

Electronic Personnel Action Form (EPAF)

Hire/Rehire Student Workers:

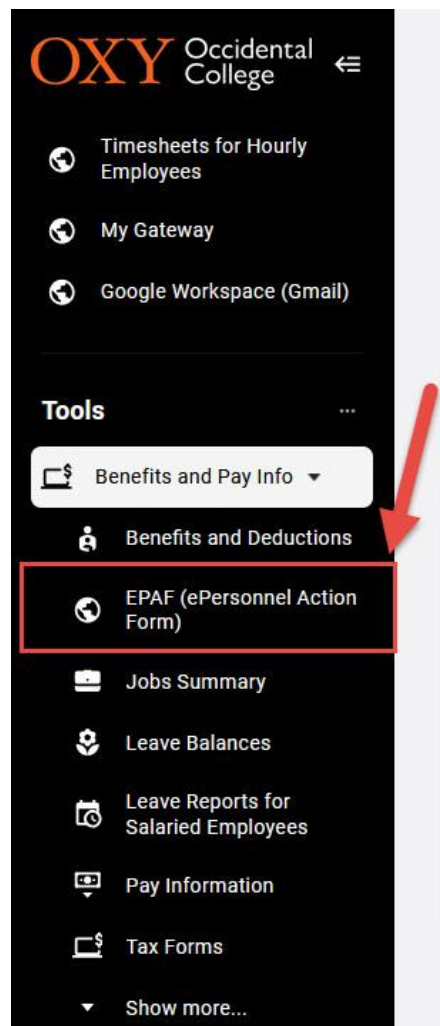
NOTE: These instructions are NOT for hiring Grant Funded positions

Submit an ePAF to hire, rehire, set up a wage rate or title change, and end a student's work study assignment.

Before an ePAF is submitted, make sure you have been approved by Student Employment to hire.

Step 1:

The Electronic Personnel Action Form (ePAF) channel is found in the myOxy portal (<https://my.oxy.edu/>) > Tools > EPAF (ePersonnel Action Form).



Step 2:

Under the **Employee** tab select **New EPAF**. This link will bring you to the **New EPAF Person Selection**.

Work-Related - my.oxy.edu x Electronic Personnel Action Form x +

← → ↻ ssb.oxy.edu/prod/bwpkepaf.P_DispepafMenu

OXY Occidental College

Personal Information **Employee**

Search Go

Electronic Personnel Action Form

- [EPAF Approver Summary](#)
- [EPAF Originator Summary](#)
- [New EPAF](#)
- [EPAF Proxy Records](#)
- [Act as a Proxy](#)

RELEASE: 8.18

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Step 3:

ID #:

Type the current Student Worker's Employee ID (A #).

*Note: The "A" in the employee ID # is case-sensitive. If you do not know the student ID #, select the magnifying glass icon to search for a person by name. Type in the last name, first name and then select **GO**. On the Person Search Results screen select the A# to return to the EPAF page. The ID and Employee Name fields will then be populated.*

Query Date for Hires, Rehires, Title Changes, Merit Increases:

The Query Date should be the **BEGINNING OF THE PAY PERIOD** corresponding to the student's start date (see hourly payroll calendar).

Hourly Payroll Dates

Note: You will need to overwrite the date that defaults to "query date".

For example, if you are hiring a student to begin working on 08/24/2022, the query date would be 08/21/2022 (**date must be entered in the DD/MM/YYYY format**). If you inadvertently forget to change the Query Date, you will need to delete the EPAF record and begin again (it is not a field that can be corrected once it has been saved).

Selection Category for Hourly, Non-Grant funded Hires/Rehires:

Choose the Approval Category from the dropdown list:

Select option: **Student Worker-New Hire, SWHIR2** approval category for all transactions **EXCEPT** hiring/rehiring a grant-funded assignment, a stipend payment, or terminating a student assignment. **This form is only to be used for brand new hires, rehires, merit increases, and title changes.**

NOTE: When **terminating a work award assignment**, use the **SWTRM2** approval category. **If setting up a stipend payment or grant funded assignment, please refer to the online handbook for these two categories found on the HR website.**

Once you have selected the Approval Category, select **GO** (found in the bottom left-hand corner).

