

EPAF Quick Tips & Instruction Guide

EPAF Contact Person – LaCresha Longwell @ 5235 (lacresha.longwell@mtsu.edu)

- Each time you want to hire or rehire a non-benefited employee (Student Worker, Temporary Hourly, Graduate Assistant and Adjunct Faculty), a hiring verification workflow must be processed **first, before** the EPAF.
- The EPAF **cannot** be submitted until after you have received an email from HRS. The authorization card provided by HRS only acknowledges that the employee can start working, but you cannot initiate the EPAF until you get an e-mail from HR to proceed with the EPAF.
- You **MUST** process a hiring verification workflow each time **BEFORE** you can process an EPAF. Temp Hourly, Adjunct Faculty and Graduate Assistant contracts are created with workflow information. If no workflow is processed, no contract can be created during the EPAF process.
- Information needed to create an EPAF:
(Employee M#, Position #, Hire or End Date, Timekeeping Org, Pay Rate and credit hour(s) for Adjunct contracts)
 - Position Number Questions? Contact – Susan England @5791, susan.england@mtsu.edu or Jennifer Coppinger@5377, jennifer.coppinger@mtsu.edu

Types of employees that you can do an EPAF for:

- **Student (ST):** Someone taking classes at MTSU. You can check student status in Banner using form SFAREGQ. Student position numbers usually end in 880,881,885. Student employees can work anytime (exceptions apply for international students). Students paid through Financial Aid are work-study students and their position numbers end in 860 and are only set up by the Financial Aid Office. Work Study students can only work when classes are in session and must have prior approval from Financial Aid to work at any other time in the work study position.
- **Temp Hourly (TH):** Someone NOT taking classes. These position numbers usually end in 830 & 850. The Workflow/EPAF process will create an electronic contract that must be signed by the individual.
- **Graduate Assistant (GA):** Graduate Student approved by the College of Graduate Studies. GA positions will end in 945 (Administrative), 940 (Research), 950 (Teaching), and 955 (Coaching-Athletics). A regular student taking graduate level courses is not processed as a GA unless they are receiving a paid stipend and tuition cost coverage approved through Graduate Studies.
- **Adjunct Faculty:** Teaching positions generally end in 870 and Non-Teaching positions generally end in 865.

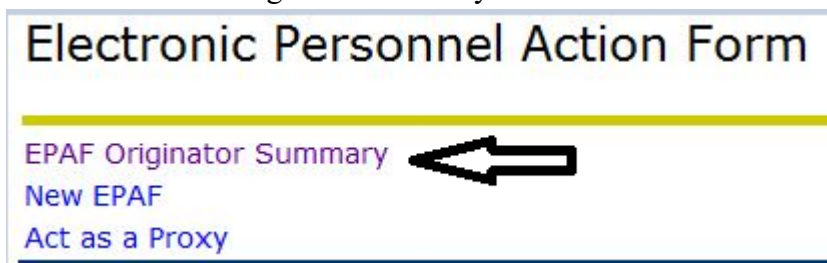
Additional Information:

- The Workflow/EPAF process will create an electronic contract that must be signed by the individual for Temp Hourly (TH), Graduate Assistants (GA) or Adjunct Faculty (AF). Each employee classification triggers a different contract so be aware of your employee classification.
- Please note, before you submit a GA EPAF, you must complete and submit a Graduate Assistant Summary Form to the Graduate Studies office. GA Summary Forms are located on the Graduate Studies web page. [Research/Teaching](#) or [Administrative](#).
- Adjunct Faculty are processed through Academic Affairs and require additional hiring paperwork (ex: credential info and/or reference letters) which must be submitted to the Provost office before the EPAF can be approved.

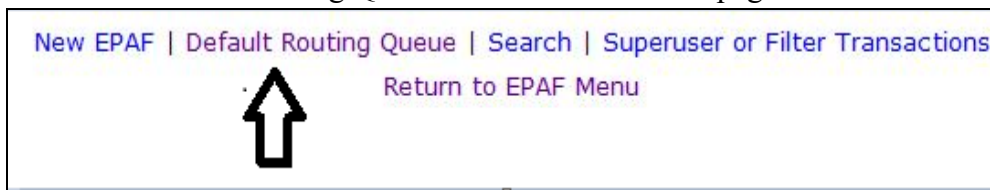
Setting Default Routing Queues:

EPAF originators can set default routing queues by following these steps.

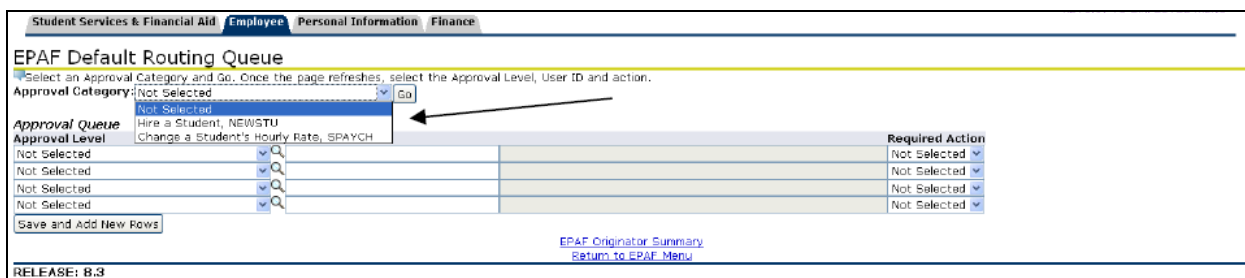
1. Log into Pipeline and click on the employee tab. Click on “Electronic Personnel Action Form” link.
2. Click on “EPAF Originator Summary”




3. Click on “Default Routing Queue” at the bottom of the page.



4. Use drop down under “Approver Category” and select the EPAF type you want to set up default routing queue on.



5. Click “Go”
6. Each mandatory approver level will default per EPAF category. Type in the username of the approver that must act on the EPAF (this should be the Department Head). You can use the search function to locate a

username.  Once you type in the username, hit tab and the full name should appear in the next block. The right side box should indicate “Approve.”

7. **The last approver will be the HR Applier. Type in username is MHRW00001 and hit tab. This will route the EPAF to Human Resources for processing. The box on the right should indicate “Applier.”**
8. Click “Save and Add New Rows.”
9. Each time you originate an EPAF, the approval queue should automatically populate, but can be overridden.

Approving EPAFs

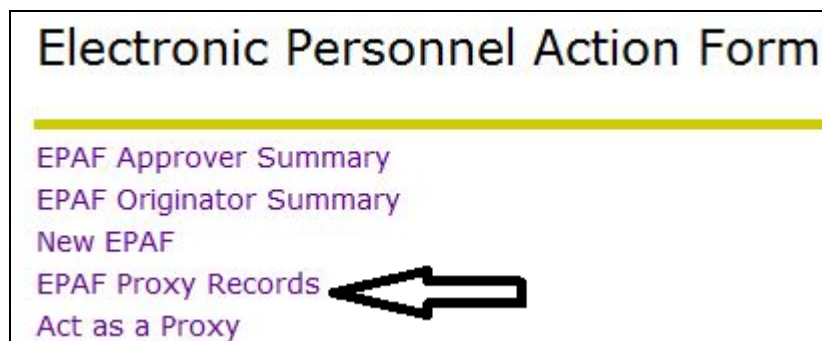
- **EPAF Approvers**

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Click on the “[Electronic Personnel Action Form](#)” link.
4. Click on “EPAF Approver Summary”
5. Use drop down under “Queue Status”
 - a) Select “all” to approve all, click save to submit; or
 - b) Select each name to review before approval, click approve; or
 - c) Select return for correction to return EPAF to originator

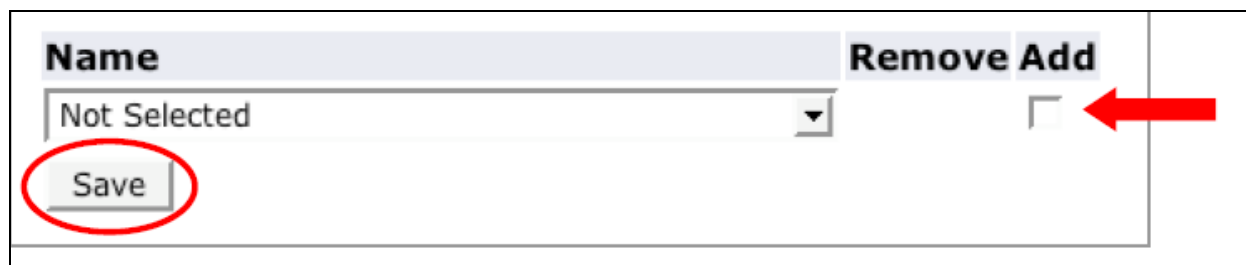
Designating a Proxy Approver:

Department heads can set default routing queues by following these steps. This allows another individual to approve EPAF’s that have been submitted for approval:

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Click on the “[Electronic Personnel Action Form](#)” link.
4. Click on the “EPAF Proxy Records” link.



5. Select the “Approval Level” for which you wish to designate a Proxy Approver from the drop-down menu and click “Go”



EPAF Status

Status Types:

Approved – EPAF has been approved by approver and is waiting for HR to apply to job record (processed daily by HR)

Completed – EPAF has been finalized. Employee should have time sheet

Pending – EPAF waiting for Approver to approve.

Void – EPAF has been voided.

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

(Check the EPAF Status)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form” section, click on “EPAF Originator Summary” link.
4. Once in this link, you should see the tab “current or history” – select History
5. The “Transaction Status” can be “All” or “Completed” – Select “All”
6. Find the Employee Name.
7. 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” section, click on the “EPAF Original Summary” link.
4. Click on the “Default Routing Queue” link.
5. Click on drop down arrow beside “Approval Category”
6. Select the EPAF.
7. Enter all approval levels:
 - a. Click on “the dropdown arrow” to select Approval Level.
 - b. Click on “Q” to select Username.
 - c. Required Action - select Approve (**except for Approval Level 99 Required Action = Apply**)
8. Click “Save and Add New Rows” button.

EPAF (Submit)

(EPAF Saved, but Not Submitted)

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

EPAF (Delete or Void)

(EPAF Needs to Be Deleted or Voided)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form” section, click on the “EPAF Original Summary” link.
4. Click on the employee name.
5. Click “delete” or “void” button. **The transaction message “has been deleted or voided” will appear**

Types of EPAF (Students & Work Study)

Hire EPAF-the individual *HAS NOT* worked in position number before:

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

Re-hire EPAF-the individual *HAS* worked in position number before:

REHIST	Process a REHIRE of a student worker position
REHISW	Process a REHIRE of Federal Work Study position (<i>Financial Aid Only</i>)
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 a student position or a grant student position
TERMSW	Terminate a Work Study position (<i>Financial Aid Office Only</i>)
TERMTA	Process a termination of a student TAF position

Pay Rate Change

RATEST	Process a Pay Rate Change for a student worker position
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 (<i>Financial Aid Office Only</i>)
GRTORG	Process a Timekeeping Location Change for a student grant position
TAFTOR	Process a Timekeeping Location Change for a student TAF position

Creating an EPAF (Hire – Student Worker)

(Individual has never worked in this position number before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form,” click on the “New EPAF” link.
4. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
5. Hit tab or enter button on the keyboard. **The employee name will appear.**
6. Change query date to the effective date (today’s date will default). **Employee hire date (00/00/0000 – two-digit month & day and four-digit year).**
7. Click on drop down arrow beside “Approval Category” - Select the EPAF – **HIREST**
8. Click “Go” or “All Jobs” - Any positions this employee has had will appear with “All Jobs” selection. This information is needed for Step #12. Make a note!
 - a. If a list of the employee job assignments appears and the status is active, the contract type for the new EPAF must be Secondary.
 - b. If a list of the employee job assignments appear & the status is terminated or no active job assignments appear, the contract type for the new EPAF must be Primary.
 - c. **If the position number to be used is listed *STOP!* You must use a rehire EPAF, not a hire EPAF.**
9. Enter position number. **Basic information should default in once entered; i.e., job title, time sheet org, etc.**
10. Enter suffix number **00**.

