How To Hire a Temporary PT Employee (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 Temporary Hourly PT**
• Click “Go”
- Enter the position number if you already know it or you may search for the Position Number by clicking the “magnifying glass”.
- Click GO

### New EPAF Job Selection

<table>
<thead>
<tr>
<th>Search Type</th>
<th>Position</th>
<th>Suffix</th>
<th>Title</th>
<th>Time Sheet Organization</th>
<th>Start Date</th>
<th>End Date</th>
<th>Last Paid Date</th>
<th>Status</th>
<th>Select</th>
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</thead>
<tbody>
<tr>
<td>New Job</td>
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<tr>
<td>Primary</td>
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<td>13700, Human Resources</td>
<td>Dec 01, 2008</td>
<td>Jul 31, 2014</td>
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<td>Secondary</td>
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<td>00</td>
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<td>13700, Human Resources</td>
<td>Sep 01, 2014</td>
<td></td>
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<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

**Query Date:** Sep 01, 2014  
**Approval Category:** Hire Temporary Hourly PT, HIRPT
• Enter 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.

Temporary employees can typically work no more than 19 hours per week.
• Your routing queue should already be set up to automatically default, if not select each approver.

**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.

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