Step 4:

New EPAF Job Selection:

For new hires, rehires, merit increases, or title changes: select your cursor into the **Position** field and type the position number (the **position number** should be in the format: **SOORG#** (i.e.: **S07430**). The "S" is case-sensitive and is "S", zero "0" (not the letter "O").

For departments using the Kronos system, the position number is always **1OORG#** (i.e.: **109240**). Note: These are zeroes "0", not the letter "O."

Click into the Suffix field and type "00" (zero, zero). Be sure that you click the cursor in the field.

Personal Information Employee

Search Go

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID:
Query Date: May 29, 2022
Approval Category: Student-New Hire Version 2, SWHIR2

Student Worker-New Hire Version 2, SWHIR2

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	SM7430	00	Summer 7430	7430, Human Resources					<input type="radio"/>

There are no active jobs based on the Query Date.

All Jobs
Go

Select Go

REI

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Note: This example is for a summer employment job to hire for Human Resources "SM7430"

Suffix should always be "00" unless is a one time pay stipend

Enter position number:
Summer prefix: "SM"
Academic Semester Prefix: "S0"

[New EPAF](#)
[Return to EPAF Menu](#)

Select the gray **GO** button at the bottom of the page.

If you realize that you inadvertently typed in a position number in the incorrect format after already selecting "GO," you will need to delete the record and re-enter the data from the beginning (the EPAF will not allow you to correct the position number).

Step 5:

On the next page (EPAF form) you will begin to enter data for your hire or rehire (see example below)

Personal Information Employee

Search [] Go [] RETURN TO EMPLOYEE MENU

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID:
Transaction: Query Date: May 29, 2022
Transaction Status:
Approval Category: Student Worker-New Hire, SWHIR2

Save

Once EPAF form is fully completed, select "save".

Approval Types | Account Distribution | Routing Queue | Comments | Transaction History
[New EPAF](#) | [EPAF Originator Summary](#)
[Return to EPAF Menu](#)

Jump to Bottom

* - indicates a required field.

Student Worker-New Hire Version 2, SM7430-00 Summer 7430

Date should be same and match query date (step 3)

Additional Notes:
Contract type: Primary (if student does not have additional jobs on campus)
Step: Should always be "0" zero.
Job Status: Active
Title: Title of position approved
Regular Rate: Enter minimum wage

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY	05/29/2022	
Contract Type:	Primary	
Step:	0	
Jobs Effective Date: MM/DD/YYYY*	05/29/22	
Job Status: *	Active	
Title:	HR Student Assistant	
Regular Rate: *	15.00	

Current
Effective Date: 05/29/2022
COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New
Effective Date: MM/DD/YYYY 05/29/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
g		A001	7430	2264	ISP					100.00			

Note: No action needed on this area.

Note: Salary Group & Job Change Reason – Leave Blank

Jobs Dates:

Always use the **beginning** of the pay period except when terminating a student job.

The date for **Job Begin Date** should match the query date from the previous step. The **Job Effective Date** should also match that same query date.

Always use the end of the pay period if using **SWTRM2** form to **end** an assignment.

Leave the **Job Begin Date** field blank if the student has previously worked for your department in the same position number. If you are **rehiring** your student worker, setting up a **merit increase**, or **title change**, be certain you leave this field blank

Contract Type:

Leave this field blank if the student has previously worked for your department in the same position number.

(P) Primary: Use only if this is the first time the student has ever worked on campus

(S) Secondary: Use if the student has previously worked in any other assignment on campus

Step:

For new hires the step is **always 0 (zero)**

Leave this field blank if the student has previously worked for your department in the same position number.

Status:

Selection should be **Active** for hiring, rehiring students.

