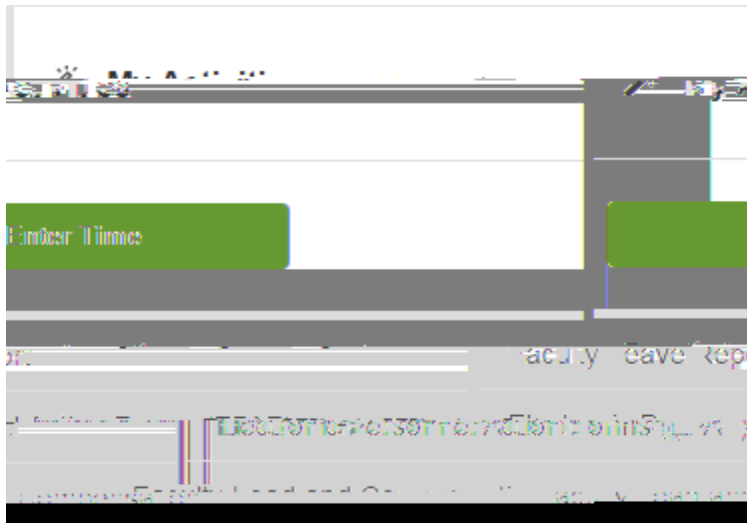


## Electronic Personnel Action Forms (EPAF) Rehire Same Position/Graduate Assistant

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.

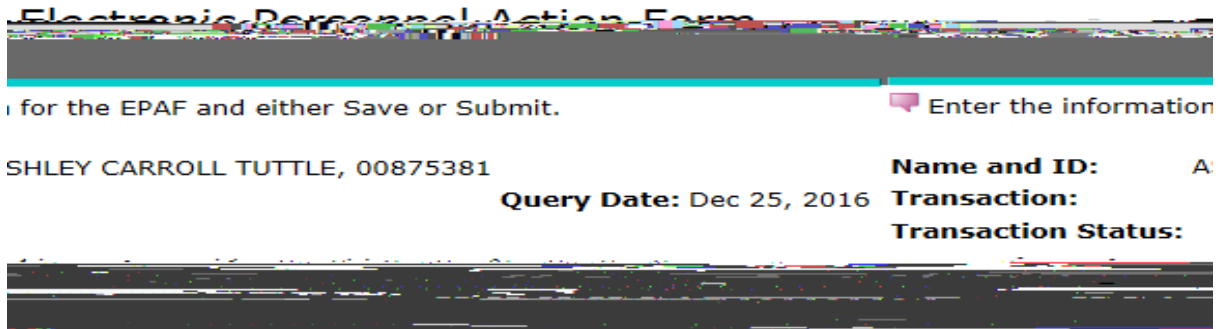


2. The main Electronic Personnel Action Form (EPAF) menu appears.  
Select **New EPAF**.

- 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.

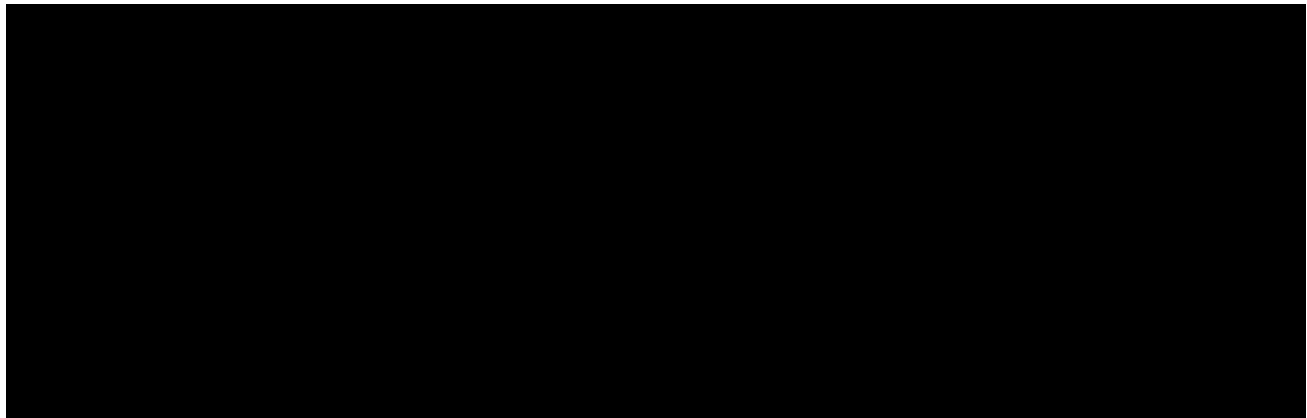
3. Enter **UIN** or Select search.  
Enter **Effective Date** of rehire, MUST be 10<sup>th</sup> or 25<sup>th</sup>.  
Click down ar

- 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



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

- 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

Job Change Reason: \* (Not Enterable) EXTND

TERMJ

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

Department	Payroll	Approver
CHOLLAND	90 - (PAYR) Payroll	BBLOUNT

Comment

Save

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.**

The screenshot shows a web interface with a teal header. A message at the top left states "s saved successfully." and "ion for the EPAF and either Save or Submit". To the right, a confirmation message says "Your change wa:" with a checkmark icon and "Enter the informat" with a speech bubble icon. Below this, the employee's name and ID are listed: "ASHLEY CARROLL TUTTLE, 00875381". Other details include "Query Date: Dec 25, 2016" and "Transaction: ". The "Transaction Status" is "Waiting". The "al Category" is "Rehire Same Position/Grad, RHIRSG". At the bottom, there are three buttons: "Submit", "Delete", and "Save".

EPAF has been successfully submitted to Department (Approver).