**Graduate Assistant Assign a New Job (GRASSN): EPAF Quick Guide**

**How to get to the EPAF Portal:**

* Log into **BengalWeb** and click on Employees (left), then **EPAF**.
* Click on**Create New PAF** or EPAF Originator Summary > **New EPAF**

**Once in the EPAF Portal:**

1. Enter the Employee ISU ID #
	1. If you don’t know their ID #, click the magnifying glass search icon (far right). Enter First and Last name or use the wildcard % and enter a partial name, i.e. Benny Bengal = Ben% Beng%.) The employee’s name will appear, along with their Banner ID #.
2. In the **Query Date** field, enter the effective date for the position – reference the [**GTA Summary Table**](https://isu.box.com/s/2sbim1x8zzn7qzccuukozrgj13q8teep).
	1. Format the date as MM/DD/YYYY.
3. In Approval Category, choose ‘Graduate Assistant Assign a New Job, **GRASSN**. Click ‘**Go’**.
4. On the New Job line (top of table), click in the empty box under Position, then enter the PCN ‘**G50000**’.
	1. Tab to the Suffix box and enter the Suffix. (First job in this position: 00, second job in this position 01, third 02, etc.) The Title and Time Sheet Organization lines should auto fill. Click ‘Go’.
5. Click ‘**Save**’.
	1. This action will assign a transaction number and change the Transaction Status to ‘Waiting’.

**Graduate Assistant Assign a New Job, G50000-XX Graduate Assistant**

1. Under ‘New Value’ enter:
	1. **Job Begin Date**: Same as the Query Date, unless this is a rehire, then the Job Begin Date will auto populate.
	2. **Contract Type**: Select Primary, *but you may have to change it to Secondary or Overload if you get an error after you submit* *(the error would show they already have a primary position).*
	3. **Jobs Effective Date**: Reference the GTA Summary Table.
	4. **Personnel Date:** Reference the GTA Summary Table.
	5. **Job Status:** Skip, data not enterable
	6. **FTE:** Skip, data not enterable
	7. **Job Change Reason, Salary Group,** and **Step:** Skip, data not enterable
	8. **Factors:** Reference the GTA Summary Table.
	9. **Pays:** Reference the GTA Summary Table.
	10. **Hours Per Pay:** Reference the GTA Summary Table.
	11. **Annual Salary:** Reference the GTA Summary Table
		1. If you have determined an hourly rate rather than salary, the following formula will help you determine the annual salary: *Hourly Rate x Hours Per Pay x Factors*.
	12. **Title:** Short job title that is easily identifiable for the department, employee, and HR (if someone outside of your department or ISU were to call and ask what the employee’s job is, the title should help give their position context. ).
		1. HR no longer requires STU, GRA, TMP, index, etc. in the title, however departments may continue to use them if they are helpful for the students or department.
	13. **Time Entry Method**: Data not enterable
	14. **Campus Code**: Choose the campus location the employee will primarily report to.
2. Click ‘Save’ at the top of the EPAF before moving on to the next section.

**The next section of the EPAF determines the funding source(s) for the position.**

1. Under ‘New’:
2. Do not update the Effective Date.
3. Remove the XXXXXX under ‘Index’ and enter the correct Index.
4. Click ‘Default from Index’ near the bottom of the fields.
5. under ‘Account Code’ enter **6202**.
6. Adjust the ‘Percent’ column if needed.
7. Click ‘Save and add new rows’.
8. If an additional index is needed, repeat the previous steps.

**Graduate Assistant Termination, G50000-XX Graduate Assistant**

1. Under ‘New Value’ enter:
	1. **Job Effective Date**: Reference the GTA Summary Table (Termination Date).
	2. **Job Change Reason** and **Job Status**: Skip, data not enterable

**The next section of the EPAF determines the default earnings for the position.**

1. Under ‘New Value’ enter:
	1. **Effective Date**: same as Jobs Effective Date in the first section of the EPAF - *not the termination effective dat*e.
	2. **Earnings**: Select ‘GTA, Graduate Assistantship’
	3. **Hours or Units Per Pay**: Same as Hours Per Pay above.
	4. **Deemed Hours** and **Special Rate**: Leave blank
	5. **Shift**: 1
	6. **End Date**: Job Effective Date under ‘Termination’ plus 1 day
		1. Example: If the Job Effective Date under Termination is 05/13/2023, then the End Date would be 05/14/2023

**Routing Queue**

1. EPAF Approval Level:

**•10** – EPAF Appro Authority HR Action will be *MARYBARLOWSTICKLE*

**•23** – EPAF Dept Appro Authority will be someone from your area who has been designated as an EPAF approver.

**•30** – EPAF GRAD UBO HR Action will be *DANGANGI*

**•31** – EPAF UBO HR Action will be your *UBO*

**•61** – EPAF Financial Aid Office will be *FINNJODY*

**•71** – EPAF Payroll FYI will be *ALLEDAN5* or *GRIBDANI*

**•101** – EPAF HR Data Apply will always be *HAMMKAT3*

**Comments**

1. **Comments are mandatory for this EPAF**. Please enter whether the employee will be working the Academic Year, Fall Semester, Spring Semester, or Fiscal Year. If the employee’s start dates and end dates are not the Academic Year, Fall Semester, Spring Semester, or Fiscal Year, please specify why and the start/end dates with a brief note. Also enter the Scholarship Index or indicate there is no scholarship, whichever is applicable. If the employee needs backpay, please note it in the comments.

**Submitting the EPAF**

1. Click **‘Save’** first, and then Click **‘Submit’**. Warnings are okay; however, Errors need to be corrected. If you are unable to fix the error, please email **EPAF@isu.edu** and in the subject line reference the EPAF Transaction ID.

If the EPAF is successfully submitted, the status will change from ‘Waiting’ to ‘Pending’ and the EPAF will be in the first approver’s queue (EPAF Appro Authority HR Action, *MARYBARLOWSTICKLE*).

1. To view the EPAF click on EPAF Originator Summary from the EPAF menu.
	1. If there are errors, the EPAF will have a status of waiting and appear under the Current tab. The errors will need to be corrected before moving through the routing queue.
	2. If the EPAF was successfully submitted, the status will change to pending and it can be found under the History tab. Click on the name to see whose approval queue the EPAF is in. Once the EPAF has been completely approved and applied the status will change to ‘Completed’.