Title:

Position job title (i.e.: **Office Assistant**)

Regular Rate:

Hourly Pay Rate, which should be minimum wage (stipends may not be entered on this form. Do not use \$ sign when entering hourly rate).

You can leave a comment if needed.

Note: *When setting up a **hire, rehire, or title change**, make certain you leave the **Job Begin Date, Contract Type,** and **Step** fields blank (do not enter data in these fields unless setting up a new hire into the respective position number).*

Step 6:

Once you have fully completed the EPAF form, select **Save** at the top. Only select **Save** once.

Step 7:

Next, select **Submit** (this will transmit the information to Human Resources for review, approval, and processing).

NOTE: *If you receive **ERROR** messages, you must click **Update** and correct the errors. Please disregard **Warning** messages. You will need to select **Save** and then **Submit**. While it is okay to **ignore** **Warning** messages, you must correct all **Error** in order for the form to be transmitted to Human Resources.*

IMPORTANT

If the student has not previously worked on campus, you will receive the ERROR message:

“This person is not defined as an employee” and the EPAF form will not be transmittable to Human Resources.

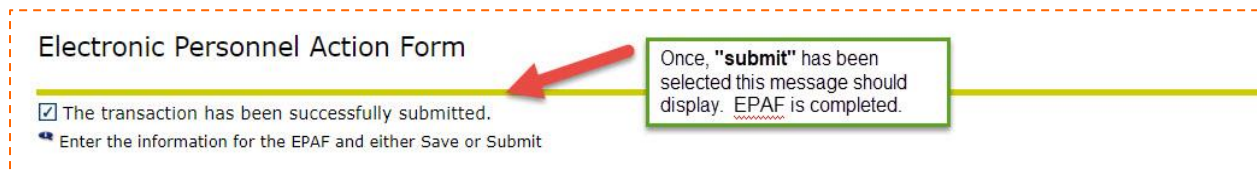
If this occurs, you will need to instruct the student to see Human Resources to complete the required Student Employment Packet.

Once the student has completed the Student Employment Packet with Human Resources, the Supervisor (You) will receive an automated email informing you it is okay to submit the EPAF for the student. **It is only at this time that the student may begin to work within the assignment. Students should not be scheduled to work until you have received an email confirmation and the EPAF has been fully completed and approved by Human Resources.**

Step 8:

You will then need to resubmit the EPAF for the student. This can be completed by selecting the student's name, click [Update](#), [Save](#), and [Submit](#)).

Once you select [Submit](#) you should see a message like the following that reads "The transaction has been successfully submitted."



NOTE: To view the transaction status first select [EPAF originator](#) on the bottom of the screen, then select the [History](#) tab, and view the transaction status under the [Transaction Status](#) column.

Waiting status: you have saved data on the form, but have not submitted the form for approval. This status will also appear if you submit a form that contains errors. In order to change the status from [Waiting](#) to [Pending](#) you must correct the errors by selecting [Update](#), make changes, select [Save](#) and [Submit](#).

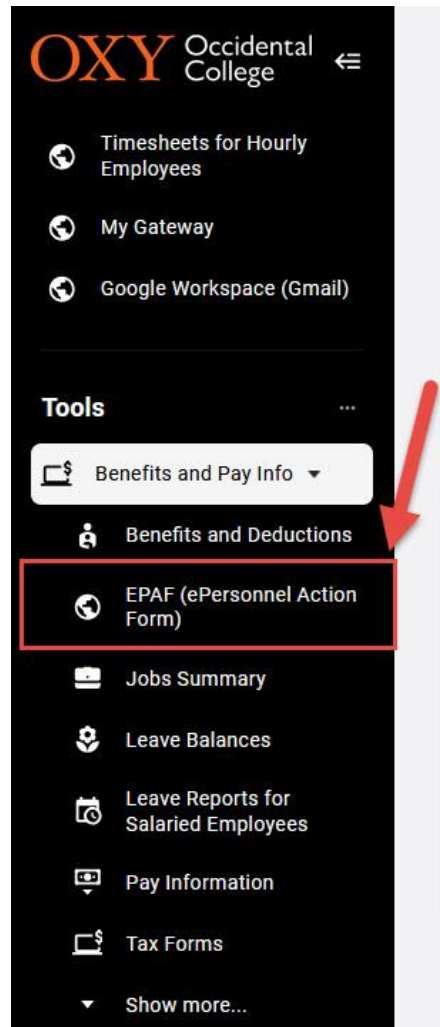
Pending status: EPAF form is pending electronic approval process.