Student Hire, HIREST

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

11. Click “Go” button which will take you to the body of the EPAF. Verify your job begin date is correct. You can change it.
12. Verify Contract Type whether primary or secondary (Secondary will default). ****Only Change to *Primary* if the employee has no active job assignments (see number 8 above).**
13. Verify the pay rate. **Minimum wage will default.** If other than minimum wage, enter rate.
14. Enter the timesheet-orgn. **The “T” must be in front of the number (no spaces) for the employee to get a timesheet.**
15. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right side = Approve.**
16. Enter approval level 99. **Click on “Q” to select HR Appliers – Required Action to the right side = Apply.**
17. Click “Save” button at the top of page. **Green check will appear.**
18. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages: The “Encumbrance Warning” will always display. **Disregard.**

Type	Message Type	Description
Student Hire	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.

- A. If “Error Warnings” appear, the EPAF has not been submitted.
 - i. Correct Errors
 - ii. Click “Save” button at the top of page. **Green check will appear.**
 - iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**
- B. If the “Error Warnings” below appear, **click delete button.** You need to verify that:
 - i. You created a hiring verification workflow and;
 - ii. You received the e-mail from HR that you could proceed with the EPAF.

Type	Message Type	Description
Student Hire	ERROR	*ERROR* Unable to complete initial edit execution (Oracle Error -1001).
Student Hire	ERROR	*ERROR* Invalid Employee Class Code.

EPAF (Grant Hire – Student Worker)

(Individual has never worked in this position number before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form,” click on the “New EPAF” link.
4. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
5. Hit tab or enter button on the keyboard. **The employee name will appear.**
6. Change query date to the effective date (today’s date will default). **Employee hire date. (00/00/0000 – two-digit month & day and four-digit year).**
7. Click on drop down arrow beside “Approval Category” and select the EPAF - **GRHIST**
8. Click “Go” or “All Jobs” – All jobs will display any active or terminated positions.
Any positions this employee has had will appear with “All Jobs” selection. This information is needed for Step #12. Make a note!
 - a. If a list of the employee job assignments appears and the status is active, the contract type will be Secondary.
 - b. If a list of the employee job assignments appears & the status is terminated or no active job assignments appear, the contract type will be Primary.
 - c. **If the position number to be used is listed *STOP!* You must use a rehire EPAF, not a hire EPAF.**
9. Enter position number. **Basic information should default in once entered; i.e., job title, time sheet org, etc.**
10. Enter suffix number. **00.**

Grant Hire Student, GRHIST

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

11. Click “Go” button which will take you to the body of the EPAF. Verify your job begin date is correct. You can change it.
12. Verify Contract Type, which will default to “Secondary.” **Only Change to **Primary** if the employee has no active job assignments (see number 8 above).
13. Verify the pay rate. **Minimum wage will default.** If other than minimum wage, enter rate.
14. Enter the timesheet-orgn. **The “T” must be in front of the number (no spaces) for the employee to get a timesheet.**
15. Enter approval level 5. **Click on “Q” to select PI – Principal Investigator – Required Action to the right = Approve.**
16. Enter approval level 20. **Click on “Q” to select RS – Research Services – Required Action to the right = Approve.**
17. Enter approval level 99. **Click on “Q” to select HRAPP - HR Appliers – Required Action to the right = Apply.**
18. Click “Save” button at the top of page. **Green check will appear.**
19. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

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Type	Message Type	Description
Student Hire	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.

- A. If “Error Warnings” appear, the EPAF has not been submitted.
 - i. Correct Errors
 - ii. Click “Save” button at the top of page. **Green check will appear.**
 - iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**
- B. If the “Errors Warnings” below appear, **click delete button.** You need to verify that:
 - i. You created a hiring verification workflow and;
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Type	Message Type	Description
Student Hire	ERROR	*ERROR* Unable to complete initial edit execution (Oracle Error -1001).
Student Hire	ERROR	*ERROR* Invalid Employee Class Code.

EPAF (TAF Hire – Student Worker)

(Individual has never worked 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,” click on the “New EPAF” link.
4. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
5. Hit tab or enter button on the keyboard. **The employee name will appear.**
6. Change query date to the effective date (today’s date will default). **Employee hire date. (00/00/0000 – two-digit month & day and four-digit year).**
7. Click on drop down arrow beside “Approval Category” and select the EPAF - **TAFHIR**
8. Click “Go” or “All Jobs” – All jobs will display any active or terminated positions.
Any positions this employee has had will appear with “All Jobs” selection. This information is needed for Step #12. Make a note!
 - a. If a list of the employee job assignments appears and the status is active, the contract type will be Secondary.
 - b. If a list of the employee job assignments appears & the status is not active or no active job assignments appear, the contract type will be Primary.
 - c. **If the position number to be used is listed **STOP!** You must use a rehire EPAF, not a hire EPAF.**
9. Enter position number. **Basic information should default in once entered; i.e., job title, time sheet org, etc.**
10. Enter suffix number. **00.**

TAF Student Hire, TAFHIR

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

11. Click “Go” button which will take you to the body of the EPAF. Verify your job begin date is correct. You can change it.
12. Verify Contract Type, which will default to “Secondary.” **Only Change to **Primary** if the employee has no active job assignments (see number 8 above).
13. Enter Verify the pay rate. **Minimum wage will default.** If other than minimum wage, enter rate.
14. Enter the timesheet-orgn. **The “T” must be in front of the number (no spaces) for the employee to get a timesheet.**
15. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve**
16. Enter approval level 30. **Click on “Q” to select Dean or Vice President – Required Action to the right = Approve.**
17. Enter approval level 35. **Click on “Q” to select TAFINI - TAF Initial Review–Required Action to the right=Approve.**
18. Enter approval level 40. **Click on “Q” to select TAFAPP - TAF Approval – Required Action to the right = Approve.**
19. Enter approval level 99. **Click on “Q” to select HRAPP - HR Appliers – Required Action to the right = Apply.**
20. Click “Save” button at the top of page. **Green check will appear.**
21. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

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Student Hire	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.

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- B. If the “Errors Warnings” below appear, **click delete button.** You need to verify that:
 - i. You created a hiring verification workflow and;
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Type	Message Type	Description
Student Hire	ERROR	*ERROR* Unable to complete initial edit execution (Oracle Error -1001).
Student Hire	ERROR	*ERROR* Invalid Employee Class Code.

EPAF (ReHire – Student Worker)

(Individual *HAS* worked in this position number 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 must be capitalized, no spaces.**
6. Hit tab or 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” and select the EPAF- **REHIST**
9. Click “All Jobs” button. All active and terminated positions will be displayed!
10. Click the “Radio Button” on the right-hand side on the position to rehire (should be in terminated status).

Rehire Student into Same Position, REHIST

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									<input checked="" type="radio"/>
	Secondary	619830	00	Temp-Telecomm	T40200, Telecommunication Services	May 21, 2012	Aug 11, 2017	Aug 15, 2017	Terminated	<input type="radio"/>
	Secondary	619880	00	Student Help-Telecom	T40200, Telecommunication Services	May 20, 2013	May 05, 2017	May 15, 2017	Terminated	<input type="radio"/>
	Primary	620880	00	Student Help-Develop Office	T30500, Development Office	Jan 20, 2015	Nov 15, 2017	Dec 15, 2015	Terminated	<input type="radio"/>

11. Click “Go” button which will take you to the body of the EPAF. Verify your job begin date is correct. You can change it.
12. Verify the pay rate. **Minimum wage will default.** You can change it.
13. Enter the timesheet-orgn. **The “T” must be in front of the number (no spaces) for the employee to get a timesheet.**
14. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve.**
15. Enter approval level 99. **Click on “Q” to select HR Appliers – Required Action to the right = Apply.**
16. Click “Save” button at the top of page. **Green check will appear.**
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5. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
6. Hit tab or 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” and select the EPAF- **GRRHST**
9. Click “All Jobs” button. All active and terminated positions will be displayed!
10. Click the “Radio Button” on the right-hand side on the position to rehire (should be in terminated status).

Grant Rehire Student, GRRHST

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job	<input type="text"/>	<input type="text"/>							<input checked="" type="radio"/>
	Primary	104950	00	Graduate Assistant - Teaching	T13250, Chemistry	Sep 01, 2017	Aug 31, 2019	Jun 30, 2018	Active	<input type="radio"/>
	Secondary	G10880	00	Student-RUI	T1325D, Grant Chengshan Wang	May 08, 2017	Oct 15, 2017	Aug 15, 2017	Terminated	<input type="radio"/>

11. Click “Go” button.
12. Verify the pay rate. **Minimum wage will default.** You can change it.
13. Enter the timesheet-orgn. **The “T” must be in front of the number (no spaces) for the employee to get a timesheet.**
14. Enter approval level 5. **Click on “Q” to select PI – Principal Investigator – Required Action to the right = Approve.**
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5. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
6. Hit tab or 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” and select the EPAF- Select - **TAFRHR**
9. Click “All Jobs” button. All active and terminated positions will be displayed!
10. Click “Radio Button” on the right-hand side on the position to rehire (should be in terminated status).

TAF Student Rehire, TAFRHR

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									<input checked="" type="radio"/>
	Primary	104950	00	Graduate Assistant - Teaching	T13250, Chemistry	Sep 01, 2017	Aug 31, 2019	Jun 30, 2018	Active	<input type="radio"/>

11. Click “Go” button.
12. Verify the pay rate. **Minimum wage will default.** You can change it.
13. Enter the timesheet-orgn. **The “T” must be in front of the number (no spaces) for the employee to get a timesheet.**
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Errors and Warning Messages: The “Encumbrance Warning” will always display. **Disregard**

Type	Message Type	Description
Student Hire	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.

- A. If “Error Warnings” appear, the EPAF has not been submitted.
 - i. Correct Errors
 - ii. Click “Save” button at the top of page. Green check will appear.
 - iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!
- B. If the “Errors Warnings” below appear, **click delete button.** You need to verify that:
 - i. You created a hiring verification workflow and;
 - ii. You received the e-mail from HR that you could proceed with the EPAF.

Type	Message Type	Description
Student Hire	ERROR	*ERROR* Unable to complete initial edit execution (Oracle Error -1001).
Student Hire	ERROR	*ERROR* Invalid Employee Class Code.

