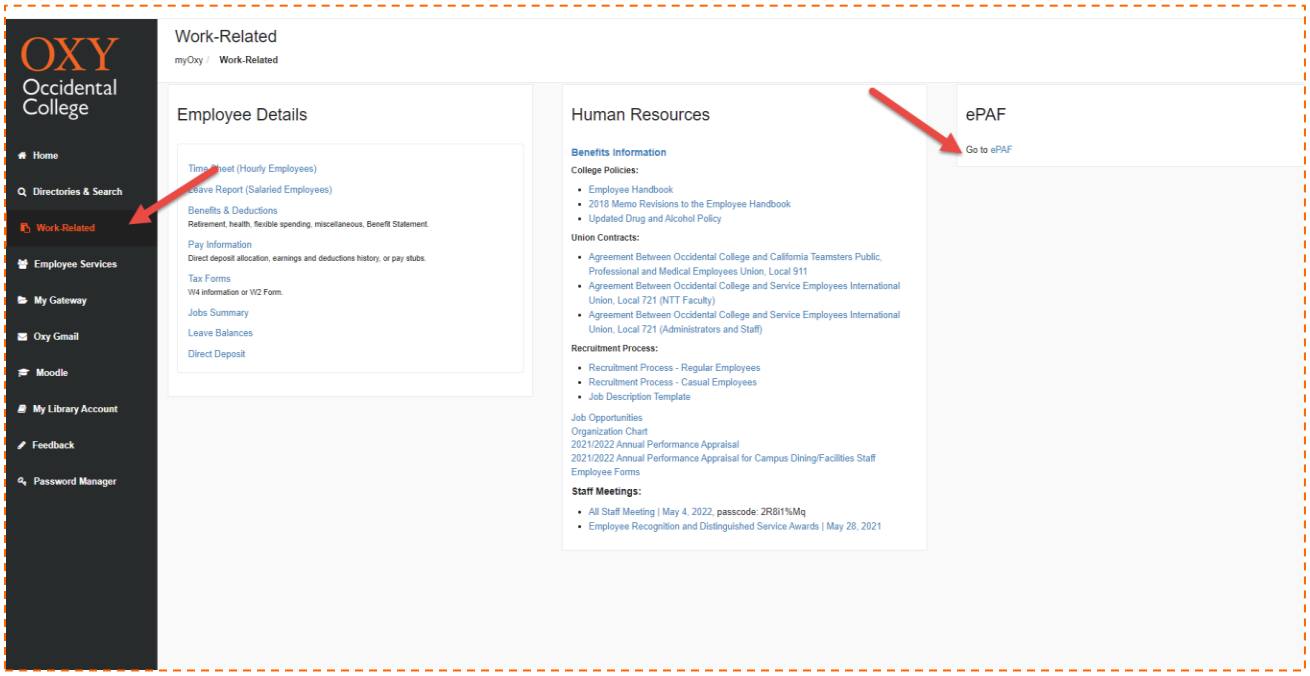
# Electronic Personnel Action Form (EPAF)

The Electronic Personnel Action Form (EPAF) channel is found in the myOxy portal (https://my.oxy.edu/) under Work Related and is used for students on campus payroll records 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.**

