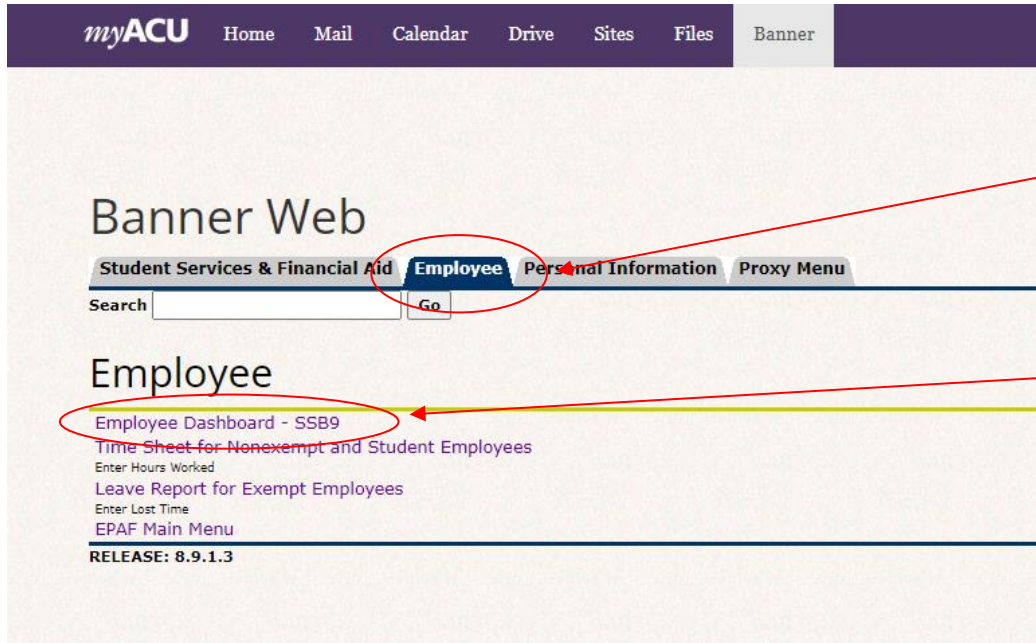
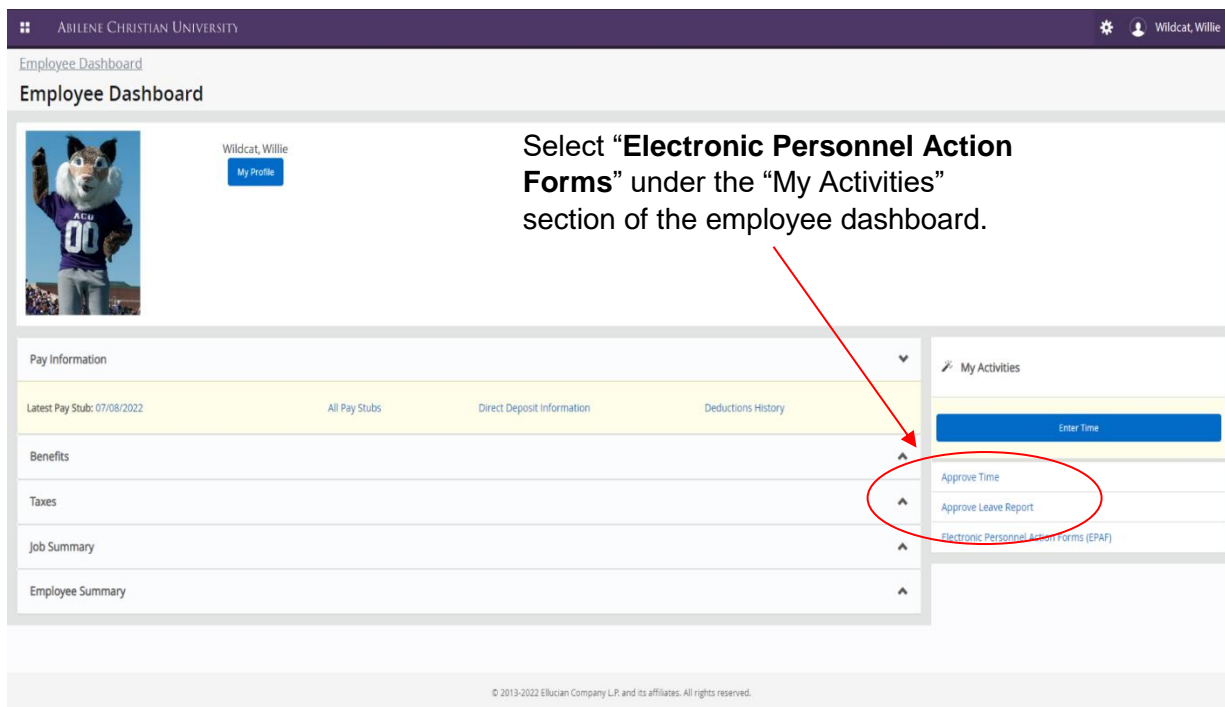


Hiring a Student Employee



Navigate to the "Employee" tab in Banner

Open the "Employee Dashboard"



Select "Electronic Personnel Action Forms" under the "My Activities" section of the employee dashboard.