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 must be capitalized, no spaces.**
6. Hit tab or enter button on the keyboard. **The employee name will appear.**
7. Change query date to the termination date. HR recommends that you use last day in pay period to avoid issues with the time sheet if the termination date is in the current pay period. Otherwise, use the actual last day worked.
8. Click on drop down arrow beside “Approval Category”. Select the EPAF - **TERMST**
9. Click “Go” button.
10. Click “Radio Button” on the right-hand side under “select” for the position you are ending.
11. Click “Go” button.
12. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve.**
13. Enter approval level 99. **Click on “Q” to select HR Appliers – Required Action to the right = Apply.**
14. Click “Save” button at the top of page. **Green check will appear.**
15. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages: The “Encumbrance Warning” will always display. **Disregard**

Type	Message Type	Description
Student Hire	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.

EPAF (Terminate - TAF 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 must be capitalized, no spaces.**
6. Hit tab or enter button on the keyboard. **The employee name will appear.**
7. Change query date to the termination date. HR recommends that you use the last day in pay period to avoid issues with the time sheet if the termination date is in the current pay period. Otherwise, use the actual last day worked.
8. Click on drop down arrow beside “Approval Category” and select the EPAF- **TERMTA**
9. Click “Go” button.
10. Click “Radio Button” on the right-hand side under “select” for the position you are ending.
11. Click “Go” button.
12. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve**
13. Enter approval level 30. **Click on “Q” to select Dean or Vice President – Required Action to the right = Approve.**
14. Enter approval level 35. **Click on “Q” to select TAFINI - TAF Initial Review – Required Action to the right = Approve.**
15. Enter approval level 40. **Click on “Q” to select TAFAPP - TAF Approval – Required Action to the right = Approve.**
16. Enter approval level 99. **Click on “Q” to select HRAPP - HR Appliers – Required Action to the right = Apply.**
17. Click “Save” button at the top of page. **Green check will appear.**
18. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done**

Errors and Warning Messages: The “Encumbrance Warning” will always display. **Disregard**

Type	Message Type	Description
Student Hire	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.

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 must be capitalized, no spaces.**
6. Hit tab or 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” - select the EPAF- **RATEST**
9. Click “Go” button.
10. Click “Radio Button” on the right-hand side of the position under “select” for the pay rate change.
11. Click “Go” button.
12. Enter the “new” pay rate in the “regular rate” field.
13. Enter the timesheet-orgn. **The “T” must be in front of the number (no spaces) for the employee to get a timesheet.**
14. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve.**
15. Enter approval level 99. **Click on “Q” to select HR Appliers – Required Action to the right = Apply.**
16. Click “Save” button at the top of page. **Green check will appear.**
17. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages: The “Encumbrance Warning” will always display. **Disregard**

Type	Message Type	Description
Student Hire	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.

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 must be capitalized, no spaces.**
6. Hit tab or 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” -Select the EPAF- **GRRATE**
9. Click “Go” button.
10. Click “Radio Button” on the right-hand side of the position under “select” for the pay rate change.
11. Click “Go” button.
12. Enter the “new” pay rate in the “regular rate” field.
13. Enter the timesheet-orgn. **The “T” must be in front of the number (no spaces) for the employee to get a timesheet.**
14. Enter approval level 5. **Click on “Q” to select PI – Principal Investigator – Required Action to the right = Approve.**
15. Enter approval level 20. **Click on “Q” to select RS – Research Services – Required Action to the right = Approve.**
16. Enter approval level 99. **Click on “Q” to select HR Appliers – Required Action to the right = Apply.**
17. Click “Save” button at the top of page. **Green check will appear.**
18. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages: The “Encumbrance Warning” will always display. **Disregard**

Type	Message Type	Description
Student Hire	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.

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 must be capitalized, no spaces.**
6. Hit tab or 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” - Select the EPAF- **TAFRAT**
9. Click “Go” button.
10. Click “Radio Button” on the right-hand side of the position under “select” for the pay rate change.
11. Click “Go” button.
12. Enter the “new” pay rate in the “regular rate” field.
13. Enter the timesheet-orgn. **The “T” must be in front of the number (no spaces) for the employee to get a timesheet.**
14. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve**
15. Enter approval level 30. **Click on “Q” to select Dean or Vice President – Required Action to the right = Approve.**
16. Enter approval level 35. **Click on “Q” to select TAFINI - TAF Initial Review – Required Action to the right = Approve.**
17. Enter approval level 40. **Click on “Q” to select TAFAPP - TAF Approval – Required Action to the right = Approve.**
18. Enter approval level 99. **Click on “Q” to select HRAPP - HR Appliers – Required Action to the right = Apply.**
19. Click “Save” button at the top of page. **Green check will appear.**
20. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages: The “Encumbrance Warning” will always display. **Disregard**

Type	Message Type	Description
Student Hire	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.

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 must be capitalized, no spaces.**
6. Hit tab or enter button on the keyboard. **The employee name will appear.**
7. Change query date. **The date must be the 16th – the first day of the next pay period** to avoid issues with the time sheet.
8. Click on drop down arrow beside “Approval Category” - Select the EPAF- **TORGST**
9. Click “Go” button.
10. Click “Radio Button” on the right-hand side of the position under “select”
11. Enter the t-org. **The “T” must be in front of the t-org for the employee to get a timesheet.**
12. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve.**
13. Enter approval level 99. **Click on “Q” to select HR Appliers – Required Action to the right = Apply.**
14. Click “Save” button at the top of page. **Green check will appear.**
15. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages: The “Encumbrance Warning” will always display. **Disregard**

Type	Message Type	Description
Student Hire	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.

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 must be capitalized, no spaces.**
6. Hit tab or enter button on the keyboard. **The employee name will appear.**
7. Change query date. **The date must be the 16th – the first day of the next pay period** to avoid issues with the time sheet.
8. Click on drop down arrow beside “Approval Category” - Select the EPAF- **GRTORG**
9. Click “Go” button.
10. Click “Radio Button” on the right-hand side of the position under “select”
11. Click “Go” button.
12. Enter the t-org. **The “T” must be in front of the t-org for the employee to get a timesheet.**
13. Enter approval level 5. **Click on “Q” to select PI – Principal Investigator – Required Action = Approve.**
14. Enter approval level 20. **Click on “Q” to select RS – Research Services – Required Action = Approve.**
15. Enter approval level 99. **Click on “Q” 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 submitted” will appear. **You’re Done!**

Errors and Warning Messages: The “Encumbrance Warning” will always display. **Disregard**

Type	Message Type	Description
Student Hire	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.

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 must be capitalized, no spaces.**
6. Hit tab or enter button on the keyboard. **The employee name will appear.**
7. Change query date. **The date must be the 16th – the first day of the next pay period** to avoid issues with the time sheet.
8. Click on drop down arrow beside “Approval Category” - Select the EPAF- **TAF TOR**
9. Click “Go” button.
10. Click “Radio Button” on the right-hand side of the position under “select”
11. Click “Go” button.
12. Enter the t-org. **The “T” must be in front of the t-org for the employee to get a timesheet.**
13. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve**
14. Enter approval level 30. **Click on “Q” to select Dean or Vice President – Required Action to the right = Approve.**
15. Enter approval level 35. **Click on “Q” to select TAFINI - TAF Initial Review – Required Action to the right = Approve.**
16. Enter approval level 40. **Click on “Q” to select TAFAPP - TAF Approval – Required Action to the right = Approve.**
17. Enter approval level 99. **Click on “Q” to select HRAPP - HR Appliers – Required Action to the right = Apply.**
18. Click “Save” button at the top of page. **Green check will appear.**
19. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages: The “Encumbrance Warning” will always display. **Disregard**

Type	Message Type	Description
Student Hire	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.

Types of EPAF (Temporary Hourly)

Please note: You must process a hiring verification workflow before you process the temp hourly EPAF. The workflow is used to create the contract that is sent electronically to the individual!

Hire EPAF-the individual **HAS NOT** worked in position number before:

HIRETH	Process a NEW temporary hourly hire
GRHITH	Process a NEW temporary hourly hire into a grant position (typically, position number begins with a letter)

ReHire EPAF-the individual **HAS** worked in position number before:

REHITH	Process a REHIRE of a temporary hourly position (has previously worked in position)
GRRHTH	Process a REHIRE of a temporary hourly into a grant position

Termination EPAF-to end the position number:

TERMTH	Process a termination of a temporary hourly position
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Other EPAF Types for Temp Hourly:

RATETH	Process a Pay Rate Change for a temporary hourly position
GRRTH	Process a Pay Rate Change for a temporary hourly grant position
TORGTH	Process a Timekeeping Location Change for a temp hourly position

If the individual has never worked for MTSU, it will take 24-48 hours before their MTSU credentials are assigned. They must log in with the MTSU credentials to electronically sign the contract.

EPAF (Hire – Temporary Hourly)

(Individual has never worked 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” - click on the “New EPAF” link.
4. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
5. Hit tab or enter button on the keyboard. **The employee name will appear.**
6. Change query date to the effective date (today’s date will default). **Employee hire date (00/00/0000 - two-digit month & day and four-digit year).**
7. Click on drop down arrow beside “Approval Category” - Select the EPAF- **HIRETH**
8. Click “Go” or “All Jobs” – All jobs will display any active or terminated positions.
Any positions this employee has had will appear with “All Jobs” selection. This information is needed for Step #12. Make a note!
 - a. If a list of the employee job assignments appears and the status is active, the contract type will be Secondary.
 - b. If a list of the employee job assignments appears & the status is not active or no active job assignments appear, the contract type will be Primary.
 - c. **If the position number to be used is listed **STOP!** You must use a rehire EPAF, not a hire EPAF.**
9. Enter position number. **Basic information should default in once entered; i.e., job title, time sheet org, etc.**
10. Enter suffix number **00**

Hire Temporary Hourly, HIRETH

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

11. Click “Go” button which will take you to the body of the EPAF. Verify your job begin date is correct. You can change it.
12. Verify “Contract Type” which will default to “Secondary.” Only change to primary if the employee has no other active assignment (see number 8 above).
13. Enter the pay rate.
14. Enter the t-org. **The “T” must be in front of the number (no spaces) for the employee to get a timesheet.**
15. Enter approval level 2. **Click on “Q” to select Approver, NextGen – Required Action to the right = Approve.**
16. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve.**
17. Enter approval level 50. **Click on “Q” to select Vice Presidents – Required Action to the right = Approve.**
18. Enter approval level 99. **Click on “Q” to select Applier, HR – Required Action to the right = Apply.**
19. Click “Save” button at the top of page. **Green check will appear.**
20. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages: The “Encumbrance Warning” will always display. **Disregard**

Hire Temporary Hourly	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.
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* - indicates a required field.

- A. If “Error Warnings” appear, the EPAF has not been submitted.
 - i. Correct Errors
 - ii. Click “Save” button at the top of page. Green check will appear.
 - iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**
- B. If the “Errors Warnings” below appear, **click delete button**. You need to verify that:
 - i. You created a hiring verification workflow and;
 - ii. You received the e-mail from HR that you could proceed with the EPAF.

