Electronic Personnel Action Forms (EPAF)
Rehire

- 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 **Calende**r and Select **Effective Date** of rehire, MUST be 1st or 16th.
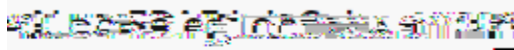   Click down arrow to **select Approval Category**.
   Click **Go**.

New EPAF Person Selection

ID *

Generate new ID

Query Date *

10/16/2020

Approval Category *

Rehire Same Position/Student, RHIRSS

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**.

Rehire same position - NBAJOBS, RHIREC

Select	Type	Position	Suffix	Title

S9150		00	REGULAR STUDENT	☑	Primary	

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 same position/student

Employee Class Code *

🔍 | SH

🔍 | 15620

6. Select **Primary or Secondary** for Contract Type.
    Click **Calende**r and Select **Effective Date** and **Personnel Date** of rehire.
    Both dates must be the same.
    Job Status **"A"** will default.
    Job Change Reason **"RHIRE"** will default.
    Step **"0"** will default.
    Enter **Hourly Rate**.
    Enter the **Budget Code** that belongs to the position.
    Enter the **Web-Time Approver UIN**.

Contract Type *

Primary ... Primary

Effective Date *

10/16/2020

Personnel Date *

04/01/2015

Job Status *

A

Reason *

RHIRE

Job Change R

Step *

0

1.00

Budget Code/AWTE *

1 SF2

WTE Approver UIN *

Note: If you choose the incorrect Contract Type, you will receive an error message when submitting.

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	CHOLLAND - HOLLAND, CATHERINE L	Approve
(PAYRL) Payroll	Apply	Payroll

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.**