

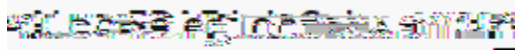
- Departments can verify enrollment in Banner via the Registration Query Form (SFAREGQ or SFAREGF)
- Departments can verify submission of Hiring Forms in Banner by contacting E1s Processing.
The [redacted] shows whether the I-9 has been completed.
Click on the United States Regulatory Tab.
The [redacted] shows all other supplemental hiring documents received.

3. Enter [redacted] under New EPAF Person Selection

Enter [redacted] and [redacted], Click [redacted].
Click [redacted] and Select [redacted] of rehire, MUST be 1st or 16th.
Click down arrow to [redacted].
Click [redacted].

The screenshot shows the 'New EPAF Person Selection' form. At the top, there is a header 'New EPAF Person Selection'. Below it, there is a field for 'ID *' with a blue button next to it. Below that is a field for 'Query Date *' with a calendar icon and the date '10/16/2020'. Below that is a dropdown menu for 'Approval Category *' with the selected option 'Rehire Same Position/Student, RHIRSS'. At the bottom right, there is a blue button labeled 'Go'.

4. List of active jobs will appear.
Select button for position to rehire.
If position does not show, Click [redacted] to view all jobs.
Click [redacted].



Rehire same position - NBAJOBS, RHIREC

Select	Type	Position	Suffix	Title
150150	REGULAR STUDENT		Primary	

Jobs Go

5. Employee status will default.
Enter .
Enter only this position is .
Select the area for the Budget Code of the position.

- SH – Student Hourly Regular
- SS – Student Hourly Summer
- ST – Community Service Work Study
- WS – Work Study Students – Federal

PEAEMPL same position/student

Employee Status Emp

Employee Class Code Employee Class Code

SH

Budget Code Budget Code

150150

- Select [redacted] for Contract Type.
Click [redacted] and Select [redacted] and [redacted] of rehire.

Job Status [redacted] will default.

Job Change Reason [redacted] will default.

Step [redacted] will default.

Enter [redacted].

Enter the [redacted] that belongs to the position.

Enter the [redacted].

The screenshot shows a web form with the following fields and values:

- Contract Type ***: Permanent
- Effective Date ***: 10/16/2020
- Personnel Date ***: 01/01/2015
- Job Status ***: A
- Job Change Reason ***: RHIRE
- Step ***: 0
- Budget Code WTE ***: 10.00
- WTE Approver UIN ***: [redacted]

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

- 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 .



- Select to finish if change was saved successfully.
There will be an error message in red with details if your change did not Save or Submit successfully.