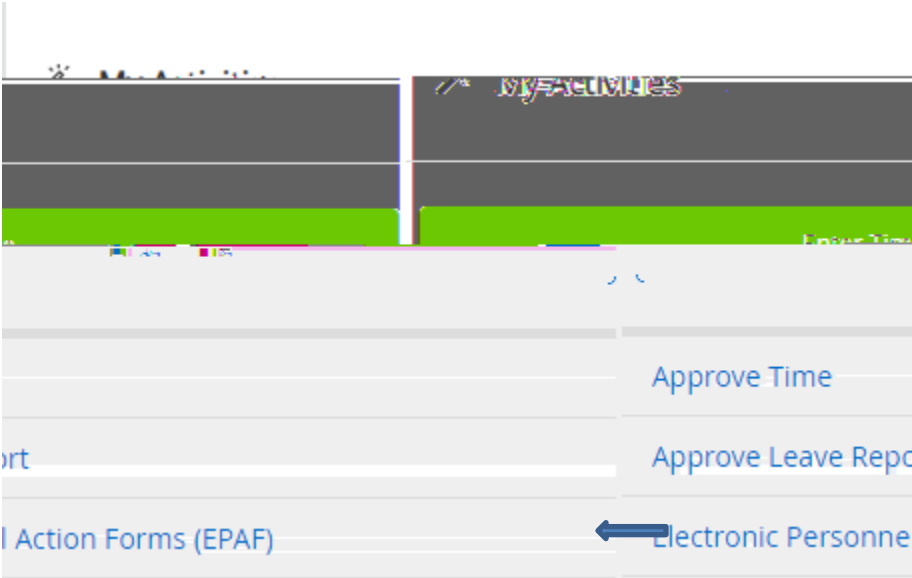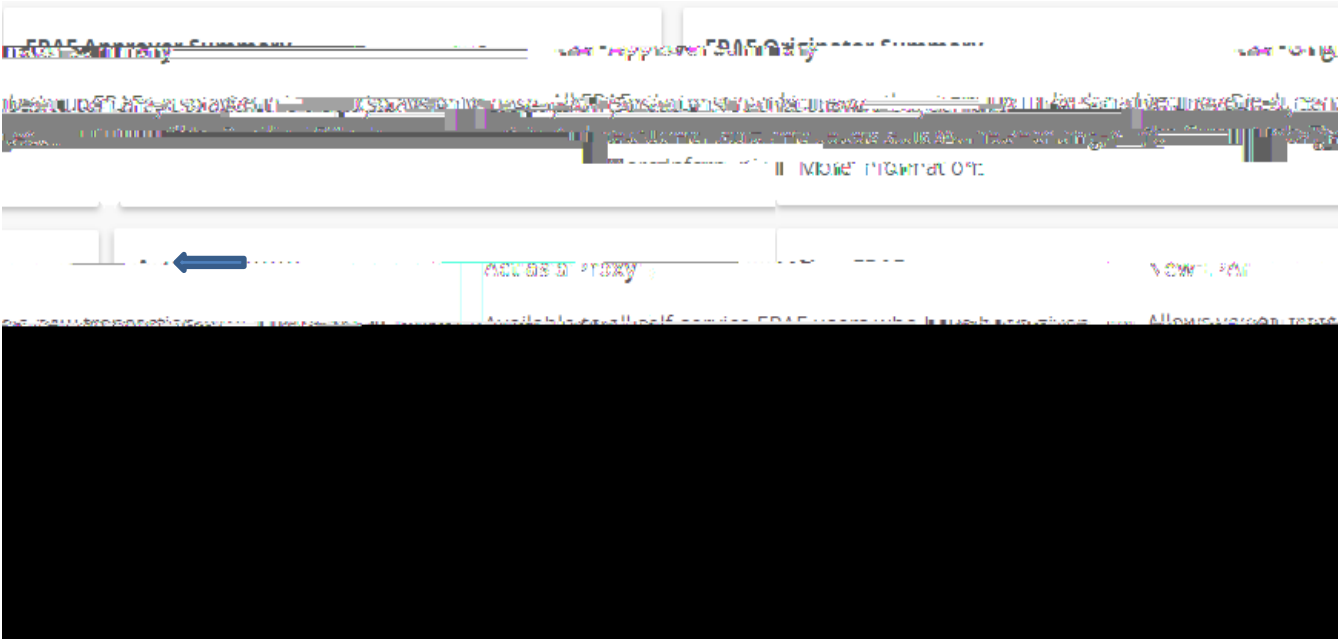# Electronic Personnel Action Forms (EPAF)
Rehire Same Position/ Hourly

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.

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

New EPAF Person Selection

ID *

Generate new ID

Query Date *

10/16/2020

Approval Category *

SH.   Rehire Same Position/Hourly,RHIR

Go

4. List of active jobs will appear.
   Select button for position to rehire.
   If position does not show, Click All Jobs to view all jobs.
   Click Go.

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 Human Resources Review.
   Click down arrow to either enter or select username for approval level of Human Resources.
   Enter a comment regarding rehire if necessary.
   Click Save.

8. Select Su