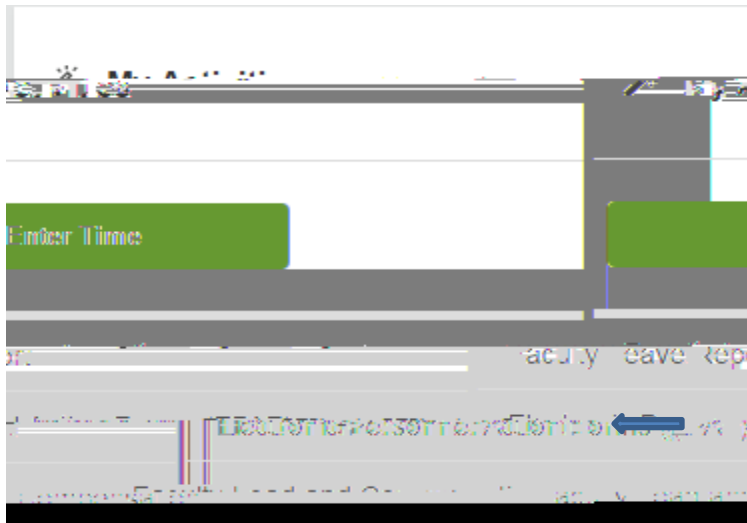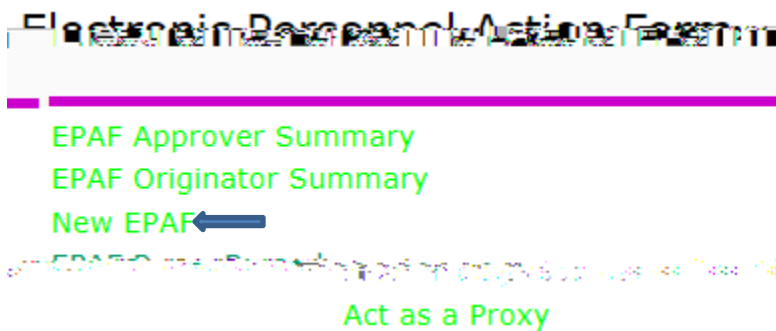# Electronic Personnel Action Forms (EPAF)
Rehire Same Position/Graduate Assistant

1. Select **Electronic Personnel Action Forms (EPAF)** under My Activities**.**
   If you do not see the EPAF link and completed the electronic approval access form, please contact Human Resources.
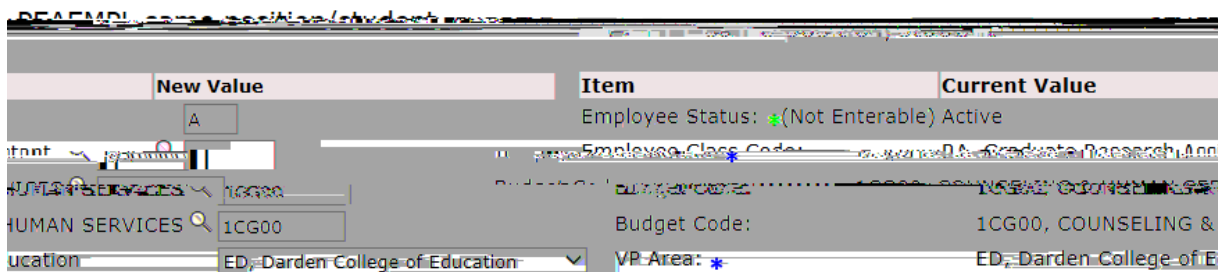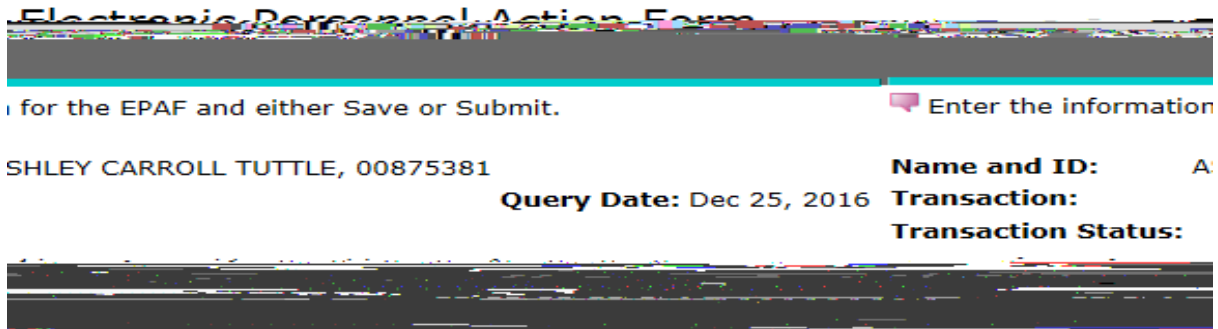