Errors and Warning Messages

Type	Message Type	Description
Hire Temporary Hourly	ERROR	*ERROR* Unable to complete initial edit execution (Oracle Error -1001).
Hire Temporary Hourly	ERROR	*ERROR* Invalid Employee Class Code.

* - indicates a required field.

EPAF (ReHire – Temporary Hourly)

(Individual *HAS* worked 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” - Click on the “New EPAF” link.
4. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
5. Hit tab or enter button on the keyboard. **The employee name will appear.**
6. Change query date to the effective date (today’s date will default). **Employee hire date (00/00/0000 - two-digit month & day and four-digit year).**
7. Click on drop down arrow beside “Approval Category” - Select the EPAF- **REHITH**
8. Click “All Jobs” button. All active and terminated positions will be displayed!
9. Click the “Radio Button” on the right-hand side on the position to rehire (should be in terminated status).

Rehire Temporary Hourly, REHITH

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job	<input type="text"/>	<input type="text"/>							<input checked="" type="radio"/>
	Secondary	619830	00	Temp-Telecomm	T40200, Telecommunication Services	May 21, 2012	Aug 11, 2017	Aug 15, 2017	Terminated	<input type="radio"/>
	Secondary	619880	00	Student Help-Telecom	T40200, Telecommunication Services	May 20, 2013	May 05, 2017	May 15, 2017	Terminated	<input type="radio"/>
	Primary	620880	00	Student Help-Develop Office	T30500, Development Office	Jan 20, 2015	Nov 15, 2017	Dec 15, 2015	Terminated	<input type="radio"/>

Active Jobs

Go

10. Click “Go” button.
11. Enter the pay rate.
12. Enter the timesheet-orgn. **The “T” must be in front of the number (no spaces) for the employee to get a timesheet.**
13. Enter approval level 2. **Click on “Q” to select Approver, NextGen – Required Action to the right = Approve.**
14. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve.**
15. Enter approval level 50. **Click on “Q” to select Vice Presidents – Required Action to the right = Approve.**
16. Enter approval level 99. **Click on “Q” to select HR Appliers – Required Action to the right = Apply.**
17. Click “Save” button at the top of page. **Green check will appear.**
18. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages: The “Encumbrance Warning” will always display. **Disregard**

Hire Temporary Hourly	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.
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* - indicates a required field.

- A. If “Error Warnings” appear, the EPAF has not been submitted.
 - i. Correct Errors
 - ii. Click “Save” button at the top of page. Green check will appear.
 - iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**
- B. If the “Errors Warnings” below appear, **click delete button.** You need to verify that:
 - i. You created a hiring verification workflow and;
 - ii. You received the e-mail from HR that you could proceed with the EPAF.

Errors and Warning Messages

Type	Message Type	Description
Hire Temporary Hourly	ERROR	*ERROR* Unable to complete initial edit execution (Oracle Error -1001).
Hire Temporary Hourly	ERROR	*ERROR* Invalid Employee Class Code.

* - indicates a required field.

EPAF (Terminate – Temporary Hourly)

(End position)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
4. Hit tab or enter button on the keyboard. **The employee name will appear.**
5. Change query date to the termination date. HR recommends that you use last day in pay period to avoid issues with the time sheet if the termination date is in the current pay period. Otherwise, use the actual last day worked.
6. Click on drop down arrow beside “Approval Category” - Select the EPAF- **TERMTH**
7. Click “Go” button.
8. Click “Radio Button” on the right-hand side the position to terminate.

	Secondary	404830	00	Temp-Inform Tech Admin	T4010E, ITD-CS and IT Business Operations	Jul 02, 2018			Active	<input type="radio"/>
<input type="button" value="All Jobs"/>										
<input type="button" value="Go"/>										

9. Click “Go” button.
10. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve.**
11. Enter approval level 99. **Click on “Q” to select HR Appliers – Required Action to the right = Apply.**
12. Click “Save” button at the top of page. **Green check will appear.**
13. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages: The “Encumbrance Warning” will always display. **Disregard**

Hire Temporary Hourly	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.
-----------------------	---------	-------------------------------------------------------------------------

* - indicates a required field.

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” - Click on the “New EPAF” link.
4. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
5. Hit tab or enter button on the keyboard. **The employee name will appear.**
6. Change query date. **The date the new rate starts.**
7. Click on drop down arrow beside “Approval Category” - Select the EPAF- **RATETH**
8. Click the “Radio Button” on the right-hand side of the position under “select” for the pay rate change.
9. Click “Go” button.
10. Enter the “new” pay rate in the “regular rate” field.
11. Enter the timesheet-orgn. **The “T” must be in front of the number (no spaces) for the employee to get a timesheet.**
12. Enter approval level 2. **Click on “Q” to select Approver, NextGen – Required Action to the right = Approve.**
13. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve.**
14. Enter approval level 50. **Click on “Q” to select Vice Presidents – Required Action to the right = Approve.**
15. Enter approval level 99. **Click on “Q” to select Applier, HR – Required Action to the right= Apply.**
16. Click “Save” button at the top of page. **Green check will appear.**
17. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages: The “Encumbrance Warning” will always display

Hire Temporary Hourly	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.
-----------------------	---------	-------------------------------------------------------------------------

* - indicates a required field.

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” - Click on the “New EPAF” link.
4. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
5. Hit tab or enter button on the keyboard. **The employee name will appear.**
6. Change query date. **The date must be the 16th – the first day of the next pay period** to avoid issues with the time sheet.
7. Click on drop down arrow beside “Approval Category” - Select the EPAF- **TORGTH**
8. Click “Go” button.
9. Click “Radio Button” on the right-hand side of the position under “select”
10. Click “Go” button.
11. Enter the t-org. **The “T” must be in front of the t-org for the employee to get a timesheet.**
12. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve.**
13. Enter approval level 99. **Click on “Q” to select HR Apppliers – Required Action to the right = Apply.**
14. Click “Save” button at the top of page. **Green check will appear.**
15. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages: The “Encumbrance Warning” will always display. **Disregard**

Hire Temporary Hourly	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.
-----------------------	---------	-------------------------------------------------------------------------

* - indicates a required field.

EPAF (Grant Hire – Temporary Hourly) (Individual has never worked 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” - Click on the “New EPAF” link.
4. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
5. Hit tab or enter button on the keyboard. **The employee name will appear.**
6. Change query date to the effective date (today’s date will default). **Employee hire date. (00/00/0000 - two-digit month & day and four-digit year).**
7. Click on drop down arrow beside “Approval Category” - Select the EPAF- **GRHITH**
8. Click “Go” or “All Jobs” – All jobs will display any active or terminated positions.
Any positions this employee has had will appear with “All Jobs” selection. This information is needed for Step #12. Make a note!
 - a. If a list of the employee job assignments appears 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.
 - c. **If the position number to be used is listed **STOP!** You must use a rehire EPAF, not a hire EPAF.**
9. Enter position number. **Basic information should default in once entered; i.e., job title, time sheet org, etc.**
10. Enter suffix number **00**

Grant Hire Temporary Hourly, GRHITH

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

⚠ There are no active jobs based on the Query Date.

All Jobs

Go

11. Click “Go” button which will take you to the body of the EPAF. Verify your job begin date is correct. You can change it.

12. Verify "Contract Type" which will default to "Secondary." Only change to primary if the employee has no other active assignment (see number 8 above).
13. Enter the pay rate.
14. Enter the t-org. **The "T" must be in front of the number (no spaces) for the employee to get a timesheet.**
15. Enter approval level 2. **Click on "Q" to select Approver, NextGen – Required Action to the right = Approve.**
16. Enter approval level 5. **Click on "Q" to select PI – Principal Investigator – Required Action to the right = Approve.**
17. Enter approval level 20. **Click on "Q" to select RS – Research Services – Required Action to the right = Approve.**
18. Enter approval level 50. **Click on "Q" to select Vice Presidents – Required Action to the right = Approve.**
19. Enter approval level 99. **Click on "Q" to select Applier, HR – Required Action to the right = Apply**
20. Click "Save" button at the top of page. **Green check will appear.**
21. Click "Submit" button. The transaction message "has been successfully submitted" will appear. **You're Done!**

Errors and Warning Messages: The "Encumbrance Warning" will always display. **Disregard**

Hire Temporary Hourly	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.
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* - indicates a required field.

- A. If "Error Warnings" appear, the EPAF has not been submitted.
 - i. Correct Errors
 - ii. Click "Save" button at the top of page. Green check will appear.
 - iii. Click "Submit" button. The transaction message "has been successfully submitted" will appear. **You're Done!**
- B. If the "Errors Warnings" below appear, **click delete button.** You need to verify that:
 - i. You created a hiring verification workflow and;
 - ii. You received the e-mail from HR that you could proceed with the EPAF.

Errors and Warning Messages

Type	Message Type	Description
Hire Temporary Hourly	ERROR	*ERROR* Unable to complete initial edit execution (Oracle Error -1001).
Hire Temporary Hourly	ERROR	*ERROR* Invalid Employee Class Code.

* - indicates a required field.

EPAF (Grant ReHire – Temporary Hourly)

(Individual *HAS* worked in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the "Employee" tab.
3. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
4. Hit tab or enter button on the keyboard. **The employee name will appear.**
5. Change query date to the effective date (today's date will default). **Employee hire date (00/00/0000 - two-digit month & day and four-digit year).**
6. Click on drop down arrow beside "Approval Category" - Select the EPAF- **GRRHTH**
7. Click "All Jobs" button. All active and terminated positions will be displayed!
8. Click "Radio Button" on the right-hand side on the position to rehire (should be in terminated status).

Grant Rehire Temporary Hourly, GRRHTH

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	Primary	F35850	00	Temp-Sperm Organelles	T1320M, Grant Lynn Boyd	May 04, 2017	Sep 30, 2017	Oct 15, 2017	Terminated	<input type="radio"/>

Active Jobs

Go

9. Click "Go" button.
10. Enter the pay rate.
11. Enter the timesheet-orgn. **The "T" has to be in front of the number (no spaces) for the employee to get a timesheet.**
12. Enter approval level 2. **Click on "Q" to select Approver, NextGen – Required Action to the right = Approve.**

13. Enter approval level 5. **Click on “Q” to select PI – Principal Investigator – Required Action to the right = Approve.**
14. Enter approval level 20. **Click on “Q” to select RS – Research Services – Required Action to the right = Approve.**
15. Enter approval level 50. **Click on “Q” to select Vice Presidents – Required Action to the right = Approve.**
16. Enter approval level 99. **Click on “Q” to select HRAPP - HR Appliers – Required Action to the right = Apply.**
17. Click “Save” button at the top of page. **Green check will appear.**
18. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages: The “Encumbrance Warning” will always display. **Disregard**

Hire Temporary Hourly	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.
-----------------------	---------	-------------------------------------------------------------------------

* - indicates a required field.

- A. If “Error Warnings” appear, the EPAF has not been submitted.
 - i. Correct Errors
 - ii. Click “Save” button at the top of page. Green check will appear.
 - iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**
- B. If the “Errors Warnings” below appear, **click delete button**. You need to verify that:
 - i. You created a hiring verification workflow and;
 - ii. You received the e-mail from HR that you could proceed with the EPAF

Errors and Warning Messages

Type	Message Type	Description
Hire Temporary Hourly	ERROR	*ERROR* Unable to complete initial edit execution (Oracle Error -1001).
Hire Temporary Hourly	ERROR	*ERROR* Invalid Employee Class Code.

