

# Creating a Student Employee (Non-Work Study) EPAF

Online instructions for creating an EPAF can be found at <http://www.pcc.edu/hr/compensation/epaf/creating.html>

## Preliminary Step --- Is This Student Employee “Active”? If Not...

If you have a student employee who has never been a PCC employee before, or if they are returning as an employee after an absence, or if you are unsure whether the employee is in the PCC system as an active employee, follow the steps to [Prepare to Create an EPAF for a New Employee \[pdf\]](#) before continuing.

### Notes:

These directions are for *NON-Work Study* student employees. For Work Study, contact Financial Aid instead. Employees must also have their I9 and W4 on file with HR/Payroll before you can create an EPAF for them. For some employees, a Background Check is also required beforehand.

### Directions:

#### 1. Access EPAF from the MyPCC “Employee” tab --

- Go to MyPCC → Employee Tab → Banweb Main Menu → Employee Services Tab → Electronic Personnel Action Forms
- From here, click on “EPAF Originator Summary.”

The EPAF Originator Summary is your “home base.” This is where you will see EPAFs awaiting your action, if any have been returned to you for correction. You can also view past EPAFs from here (on the “History” tab).

Before you create your very first EPAF, it’s a good idea to set up your **Default Routing Queue** first. That way, each time you create a new EPAF you won’t need to enter the list of approvers – it will default in automatically. *Directions are at:* [www.pcc.edu/hr/compensation/epaf/Creating\\_setup\\_approvals.html](http://www.pcc.edu/hr/compensation/epaf/Creating_setup_approvals.html)

#### 2. Click ‘New EPAF’

#### 3. On the first screen, enter the employee’s:

1. G Number
2. First Day of Job
3. Type of EPAF

#### 4. Click the ‘Go’ button

New EPAF Person Selection

Enter an ID, select the... Enter the Que

\* - indicates a required field.

ID: \* G03192194

Query Date: MM/DD/YYYY \* 06/29/2010

Approval Category: \* Not Selected

Not Selected

Create a New Casual Job, CENJOB

Create a New Student Job, SENJOB

Sub Pay, Replacing Fac NOT on Paid Sick Leave, SUB

Sub Pay, Replacing Fac ON Sick Leave, SUBSL

Go

Type in the G Number, Job Begin Date, and the type of EPAF your are creating.

Follow these next steps carefully!

5. Enter the **Position Number**

6. Click the **'All Jobs'** button

7. You will see a list of jobs this employee has previously held at PCC, if any.

Create a New CE/SE Job, CENJOB

Search	Type	Position	Suffix	Title
<input type="text"/>	New Job	<input type="text" value="997140"/>	<input type="text"/>	Casual/S40100/P

**All Jobs**

Look at the list of position numbers – Are there any with the **same** position number you just typed for the new job?

If you DO see jobs on the list with the same position number as the one you just typed for the new job, look at the **suffix number**.

Search	Type	Position	Suffix
<input type="text"/>	New Job	<input type="text" value="997140"/>	<input type="text"/>
		997140	01
	Primary	997598	00

**Suffix Numbers**

8. For the new job, type in the suffix number that is *one above the highest suffix number* already used for that position.

(See example at right.)

If there are no jobs listed, or if the employee has never used the *same* position number before, then type **'01'** for the suffix.

9. Click the **'Go'** button

Create a New CE/SE Job, CENJOB

Search	Type	Position	Suffix	Title
<input type="text"/>	New Job	<input type="text" value="997152"/>	<input type="text"/>	Casua
	Secondary	996116	01	FYI Te person
	Secondary	997152	01	EMT S EVALL
	Primary	997152	02	EMT C ASSIS
	Primary	997152	03	EMT C ASSIS
	Secondary	998767	01	TEST

In this case, you would type **04** for the suffix number.

