

# EPAF Quick Guide:

## Assign Grad Student Job/New Hire

New employees must be entered into Banner before you can assign them a job. If your new employee has never worked at ISU before, contact HR to get their name entered into Banner. Then you can follow the steps in this handout to assign them a job.

1. Log into **BengalWeb** and click on **Employees** (left), then **EPAFs**. Click on **Create New PAF**.
2. Enter the Employee ISU ID #. (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 #.
3. In the **Query Date** field, enter the **EFFECTIVE DATE** (which is the beginning date the employee will start accumulating pay.) Format the date as MM/DD/YYYY. *Note: the ISU Contract & Payroll Dates website has the correct start and end dates for Graduate Employees.*
4. In **Approval Category**, choose **GRASNJ** to assign the employee an additional job, Then click **Go**.
5. On the **New Job** line (top of table), click in the empty box under **Position**, then enter the Position Number. (All Graduate Student position #s must start with G.) 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 on **Go**.

Student/Temporary Assign a New Job to an Existing Employee, STASNJ					
Search	Type	Position	Suffix	Title	Time Sheet Organization
Q	New Job			STU Housing Custodial HSCUST	830003, Housing Custodial
	Primary	S20097	00	STU Housing Custodial HSCUST	T331, University Housing Custodial Servic
	Overload	S20097	01	Stu Housing Custodial	T331, University Housing Custodial Servic
	Overload	S20752	00	STU Housing Maintenance Sr	T332, University Housing Maintenance
	Overload	T30095	00	T30095-00 TMP Hous Conf HSCONF	T331, University Housing Custodial Servic

6. When next page appears, click **Save** to assign a transaction number.

### Assign a New Job Section

Fill in and check the following fields under the **Graduate Assistant Assign a New Job** heading. Some have default figures that need to be checked or changed. Enter dates in the MM/DD/YYYY format.

**Job Begin Date:** Same as Effective Date (above) unless they have held the position in the past (in which case use the original Job Begin Date.)

**Contract Type:** Leave as Primary (default) unless (rare) employee already has a different primary position; then change to Overload.

**Jobs Effective Date:** The date the employee begins accumulating pay (should be the same as the Effective Date, in Step 3 above.)

**Personnel Date:** The date the employee *actually* begins work.

**FTE:** Should be .48.

**Factor:** Look up the total # of pay periods the employee will be paid according to the Graduate Assistant and Teaching Assistant Compensation Page (GA/TA Comp Page). Default is 20, but amount shown should be changed if necessary.

**Note: Factor, Pays, Hours per Pay, and Annual Salary amounts are ALL found on the GA/TA Comp Page. Contact the Graduate office if you do not have this information.**

**Pays:** Should match **Factor**, above.

Graduate Assistant Assign a New Job, G10556-00 Graduate Assistant AEDD01

⚠ User does not have access to view current values.

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		07/29/2018
Contract Type:		Primary
Jobs Effective Date: MM/DD/YYYY*		07/29/2018
Personnel Date: MM/DD/YYYY		08/12/2018

**Hours per pay:** Default is 38 (=19 hours a week) Can be changed.

**Regular Rate:** Skip this line (leave it blank).

**Assign Salary:** Skip this line (leave it blank).

**Annual Salary:** Enter the annual salary found on the GATA Comp Page. System will automatically calculate & enter correct amounts for the previous two lines (Regular Rate & Assign Salary) into Banner.

**Title:** Enter a descriptive title.

**Timesheet Orgn:** Type in the correct TOrg, starting with a T (i.e. T123).

**Time Entry Method:** P (stands for Payroll Time Entry).

**Location:** Select job location from drop down list. Scroll to the top and click **Save**.

### Graduate Assistant Termination Section

The information in this section is required for Graduate Students.

**Jobs Effective Date:** Should be the end of the academic year. (If not, leave an explanation in the **Comment Section** at the bottom of page). *Note: If you decide to terminate the employee before this date, go ahead and use the **Terminating an Employee** instruction handout.*

**Effective Date:** (under New Value) must match the **Jobs Effective Date** from line 3 of the **Assign a Job** section, above.

**Earnings:** select **GTA**.

**Hour or Units Per Pay:** must match the amount entered in **Hours per Pay** from above (probably 38).

**Deemed Hours and Special Rate:** Skip these two sections.

**Shift:** Leave at default of 1

**End Date:** must match the **Jobs Effective Date** under the termination section PLUS 1 day. Scroll to top and click **Save**.

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date	Remove
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

### Routing Queue Section

The required **Approval Levels** appear under Routing Queue. Click on the magnifying glass to look up the name of each person you are assigning to each spot in the queue. **Do NOT choose** one person for more than one Approval Level, since it causes errors.

If you wish to add additional Approval Levels, click on the dropdown arrow in the first **Not Selected** field and choose the approval level you wish to add. Then assign someone to that level as explained above. Under **Required Action** choose **FYI** if they only need to be able to view this transaction or **Approve** if they are to approve this transaction. *IMPORTANT: If you have any Index that begins with an "R", you must add the 51 approval level (HRGRAN), select Lori Johnson, and choose **Approve** for the Required Action.*

### Comment Section

Comments are mandatory for Graduate Student hires. The comment should include whether the employee will be working **Academic Year**; **Fall Semester**; **Spring Semester**; or **Fiscal Year**. You must also enter the **Scholarship Index**, whether the student is pursuing a **Master's or Doctorate**; and the **department**. Make sure any additional comments are relevant and professional, since all comments are a permanent part of the Banner record.

Review the data. If correct, click **Save**, then **Submit**. You can also save the transaction but wait to submit at a later date, OR delete the action if it is incorrect.

If no Errors appear, you are finished. The EPAF will now go to the next person in the queue. (Do not be concerned about Warnings.) If Error messages appear, you *must* fix the errors before you can submit the EPAF.