* - indicates a required field.

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” - Click on the “New EPAF” link.
4. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
5. Hit tab or enter button on the keyboard. **The employee name will appear.**
6. Change query date. **The date the new rate starts.**
7. Click on drop down arrow beside “Approval Category” - Select the EPAF- **GRRTTH**
8. Click “Radio Button” on the right-hand side of the position under “select” for the pay rate change.
9. Click “Go” button.
10. Enter the “new” pay rate in the “regular rate” field.
11. Enter the timesheet-orgn. **The “T” must be in front of the number (no spaces) for the employee to get a timesheet.**
12. Enter approval level 2. **Click on “Q” to select Approver, NextGen – Required Action to the right = Approve.**
13. Enter approval level 5. **Click on “Q” to select PI – Principal Investigator – Required Action to the right = Approve.**
14. Enter approval level 20. **Click on “Q” to select RS – Research Services – Required Action to the right = Approve.**
15. Enter approval level 50. **Click on “Q” to select Vice Presidents – Required Action to the right = Approve.**
16. Enter approval level 99. **Click on “Q” to select Applier, HR – Required Action to the right = Apply.**
17. Click “Save” button at the top of page. **Green check will appear.**
18. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages: The “Encumbrance Warning” will always display. **Disregard**

Hire Temporary Hourly	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.
-----------------------	---------	-------------------------------------------------------------------------

* - indicates a required field.

Types of EPAF (Graduate Assistant)

Note: Before you submit a Graduate Assistant EPAF, ***you must first submit a hiring verification workflow and then you must complete and submit a Graduate Assistant Summary Form to the Graduate Studies office.*** GA Summary Forms are located on the Graduate Studies web page. [Research/Teaching](#) or [Administrative](#).

Hire GA EPAF - the individual **HAS NOT** worked in position number before:

GAAS09	Process a NEW Graduate Assistant position – 9-month
GAAS12	Process a NEW Graduate Assistant position – 12-month
GAHDR	Process a NEW Graduate Assistant position – Doctoral
GGAH09	Process a NEW Graduate Assistant <i>Grant</i> position – 9-month
GGAS12	Process a NEW Graduate Assistant <i>Grant</i> position – 12-month
GGAHDR	Process a NEW Graduate Assistant <i>Grant</i> position – Doctoral

ReHire GA EPAF - the individual **HAS** worked in position number before:

RHGA09	Process a Rehire of a Graduate Assistant position – 9-month
RHGA12	Process a Rehire of a Graduate Assistant position – 12-month
RHGADR	Process a Rehire of a Graduate Assistant position – Doctoral
GGRH09	Process a Rehire of a Graduate Assistant Grant position – 9-month
GGRH12	Process a Rehire of a Graduate Assistant Grant position – 12-month
GGRHDR	Process a Rehire of a Graduate Assistant Grant position – Doctoral

Termination GA EPAF – to end a position outside of the normal contract year:

Please note, before you can process a TERMGA EPAF, you must email Human Resource Services to request the existing end date be removed. Your TERMGA EPAF will not process until any future dates are removed.

TERMGA	Process a termination of a Graduate Assistant position – must contact the HRS office via email first so that any future dated job record end date can be removed.
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TAF Funded GA EPAF

HGAT09	Hire TAF GA position – 9-month (never worked in position before)
HGAT12	Hire TAF GA position – 12-month (never worked in position before)
HGATDR	Hire TAF GA position – Doctoral (never worked in position before)
RGAT09	TAF Rehire GA position – 9-month (has worked in position before)
RGAT12	TAF Rehire GA position – 12-month (has worked in position before)
RGATDR	TAF Rehire GA Position – Doctoral (has worked in position before)
TGATAF	Terminate TAF GA Position – ending position

EPAF (Hire – Graduate Assistant) Full-time Assistantship

(Individual has never worked 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” - click on the “New EPAF” link.
4. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
5. Hit tab or enter button on the keyboard. **The employee name will appear.**
6. Click on drop down arrow beside “Approval Category” - Select the EPAF- **GAAXXX (see chart above)**
7. Click “Go” or “All Jobs” – All jobs will display any active or terminated positions.
8. Any positions this employee has had will appear with “All Jobs” selection. This information is needed for Step #12. Make a note!
 - a. If a list of the employee job assignments appears and the status is active, the contract type will be Secondary.
 - b. If a list of the employee job assignments appears & the status is not active or no active job assignments appear, the contract type will be **Primary**.
 - c. **If the position number to be used is listed *STOP!* You must use a rehire EPAF, not a hire EPAF.**
9. Enter position number. **Basic information should default in once entered; i.e., job title, time sheet org, etc.**
10. Enter suffix number **00**

Hire Graduate Assistantship - 9 Months, GAA509

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" value="00"/>							<input checked="" type="radio"/>

⚠ There are no active jobs based on the Query Date.

11. Click the “Go” button which will take you to the body of the EPAF. Verify your job begin and end dates are correct. Graduate Assistant “Job Effective Date” and “Job End Date” will automatically default based on the EPAF type you have selected. You can change these dates. These dates determine what months the GA will be paid. ***The “End Grad Assistant Contract”*** section is your job end date. This date can be changed. If you change the date to anything other than the first of the month or the end of the month, the pay for that month will be prorated based on the dates.
12. Verify “Contract Type” which will default to “Secondary.” Only change to primary if the employee has no other active assignment (see number 8 above).
13. Verify the assign salary. If pay rate is incorrect, ***STOP!*** Are you using the correct EPAF? If yes, and the position is less than full-time GA, see instructions below for part-time GA.
14. Enter the t-org. **The “T” must be in front of the number (no spaces).**
15. Enter approval level 2. **Click on “Q” to select Approver, NextGen – Required Action to the right = Approve.**
16. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve.**
17. Enter approval level 45. **Click on “Q” to select Graduate School Approval–Required Action to the right=Approve.**
18. Enter approval level 99. **Click on “Q” to select Applier, HR – Required Action to the right = Apply.**
19. Click “Save” button at the top of page. **Green check will appear.**
20. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**
 - A. If “Error Warnings” appear, the EPAF has not been submitted.
 - i. Correct Errors
 - ii. Click “Save” button at the top of page. Green check will appear.
 - iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**
 - B. If the “Errors Warnings” below appear, **click delete button**. You need to verify that:
 - i. You created a hiring verification workflow and;
 - ii. You received the e-mail from HR that you could proceed with the EPAF.

Errors and Warning Messages

Type	Message Type	Description
Hire Graduate Assistantship - 9 Months	ERROR	*ERROR* Unable to complete initial edit execution (Oracle Error -1001).
Hire Graduate Assistantship - 9 Months	ERROR	*ERROR* Invalid Employee Class Code.

* - indicates a required field.

EPAF (Hire – Graduate Assistant) Part-time Assistantship

(Individual has never worked 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” - click on the “New EPAF” link.
4. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
5. Hit tab or enter button on the keyboard. **The employee name will appear.**
6. Click on drop down arrow beside “Approval Category” - Select the EPAF- **GAAXXX (see chart above)**
7. Click “Go” or “All Jobs” – All jobs will display any active or terminated positions.
8. Any positions this employee has had will appear with “All Jobs” selection. This information is needed for Step #12. Make a note!
 - a. If a list of the employee job assignments appears and the status is active, the contract type will be Secondary.
 - b. If a list of the employee job assignments appears & the status is not active or no active job assignments appear, the contract type will be **Primary**.
 - c. **If the position number to be used is listed **STOP!** You must use a rehire EPAF, not a hire EPAF.**
9. Enter position number. **Basic information should default in once entered; i.e., job title, time sheet org, etc.**
10. Enter suffix number **00.**

Hire Graduate Assistantship - 9 Months, GAA509

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" value="00"/>							<input type="radio"/>

⚠ There are no active jobs based on the Query Date.

11. Click the “Go” button which will take you to the body of the EPAF. Verify your job begin and end dates are correct. Graduate Assistant “Job Effective Date” and “Job End Date” will automatically default based on the EPAF type you have selected. You can change these dates. These dates determine what months the GA will be paid. ***The “End Grad Assistant Contract”*** section is your job end date. This date can be changed. If you change the date to anything other than the first of the month or the end of the month, the pay for that month will be prorated based on the dates.
12. Verify “Contract Type” which will default to “Secondary.” Only change to primary if the employee has no other active assignment (see number 8 above).
13. Change the assign salary to reflect the % of full-time assistantship (full-time salary will default in):
 - a. Change the “Annual Salary” to equal the new assign salary x factor.
 - b. Change the “Hours per Pay” to reflect rate (ex: 50% time – 80.0 hours x .50 = 40.0 – change to 40).
 - c. Verify that your Assign salary multiplied by the factor is what you have entered in the annual salary field.
14. Enter the t-org. **The “T” must be in front of the number (no spaces).**
15. Enter approval level 2. **Click on “Q” to select Approver, NextGen – Required Action to the right = Approve.**
16. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve.**
17. Enter approval level 45. **Click on “Q” to select Graduate School Approval – Required Action to the right = Approve.**
18. Enter approval level 99. **Click on “Q” to select Applier, HR – Required Action to the right = Apply.**
19. Click “Save” button at the top of page. **Green check will appear.**
20. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**
 - A. If “Error Warnings” appear, the EPAF has not been submitted.
 - i. Correct Errors
 - ii. Click “Save” button at the top of page. Green check will appear.
 - iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**
 - B. If the “Errors Warnings” below appear, **click delete button.** You need to verify that:
 - i. You created a hiring verification workflow and;
 - ii. You received the e-mail from HR that you could proceed with the EPAF.

Errors and Warning Messages

Type	Message Type	Description
Hire Graduate Assistantship - 9 Months	ERROR	*ERROR* Unable to complete initial edit execution (Oracle Error -1001).
Hire Graduate Assistantship - 9 Months	ERROR	*ERROR* Invalid Employee Class Code.

* - indicates a required field.

EPAF (ReHire – Graduate Assistant)

Full-time Assistantship

(Individual HAS worked in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
4. Hit tab or enter button on the keyboard. **The employee name will appear.**
5. Change query date to the effective date (today’s date will default). **Employee hire date (00/00/0000 - two-digit month & day and four-digit year).**
6. Click on drop down arrow beside “Approval Category” - Select the EPAF- **RHGAXX (see chart above)**
7. Click “All Jobs” button. All active and terminated positions will be displayed!
8. Click the “Radio Button” on the right-hand side on the position to rehire (should be in terminated status).