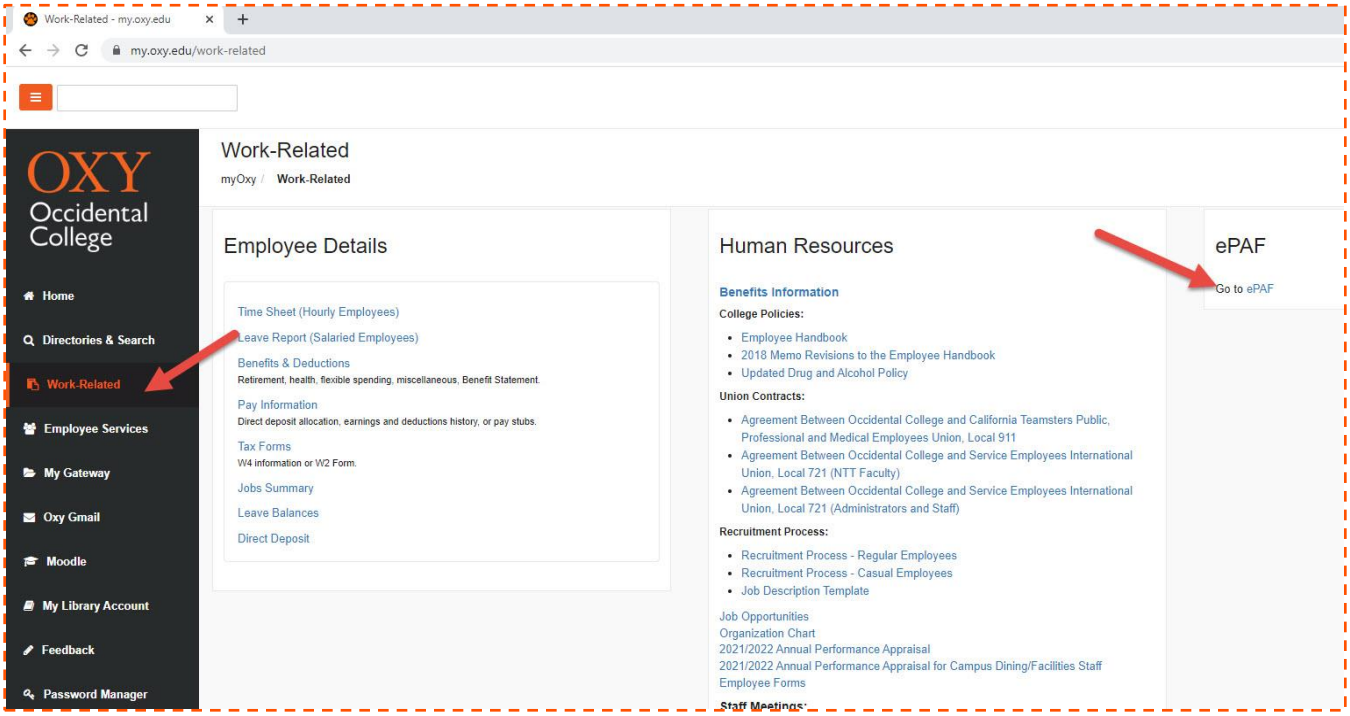


**Instructions for Accessing EPAF form for Hire/Rehire Student Workers:**

**NOTE: These instructions are NOT for hiring Grant Funded positions**

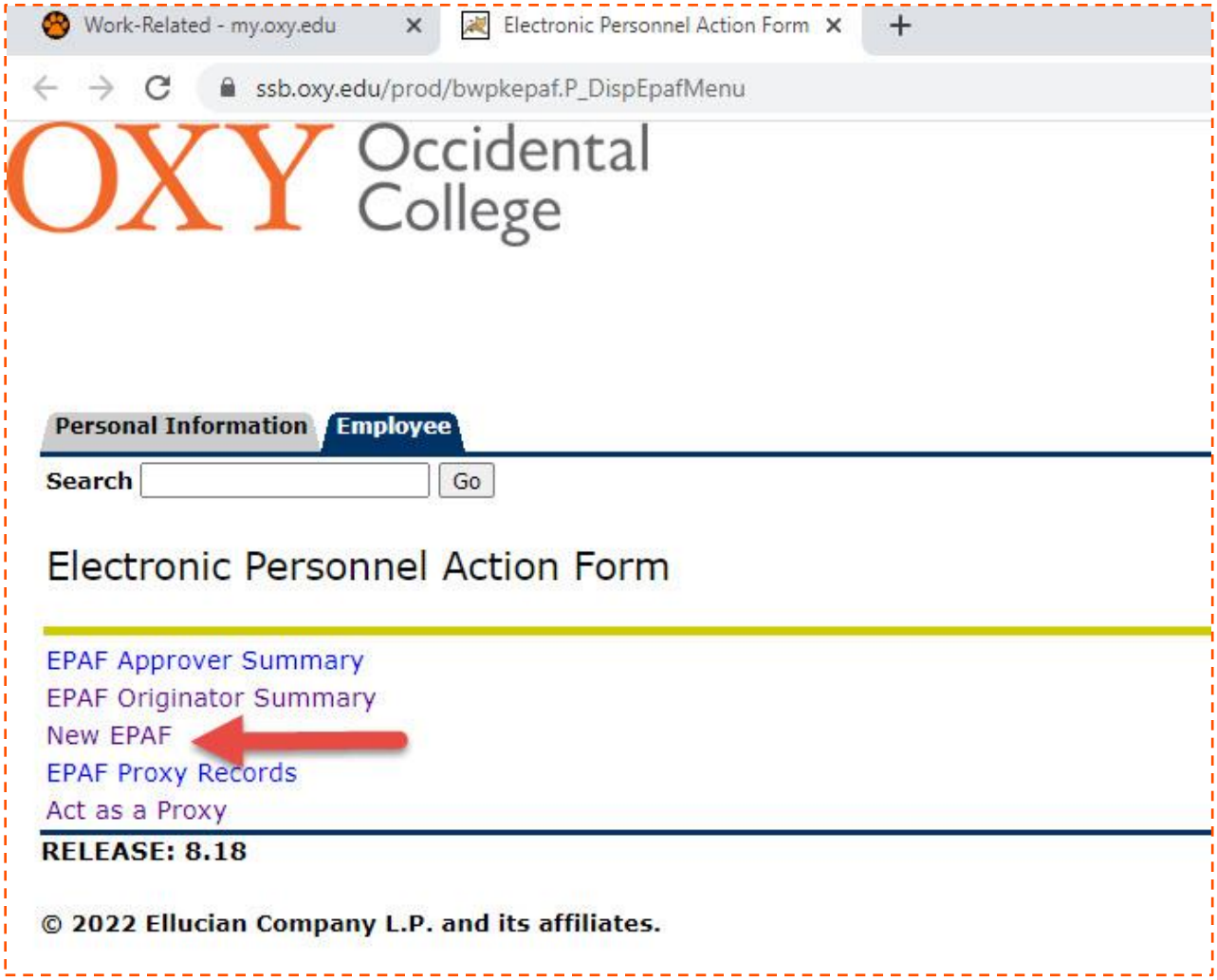
**Step 1:**

After entering your Oxynet ID and Password on your myOxy portal, select Enter and select the Work-Related tab. On the right, there will be a column labeled EPAF, select the link labeled Go to EPAF.



