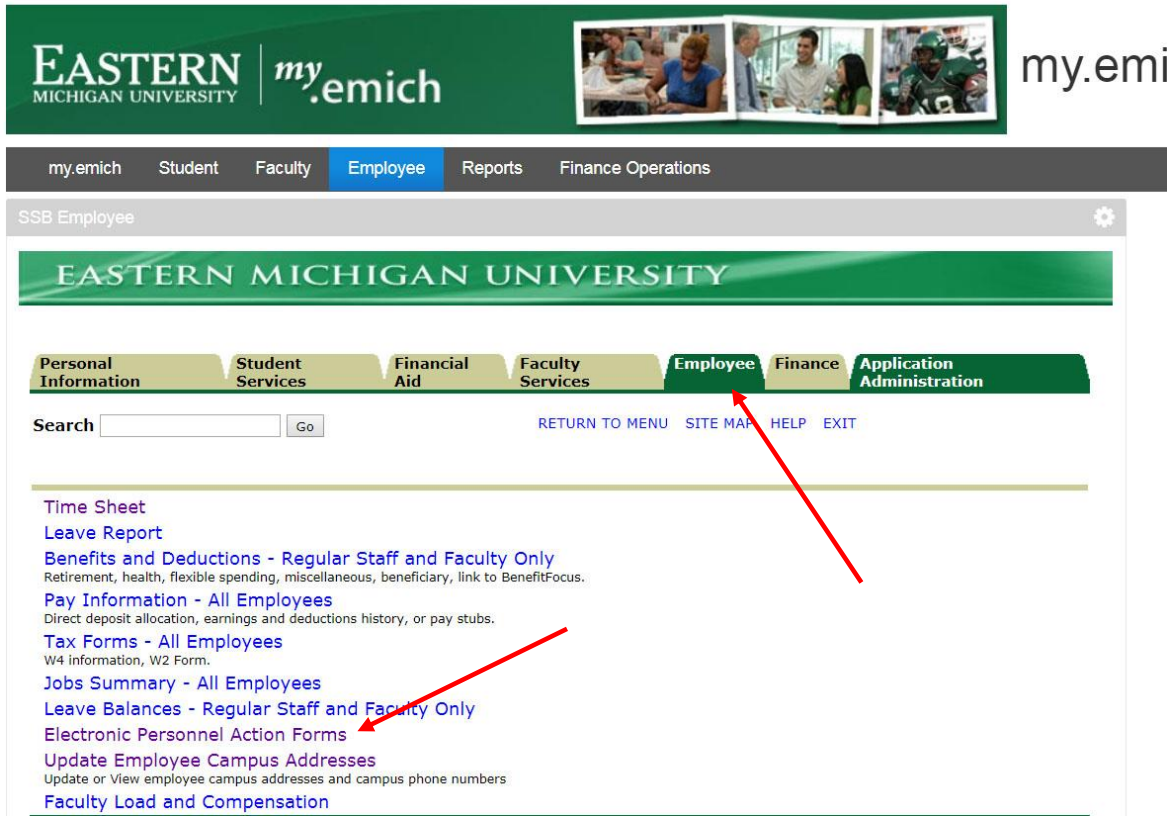


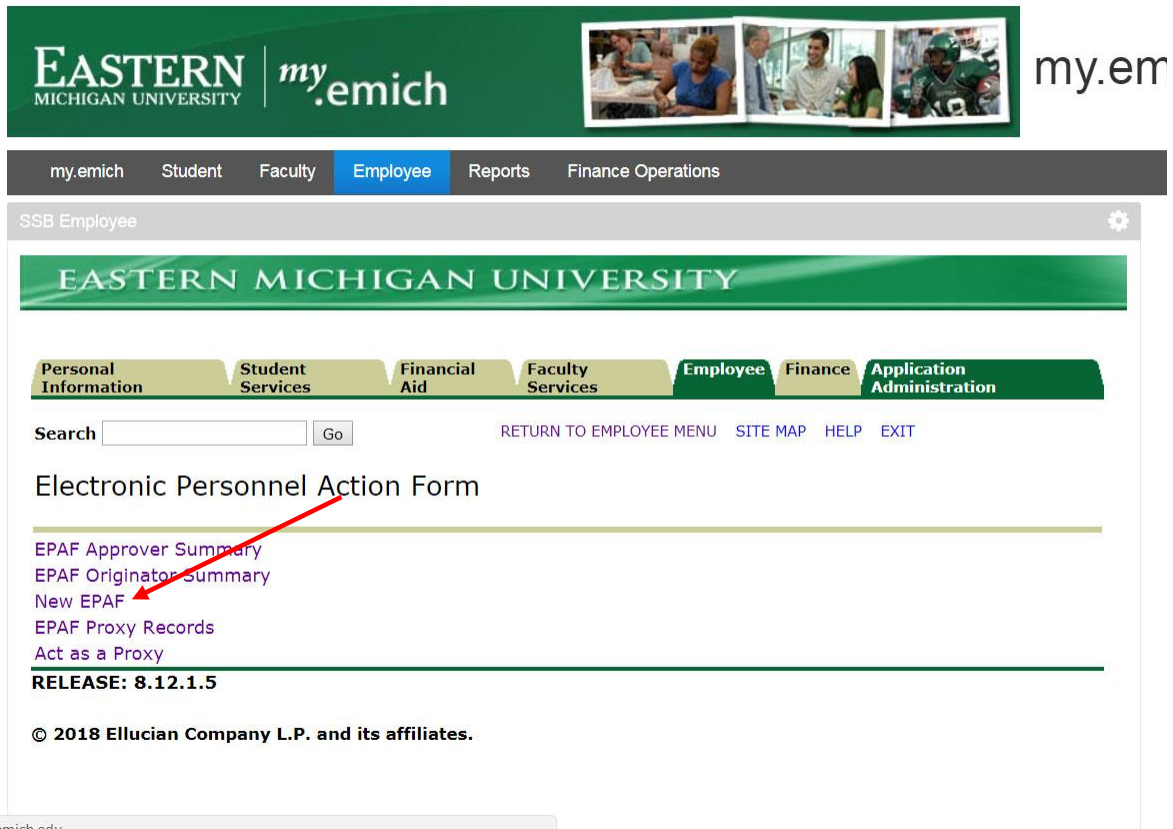
Creating a New Student Employment EPAF

In my.emich choose the **Employee** tab, then select **Electronic Personnel Action Forms**:



The screenshot shows the my.emich website interface. At the top, there is a navigation bar with tabs for my.emich, Student, Faculty, Employee (highlighted), Reports, and Finance Operations. Below this is a sub-header for 'SSB Employee'. The main content area features a green header with 'EASTERN MICHIGAN UNIVERSITY' and a secondary navigation bar with tabs for Personal Information, Student Services, Financial Aid, Faculty Services, Employee (highlighted), Finance, and Application Administration. A search bar is present, followed by links for RETURN TO MENU, SITE MAP, HELP, and EXIT. A list of menu items is displayed, including Time Sheet, Leave Report, Benefits and Deductions, Pay Information, Tax Forms, Jobs Summary, Leave Balances, Electronic Personnel Action Forms (highlighted with a red arrow), Update Employee Campus Addresses, and Faculty Load and Compensation.

Select **New EPAF**:



The screenshot shows the my.emich website interface for the Electronic Personnel Action Form page. The navigation bar is the same as in the previous screenshot. The main content area features a green header with 'EASTERN MICHIGAN UNIVERSITY' and a secondary navigation bar with tabs for Personal Information, Student Services, Financial Aid, Faculty Services, Employee (highlighted), Finance, and Application Administration. A search bar is present, followed by links for RETURN TO EMPLOYEE MENU, SITE MAP, HELP, and EXIT. The page title is 'Electronic Personnel Action Form'. Below this, a list of menu items is displayed, including EPAF Approver Summary, EPAF Originator Summary (highlighted with a red arrow), New EPAF, EPAF Proxy Records, and Act as a Proxy. The page also includes a release version 'RELEASE: 8.12.1.5' and a copyright notice '© 2018 Ellucian Company L.P. and its affiliates.' The URL 'https://mv.emich.edu' is visible at the bottom left.