Grant Rehire Graduate Assistantship - 9 months, GGRH09

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job	<input type="text"/>	<input type="text"/>							<input checked="" type="radio"/>
	Primary	153950	00	Graduate Assistant - Teaching	T15460, Literacy Studies PhD Program	Sep 01, 2017	Aug 31, 2019	Jun 30, 2018	Active	<input type="radio"/>

9. Click the “Go” button which will take you to the body of the EPAF. Verify your job begin and end dates are correct. Graduate Assistant “Job Effective Date” and “Job End Date” will automatically default based on the EPAF type you have selected. You can change these dates. These dates determine what months the GA will be paid. **The “End Grad Assistant Contract” section is your job end date. This date can be changed. If you change the date to anything other than the first of the month or the end of the month, the pay for that month will be prorated based on the dates.**
10. Verify the assign salary. If salary is incorrect, **STOP!** Are you using the correct EPAF? If yes, and the position is less than full-time GA, see instructions below.
11. Enter approval level 2. **Click on “Q” to select Approver, NextGen – Required Action to the right = Approve.**
12. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve.**
13. Enter approval level 45. **Click on “Q” to select Graduate School Approval – Required Action to the right = Approve.**
14. Enter approval level 99. **Click on “Q” to select Applier, HR – Required Action to the right = Apply.**
15. Click “Save” button at the top of page. **Green check will appear.**
16. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages:

- A. If “Error Warnings” appear, the EPAF has not been submitted.
 - i. Correct Errors
 - ii. Click “Save” button at the top of page. Green check will appear.
 - iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**
- B. If the “Errors Warnings” below appear, **click delete button.** You need to verify;
 - i. If a contract has already been processed; or
 - ii. Should a terminating EPAF be submitted first; or
 - iii. Should HR be contacted to remove a record?

Errors and Warning Messages

Type	Message Type	Description
End Grad Assistant Contract	ERROR	*ERROR* The future dated Job record must be deleted before ending job.
End Grad Assistant Contract	WARNING	*WARNING* Future changes exist - starting on 31-AUG-2019.
Rehire Graduate Assistantship - 9 months	WARNING	*WARNING* Future changes exist - starting on 31-AUG-2019.

* - indicates a required field.

EPAF (ReHire – Graduate Assistant)

Part-time Assistantship

(Individual HAS worked in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
4. Hit tab or enter button on the keyboard. **The employee name will appear.**
5. Change query date to the effective date (today’s date will default). **Employee hire date (00/00/0000 - two-digit month & day and four-digit year).**
6. Click on drop down arrow beside “Approval Category” - Select the EPAF- **RHGAXX (see chart above)**
7. Click “All Jobs” button. All active and terminated positions will be displayed!
8. Click the “Radio Button” on the right-hand side on the position to rehire (should be in terminated status).

Grant Rehire Graduate Assistantship - 9 months, GGRH09

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									<input checked="" type="radio"/>
	Primary	153950	00	Graduate Assistant - Teaching	T15460, Literacy Studies PhD Program	Sep 01, 2017	Aug 31, 2019	Jun 30, 2018	Active	<input type="radio"/>

9. Click the “Go” button which will take you to the body of the EPAF. Verify your job begin and end dates are correct. Graduate Assistant “Job Effective Date” and “Job End Date” will automatically default based on the EPAF type you have selected. You can change these dates. These dates determine what months the GA will be paid. **The “End Grad Assistant Contract”** section is your job end date. This date can be changed. If you change the date to anything other than the first of the month or the end of the month, the pay for that month will be prorated based on the dates.
10. Verify “Contract Type” which will default to “Secondary.” Only change to primary if the employee has no other active assignment (see number 8 above).
11. Change the Assign salary to reflect the % of full-time assistantship. The full-time rate will default in:
 - a. Change the “Annual Salary” to equal the assign salary you have entered x factor.
 - b. Change the “Hours per Pay” to reflect rate (ex: 50% time – 80.0 hours x .50 = 40.0 – change to 40).
 - c. Verify that your Assign salary multiplied by the factor is what you have entered in the annual salary field.
12. Enter the t-org. **The “T” must be in front of the number (no spaces).**
13. Enter approval level 2. **Click on “Q” to select Approver, NextGen – Required Action to the right = Approve.**
14. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve.**
15. Enter approval level 45. **Click on “Q” to select Graduate School Approval – Required Action to the right = Approve.**
16. Enter approval level 99. **Click on “Q” to select Applier, HR – Required Action to the right = Apply.**
17. Click “Save” button at the top of page. **Green check will appear.**
18. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages:

- A. If “Error Warnings” appear, the EPAF has not been submitted.
 - i. Correct Errors
 - ii. Click “Save” button at the top of page. Green check will appear.
 - iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**
- B. If the “Errors Warnings” below appear, **click delete button.** You need to verify;
 - i. If a contract has already been processed; or
 - ii. Should a terminating EPAF be submitted first or
 - iii. Should HR be contacted to remove a record?

Errors and Warning Messages

Type	Message Type	Description
End Grad Assistant Contract	ERROR	*ERROR* The future dated Job record must be deleted before ending job.
End Grad Assistant Contract	WARNING	*WARNING* Future changes exist - starting on 31-AUG-2019.
Rehire Graduate Assistantship - 9 months	WARNING	*WARNING* Future changes exist - starting on 31-AUG-2019.

* - indicates a required field.

EPAF (Grant Hire – Graduate Assistant)

Full-time Assistantship

(Individual has never worked 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” - click on the “New EPAF” link.
4. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
5. Hit tab or enter button on the keyboard. **The employee name will appear.**
6. Click on drop down arrow beside “Approval Category” - Select the EPAF- **GGAXXX (see chart above)**
7. Click “Go” or “All Jobs” – All jobs will display any active or terminated positions.
8. Any positions this employee has had will appear with “All Jobs” selection. This information is needed for Step #12. Make a note!
 - a. If a list of the employee job assignments appears and the status is active, the contract type will be Secondary.
 - b. If a list of the employee job assignments appears & the status is not active or no active job assignments appear, the contract type will be **Primary**.
 - c. **If the position number to be used is listed *STOP!* You must use a rehire EPAF, not a hire EPAF.**
9. Enter position number. **Basic information should default in once entered; i.e., job title, time sheet org, etc.**
10. Enter suffix number **00**

Grant Hire Graduate Assistantship - Doctoral, GGAXXX

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 active jobs based on the Query Date.

All Jobs

17. Click the “Go” button which will take you to the body of the EPAF. Verify your job begin and end dates are correct. Graduate Assistant “Job Effective Date” and “Job End Date” will automatically default based on the EPAF type you have selected. You can change these dates. These dates determine what months the GA will be paid. **The “End Grad Assistant Contract”** section is your job end date. This date can be changed. If you change the date to anything other than the first of the month or the end of the month, the pay for that month will be prorated based on the dates.
11. Verify “Contract Type” which will default to “Secondary.” Only change to primary if the employee has no other active assignment (see number 8 above).
12. Verify the assign salary. If pay rate is incorrect, **STOP!** Are you using the correct EPAF? If yes, and the position is less than full-time GA, see instructions below.
13. Enter the t-org. **The “T” must be in front of the number (no spaces).**
14. Enter approval level 2. **Click on “Q” to select Approver, NextGen – Required Action to the right = Approve.**
15. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve.**
16. Enter approval level 20. **Click on “Q” to select Research Services – Required Action to the right = Approve**
17. Enter approval level 45. **Click on “Q” to select Graduate School Approval – Required Action to the right = Approve**
18. Enter approval level 99. **Click on “Q” to select Applier, HR – Required Action to the right = Apply.**
19. Click “Save” button at the top of page. **Green check will appear.**
20. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages:

- A. If “Error Warnings” appear, the EPAF has not been submitted.
 - i. Correct Errors
 - ii. Click “Save” button at the top of page. Green check will appear.
 - iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**
- B. If the “Errors Warnings” below appear, **click delete button**. You need to verify that:
 - i. You created a hiring verification workflow and;
 - ii. You received the e-mail from HR that you could proceed with the EPAF.

Errors and Warning Messages

Type	Message Type	Description
Grant Hire Graduate Assistantship - Doctoral	ERROR	*ERROR* Unable to complete initial edit execution (Oracle Error -1001).
Grant Hire Graduate Assistantship - Doctoral	ERROR	*ERROR* Invalid Employee Class Code.

EPAF (Grant Hire – Graduate Assistant)

Part-time Assistantship

(Individual has never worked 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” - click on the “New EPAF” link.
4. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
5. Hit tab or enter button on the keyboard. **The employee name will appear.**
6. Click on drop down arrow beside “Approval Category” - Select the EPAF- **GGAXXX (see chart above)**
7. Click “Go” or “All Jobs” – All jobs will display any active or terminated positions.
8. Any positions this employee has had will appear with “All Jobs” selection. This information is needed for Step #12. Make a note!
 - a. If a list of the employee job assignments appears and the status is active, the contract type will be Secondary.
 - b. If a list of the employee job assignments appears & the status is not active or no active job assignments appear, the contract type will be **Primary**.
 - c. **If the position number to be used is listed **STOP!** You must use a rehire EPAF, not a hire EPAF.**
9. Enter position number. **Basic information should default in once entered; i.e., job title, time sheet org, etc.**
10. Enter suffix number **00**.

Grant Hire Graduate Assistantship - Doctoral, GGAHDR

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

⚠ There are no active jobs based on the Query Date.

All Jobs

11. Click the “Go” button which will take you to the body of the EPAF. Verify your job begin and end dates are correct. Graduate Assistant “Job Effective Date” and “Job End Date” will automatically default based on the EPAF type you have selected. You can change these dates. These dates determine what months the GA will be paid. **The “End Grad Assistant Contract”** section is your job end date. This date can be changed. If you change the date to anything other than the first of the month or the end of the month, the pay for that month will be prorated based on the dates.
12. Verify “Contract Type” which will default to “Secondary.” Only change to primary if the employee has no other active assignment (see number 8 above).
13. Change the Assign salary to reflect the % of full-time assistantship. The full-time rate will default in:
 - a. Change the “Annual Salary” to equal the assign salary you have entered x factor.
 - b. Change the “Hours per Pay” to reflect rate (ex: 50% time – 80.0 hours x .50 = 40.0 – change to 40).
 - c. Verify that your Assign salary multiplied by the factor is what you have entered in the annual salary field.
14. Enter the t-org. **The “T” must be in front of the number (no spaces).**
15. Enter approval level 2. **Click on “Q” to select Approver, NextGen – Required Action to the right = Approve.**
16. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve.**
17. Enter approval level 20. **Click on “Q” to select Research Services – Required Action to the right = Approve**
18. Enter approval level 45. **Click on “Q” to select Graduate School Approval – Required Action to the right= Approve**
19. Enter approval level 99. **Click on “Q” to select Applier, HR – Required Action to the right = Apply.**
20. Click “Save” button at the top of page. **Green check will appear.**
21. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages:

- A. If “Error Warnings” appear, the EPAF has not been submitted.
 - i. Correct Errors
 - ii. Click “Save” button at the top of page. Green check will appear.
 - iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**
- B. If the “Errors Warnings” below appear, **click delete button**. You need to verify that:
 - i. You created a hiring verification workflow and;
 - ii. You received the e-mail from HR that you could proceed with the EPAF.

Errors and Warning Messages

Type	Message Type	Description
Grant Hire Graduate Assistantship - Doctoral	ERROR	*ERROR* Unable to complete initial edit execution (Oracle Error -1001).
Grant Hire Graduate Assistantship - Doctoral	ERROR	*ERROR* Invalid Employee Class Code.

