EPAF Quick Tips & Instruction Guide

EPAF Contact Person - Alicia Haynes @ 2382 (alicia.haynes@mtsu.edu)

- Each time you want to hire or rehire a non-benefited employees (Student Workers, Temporary Hourly, Graduate Assistant and Adjunct Faculty), a workflow/hiring verification has to be done first before the EPAF.
- The EPAF cannot be submitted until after you have received an email from HRS that you have permission to hire this person.
- The authorization card acknowledges that the employee can start working.

- Information needed to do an EPAF:
  (Employee M#, Position #, Hire or End Date, T-Org & Pay rate)

- Position Number Contact – Susan England @5791, susan.england@mtsu.edu or Jennifer Coppinger@5377, jennifer.coppinger@mtsu.edu in the Budget Office

Types of employees that you can do an EPAF for:
- **Student**: someone taking classes at MTSU. You can check that status in Banner, go to SFAREGQ. Position numbers usually end in 880,881,885. They can work anytime (exceptions apply for international students). Students paid thru Financial Aid are work-study students and their position numbers end in 860. They can only work when classes are in session, prior approval required from Financial Aid to work at any other time.

- **Temp Hourly**: someone NOT taking classes. Have to take a mandatory break as determined by HRS. Their position numbers usually end in 830 & 850.
EPAF Status

(Check status or history of EPAF)

Approved – EPAF has been approval by approver and is waiting for HR to apply to job record (this is an overnight process)

Completed – EPAF been load to employee job record. Employee should have time sheet

Pending – EPAF waiting for Approver to approval.

Void – EPAF have been void.

Waiting – EPAF has not been submitted or EPAF has errors.

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on “EPAF Originator Summary” link
5. Once in this link you should see the tab current or history
6. Under the current tab
7. Find the Employee Name
8. Look under transaction status (this will tell you the status of the EPAF)

EPAF Routing Queue

(Set Up Default Routing Queue)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on “EPAF Originator Summary” link.
5. Click on the “Default Routing Queue” link.
6. Click on drop down arrow beside “Approval Category”.
7. Select the EPAF
8. Enter all approval levels:
   a. Click on “the drop down arrow” to select Approval Level
   b. Click on “hour glass” to select User Name
   c. Required Action select Approve (except for Approval Level 99 Required Action will always be Apply)
9. Click “Save and Add New Rows” button

EPAF (Re Submit)

(EPAF Not Submitted to Approval)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “EPAF Originator Summary” link.
5. Click on employee name.
6. Click “Update” button.
7. Click “Save” button at the top of page. Green check will appear.
8. Click “Submit” button. The transaction message has been successfully submit will appear = FINISH

EPAF (Delete or Void)

(EPAF Need to Be Delete or Void)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “EPAF Originator Summary” link.
5. Click on employee name.
6. Click “delete” or “void” button. The transaction message has been delete or void will appear = FINISH
Types of EPAF (Students & Work Study)

Hire

HIREST  Process a NEW student worker hire
HIRESW  Process a NEW Federal Work Study position *(Financial Aid Office Only)*
GRHIST  Process a NEW student hire into a grant position
TAFHIR  Process a NEW student hire into a TAF position

Re-hire

REHIST  Process a REHIRE of a student worker position
REHISW  Process a REHIRE of Federal Work Study position *(Financial Aid Only)*
GRRHST  Process a REHIRE of a student into a grant position
TAFRHR  Process a REHIRE of a student into a TAF position

Terminations

TERMST  Process a termination of s student worker & student grantpositions
TERMSW  Terminate a Work Study position *(Financial Aid Office Only)*
TERMTA  Process a termination of a student TAF position

Pay Rate Change

RATEST  Process a Pay Rate Change for a student worker and work study positions
GRRATE  Process a Pay Rate Change for a student grant position
TAFRAT  Process a Pay Rate Change for a student TAF position