Completed status: the form has been approved electronically, student job is active. **When the form has reached completed status, the student will then be able to access their online timesheet.**

Instructions for Accessing EPAF form for End of Assignment for Student Workers:

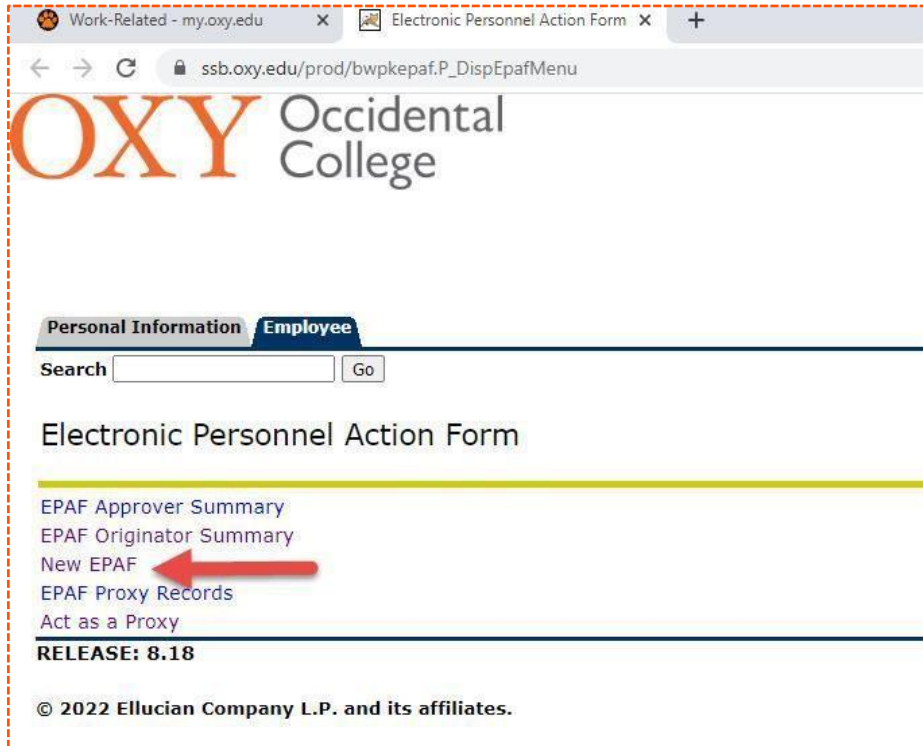
Step 1:

The Electronic Personnel Action Form (ePAF) channel is found in the myOxy portal (<https://my.oxy.edu/>) > Tools > EPAF (ePersonnel Action Form).



Step 2:

Under the **Employee** tab select **New EPAF**. This link will bring you to the **New EPAF Person Selection**.