10. On the next screen, type in the fields, using all CAPS.

Item	Current Value	New Value
Timesheet Orgn: *		E40401
Job Begin Date: MM/DD/YYYY*(Not Enterable)		11/21/2016
Jobs Effective Date: MM/DD/YYYY*(Not Enterable)		11/21/2016
Contract Type: *		Secondary
Total Encum Hrs: *		599
Total Contract Hrs: *		599
Encumbrance Hours: *		599
Job Change Reason: *(Not Enterable)		EP010
Job Location: *		RC, Rock Creek Campus
Step:		1
Salary Grade: (Not Enterable)		
Regular Rate: (Not Enterable)		
Title:		RC OFFICE SUPPORT STUDENT EMP

<b>Field</b>	<b>What to Type</b>
Timesheet Orgn	The Org. Code (budget code) for the budget that is paying for the position.
Job Begin Date Job End Date	LEAVE as it is. All fields that say "Not Enterable" should be left as they are.
Contract Type	Choose "Secondary" UNLESS this is a new employee, or one returning after a long absence and recently activated. (If that's the case, choose "Primary" instead).
Total Encumbered Hours Total Contract Hours Encumbrance Hours	Maximum # of hours the employee will be authorized to work this year. Defaults to '599' -- If you change it, make sure to change all 3 hours fields so they are the same.
Job Location	Use the drop-down menu to indicate the employee's job location.
Step	The Pay Step (Level) associated with this employee – Level 1, 2, or 3. (However, as of this writing in late 2016, all student employees are paid at the same rate, regardless of Step so any level number entered here will result in the same pay rate.)
Salary Grade Regular Rate	LEAVE as it is. All fields that say "Not Enterable" should be left as they are.
Title	Type in a Job Title for the job (all CAPS).

11. The next section is about when the job will end (terminate).

Most users leave this section as it is -- only two fields (the "date" fields) would ever be changed, if necessary.

The job end dates default automatically to just before the end of the fiscal year.




Terminate a Job, 997140-03 | 'S40100/Pool

Item	Current Value	New Value
Job End Date: MM/DD/YYYY*		06/17/2017
Jobs Effective Date: MM/DD/YYYY*		06/17/2017
Job Status: *(Not Enterable)		T
Job Change Reason: (Not Enterable)		EP002
Encumbrance Hours: (Not Enterable)		0.00

12. The LAST section is about who will be approving the EPAF.

Use the '**Magnifying Glass**' search icon to find the login name associated with the person you're looking for.

### Routing Queue

Approval Level	User Name
20 - (HRIS) HRIS Audit	 KENGSTRO
80 - (AUTHSG) Authorized Signature	 MBENTON
90 - (APPLY) Applier - HR	 JKINNEY

Line 1: Your HRIS Representative

Line 2: The employee's Managing Supervisor

Line 3: The Manager of HRIS

Who is my HRIS Representative?

That depends on what letter your department's Organization Code (budget code) begins with:

- ORGS A,S -- [Melissa Morton](#)
- ORGS B,C,E,R,T,V -- [Karen Engstrom](#)

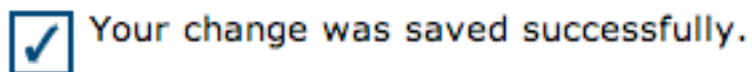
(Note: If you have set up your **Default Approval Queue** beforehand, you don't have to do this part. See [www.pcc.edu/hr/compensation/epaf/Creating\\_setup\\_approvals.html](http://www.pcc.edu/hr/compensation/epaf/Creating_setup_approvals.html) for details.)

## Last Steps

You are now ready to Save and finalize your work.

- **Click 'Save' or 'Save and Add New Rows'**

Look for the message at the top of the screen.

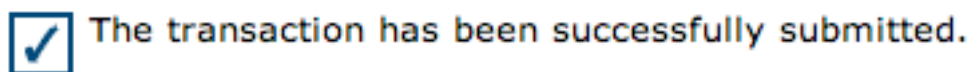


If you got **Error Messages** instead, read them and make any changes needed. (Warning Messages can be ignored.) Click 'Save' again when you've fixed the problem.

**Click Submit**

If you got **Error Messages** here, read them and make any changes needed. (**Warning Messages can be ignored.**)

Look for this message at the top of the screen, confirming that you are done.



To navigate between screens, you can use your Browser back/next arrows OR click on the links at the bottom of each page.

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