2. The main Electronic Personnel Action Form (EPAF) menu appears.
   Select **New EPAF.**

- 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** or Select search.
    Enter **Effective Date** of rehire, MUST be 10th or 25th.
    Click down ar

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:
   RA – Graduate Research Assistant
   TA – Graduate Teaching Assistant

Electronic Personnel Action Form

for the EPAF and either Save or Submit.   Enter the information

SHLEY CARROLL TUTTLE, 00875381   **Name and ID:**   A

Query Date: Dec 25, 2016 **Transaction:**

                                          Transaction Status:

New Value	Item	Current Value
A	Employee Status: *(Not Enterable) Active	
	Employee Class Code: *	RA, Graduate Research Assic
HUMAN SERVICES 1CG00	Budget Code:	1CG00, COUNSELING & F
ED, Darden College of Education	VP Area: *	ED, Darden College of Ed

6. Select **Primary or Secondary** for Contract Type.
   Enter **Effective Date** and **Personnel Date** of rehire. **Both dates must be the same.**
   Job Status **"A"** will default.
   FTE **"0.250"** will default.
   Job Change Reason **"EXTND"** will default.
   Step **"0"** will default.
   Enter **Factor/Pays** (# of pays for the semester/academic year). **Both are always the same.**
   Enter **Total Amount** of **Stipend**.
   Enter the **Budget Code** that belongs to the position.
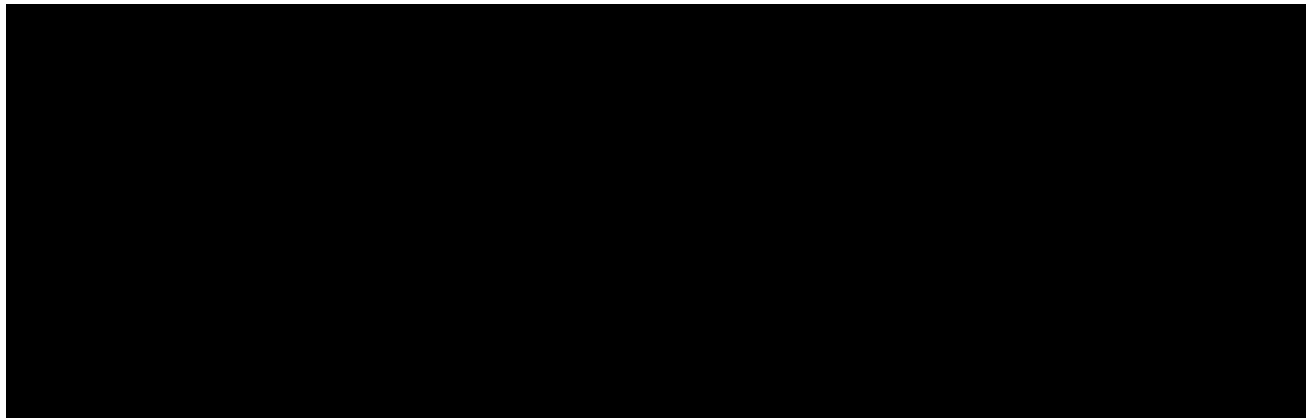
If you choose the incorrect Contract Type, you will receive an error message when submitting.

7. Enter the **Last Day of Employment** (semester/academic year) for Effective and Personnel Date.
Job Status **"T"** will default.
Job Change Reason **"TERMJ"** will default.

Item	Current Value	New Value
Effective Date: MM/DD/YYYY✶	08/25/2016	05/09/2017
Personnel Date: MM/DD/YYYY✶	08/25/2016	05/09/2017
Job Status: ✶(Not Enterable)	Active	T

TERMJ

Job Change Reason: ✶(Not Enterable) EXTND

8. Enter **Username** or click the magnifier to select the approval level for Department (approver).
Enter **Username** or click the magnifier to select the approval level for Payroll.
Enter a comment regarding rehire if necessary.
Click **Save**.

Routing Queue

9. 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.**

s saved successfully.

✔ Your change wa

ion for the EPAF and either Save or Submit

💬 Enter the informat

ASHLEY CARROLL TUTTLE, 00875381

Name and ID:

Query Date: Dec 25, 2016 **Transaction:**

Transaction Status: Waiting

al **Category:** Rehire Same Position/Grad, RHIRSG

Approv

| Submit | Delete |

| Save |

EPAF has been successfully submitted to Department (Approver).