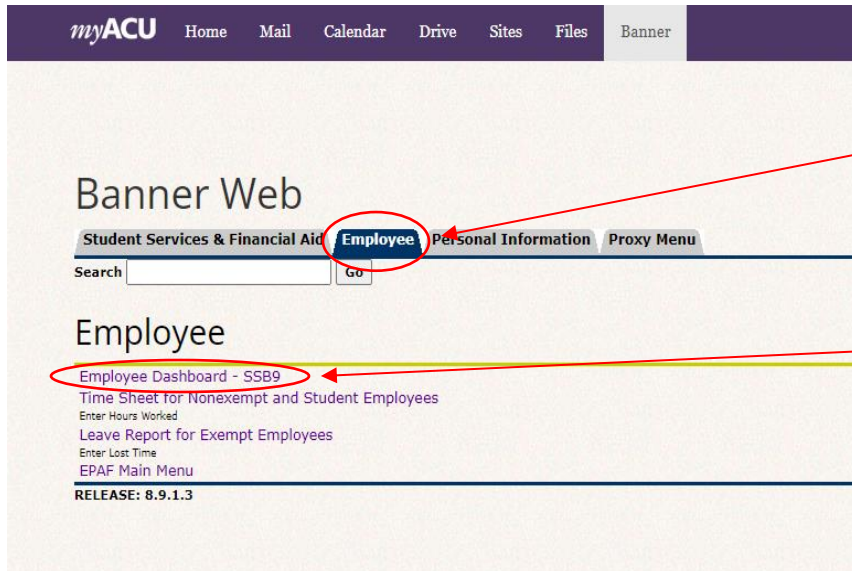
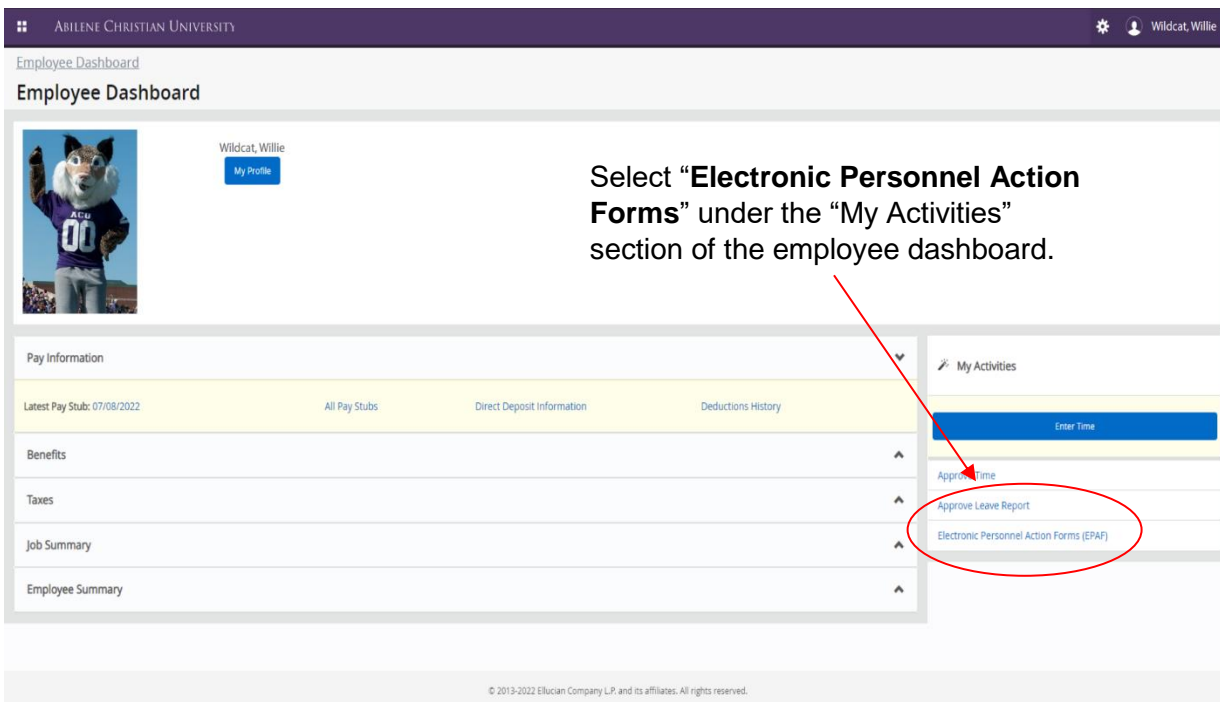


# Hiring a Temporary Employee



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.

#### New EPAF

Allows you to create a new transaction.

#### Act as a Proxy

Available to all self-service EPAF users who have been given proxy privilege.

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 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.

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

ID \*

OR enter banner ID # here, then tab over

[Generate new ID](#)

Query Date \*

Enter the first day of work here

Approval Category \*

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

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 Wildcat, 000555933      Query Date: 07/22/2022      Approval Category: Hire a Temporary Employee, NEWTMP

### Create a new job, NEWJOB

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	998609	01	HR - Temp	41200, Human Resources				

Enter the position #  
The suffix is always 01

Then click "go"

## New Employee

### Employee Status \*

A  Old Value:

### Employee Class Code \*

TH  Old Value:

### Current Hire Date \*

Enter the first day of work

### Home COAS \*

1  Old Value:

### Home Organization \*

Enter your department org number here

### Distribution COA \*

1  Old Value:

### Distribution Orgn \*

41200  Old Value:

### 19 Form Indicator

### 19 Date

### 19 Expiration Date

### Create a new job, 998609-01 HR - Temp

**Contract Type \***  
Not Selected

**Job Begin Date**

**Jobs Effective Date \***

**Job Status \***  
A

**FTE \***  
.31

**Factor \***  
26

**Step**  
0

**Pays \***  
26

**Regular Rate \***  
7.25

**Timesheet COA \***  
1

**Timesheet Orgn \***

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

Enter the first day of work here

Enter hourly rate

Enter department org #

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

New

Effective Date MM/DD/YYYY  
07/22/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
1		100000	41200	5311	60					100		

[Default from Index](#) [Add Row](#)

### Termination of job, 998609-01 HR - Temp

**Jobs Effective Date \***

**Job Status \***  
T

**Job Change Reason \***  
Not Selected

Enter a termination date for this position (Note: the date **cannot** exceed 22 weeks from start date)

Click the drop-down box and select a reason for the termination. The most common is "VY-can be rehired"

## Routing Queue

Approval Level	User Name	Required Action	Remove
40 - (APPR1) 1st Approver-Level 4 or Higher	Not Selected	Approve	
50 - (APPR2) 2nd Approver-Level 3 or Higher	Not Selected	Approve	
60 - (BUDGET) Budget Approval	Not Selected	Approve	
80 - (HR) Human Resources Approval	Not Selected	Approve	
95 - (APPLY) Payroll	Not Selected	Approve	

+ Add Row

### Comments

Add Comment

Remaining Characters : 4000

Save

New EPAF - EPAF Originator Summary

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

Add any necessary comments here

And click "Save" after reviewing your ePAF

## Comments

Made By  
Wille Wildcat

Date  
07/21/2022 12:50 PM

Comment  
Comments will show up here.

Add Comment

Remaining Characters : 4000

Delete

Save

Submit

New EPAF - EPAF Originator Summary

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

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