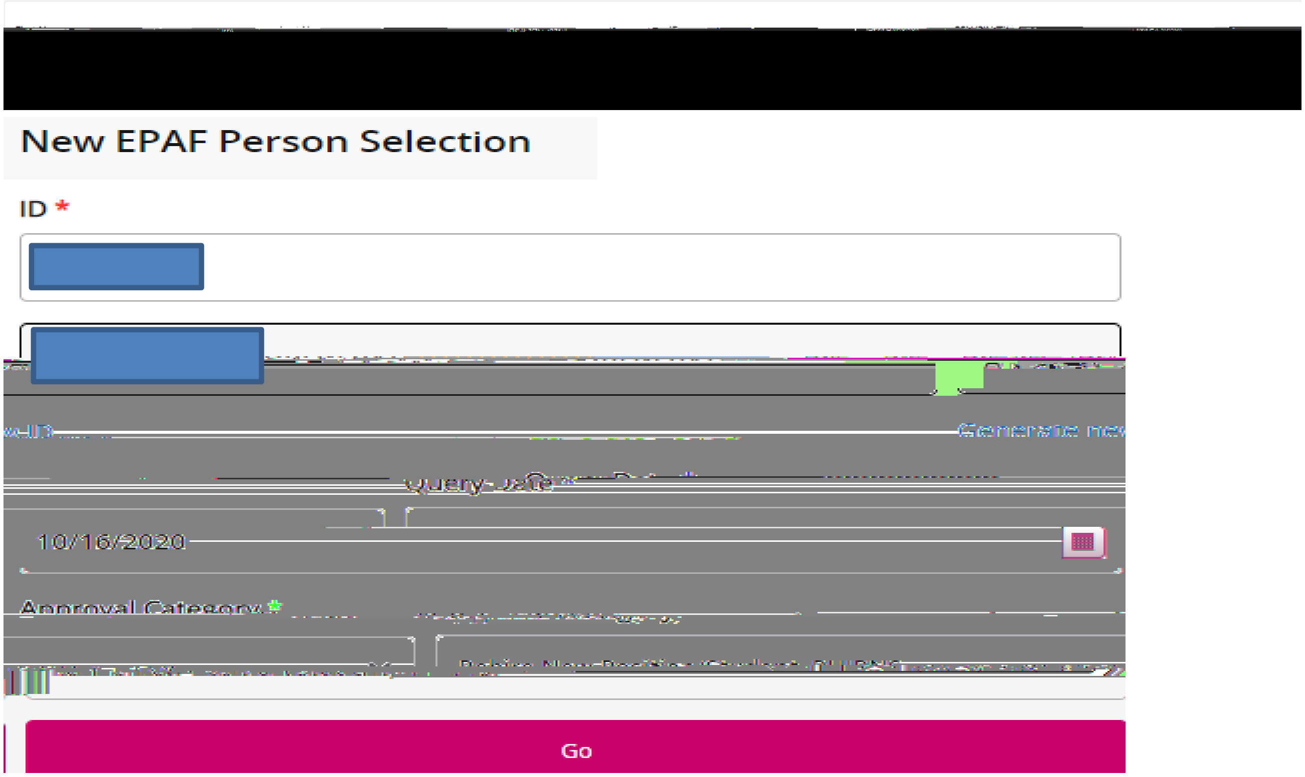
- Departments can verify enrollment in Banner via the Registration Query Form (SFAREGQ or SFAREGF)
- Departments can verify submission of Hiring Forms in Banner by contacting E1s Processing.
  PEAEMPL: The Employee Form shows whether the I-9 has been completed.
  Click on the United States Regulatory Tab.
  PPACMNT: The Comment Form shows all other supplemental hiring documents received.

3. Enter UIN under New EPAF Person Selection
   OR
   Enter First Name and Last Name, Click Search.
   Click Calender and Select Effective Date of rehire, MUST be 1st or 16th.
   Click down arrow to select Approval Category.
   Click Go.