Timekeeping Org Change

TORGST  Process a Timekeeping Location Change for a student position
TORGSW  Timekeeping location *(Financial Aid Office Only)*
GRTORG  Process a Timekeeping Location Change for a student grant position
TAFTOR  Process a Timekeeping Location Change for a student TAF position
EPAF (Hire - Student)
(Never work in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. **The M has to be capitalized.**
6. Hit “enter” button on the keyboard. **The employee name will appear.**
7. Change query date. **Employee hire date. (00/00/0000 - two digit month & day and four digit year)**
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF. **HIREST=Student**
10. **This information is for Step #15. Make a note**
    a. If a list of the employee job assignments appear and the status is active, the contract type will be Secondary.
    b. If a list of the employee job assignments appear & the status is not active or no active job assignments appear, the contract type will be Primary.
11. Click “Go” button.
12. Enter position number. **Basic information should defaulted in, job title, time sheet organ, etc.**
13. Enter suffix number. **00.**
14. Click “Go” button.
15. **“Only Change contract type” to Primary if the employee has no active job assignments. **Refer Step #10.**
16. Enter the pay rate. **Minimum wage will default.**
17. Enter the t-org. **The “T” has to be in front of the t-org for the employee to get a timesheet.**
18. Enter approval level 10. **Click on “hour glass” to select Department head – Required Action = Approve.**
19. Enter approval level 99. **Click on “hour glass” to select HR Appliers – Required Action = Apply.**
20. Click “Save” button at the top of page. **Green check will appear.**
21. Click “Submit” button.
    A. The transaction message has been successfully submit will appear. **FINISH.**

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   1B. Correct Errors.
   2B. Click “Save” button at the top of page. **Green check will appear.**
   3B. Click “Submit” button. **The transaction message has been successfully submit will appear = FINISH.**

C. If the “Errors Warning” appear with the message **BELOW.** **Click Delete button.**

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FYI
Did you do a Hiring Verification in Workflow? If so, the employee has not turned in paperwork to HR.
The EPAF cannot be done until the employee brings the new hire paperwork to HR.
EPAF (Grant Hire – Student Worker)
(Never work in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. **The M has to be capitalized.**
6. Hit “enter” button on the keyboard. **The employee name will appear.**
7. Change query date. **Employee hire date.**
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF: **GRHIST=Grant Student**
10. **This information is for Step #15. Make a note**
   a. If a list of the employee job assignments appear and the status is active, the contract type will be Secondary.
   b. If a list of the employee job assignments appear & the status is not active or no active job assignments appear, the contract type will be Primary.
11. Click “Go” button.
12. Enter position number. **Basic information should defaulted in, job title, time sheet organ, etc.**
13. Enter suffix number. **00.**
14. Click “Go” button.
15. **“Only Change contract type”** to **Primary** if the employee has no other positions active. **Refer Step #10.**
16. Enter the pay rate. **Minimum wage will default.**
17. Enter the t-org. **The “T” has to be in front of the t-org for the employee to get a timesheet.**
18. Enter approval level 5. **Click on “hour glass” to select PI – Principal Investigator – Required Action = Approve.**
19. Enter approval level 20. **Click on “hour glass” to select RS – Research Services – Required Action = Approve.**
20. Enter approval level 99. **Click on “hour glass” to select HRAPP - HR Appliers – Required Action = Apply.**
21. Click “Save” button at the top of page. **Green check will appear.**
22. Click “Submit” button.
   a. The transaction message has been successfully submit will appear. **FINISH.**

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(Never work in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. The M has to be capitalized.
6. Hit “enter” button on the keyboard. The employee name will appear.
7. Change query date Employee hire date.
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF TAFHIR=TAF Student
10. This information is for Step #15. Make a note
   a. If a list of the employee job assignments appear and the status is active, the contract type will be Secondary.
   b. If a list of the employee job assignments appear & the status is not active or no active job assignments appear, the contract type will be Primary.
11. Click “Go” button.
12. Enter position number. Basic information should defaulted in, job title, time sheet organ, etc.
13. Enter suffix number. 00.
14. Click “Go” button.
15. “Only Change contract type” to Primary if the employee has no other positions active. Refer Step #10.
16. Enter the pay rate. Minimum wage will default.
17. Enter the t-org. The “T” has to be in front of the t-org for the employee to get a timesheet.
18. Enter approval level 10. Click on “hour glass” to select Department head – Required Action = Approve
19. Enter approval level 30. Click on “hour glass” to select Dean or Vice President – Required Action = Approve.
20. Enter approval level 35. Click on “hour glass” to select TAFINI - TAF Initial Review – Required Action = Approve.
21. Enter approval level 40. Click on “hour glass” to select TAFAPP - TAF Approval – Required Action = Approve.
22. Enter approval level 99. Click on “hour glass” to select HRAPP - HR Appliers – Required Action = Apply.
23. Click “Save” button at the top of page. Green check will appear.
24. Click “Submit” button.
   A. The transaction message has been successfully submit will appear. FINISH.