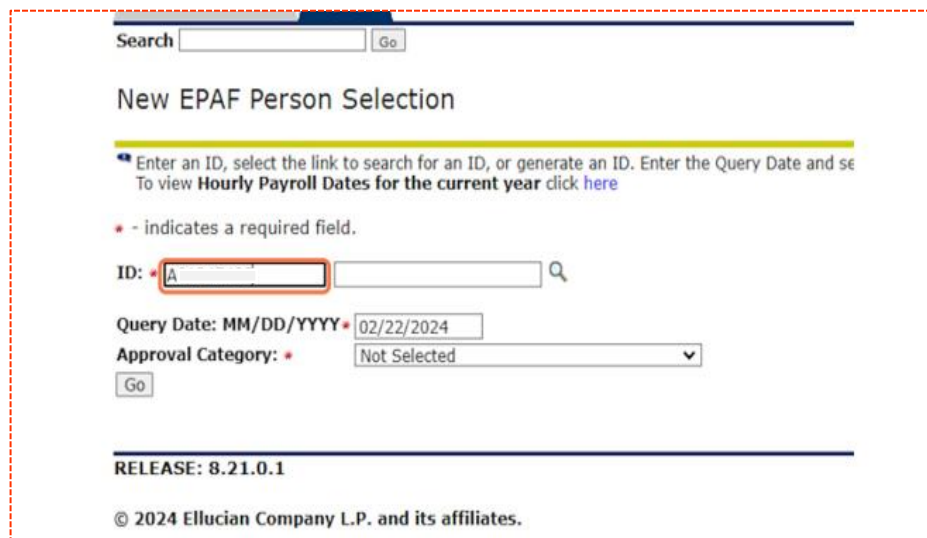


The screenshot shows a web browser window with two tabs: "Work-Related - my.oxy.edu" and "Electronic Personnel Action Form". The address bar shows "ssb.oxy.edu/prod/bwpkepaf.P_DisEpafMenu". The page header features the Occidental College logo. Below the logo, there are two tabs: "Personal Information" and "Employee". Under the "Employee" tab, there is a search bar with a "Go" button. The main heading is "Electronic Personnel Action Form". Below this, there is a list of links: "EPAF Approver Summary", "EPAF Originator Summary", "New EPAF" (highlighted with a red arrow), "EPAF Proxy Records", and "Act as a Proxy". At the bottom, it says "RELEASE: 8.18" and "© 2022 Ellucian Company L.P. and its affiliates."

Step 3:

ID #:

Type the current Student Worker's ID (A #).



The screenshot shows the "New EPAF Person Selection" form. At the top, there is a search bar with a "Go" button. Below the search bar, the heading "New EPAF Person Selection" is displayed. A note reads: "Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and see To view Hourly Payroll Dates for the current year click here". A legend indicates that an asterisk (*) denotes a required field. The form contains the following fields: "ID:" with a text input field containing "A" and a magnifying glass icon; "Query Date: MM/DD/YYYY" with a text input field containing "02/22/2024"; "Approval Category:" with a dropdown menu showing "Not Selected" and a "Go" button. At the bottom, it says "RELEASE: 8.21.0.1" and "© 2024 Ellucian Company L.P. and its affiliates."

*Note: The "A" in the employee ID # is case-sensitive. If you do not know the student ID #, select the magnifying glass icon to search for a person by name. Type in the last name, first name and then select **GO**. On the Person Search Results screen select the A# to return to the EPAF page.*

The ID and Employee Name fields will then be populated.

Step 4:

Query Date for End of Assignment:

The Query Date should be the **DATE OF STUDENTS' TERMINATION OF EMPLOYMENT**.

Search

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. To view **Hourly Payroll Dates for the current year** click [here](#)

* - indicates a required field.

ID: * A P

Query Date: MM/DD/YYYY *

Approval Category: *

 [EPAF Approver Summary](#)
[Return](#)

RELEASE: 8.21.0.1

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Selection Category for Hourly, Non-Grant funded Positions: Choose the Approval Category from the dropdown list:

Select option: **Student-End of Assignment, SWTERM** approval category for all transactions.

Step 5:

Once you have selected the Approval Category, select **GO** (found in the bottom left-hand corner).

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. To view **Hourly Payroll Dates for the current year** click [here](#)

* - indicates a required field.

ID: * A P

Query Date: MM/DD/YYYY *

Approval Category: *

 [EPAF Approver Summary](#)
[Return](#)

Employee Job Assignments


Type	Position	Suffix	Title	Time
Secondary	S01215	00	Teaching Assistant in Cognitive Science	1215,
Secondary	S07430	00	HR Student Assistant	7430,

Note: "Employee Job Assignments" active will display for view.