[redacted]

New EPAF Person Selection

ID *

[redacted]

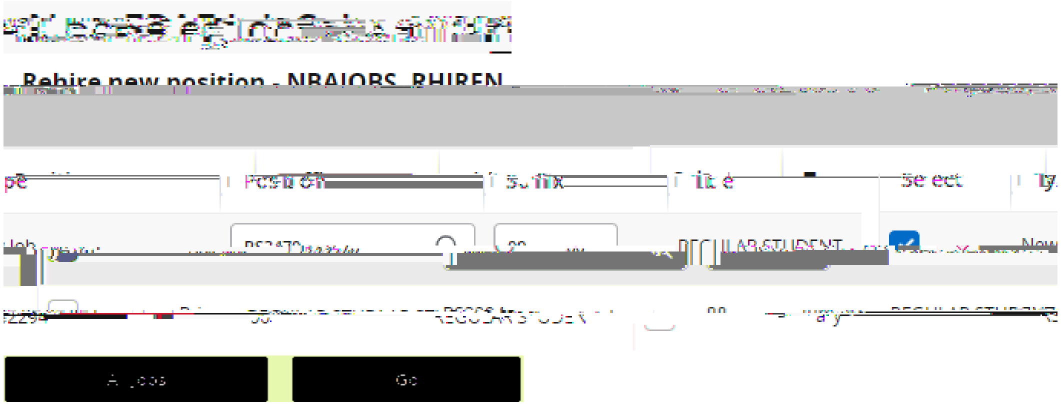
[redacted]

Query Date *

10/16/2020

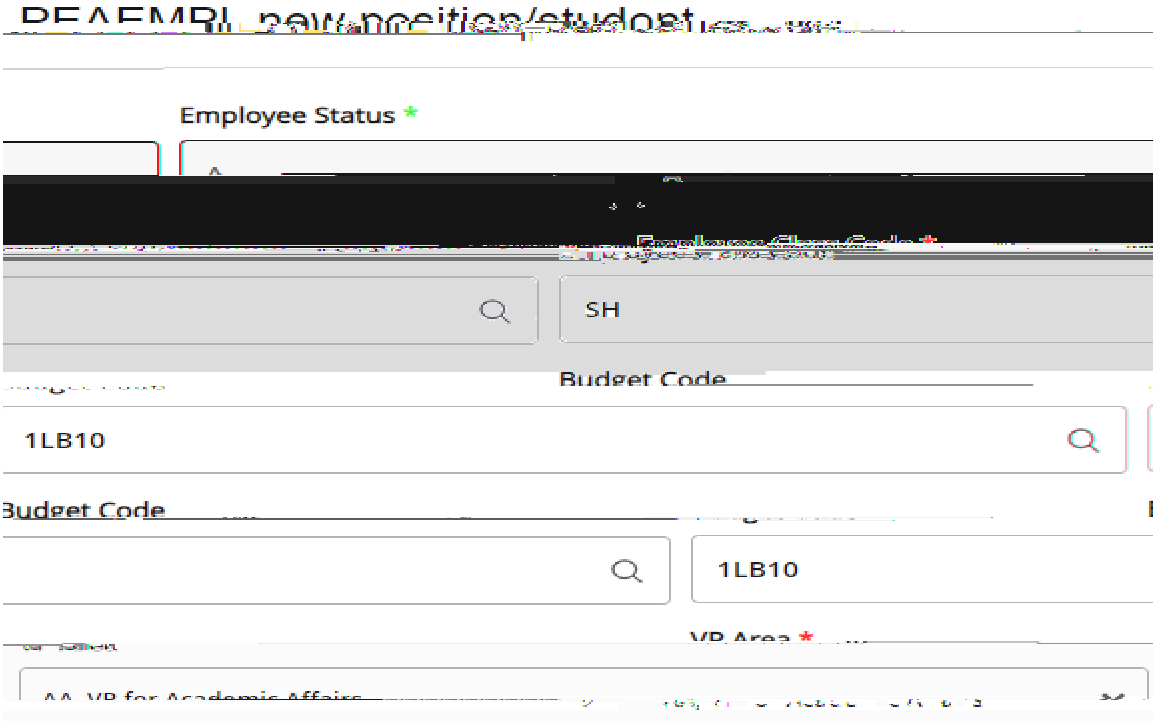
Approval Category *

4. List of active jobs will appear.
   Enter Position # and Suffix, 00 next to New Job
   Select button for new position to rehire.
   Click Go.