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EPAF (ReHire – Student Worker)
(Work in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. **The M has to be capitalized.**
6. Hit “enter” button on the keyboard. **The employee name will appear**
7. Change query date. **Employee hire date. (00/00/0000 - two digit month & day and four digit year)**
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF. **REHIST=ReHire Student**
10. Click “Go” button.
11. Click “Radio Button” on the right hand side the position to rehire.
12. Click “Go” button.
13. Enter the pay rate. **Minimum wage will default.**
14. Enter the t-org. **The “T” has to be in front of the t-org for the employee to get a timesheet.**
15. Enter approval level 10. **Click on “hour glass” to select Department head – Required Action = Approve.**
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8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF. **GRRHST=Grant ReHire Student**
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5. Enter the Banner ID number (M number) of the employee. The M has to be capitalized.
6. Hit “enter” button on the keyboard. The employee name will appear.
7. Change query date. Employee hire date.
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF. TAFRHR=TAF ReHire Student
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EPAF (Terminate – Student Worker)

(End position)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. The M has to be capitalized.
6. Hit “enter” button on the keyboard. The employee name will appear.
7. Change query date. Employee last work date.
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF. TERMSST=Student
10. Click “Go” button.
11. Click “Radio Button” on the right hand side the position to terminate.
12. Click “Go” button.
13. Enter approval level 10. Click on “hour glass” to select Department head – Required Action = Approve.
14. Enter approval level 99. Click on “hour glass” to select HR Appliers – Required Action = Apply.
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5. Enter the Banner ID number (M number) of the employee. The M has to be capitalized.
6. Hit “enter” button on the keyboard. The employee name will appear.
7. Change query date. Employee last work date.
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF. TERMTA=TAF Student
10. Click “Go” button.
11. Click “Radio Button” on the right hand side the position to terminate.
12. Click “Go” button.
13. Enter approval level 10. Click on “hour glass” to select Department head – Required Action = Approve.
14. Enter approval level 30. Click on “hour glass” to select Dean or Vice President – Required Action = Approve.
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18. Click “Save” button at the top of page. Green check will appear.
19. Click “Submit” button. The transaction message has been successfully submit will appear = FINISH.

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EPAF (Rate Change – Student Worker & Work Study)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. The M has to be capitalized.
6. Hit “enter” button on the keyboard. The employee name will appear.
7. Change query date. The date the new rate starts.
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF. RATEST=Student or Work Study.
10. Click “Go” button.
11. Click “Radio Button” on the right hand side the position to change pay rate.
12. Click “Go” button.
13. Enter the “new” pay rate.
14. Enter approval level 10. Click on “hour glass” to select Department head – Required Action = Approve.
15. Enter approval level 99. Click on “hour glass” to select HR Appliers – Required Action = Apply.
16. Click “Save” button at the top of page. Green check will appear.
17. Click “Submit” button. The transaction message has been successfully submit will appear = FINISH.

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<td>Student Hire</td>
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</tbody>
</table>

---

EPAF (Grant Rate Change – Student Worker)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. The M has to be capitalized.
6. Hit “enter” button on the keyboard. The employee name will appear.
7. Change query date. The date the new rate starts.
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF. GRRATE=Grant Student.
10. Click “Go” button.
11. Click “Radio Button” on the right hand side the position to change pay rate.
12. Click “Go” button.
13. Enter the “new” pay rate.
14. Enter approval level 5. Click on “hour glass” to select PI – Principal Investigator – Required Action = Approve.
15. Enter approval level 20. Click on “hour glass” to select RS – Research Services – Required Action = Approve.
16. Enter approval level 99. Click on “hour glass” to select HR Appliers – Required Action = Apply.
17. Click “Save” button at the top of page. Green check will appear.
18. Click “Submit” button. The transaction message has been successfully submit will appear = FINISH.