Step 6:

Select the radio button that corresponds to the job that will be terminated.

End Date	Last Paid Date	Status	Select
			<input type="radio"/>
	Dec 09, 2023	Active	<input type="radio"/>
	Dec 09, 2023	Active	<input checked="" type="radio"/>



Step 7:

Select the **GO** button at the bottom of the page once you have selected the correct student position.

Student-End of Assignment, SWTERM

Search	Type	Position	Suffix	Title
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>	
	Secondary	S01215	00	Teaching Assistant in Cognitive S
	Secondary	S07430	00	HR Student Assistant

All Jobs

Go

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Step 8:

Enter the Students' Termination Date.

Approval types | Routing Queue | Comments
New EAPAF | EAPAF Originator Sur | Return to EAPAF Menu

quired field.

of Assignment, S07430-00 HR Student Assistant, Last Paid Date: [

	Current Value	New Value
te: MM/DD/YYYY *	08/20/2023	02/22/2024
Active	Active	Not Selected
on:	HIRE	Not Selected

ie

	User Name
RDEPT	<input type="text"/>
udent Coordinator Approval	<input type="text"/>
udent Coordinator-Apply Proc	<input type="text"/>

The date for **Termination Date** should match the query date from the previous step.

Step 9:

From the **dropdown menu** for **Active**, select **Terminated**.

Approval Types | Routing Queue | Comments
New EAPAF | EAPAF Originator Sur | Return to EAPAF Menu

quired field.

of Assignment, S07430-00 HR Student Assistant, Last Paid Date: Dec 09, 2023

	Current Value	New Value
te: MM/DD/YYYY *	08/20/2023	02/22/2024
Active	Active	Terminated
on:	HIRE	Not Selected

ie

	User Name
RDEPT	<input type="text"/>
udent Coordinator Approval	<input type="text"/>
udent Coordinator-Apply Proc	<input type="text"/>

Step 10:

From the dropdown menu for HIRE, select TERM, Termination of Assignment.

Approval Types | Routing Queue | Comments | Tr
New EAPF | EAPF Originator Summa
Return to EAPF Menu

quired field.

of Assignment, S07430-00 HR Student Assistant, Last Paid Date: Dec 09, 2023

	Current Value	New Value
Date:	MM/DD/YYYY * 08/20/2023	02/22/2024
Status:	Active	Terminated
Reason:	HIRE	TERM, Termination of Assignment

ie

	User Name
DEPT	
Student Coordinator Approval	
Student Coordinator-Apply Proc	

Step 11:

Select the Save button at the bottom of the page once you have selected Terminated and TERM, Termination of Assignment.

Enter the information for the EAPF and either Save or Submit.

Name and ID: A P, A

Transaction: Query Date: Feb 2

Transaction Status: Last Paid Date: Dec 0

Approval Category: Student-End of Assignment, SWTERM

Save

Jump to Bottom

* - indicates a required field.

Student-End of Assianment. S07430-00 HR Student Assis

Step 12:

Once you see the message “Your change was saved successfully” select the **Submit** button at the bottom of the page.

ELECTRONIC PERSONNEL ACTION FORM

Your change was saved successfully.
* Enter the information for the EPAF and either Save or Submit

Name and ID: A P, A **Job and Suffix:** S07430
Transaction: 92867 **Query Date:** Feb 22,
Transaction Status: Waiting **Last Paid Date:** Dec 09,
Approval Category: Student-End of Assignment, SWTERM

Save **Submit** Delete

[Jump to Bottom](#)

* - indicates a required field.

Student-End of Assignment, S07430-00 HR Student Assista

Once you select **Submit** you should see a message like the following that reads “The transaction has been successfully submitted.”

Electronic Personnel Action Form

The transaction has been successfully submitted.
* Enter the information for the EPAF and either Save or Submit

Once, "submit" has been selected this message should display. EPAF is completed.