EPAF (Grant ReHire – Graduate Assistant)

Full-time Assistantship

(Individual HAS worked in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
4. Hit tab or enter button on the keyboard. **The employee name will appear.**
5. Change query date to the effective date (today’s date will default). **Employee hire date (00/00/0000 - two-digit month & day and four-digit year).**
6. Click on drop down arrow beside “Approval Category” - Select the EPAF- **RHGAXX (see chart above)**
7. Click “All Jobs” button. All active and terminated positions will be displayed!
8. Click the “Radio Button” on the right-hand side on the position to rehire (should be in terminated status).

Grant Rehire Graduate Assistantship - 12 months, GGRH12

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job	<input type="text"/>	<input type="text"/>							<input checked="" type="radio"/>
	Primary	153950	00	Graduate Assistant - Teaching	T15460, Literacy Studies PhD Program	Sep 01, 2017	Aug 31, 2019	Jun 30, 2018	Active	<input type="radio"/>

9. Click the “Go” button which will take you to the body of the EPAF. Verify your job begin and end dates are correct. Graduate Assistant “Job Effective Date” and “Job End Date” will automatically default based on the EPAF type you have selected. You can change these dates. These dates determine what months the GA will be paid. **The “End Grad Assistant Contract” section is your job end date. This date can be changed. If you change the date to anything other than the first of the month or the end of the month, the pay for that month will be prorated based on the dates.**
10. Verify the assign salary. If salary is incorrect, **STOP!** Are you using the correct EPAF? If yes, and the position is less than full-time GA, see instructions below.
11. Enter the t-org. **The “T” must be in front of the number (no spaces).**
12. Enter approval level 2. **Click on “Q” to select Approver, NextGen – Required Action to the right = Approve.**
13. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve.**
14. Enter approval level 20. **Click on “Q” to select Research Services – Required Action to the right = Approve**
15. Enter approval level 45. **Click on “Q” to select Graduate School Approval–Required Action to the right=Approve**
16. Enter approval level 99. **Click on “Q” to select Applier, HR – Required Action to the right = Apply.**
17. Click “Save” button at the top of page. **Green check will appear.**
18. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages:

- A. If “Error Warnings” appear, the EPAF has not been submitted.
 - i. Correct Errors
 - ii. Click “Save” button at the top of page. Green check will appear.
 - iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**
- B. If the “Errors Warnings” below appear, **click delete button.** You need to verify;
 - i. If a contract has already been processed; or
 - ii. Should a terminating EPAF be submitted first; or
 - iii. Should HR be contacted to remove a record?

Errors and Warning Messages

Type	Message Type	Description
End Grad Assistant Contract	ERROR	*ERROR* The future dated Job record must be deleted before ending job.
End Grad Assistant Contract	WARNING	*WARNING* Future changes exist - starting on 31-AUG-2019.
Rehire Graduate Assistantship - 9 months	WARNING	*WARNING* Future changes exist - starting on 31-AUG-2019.

* - indicates a required field.

EPAF (Grant ReHire – Graduate Assistant)

Part-time Assistantship

(Individual HAS worked in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
4. Hit tab or enter button on the keyboard. **The employee name will appear.**
5. Change query date to the effective date (today’s date will default). **Employee hire date (00/00/0000 - two-digit month & day and four-digit year).**
6. Click on drop down arrow beside “Approval Category” - Select the EPAF- **RHGAXX (see chart above)**
7. Click “All Jobs” button. All active and terminated positions will be displayed!
8. Click the “Radio Button” on the right-hand side on the position to rehire (should be in terminated status).

Grant Rehire Graduate Assistantship - 12 months, GGRH12

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	<input type="text"/>	<input type="text"/>							<input checked="" type="radio"/>
	Primary	153950	00	Graduate Assistant - Teaching	T15460, Literacy Studies PhD Program	Sep 01, 2017	Aug 31, 2019	Jun 30, 2018	Active	<input type="radio"/>

9. Click the “Go” button which will take you to the body of the EPAF. Verify your job begin and end dates are correct. Graduate Assistant “Job Effective Date” and “Job End Date” will automatically default based on the EPAF type you have selected. You can change these dates. These dates determine what months the GA will be paid. **The “End Grad Assistant Contract”** section is your job end date. This date can be changed. If you change the date to anything other than the first of the month or the end of the month, the pay for that month will be prorated based on the dates.
10. Change the Assign salary to reflect the % of full-time assistantship. The full-time rate will default in:
 - a. Change the “Annual Salary” to equal the assign salary you have entered x factor.
 - b. Change the “Hours per Pay” to reflect rate (ex: 50% time – 80.0 hours x .50 = 40.0 – change to 40).
 - c. Verify that your Assign salary multiplied by the factor is what you have entered in the annual salary field.
11. Enter the t-org. **The “T” must be in front of the number (no spaces).**
12. Enter approval level 2. **Click on “Q” to select Approver, NextGen – Required Action = Approve.**
13. Enter approval level 10. **Click on “Q” to select Department head – Required Action = Approve.**
14. Enter approval level 20. **Click on “Q” to select Research Services – Required Action = Approve**
15. Enter approval level 45. **Click on “Q” to select Graduate School Approval – Required Action = Approve**
16. Enter approval level 99. **Click on “Q” to select Applier, HR – 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 submitted” will appear. **You’re Done!**

Errors and Warning Messages:

- A. If “Error Warnings” appear, the EPAF has not been submitted.
 - i. Correct Errors
 - ii. Click “Save” button at the top of page. Green check will appear.
 - iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**
- B. If the “Errors Warnings” below appear, **click delete button.** You need to verify;
 - i. If a contract has already been processed; or
 - ii. Should a terminating EPAF be submitted first; or
 - iii. Should HR be contacted to remove a record?

Errors and Warning Messages

Type	Message Type	Description
End Grad Assistant Contract	ERROR	*ERROR* The future dated Job record must be deleted before ending Job.
End Grad Assistant Contract	WARNING	*WARNING* Future changes exist - starting on 31-AUG-2019.
Rehire Graduate Assistantship - 9 months	WARNING	*WARNING* Future changes exist - starting on 31-AUG-2019.

* - indicates a required field.

EPAF (Terminate – Graduate Assistant) End Position

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
4. Hit tab or enter button on the keyboard. **The employee name will appear.**
5. Change query date to the termination date. This is the last paid date. Any date other than the last day of the month will cause the monthly salary to be pro-rated!
6. Click on drop down arrow beside “Approval Category” - Select the EPAF- **TERMGA**
7. Click “Go” button.
8. Click “Radio Button” on the right-hand side the position to terminate.

Terminate Graduate Assistantship Job, TERMGA

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									<input checked="" type="radio"/>
	Primary	153950	00	Graduate Assistant - Teaching	T15460, Literacy Studies PhD Program	Sep 01, 2017	Aug 31, 2019	Jun 30, 2018	Active	<input type="radio"/>

All Jobs

9. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve.**
10. Enter approval level 45. **Click on “Q” to select Graduate School Approval – Required Action to the right = Approve**
11. Enter approval level 99. **Click on “Q” to select Applier, HR – Required Action to the right = Apply.**
12. Click “Save” button at the top of page. **Green check will appear.**
13. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages:

- A. If “Error Warnings” appear, the EPAF has not been submitted.
 - i. Correct Errors
 - ii. Click “Save” button at the top of page. Green check will appear.
 - iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**
- B. If the “Errors Warnings” below appear, you need to contact HR to remove the future dated record before your EPAF can be submitted.

Errors and Warning Messages

Type	Message Type	Description
Terminate Graduate Assistantship Job	ERROR	*ERROR* The future dated Job record must be deleted before ending Job.
Terminate Graduate Assistantship Job	WARNING	*WARNING* Future changes exist - starting on 31-AUG-2018.

Types of EPAF (Adjunct Faculty)

Hire EPAF-the individual *HAS NOT* worked in position number before:

HIREAF Process a NEW Adjunct Faculty hire who is teaching classes (credit hours)
AFHINT Process a NEW Adjunct Faculty who is *non-teaching*
GRHIAF Process a NEW Adjunct Faculty being paid from a Grant position
AFGHNT Process a NEW Adjunct Faculty being paid from a Grant position *non-teaching*

Re-hire EPAF-the individual *HAS* worked in position number before:

REHIAF Process a REHIRE Adjunct Faculty who is teaching classes (credit hours)
AFRHNT Process a REHIRE Adjunct Faculty who is *non-teaching*
GRRHAF Process a REHIRE Adjunct Faculty who is being paid from a grant position teaching classes (credit hours)
AFGRNT Process a REHIRE Adjunct Faculty who is being paid from a grant position *non-teaching*

Terminations

TERMAF Process a termination of an adjunct position – must contact HR via email first so that any future dated job record end date can be removed.

**University Provost Office - New Adjunct Required Documentation (EPAF will not be approved by Academic Resources until SACSCOC required documentation is received):

- Academic Preparation Certification (SACSCOC) Form
- Curriculum Vita
- Three current professional letters of recommendation
- Official transcripts for all degrees
- [Background check](#) – sent electronically to Lynn.sewak@mtsu.edu

**University Provost Office – Rehiring Approved Adjuncts

Academic Preparation Certification (SACSCOC) Form

EPAF (Hire – Adjunct Faculty)

(Individual *has never worked* in this position number before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form” - click on the “New EPAF” link.
4. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
5. Hit tab or enter button on the keyboard. **The employee name will appear.**
6. Click on drop down arrow beside “Approval Category” - Select the EPAF- **HIREAF (see Adjunct chart above)**
7. Click “Go” or “All Jobs” – All jobs will display any active or terminated positions.
8. Any positions this employee has had will appear with “All Jobs” selection. **If the position number to be used is listed STOP! You must use a rehire EPAF, not a hire EPAF.**
9. If a list of the employee job assignments appears and the status is active, the contract type will be Secondary on the EPAF. If a list of the employee job assignments appears & the status is not active or no active job assignments appear, the contract type will be **Primary**.
10. Enter position number in the “New Job” blank position number field and tab. **Basic information should default once entered; i.e., job title, time sheet org, etc.**
11. Enter suffix number **00**

Hire Adjunct Faculty, HIREAF

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

12. Click the “Go” button which will take you to the body of the EPAF. Verify your job begin date and end dates are correct (they will default). You can change these dates. These dates determine what months the Adjunct will be paid. **The “End Adjunct Faculty”** (the next section down) is the job end date. This date can also be changed, but any date changes will impact pay. If you change the date to anything other than the first of the month or the end of the month, the pay for that month will be prorated based on the dates.
13. Verify “Contract Type” which will default to “Primary.” If other active positions exist, change to secondary. If the employee has no other active assignment, it should remain Primary.
14. Verify the assign salary. This is the monthly salary.
15. Enter the credit hours in “Hours Per Pay” field.
16. The Factor and Pays should remain at 4. Regular Adjuncts are paid 4 payments in the fall and 4 payments in the spring. The assign salary x the “Pays” should be the annual salary.
17. If you are making a single payment for credit hour teaching assignment, you must change the Factor and Pays to 1. If the payment is to be pro-rated, you must contact HR before submitting the EPAF.
18. Enter the t-org. **The “T” must be in front of the number (no spaces).**
19. The “End Adjunct Faculty Contract” section will default to end date for normal semester. This date can be changed. The end of the month should always be used unless the pay is to be prorated.
20. Enter approval level 2. **Click on “Q” to select Approver, NextGen – (Awaiting Employee Electronic Sign).** This is the first stop for the electronic contract. The employee must log in and sign before the EPAF can proceed to the approval process. The “Required Action” field to the right should be “Approve.”
21. Enter approval level 10. **Click on “Q” to select Department head. The Required Action to the right = Approve.**
22. Enter approval level 30. **Click on “Q” to select Deans. The Required Action to the right = Approve.**
23. Enter approval level 42. **Click on “Q” to select Academic Affairs Review. The Required Action to the right = Approve.**
24. Enter approval level 50. **Click on “Q” to select Vice Presidents. The Required Action to the right = Approve.**
25. Enter approval level 99. **Click on “Q” to select Applier. The Required Action to the right = Approve.**
26. Click the “Save” button. The transaction message “has been successfully saved” will appear, then click “Submit.” The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages:

- i. If "Error Warnings" appear, ***the EPAF has not been submitted.***
- ii. Correct Errors
- iii. Click "Save" button at the top of page. Green check will appear.
- iv. Click "Submit" button. The transaction message "has been successfully submitted" will appear. **You're Done!**

EPAF (ReHire – Adjunct Faculty)

(Individual ***HAS*** worked in this position number before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the "Employee" tab.
3. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
4. Hit tab or enter button on the keyboard. **The employee name will appear.**
5. Click on drop down arrow beside "Approval Category" - Select the EPAF- **REHIAF (see chart above)**
6. Click "All Jobs" button. All active and terminated positions will be displayed!
7. Locate your position number and click the "Radio Button" on the right-hand side on the position to rehire (should be in terminated status).