The “Encumbrance Warning” will always display. Disregard.

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**EPAF (TAF Rate Change – Student Worker)**

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. **The M has to be capitalized.**
6. Hit “enter” button on the keyboard. **The employee name will appear.**
7. Change query date. **The date the new rate starts.**
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF. **TAFRAT=TAF Student.**
10. Click “Go” button.
11. Click “Radio Button” on the right hand side the position to change pay rate.
12. Click “Go” button.
13. Enter the “new” pay rate.
14. Enter approval level 10. **Click on “hour glass” to select Department head – Required Action = Approve**
15. Enter approval level 30. **Click on “hour glass” to select Dean or Vice President – Required Action = Approve.**
16. Enter approval level 35. **Click on “hour glass” to select TAFINI - TAF Initial Review – Required Action = Approve.**
17. Enter approval level 40. **Click on “hour glass” to select TAFAPP - TAF Approval  – Required Action = Approve.**
18. Enter approval level 99. **Click on “hour glass” to select HRAPP - HR Appliers – Required Action = Apply.**
19. Click “Save” button at the top of page. **Green check will appear.**
20. Click “Submit” button. **The transaction message has been successfully submit will appear = FINISH.**

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**EPAF (T-Org Change – Student Worker & Work Study)**

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. **The M has to be capitalized.**
6. Hit “enter” button on the keyboard. **The employee name will appear.**
7. Change query date. **The date has to be the 16th of the new pay period.**
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF. **TORGST=Student.**
10. Click “Go” button.
11. Click “Radio Button” on the right hand side the position to change T-Org.
12. Click “Go” button.
13. Enter the t-org. **The “T” has to be in front of the t-org for the employee to get a timesheet.**
14. Enter approval level 10. **Click on “hour glass” to select Department head – Required Action = Approve.**
15. Enter approval level 99. **Click on “hour glass” to select HR Appliers – Required Action = Apply.**
16. Click “Save” button at the top of page. **Green check will appear.**
17. Click “Submit” button. **The transaction message has been successfully submit will appear = FINISH.**

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EPAF (Grant T-Org Change – Student Worker)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. **The M has to be capitalized.**
6. Hit “enter” button on the keyboard. The employee name will appear.
7. Change query date. **The date has to be the 16th of the new pay period.**
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF. **GRTORG=Grant Student.**
10. Click “Go” button.
11. Click “Radio Button” on the right hand side the position to change T-Org.
12. Click “Go” button.
13. Enter the t-org. **The “T” has to be in front of the t-org for the employee to get a timesheet.**
14. Enter approval level 5. **Click on “hour glass” to select PI – Principal Investigator – Required Action = Approve.**
15. Enter approval level 20. **Click on “hour glass” to select RS – Research Services – Required Action = Approve.**
16. Enter approval level 99. **Click on “hour glass” to select HR Appliers – Required Action = Apply.**
17. Click “Save” button at the top of page. **Green check will appear.**
18. Click “Submit” button. **The transaction message has been successfully submit will appear = FINISH.**

The “Encumbrance Warning” will always display. **Disregard.**

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EPAF (TAF T-Org Change – Student Worker)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. **The M has to be capitalized.**
6. Hit “enter” button on the keyboard. The employee name will appear.
7. Change query date. **The date has to be the 16th of the new pay period.**
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF. **TAFTOR=TAF Student.**
10. Click “Go” button.
11. Click “Radio Button” on the right hand side the position to change T-Org.
12. Click “Go” button.
13. Enter the t-org. **The “T” has to be in front of the t-org for the employee to get a timesheet.**
14. Enter approval level 10. **Click on “hour glass” to select Department head – Required Action = Approve**
15. Enter approval level 30. **Click on “hour glass” to select Dean or Vice President – Required Action = Approve.**
16. Enter approval level 35. **Click on “hour glass” to select TAFINI - TAF Initial Review – Required Action = Approve.**
17. Enter approval level 40. **Click on “hour glass” to select TAFAPP - TAF Approval  – Required Action = Approve.**
18. Enter approval level 99. **Click on “hour glass” to select HRAPP - HR Appliers – Required Action = Apply.**
19. Click “Save” button at the top of page. **Green check will appear.**
20. Click “Submit” button. **The transaction message has been successfully submit will appear = FINISH.**