Rehire new position - NBAJOBS_RHIREN

5. Employee status “A” will default.
   Enter Employee Class Code.
   Enter Budget Codes only if this position is primary.
   Select the VP area for the Budget Code of the primary position.
   Enter Employee Class Code as follows:
   SH – Student Hourly Regular
   SS – Student Hourly Summer
   ST – Community Service Work Study
   WS – Work Study Students – Federal



PEAEMPL new position/student

Employee Status * A

[redacted]

Employee Class Code * SH

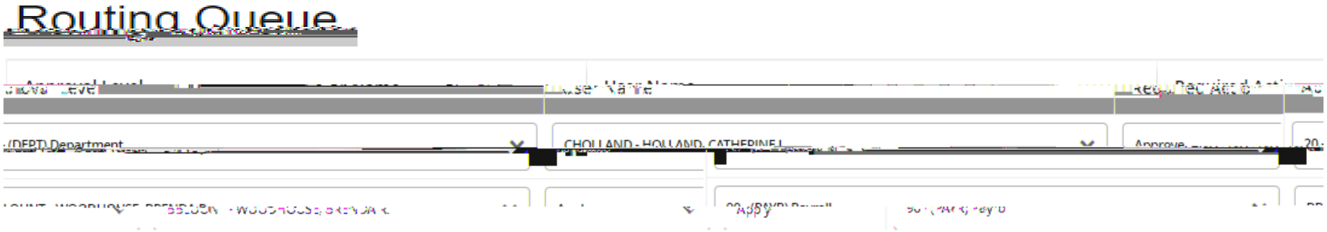
Budget Code 1LB10

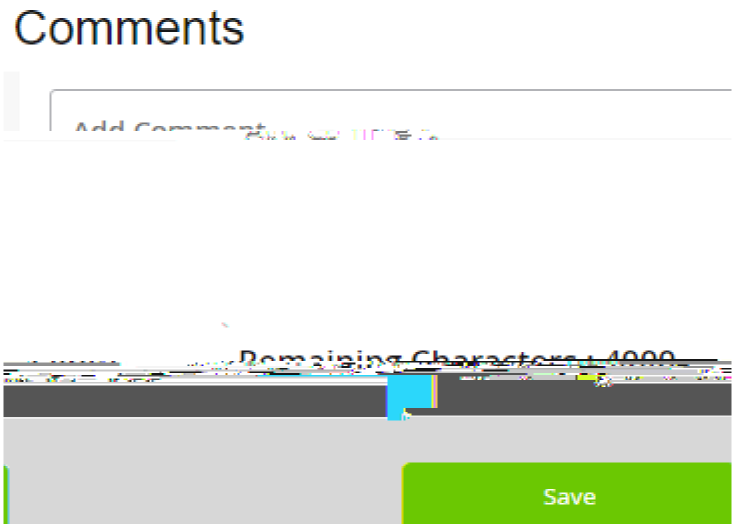
Budget Code 1LB10

VP Area * AA VP for Academic Affairs

6. Click Calender and Select Effective Date of rehire.
   Select Primary or Secondary for Contract Type.
   Click Calender and Select Effective Date and Personnel Date of rehire.
   Both dates must be the same.

7. Click down arrow to either enter or select username for approval level of Department (approver).
   Click down arrow to either enter or select username for approval level of Payroll.
   Enter a comment regarding rehire if necessary.
   Click Save.


Routing Queue
Approval Level
User Name
Required Action
(DEPT) Department
Approve
(PAYRL) Payroll
Apply


Comments
Add Comment
Remaining Characters : 4000
Save

8. Select Submit to finish if change was saved successfully.
   Note: There will be an error message in red with details if your change did not Save or Submit successfully. Ignore ALL warning messages.