Primary	354870	00	Adjunct Professor	T13200, Biology	Oct 01, 2020	Apr 30, 2021	Mar 31, 2021	Active	<input type="radio"/>
Secondary	354870	01	Adjunct Professor	T13200, Biology	Oct 01, 2020	Dec 31, 2020	Dec 31, 2020	Terminated	<input type="radio"/>

8. Click the "Go" button which will take you to the body of the EPAF. Verify your job begin date and end dates are correct (they will default). You can change these dates. These dates determine what months the Adjunct will be paid. ***The "End Adjunct Faculty"*** (the next section down) is the job end date. This date can also be changed, but any date changes will impact pay. If you change the date to anything other than the first of the month or the end of the month, the pay for that month will be prorated based on the dates.
9. Verify the assign salary. This is the monthly salary. This can be changed.
10. Enter the credit hours in "Hours Per Pay" field.
11. The Factor and Pays should remain at 4. Regular Adjuncts are paid 4 payments in the fall and 4 payments in the spring. The assign salary x the "Pays" should be the annual salary.
12. If you are making a single payment for credit hour teaching assignment, you must change the Factor and Pays to 1. If the payment is to be pro-rated, you must contact HR before submitting the EPAF.
13. Enter the t-org. **The "T" must be in front of the number (no spaces).**
14. The "End Adjunct Faculty Contract" section will default to end date for normal semester. This date can be changed. The end of the month should always be used unless the pay is to be prorated.
15. Enter approval level 2. **Click on "Q" to select Approver, NextGen – (Awaiting Employee Electronic Sign).** This is the first stop for the electronic contract. The employee must log in and sign before the EPAF can proceed to the approval process. The "Required Action" field to the right should be "Approve."
16. Enter approval level 10. **Click on "Q" to select Department head. The Required Action to the right = Approve.**
17. Enter approval level 30. **Click on "Q" to select Deans. The Required Action to the right = Approve.**
18. Enter approval level 42. **Click on "Q" to select Academic Affairs Review. The Required Action to right = Approve.**
19. Enter approval level 50. **Click on "Q" to select Vice Presidents. The Required Action to the right = Approve.**
20. Enter approval level 99. **Click on "Q" to select Applier. The Required Action to the right = Approve.**

Errors and Warning Messages:

- i. If "Error Warnings" appear, the EPAF has not been submitted.
- ii. Correct Errors
- iii. Click "Save" button at the top of page. Green check will appear.
- iv. Click "Submit" button. The transaction message "has been successfully submitted" will appear. **You're Done!**

GRANT EPAFS – Adjunct Faculty

- **Grant Hire EPAFs Adjunct Teaching – GRHIAF – are processed the same as regular hire EPAF but have an additional level of approvals. Grant position numbers begin with a letter and are routed through the Office of Research Services.**
- **Grant ReHire EPAFs Adjunct Teaching – GRRHAF – will be used when reactivating an adjunct position paid out of a grant and has an additional approval level for Research Services**
- **Grant Hire EPAFs Adjunct Non-Teaching – AFGHNT – are processed the same as regular non-teaching EPAFs but have an additional level of approvals. Grant position numbers begin with a letter and are routed through the Office of Research Services.**

EPAF HIRE (Non-Teaching Adjunct)

(Individual *has never* worked in this position number before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the "Employee" tab.
3. Under the "Electronic Personnel Action Form" - click on the "New EPAF" link.
4. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
5. Hit tab or enter button on the keyboard. **The employee name will appear.**
6. Click on drop down arrow beside "Approval Category" - Select the EPAF- **HIAFNT (see Adjunct chart above)**
7. Click "Go" or "All Jobs" – All jobs will display any active or terminated positions.
8. Any positions this employee has had will appear with "All Jobs" selection. **If the position number to be used is listed STOP! You must use a rehire EPAF, not a hire EPAF.**
9. If a list of the employee job assignments appears and the status is active, the contract type will be Secondary on the EPAF. If a list of the employee job assignments appears & the status is not active or no active job assignments appear, the contract type will be **Primary**.
10. Enter position number in the "New Job" blank position number field and tab. **Basic information should default once entered; i.e., job title, time sheet org, etc.**
11. Enter suffix number **00**

Hire Adjunct Faculty, HIREAF

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

12. Click the "Go" button which will take you to the body of the EPAF.
13. Enter the "Jobs Effective Date" which is the month in which the payment is to be made. The date should always be the 1st of the month in which the payment is to be made.
14. Enter the "Job Begin Date." This is the month the payment should be made and should be the 1st unless the payment should be prorated. The "Jobs Effective Date" should be the same as job begin date.
15. Enter the assign salary. This is the monthly payment to me processed.
16. Enter the total payment to be made in the "Annual Salary" field. The assign salary x the "Pays" should equal the annual salary. Generally, non-teaching payments are one-time payments. If there are multiple payments over several months, the "Factor" and "Pays" must be changed to the number of payments to be made.
17. Enter the number of clock hours the individual will work for the payment in "Hours Per Pay" field.
18. Enter the t-org. **The "T" must be in front of the number (no spaces).**
19. Under the section "End Adjunct Faculty Contract" enter the end date of the payment in "Jobs Effective Date." This date will be the end of the month in which the last or only payment is being made.
20. Enter approval level 2. **Click on "Q" to select Approver, NextGen – (Awaiting Employee Electronic Sign).** This is the first stop for the electronic contract. The employee must log in and sign before the EPAF can proceed to the approval process. The "Required Action" field to the right should be "Approve."
21. Enter approval level 10. **Click on "Q" to select Department head. The Required Action to the right = Approve.**
22. Enter approval level 30. **Click on "Q" to select Deans. The Required Action to the right = Approve.**
23. Enter approval level 42. **Click on "Q" to select Academic Affairs Review. The Required Action to the right = Approve.**
24. Enter approval level 50. **Click on "Q" to select Vice Presidents. The Required Action to the right = Approve.**
25. Enter approval level 99. **Click on "Q" to select Applier. The Required Action to the right = Approve.**
26. Click the "Save" button. The transaction message "has been successfully saved" will appear, then click "Submit." The transaction message "has been successfully submitted" will appear. **You're Done!**

Errors and Warning Messages:

- v. If "Error Warnings" appear, **the EPAF has not been submitted.**
- vi. Correct Errors
- vii. Click "Save" button at the top of page. Green check will appear.
- viii. Click "Submit" button. The transaction message "has been successfully submitted" will appear. **You're Done!**

EPAF ReHire (Non-Teaching Adjunct Faculty)

(Individual **HAS** worked in this position number before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the "Employee" tab.
3. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
4. Hit tab or enter button on the keyboard. **The employee name will appear.**
5. Click on drop down arrow beside "Approval Category" - Select the EPAF- **REHIAF (see chart above)**
6. Click "All Jobs" button. All active and terminated positions will be displayed!
7. Locate your position number and click the "Radio Button" on the right-hand side on the position to rehire (should be in terminated status).

Primary	354870	00	Adjunct Professor	T13200, Biology	Oct 01, 2020	Apr 30, 2021	Mar 31, 2021	Active	<input type="radio"/>
Secondary	354870	01	Adjunct Professor	T13200, Biology	Oct 01, 2020	Dec 31, 2020	Dec 31, 2020	Terminated	<input type="radio"/>

8. Click the "Go" button which will take you to the body of the EPAF.
9. Enter the "Jobs Effective Date." This is the month the payment should be made and should be the 1st unless the payment should be prorated.
10. Enter the assign salary. This is the monthly payment to me processed.
11. Enter the total payment to be made in the "Annual Salary" field. The assign salary x the "Pays" should equal the annual salary. Generally, non-teaching payments are one-time payments. If there are multiple payments over several months, the "Factor" and "Pays" must be changed to the number of payments to be made.
12. Enter the number of clock hours the individual will work for the payment in "Hours Per Pay" field.
13. Verify the assign salary. This is the monthly salary. This can be changed.
14. Enter the number of clock hours the individual will work for the payment in "Hours Per Pay" field.
15. The Factor and Pays should remain at 4. Regular Adjuncts are paid 4 payments in the fall and 4 payments in the spring. The assign salary x the "Pays" should be the annual salary.
16. If you are making a single payment for credit hour teaching assignment, you must change the Factor and Pays to 1. If the payment is to be pro-rated, you must contact HR before submitting the EPAF.
17. Enter the t-org. **The "T" must be in front of the number (no spaces).**
18. The "End Adjunct Faculty Contract" section will default to end date for normal semester. This date can be changed. The end of the month should always be used unless the pay is to be prorated.
19. Enter approval level 2. **Click on "Q" to select Approver, NextGen – (Awaiting Employee Electronic Sign).** This is the first stop for the electronic contract. The employee must log in and sign before the EPAF can proceed to the approval process. The "Required Action" field to the right should be "Approve."
20. Enter approval level 10. **Click on "Q" to select Department head. The Required Action to the right = Approve.**
21. Enter approval level 30. **Click on "Q" to select Deans. The Required Action to the right = Approve.**
22. Enter approval level 42. **Click on "Q" to select Academic Affairs Review. The Required Action to right = Approve.**
23. Enter approval level 50. **Click on "Q" to select Vice Presidents. The Required Action to the right = Approve.**
24. Enter approval level 99. **Click on "Q" to select Applier. The Required Action to the right = Approve.**

Errors and Warning Messages:

- v. If "Error Warnings" appear, the EPAF has not been submitted.
- vi. Correct Errors
- vii. Click "Save" button at the top of page. Green check will appear.
- viii. Click "Submit" button. The transaction message "has been successfully submitted" will appear. **You're Done!**