Enter the **E number** then tab over and make sure the name that appears is the student you are hiring. The **Query Date** should always be the beginning of a student pay period. Use the [Payroll Calendar](#) to determine the correct date.

EASTERN MICHIGAN UNIVERSITY | my.emich

my.emich Student Faculty **Employee** Reports Finance Operations

SSB Employee

EASTERN MICHIGAN UNIVERSITY

Personal Information Student Services Financial Aid Faculty Services **Employee** Finance Application Administration

Search Go RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY* 05/17/2018

Approval Category: * Not Selected

Go

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)
[Return to EPAF Menu](#)

https://my.emich.edu/employee?p_p_id=48_INSTANCE_QIdKdVWSBbwA&p_p_lifecycle=0&p_p_state=maximized&p_p_state_rcv=1&p_p_col_id=column-1&p_p_col_count=1

Choose the **Approval Category** then click **Go**:

EASTERN MICHIGAN UNIVERSITY | my.emich

my.emich Student Faculty **Employee** Reports Finance Operations

SSB Employee

EASTERN MICHIGAN UNIVERSITY

Personal Information Student Services Financial Aid Faculty Services **Employee** Finance Application Administration

Search Go HELP EXIT

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY* 05/17/2018

Approval Category: * Not Selected

Go

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)
[Return to EPAF Menu](#)

RELEASE: 8.9.0.3

Enter the **Position Number**. *Important:* The position number determines the fund/org the payroll will be drawn from. If you do not know the correct position number to use please call UACDC at 7-0400 or use BOE to look it up. In BOE choose "corporate categories", "finance operations", "personnel actions", "look up student employment position numbers", enter your fund and org.

Enter the **Suffix**. The suffix is 00 unless you have been instructed to use a different value.