The “Encumbrance Warning” will always display. **Disregard.**

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### Types of EPAF (Temporary Hourly)

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<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIRETH</td>
<td>Process a NEW temporary hourly hire</td>
</tr>
<tr>
<td>REHITH</td>
<td>Process a REHIRE of a temporary hourly position</td>
</tr>
<tr>
<td>TERMTH</td>
<td>Process a termination of a temporary hourly position</td>
</tr>
<tr>
<td>RATETH</td>
<td>Process a Pay Rate Change for a temporary hourly position</td>
</tr>
<tr>
<td>TORGTH</td>
<td>Process a Timekeeping Location Change for a temp hourly position</td>
</tr>
<tr>
<td>GRHITH</td>
<td>Process a NEW temporary hourly hire into a grant position</td>
</tr>
<tr>
<td>GRRHTH</td>
<td>Process a REHIRE of a temporary hourly into a grant position</td>
</tr>
<tr>
<td>GRRTTH</td>
<td>Process a Pay Rate Change for a temporary hourly grant position</td>
</tr>
</tbody>
</table>
EPAF (Hire – Temporary Hourly)
(Never work in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. The M has to be capitalized.
6. Hit “enter” button on the keyboard. The employee name will appear.
7. Change query date. Employee hire date, (00/00/0000 - two digit month & day and four digit year)
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF. HIRETH=Temporary Hourly
10. This information is for Step #15. Make a note
   a. If a list of the employee job assignments appear and the status is active, the contract type will be Secondary.
   b. If a list of the employee job assignments appear & the status is not active or no active job assignments appear, the contract type will be Primary.
11. Click “Go” button.
12. Enter position number. Basic information should defaulted in, job title, time sheet organ, etc.
13. Enter suffix number. 00.
14. Click “Go” button.
15. **Only Change contract type** to Primary if the employee has no active job assignments. Refer Step #10.
16. Enter the pay rate. Minimum wage will default.
17. Enter the t-org. The “T” has to be in front of the t-org for the employee to get a timesheet.
18. Enter approval level 2. Click on “hour glass” to select Approver, NextGen – Required Action = Approve.
19. Enter approval level 10. Click on “hour glass” to select Department head – Required Action = Approve.
20. Enter approval level 50. Click on “hour glass” to select Vice Presidents – Required Action = Approve.
21. Enter approval level 99. Click on “hour glass” to select Applier, HR – Required Action = Apply.
22. Click “Save” button at the top of page. Green check will appear.
23. Click “Submit” button.
   A. The transaction message has been successfully submit will appear. FINISH.

The “Encumbrance Warning” will always display. Disregard.

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   1B. Correct Errors.
   2B. Click “Save” button at the top of page. Green check will appear.
   3B. Click “Submit” button. The transaction message has been successfully submit will appear = FINISH.

C. If the “Errors Warning” appear with the message BELOW. Click Delete button.

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<td><em>ERROR</em> Invalid Employee Class Code.</td>
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FYI
Did you do a Hiring Verification in Workflow? If so, the employee has not turned in paperwork to HR.
The EPAF cannot be done until the employee brings the new hire paperwork to HR.
EPAF (ReHire – Temporary Hourly)
(Work in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. The M has to be capitalized.
6. Hit “enter” button on the keyboard. The employee name will appear
7. Change query date. Employee hire date. (00/00/0000 - two digit month & day and four digit year)
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF. REHITH=Temporary Hourly
10. Click “Go” button.
11. Click “Radio Button” on the right hand side the position to rehire.
12. Click “Go” button.
13. Enter the pay rate. Minimum wage will default.
14. Enter the t-org. The “T” has to be in front of the t-org for the employee to get a timesheet.
15. Enter approval level 2. Click on “hour glass” to select Approver, NextGen – Required Action = Approve.
16. Enter approval level 10. Click on “hour glass” to select Department head – Required Action = Approve.
17. Enter approval level 50. Click on “hour glass” to select Vice Presidents – Required Action = Approve.
18. Enter approval level 99. Click on “hour glass” to select HR Appliers – Required Action = Apply.
19. Click “Save” button at the top of page. Green check will appear.
20. Click “Submit” button.
   A. The transaction message has been successfully submit will appear. FINISH.

