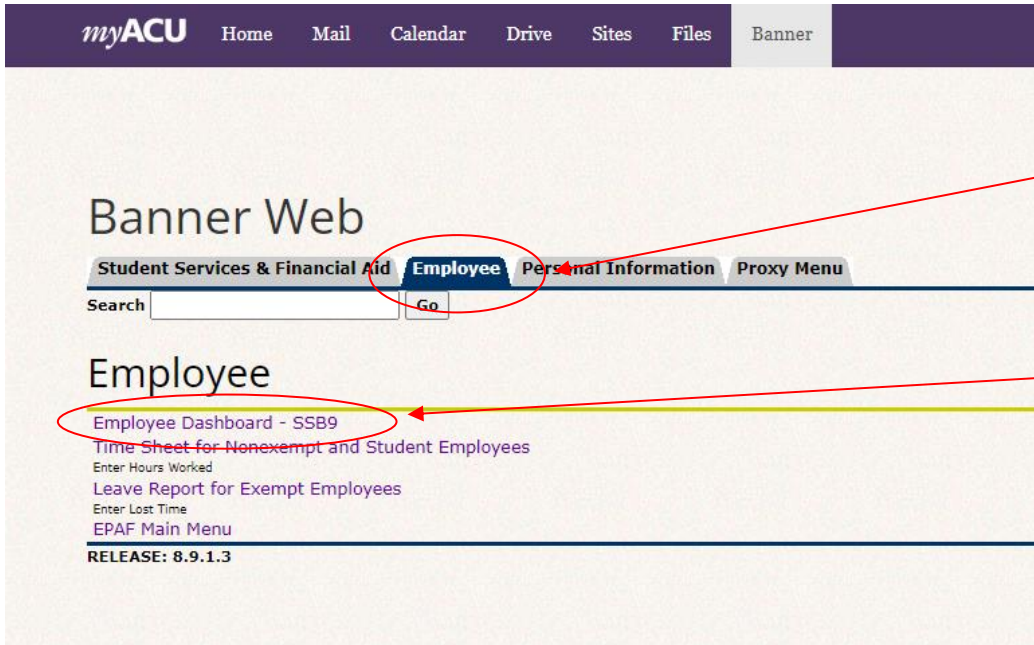
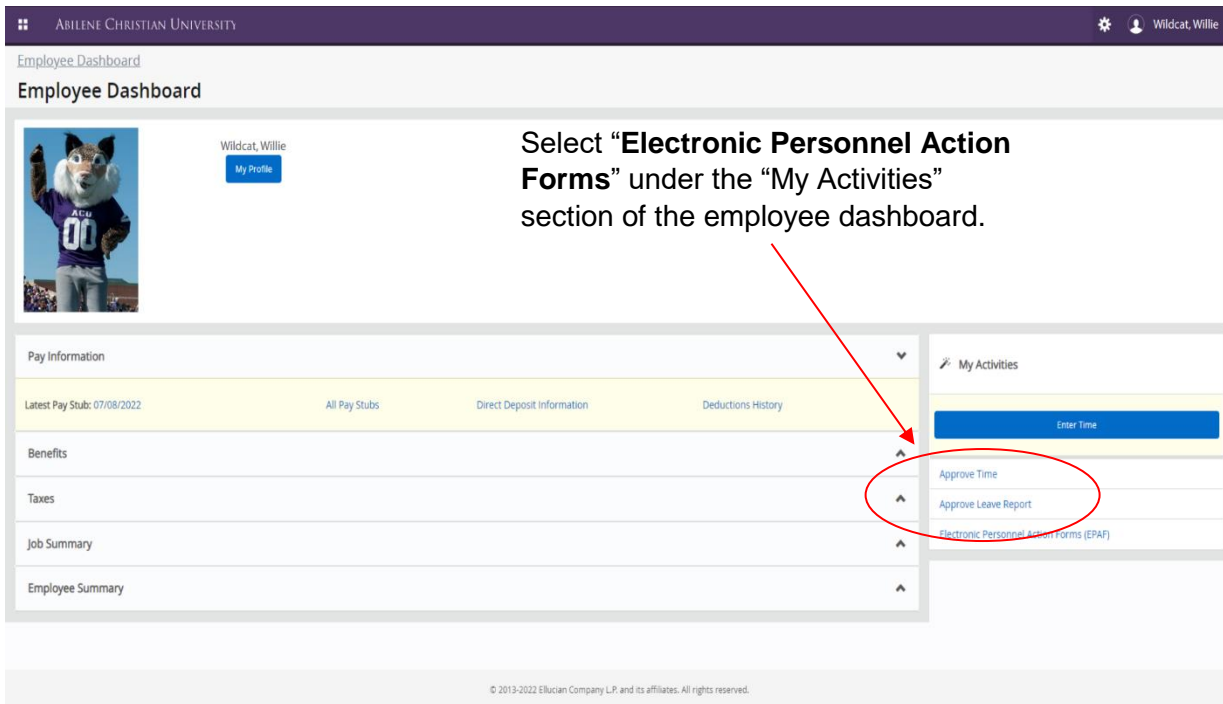


# Hiring a Nonexempt Employee



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.

ID \*

#### Generate new ID

Query Date \*

Approval Category \*

You can either enter the employee'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 Nonexempt (Hourly) Employee"

Then, select the blue "go" button

Details

ID: Willie Wildcat, 000555933      Query Date: 07/22/2022      Approval Category: Hire a Nonexempt (Hourly) Empl, NEWNE

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	999409	01	Generalist	41200, Human Resources				

Enter the position # here (Note: for new hires, the suffix should always be 01)

All jobs    Go

Click "go"

## New Employee

Employee Status \*

 Old Value:

Employee Class Code \*

Current Hire Date \*

Home COAS \*

 Old Value:

Home Organization \*

 Q

Distribution COA \*

 Old Value:

Distribution Orgn \*

 Old Value:

I9 Form Indicator

I9 Date

I9 Expiration Date

In the New Employee Section, enter their employee status (NF, NH, NP, etc.) and their 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

Create a new job, 999409-01 HR Generalist

Contract Type \*  
Not Selected

Job Begin Date

Jobs Effective Date \*

Job Status \*  
A Old Value:

FTE \*

Factor \*  
26 Old Value:

Step  
0 Old Value:

Pays \*  
26 Old Value:

Regular Rate \*

Timesheet COA \*  
1 Old Value:

Timesheet Orgn \*

Under Create a New Job, select "Primary" if the employee 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

An FTE is calculated by the number of expected hours per week divided by 40. (Ex: 32 hrs / 40 = 0.8. 0.8 is the FTE)

Enter hourly rate

Enter department org #

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

Current

Effective Date  
07/22/2022

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

Under "New", make sure to put the Effective date. It should be the same as your Job Effective date

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		199100	41200	5006	60					100		

+ Default from Index

+ Add Row

## 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

Click "Save" after reviewing your ePAF

## Comments

Made By  
Wille Wildcat

Date  
07/21/2022 12:50 PM

Comment  
Comments will show up here.

After you save, click the "submit" button

Add Comment

Remaining Characters : 4000

Delete

Save

Submit

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.

New ePAF · ePAF Originator Summary