Click **Go**.

my.emich Student Faculty **Employee** Reports Finance Operations

SSB Employee

EASTERN MICHIGAN UNIVERSITY

Personal Information Student Services Financial Aid Faculty Services **Employee** Finance Application Administration

Search Go RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: [REDACTED]
Query Date: May 06, 2018
Approval Category: Student Hire, STHIR

Student Hire, STHIR

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>

⚠ There are no jobs based on the Query Date.

Active Jobs

Next Approval Type Go

Your department's information should appear here after you enter the Position and Suffix. If it doesn't you are using the wrong position number.

This is the body of the EPAF.

Enter the **Employee Class**, which is **RE** if a regular student and **FW** if a work study student.

Home Org and **Timesheet Orgn** is your department's org.

Do not change any of the dates.

Contract Type is primary if they have no other active jobs or secondary if they have other active jobs.

Regular Rate is the pay rate.

my.emich Student Faculty **Employee** Reports Finance Operations

SSB Employee

Name and ID: [REDACTED]
Transaction: [REDACTED] **Query Date:** May 06, 2018
Transaction Status:
Approval Category: STHIR: Student Hire, STHIR

[Approval Types](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)
[New EPAF](#) | [EPAF Originator Summary](#)
[Return to EPAF Menu](#)

[Jump to Bottom](#)

* - indicates a required field.

Student Hire, SR[REDACTED]-00 Regular Student Employee

Item	Current Value	New Value
Employee Status: *(Not Enterable)	Active	<input type="text" value="A"/>
Employee Class Code: *	GS, Graduate Student - Stipend	<input type="text"/>
Home Organization: *	141450, Geospatial Research	<input type="text"/>
Timesheet Orgn: *		<input type="text"/>
Current Hire Date: MM/DD/YYYY*(Not Enterable)	09/11/2016	<input type="text" value="05/06/2018"/>
Job Begin Date: MM/DD/YYYY*(Not Enterable)		<input type="text" value="05/06/2018"/>
Jobs Effective Date: MM/DD/YYYY*(Not Enterable)		<input type="text" value="05/06/2018"/>
Personnel Date: MM/DD/YYYY*		<input type="text" value="05/06/2018"/>
Contract Type: *		<input type="text" value="Primary"/>
Regular Rate: *		<input type="text"/>

This is info from previous jobs and can be ignored.

Routing Queue: Each Student Hire will need 4 approval levels completed.

10-DPHEAD (this will be someone in your area who is designated as an EPAF approver)

90-HRIS (Crystal Walrath)

95-PAYFYI (Stephen Miller)

99-Payroll (Rhonda Linderman)

my.emich Student Faculty **Employee** Reports Finance Operations My Sites 0

SSB Employee Return to Full Page

Job Change Reason: *(Not Enterable)
Step: *(Not Enterable)
Home COAS: *(Not Enterable) E
Timesheet COA: *(Not Enterable)

HIR
0
E
E

End of Job Assignment, SR [REDACTED]-00 Regular Student Employee

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*(Not Enterable)		05/04/2019
Personnel Date: MM/DD/YYYY*(Not Enterable)		05/04/2019
Job Status: *(Not Enterable)		T
Job Change Reason: *(Not Enterable)		TEA

Routing Queue

Approval Level	User Name	Required Action
10 - (DPHEAD) Department/Office Approver		Approve
90 - (HRIS) HR Offices		Approve
95 - (PAYFYI) Payroll FYI		FYI
99 - (PAYROL) Payroll Apply		Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

This is when the position will end. If you intend to keep the student employed beyond this date a Student Rehire epaf will need to be processed.

When all information has been entered click **Save and Add New Rows**, then click **Submit** to forward it on to your approvers.

Common Errors

1. "Mandatory Levels and Required Action Indicator must match NTRACAT"

If the department has a new approver or you are attempting to submit an epaf and getting this error your approval routing queues need to be updated.

First you have to delete anyone who is currently in your queue.

- In your my.emich account click on the Employee tab, select Electronic Personnel Action Forms
- Go to EPAF Originator Summary
- Click on Default Routing Queue
- Choose Student Hire in the approval category and click go
- There is a "required action" section, change all of those to read "not selected", to the right of the "required action" section there is a "remove" check box (you may have to use your right/left scroll at the bottom of your screen to move over and view that check box)-make sure all of the remove check boxes are selected
- Click "save and add new rows"

This will delete all of your current routing queue for that approval category.

To enter the correct routing queue:

- In the Approval Category box select "student hire", click go
- You should now have the ability to enter the correct approvers for your area, select them from the magnifying glass icon, once they are all entered click "save and add new rows"

Each approval category (Student Rehire, Student Appointment Change, etc.) that your department uses will need to be updated.

2. "This employee already has a primary job"

Use the drop down menu to change **Contract Type** to **Secondary**. Save and Submit.

3. "Begin date must equal the first jobs detail effective date"

This error occurs due to using the incorrect **Approval Category**. Change the category from "Student Hire" to "Student Rehire" or from "Student Rehire" to "Student Hire".

If you are attempting a Student Hire the error is letting you know the student has previously been hired on this position number and should now be a Student Rehire.

If you are attempting a Student Rehire the error is letting you know the student has not previously worked on this position number and should now be a Student Hire.