The “Encumbrance Warning” will always display. Disregard.

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   1B. Correct Errors.
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C. If the “Errors Warning” appear with the message BELOW. Click Delete button.

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FYI
Did you do a Hiring Verification in Workflow? If so, the employee has not turned in paperwork to HR.
   The EPAF cannot be done until the employee brings the new hire paperwork to HR.
EPAF (Terminate – Temporary Hourly)  
(End position)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. The M has to be capitalized.
6. Hit “enter” button on the keyboard. The employee name will appear.
7. Change query date. Employee last work date.
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF. TERMTH=Temp Hourly.
10. Click “Go” button.
11. Click “Radio Button” on the right hand side the position to terminate.
12. Click “Go” button.
13. Enter approval level 10. Click on “hour glass” to select Department head – Required Action = Approve.
14. Enter approval level 99. Click on “hour glass” to select HR Appliers – Required Action = Apply.
15. Click “Save” button at the top of page. Green check will appear.
16. Click “Submit” button. The transaction message has been successfully submit will appear = FINISH.

The “Encumbrance Warning” will always display. Disregard.

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EPAF (Rate Change – Temporary Hourly)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. The M has to be capitalized.
6. Hit “enter” button on the keyboard. The employee name will appear.
7. Change query date. The date the new rate starts.
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF. RATETH=Temporary Hourly.
10. Click “Go” button.
11. Click “Radio Button” on the right hand side the position to change pay rate.
12. Click “Go” button.
13. Enter the “new” pay rate.
14. Enter approval level 2. Click on “hour glass” to select Approver, NextGen – Required Action = Approve.
15. Enter approval level 10. Click on “hour glass” to select Department head – Required Action = Approve.
16. Enter approval level 50. Click on “hour glass” to select Vice Presidents – Required Action = Approve.
17. Enter approval level 99. Click on “hour glass” to select Applier, HR – Required Action = Apply.
18. Click “Save” button at the top of page. Green check will appear.
19. Click “Submit” button. The transaction message has been successfully submit will appear = FINISH.

The “Encumbrance Warning” will always display. Disregard.

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EPAF (T-Org Change – Temporary Hourly)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. **The M has to be capitalized.**
6. Hit “enter” button on the keyboard. **The employee name will appear.**
7. Change query date. **The date has to be the 16th of the new pay period.**
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF. **TORGTH=Temp Hourly.**
10. Click “Go” button.
11. Click “Radio Button” on the right hand side the position to change T-Org.
12. Click “Go” button.
13. Enter the t-org. **The “T” has to be in front of the t-org for the employee to get a timesheet.**
14. Enter approval level 10. Click on “hour glass” to select Department head – Required Action = Approve.
15. Enter approval level 99. Click on “hour glass” to select HR Appliers – Required Action = Apply.
16. Click “Save” button at the top of page. **Green check will appear.**
17. Click “Submit” button. **The transaction message has been successfully submit will appear = FINISH.**

The “Encumbrance Warning” will always display. **Disregard.**

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1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. The M has to be capitalized.
6. Hit “enter” button on the keyboard. The employee name will appear.
7. Change query date. Employee hire date.
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF. GRHITH=Temporary Hourly
10. This information is for Step #15. Make a note
    a. If a list of the employee job assignments appear and the status is active, the contract type will be Secondary.
    e. If a list of the employee job assignments appear & the status is not active or no active job assignments appear, the contract type will be Primary.
11. Click “Go” button.
12. Enter position number. Basic information should defaulted in, job title, time sheet organ, etc.
13. Enter suffix number. 00.
14. Click “Go” button.
15. **Only Change contract type** to Primary if the employee has no other positions active. Refer Step #10.
16. Enter the pay rate. Minimum wage will default.
17. Enter the t-org. The “T” has to be in front of the t-org for the employee to get a timesheet.
18. Enter approval level 2. Click on “hour glass” to select Approver, NextGen – Required Action = Approve.
19. Enter approval level 5. Click on “hour glass” to select PI – Principal Investigator – Required Action = Approve.
20. Enter approval level 20. Click on “hour glass” to select RS – Research Services – Required Action = Approve.
21. Enter approval level 50. Click on “hour glass” to select Vice Presidents – Required Action = Approve.
22. Enter approval level 99. Click on “hour glass” to select Applier, HR – Required Action = Apply.
23. Click “Save” button at the top of page. Green check will appear.
24. Click “Submit” button.