Electronic Personnel Action Forms

EPAF Originator Summary
Displays only those EPAF transactions that you have originated.

Act as a Proxy
Available to all self-service EPAF users who have been given proxy privilege.

New EPAF
Allows you to create a new transaction.

Click on the "New EPAF" tab to create a new transaction.

New EPAF Person Selection

Check the box to limit to search an Employee. Enter the Last Name and/or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

First Name: _____ Last Name: _____ Is an employee or ID: 000555933 or SSN/SIN/TIN: _____

Enter or Generate New ID

* Indicates a required field. 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.

ID *
000555933
Willie Wildcat

Generate New ID

Query Date *
07/21/2022

Approval Category *
Hire a Student, NEWSTU
Change a Student's Hourly Rate, SPWCH
Terminate a Student's Job, TERMST
Hire a Temporary Employee, NEWTMP
Hire a Nonempt (hourly) Employee, NEWNH

You can either enter the student's banner ID # here, and click search

OR enter banner ID # here, then tab over

Enter the first day of work here

Click on the drop-down menus and select "Hire a Student"

Then, select the blue "go" button

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link next to Position.

Details

ID: Willie Willocac, 000555933 Query Date: 07/21/2022 Approval Category: Student New Hire, NEWSTU

Student New Job, STUNJB

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

Enter the position # here (Note: for new hires, the suffix should always be 40)

All jobs Go

Click "go"

New Employee

Employee Status *
A Old Value:

Employee Class Code *
SR Old Value:

Current Hire Date *

Home COAS *
1 Old Value:

Home Organization *
 Q

Distribution COA *
1 Old Value:

Distribution Orgn *
41200 Old Value:

19 Form Indicator

19 Date

19 Expiration Date

Student New Job, 000007-01 Payroll Test Position

Contract Type *

In the New Employee Section, enter the student's first day of work

And enter your department org number here

The little magnifying glass at the end of the box will show you a drop-down of all the available department org numbers

ABILENE CHRISTIAN UNIVERSITY

Home » Personnel Actions » New Personnel Action

Student New Job, 000007-01 Payroll Test Position

Contract Type *
Not Selected

Job Begin Date

Jobs Effective Date *

Job Status *
A

FTE *
.31

Factor *
26

Step
0

Pays *
26

Regular Rate *
[Empty]

Timesheet COA *
1

Timesheet Orgn *
[Empty]

javascript:void(0);

Under Student New Job, select "Primary" if the student is not already employed on campus (Note: if you receive an error message about this change it to "Secondary")

Enter first day of work here if there is no "last paid date" next to the position above

Enter first day of work here

Enter hourly rate

Enter department org #

ABILENE CHRISTIAN UNIVERSITY

Home » Personnel Actions » New Personnel Action

Current

Effective Date
07/17/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
No results found.											

New

Effective Date MM/DD/YYYY
07/17/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
1		100001	41030	5000	60					100		

Routing Queue

Approval Level	User Name	Required Action	Remove
60 - (HR) Human Resources Approval	Not Selected	Approve	
65 - (APR) Payroll	Not Selected	Approve	

Comments

Make sure that your Org number matches the one that you inserted for your home organization

Click on each drop-down selection box to find the appropriate approver for each category

Routing Queue

Approval Level	User Name	Required Action	Remove
80 - (HR) Human Resources Approval	Not Selected	Approve	
95 - (APPLY) Payroll	Not Selected	Apply	

+ Add Row

Comments

Add any necessary comments here

Add Comment

Remaining Characters: 4000

Save

Click "Save" after reviewing your ePAF

New ePAF · ePAF Originator Summary

Comments

Made By
Wille Wildcat

Comment
Comments will show up here.

Date
07/21/2022 12:50 PM

Add Comment

After you save, click the "submit" button

Next to Transaction Status, which is located at the top of each ePAF, it should say "Pending". If it shows a "Waiting" status there are errors that need to be fixed

Remaining Characters : 4000

Delete

Save

Submit

If you have errors, review the instructions and make corrections. If you still cannot fix the problem, call HR at x2359.

New ePAF · ePAF Originator Summary