

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

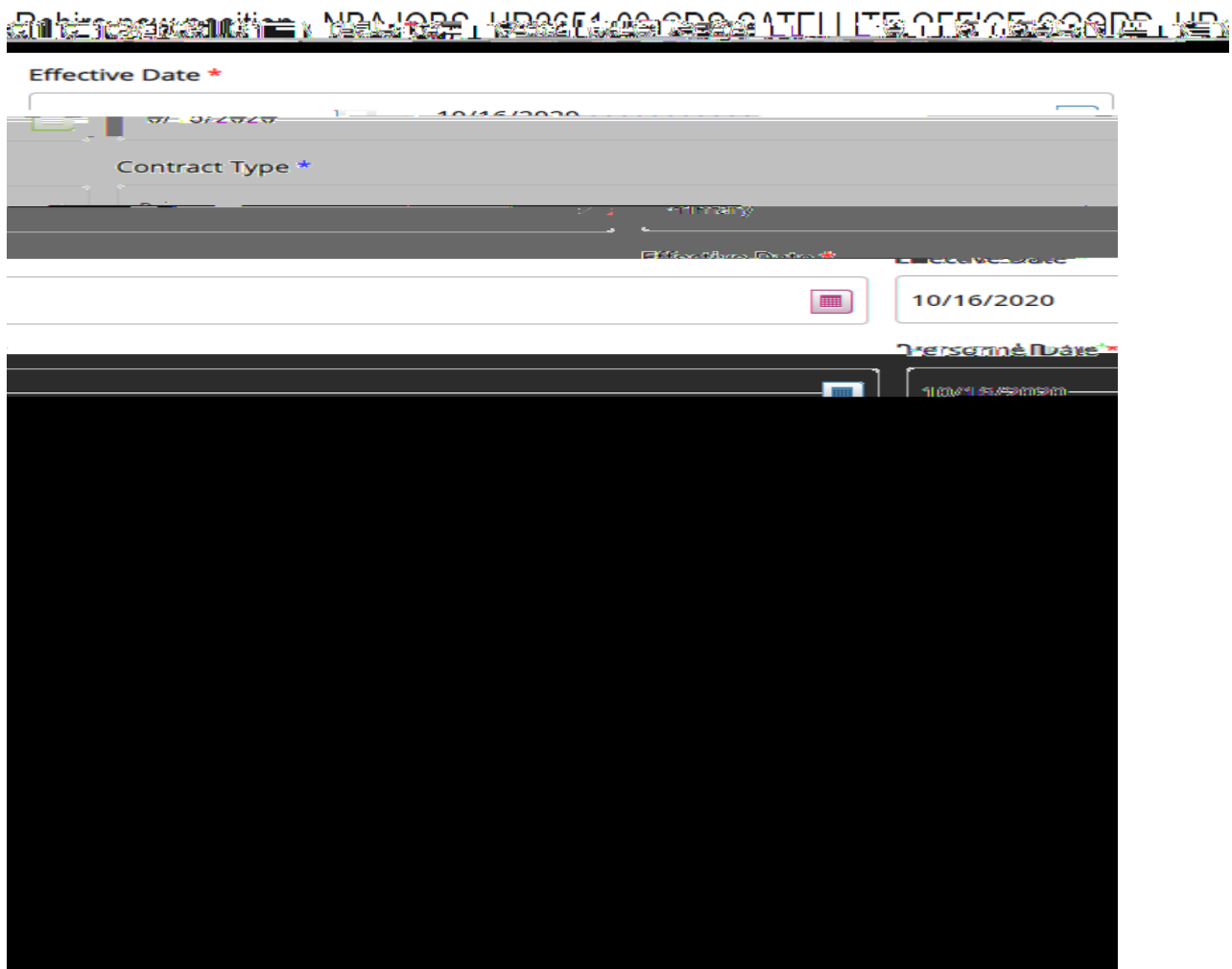
1. Select Electronic Personnel Action Forms (EPAF) under My Activities .  
If you do not see the EPAF link and completed the electronic approval access form, please contact Human Resources.

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





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.  
Job Status "A" will default.  
Job Change Reason "OAPPT" will default.  
Step "0" will default.  
Enter Hourly Rate.  
Enter the Budget Code that belongs to the position.  
Enter the Web-Time 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 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.

The image shows a web interface with two main sections. The top section is titled "Routing Queue" and contains three dropdown menus labeled "Approval Level", "User Name", and "Remaining Action". Below this is a "Comments" section with a text input field containing the placeholder "Add Comment". To the right of the input field is a character count "Remaining Characters: 1000". At the bottom right of the comments section is a green button labeled "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.