How To REHIRE or CHANGE Hourly Student or Temp Job

1. Go to Employee Self Service Banner: https://portal.mwsu.edu:9040/pls/PROD/twbkwbis.P_WWWLogin or from the Portal, click on Web World https://my.mwsu.edu/web/mycampus/home

2. Enter your User ID (always use a Capital M) and PIN and click the Login button. If you’ve forgotten your PIN, click on the Forgot PIN button.
3. Once logged in, click on EMPLOYEE.


5. Click on NEW EPAF.
- Enter the employee’s Campus ID or click on the search icon (magnifying glass) to search for the employee you are creating the EPAF for.
- Enter the end date you want the CHANGE to take effect in the Query Date field. **Please note that the Query Date field always defaults to today’s date, therefore it is very important that you enter the actual DATE the CHANGE will take place in this field.**
- Choose Approval Category: Rehire/Chg Hourly Student, STATU1, or Rehire/Chg Part Time Hourly Temp, STATTP
- Click “Go”

**New EPAF Person Selection**

- **ID:** *Enter ID*
- **Query Date:** *Enter the effective date of the change*
- **Approval Category:** *Choose the appropriate category*

* - indicates a required field.

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a. Employee's Campus ID

b. HINT: Query Date Always Equals the Job Effective Date of the first day of work

c. Correct Approval Category
• Click “All Jobs” to ensure that all active positions are displayed.
• Select the employee’s position you are reactivating or making the change to. (If your employee has more than 1 job on campus, it is important that you **select the right one**!
• Click “Go”
• In the REHIRE EPAF, notice your employee’s current pay history is listed under the Current Value section. If you are REHIRING and DO NOT need to make changes to the hours or rate of pay, you can SAVE and SUBMIT. All your information from the previous hire, will transfer over to the current date of hire.

![Image of Rehire/Chg Hourly Student/Temp, SP07SW-00 $7.75/Human Resources, Last Paid Date: Jul 15, 2014

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY</td>
<td>01/27/2014</td>
<td>08/04/2014</td>
</tr>
<tr>
<td>Job Status: <em>(Not Enterable)</em></td>
<td>Active</td>
<td>A</td>
</tr>
<tr>
<td>Title:</td>
<td>$7.75/Human Resources</td>
<td></td>
</tr>
<tr>
<td>Regular Rate:</td>
<td>7.75</td>
<td></td>
</tr>
<tr>
<td>FTE:</td>
<td>.5</td>
<td></td>
</tr>
<tr>
<td>Hours per Day:</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Hours per Pay:</td>
<td>43.34</td>
<td></td>
</tr>
<tr>
<td>Job Change Reason: <em>(Not Enterable)</em></td>
<td>200</td>
<td></td>
</tr>
</tbody>
</table>

* - indicates a required field.

Return to Top
I need to **Rehire**, **BUT** need to make changes. For this example, we made a change to the RATE of Pay for this student. Please refer to Payroll’s EPAF semi-monthly reference chart for FTE and hours calculations.

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY</td>
<td>01/09/2014</td>
<td>06/24/2014</td>
</tr>
<tr>
<td>Job Status: <em>(Not Enterable)</em></td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Title: <em>(Not Enterable)</em></td>
<td>$8.00/Admissions</td>
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<tr>
<td>Regular Rate: *</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>FTE: *</td>
<td>.4</td>
<td></td>
</tr>
<tr>
<td>Hours per Day: *</td>
<td>3.2</td>
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</tr>
<tr>
<td>Hours per Pay: *</td>
<td>34.67</td>
<td></td>
</tr>
<tr>
<td>Job Change Reason: <em>(Not Enterable)</em></td>
<td>200</td>
<td></td>
</tr>
</tbody>
</table>

Include **CHANGES under the NEW VALUE**

**TIP:** We highly recommend changing the rate of pay on the 1st or 16th of the month.
• Your routing queue should already be set up to automatically default, if not select each approver.

*PLEASE NOTE: YOUR AVP, VP or DEAN MUST be added to your Routing Queue for APPROVAL IF:

• Hours are over 20 per week
• Rate of pay is more than minimum wage plus $3.50
• GPA is below 2.0

If you fail to include, your EPAF will be returned for correction

Very Important: In the comments section, indicate any information that could be relevant. Once comments are “saved”, they cannot be changed. Be careful with articulating comments. An EPAF user can make multiple comments to the EPAF and comments can be attached to the EPAF at any approval level.
• Click **Save** and **Submit** to finalize your hire and to send your EPAF for approval.

**Electronic Personnel Action Form**

- **Name and ID:** Johnny Smith, M20212545
- **Transaction:** 271
- **Query Date:** Jun 19, 2014
- **Transaction Status:** Waiting
- **Approval Category:** Hire Student Employee, HIREST
- **Save** | **Submit** | **Delete**

**Electronic Personnel Action Form**

- **The transaction has been successfully submitted.**
- **Enter the information for the EPAF and either Save or Submit.**

If errors occur, review the Errors and Warning Messages Section at top of the EPAF. (Ignore the Warning Messages, correct the Error Messages) If no errors exist, your transaction has successfully submitted.

Return to the EPAF Originator Summary and click on your History Tab to view the status of your EPAF.

Need Additional Help?
Contact [epafhelp@mwsu.edu](mailto:epafhelp@mwsu.edu)