How To Hire A Student Assistant (EPAF)

***An EPAF cannot be submitted prior to a new employee completing their new hire paperwork in Human Resources. Departments must give the New Employee Instructions Form to each employee who has not worked on campus previously with instructions to report to HR with page one of their I9 completed and their supporting documents.

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.

4. Once on the Employee tab, Click on Electronic Personnel Action Forms.

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 effective date of the job (the first day the job starts) 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 JOB EFFECTIVE DATE.
• Choose the correct Approval Category: **Hire Student Employee**
• Click “Go”

### New EPAF Person Selection

- Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.
- * indicates a required field.

**ID:** M20214642  Johnny Doe Smith

**Query Date:** 07/24/2014

**Approval Category:** **Hire Student Employee, HIREST**

- 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
• Enter the position number if you already know it and enter suffix or you may search for the Position Number by clicking the “magnifying glass”. If you still don’t see your PC#, please contact the Budget office x 4237.

• Enter “00” in the suffix, and click GO.
- Enter all * required info - title to include ($ Rate/Job Title), regular rate, contract type (Primary if this is their only job) or Secondary if they have more than one job. FTE, Hours Per Day, and Hours Per Pay from the (Orange) Semi-Monthly EPAF Hours worksheet.

Jump to Bottom

* - Indicates a required field.

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
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<td>05/03/2017</td>
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<td>Title: *</td>
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<td>Hours per Day: *</td>
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FOAPAL, SP07SW-00 $7.75/Human Resources, Last Paid Date: Dec 15, 2016

FOAPAL (Account Info) - If the account #s are incorrect, contact Budget
Your routing queue should already be set up to automatically default, if not select each approver.

**PLEASE NOTE:** YOUR VP, 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

*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.

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.