The “Encumbrance Warning” will always display. Disregard.

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    1B. Correct Errors.
    2B. Click “Save” button at the top of page. Green check will appear.
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C. If the “Errors Warning” appear with the message BELOW. Click Delete button.

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<td>ERROR</td>
<td><em>ERROR</em> Invalid Employee Class Code.</td>
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FYI
Did you do a Hiring Verification in Workflow? If so, the employee has not turned in paperwork to HR. The EPAF cannot be done until the employee brings the new hire paperwork to HR.
EPAF (Grant ReHire – Temporary Hourly)
(Work in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. The M has to be capitalized.
6. Hit “enter” button on the keyboard. The employee name will appear.
7. Change query date. Employee hire date. (00/00/0000 - two digit month & day and four digit year)
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF. GRRHTH=Temporary Hourly
10. Click “Go” button.
11. Click “Radio Button” on the right hand side the position to rehire.
12. Click “Go” button.
13. Enter the pay rate. Minimum wage will default.
14. Enter the t-org. The “T” has to be in front of the t-org for the employee to get a timesheet.
15. Enter approval level 2. Click on “hour glass” to select Approver, NextGen – Required Action = Approve.
16. Enter approval level 5. Click on “hour glass” to select PI – Principal Investigator – Required Action = Approve.
17. Enter approval level 20. Click on “hour glass” to select RS – Research Services – Required Action = Approve.
18. Enter approval level 50. Click on “hour glass” to select Vice Presidents – Required Action = Approve.
19. Enter approval level 99. Click on “hour glass” to select HRAPP - HR Appliers – Required Action = Apply.
20. Click “Save” button at the top of page. Green check will appear.
21. Click “Submit” button.

A. The transaction message has been successfully submit will appear. FINISH.

The “Encumbrance Warning” will always display. Disregard.

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</table>

FYI
Did you do a Hiring Verification in Workflow? If so, the employee has not turned in paperwork to HR. The EPAF cannot be done until the employee brings the new hire paperwork to HR.
**EPAF (Grant Rate Change – Temporary Hourly)**

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. **The M has to be capitalized.**
6. Hit “enter” button on the keyboard. **The employee name will appear.**
7. Change query date. **The date the new rate starts.**
8. Click on drop down arrow beside “Approval Category”.
9. Select the EPAF. **GRRTTH=Temporary Hourly.**
10. Click “Go” button.
11. Click “Radio Button” on the right hand side the position to change pay rate.
12. Click “Go” button.
13. Enter the “new” pay rate.
14. Enter approval level 2. **Click on “hour glass” to select Approver, NextGen – Required Action = Approve.**
15. Enter approval level 5. **Click on “hour glass” to select PI – Principal Investigator – Required Action = Approve.**
16. Enter approval level 20. **Click on “hour glass” to select RS – Research Services – Required Action = Approve.**
17. Enter approval level 50. **Click on “hour glass” to select Vice Presidents – Required Action = Approve.**
18. Enter approval level 99. **Click on “hour glass” to select Applier, HR – Required Action = Apply.**
19. Click “Save” button at the top of page. **Green check will appear.**
20. Click “Submit” button. **The transaction message has been successfully submit will appear = FINISH.**

The “Encumbrance Warning” will always display. **Disregard.**

<table>
<thead>
<tr>
<th>Type</th>
<th>Message Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Hire</td>
<td>WARNING</td>
<td><em>WARNING</em> Encumbrance has been set to 0, because method is Value Input.</td>
</tr>
</tbody>
</table>