**Step 2:**

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




**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).

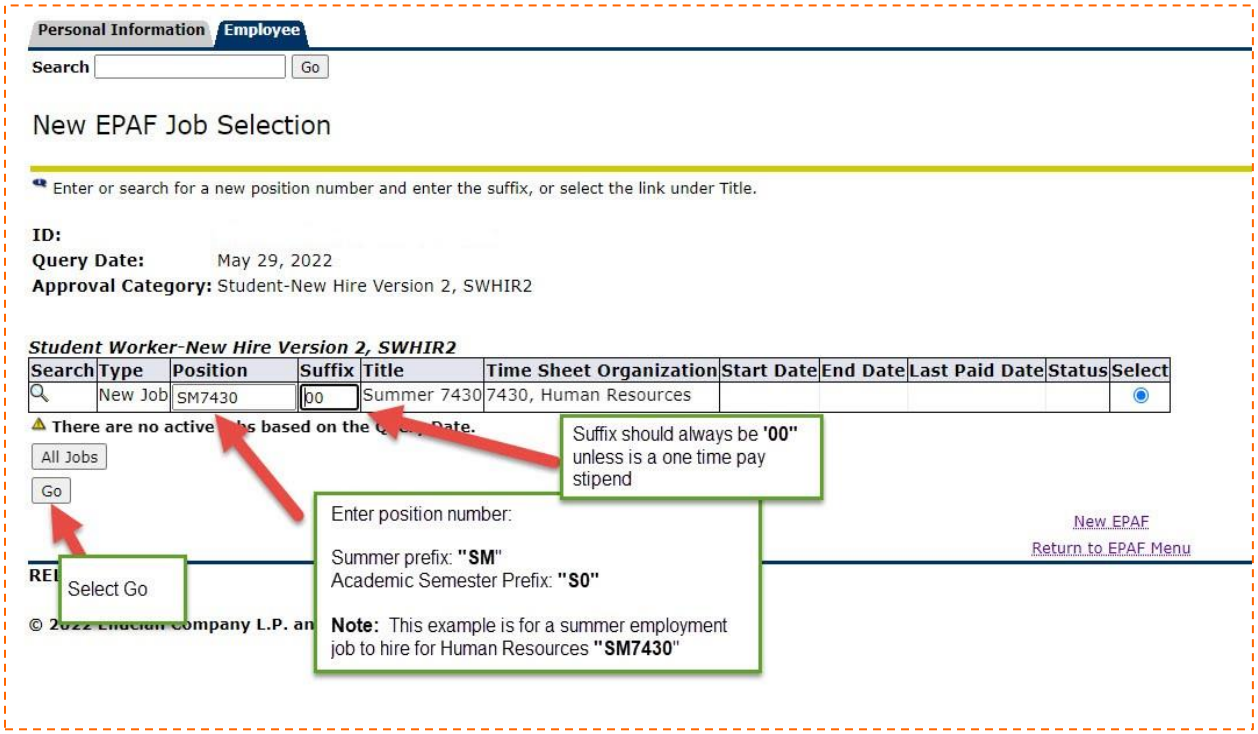
## Step 4:

### 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: **S0ORG# (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 **10ORG# (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.

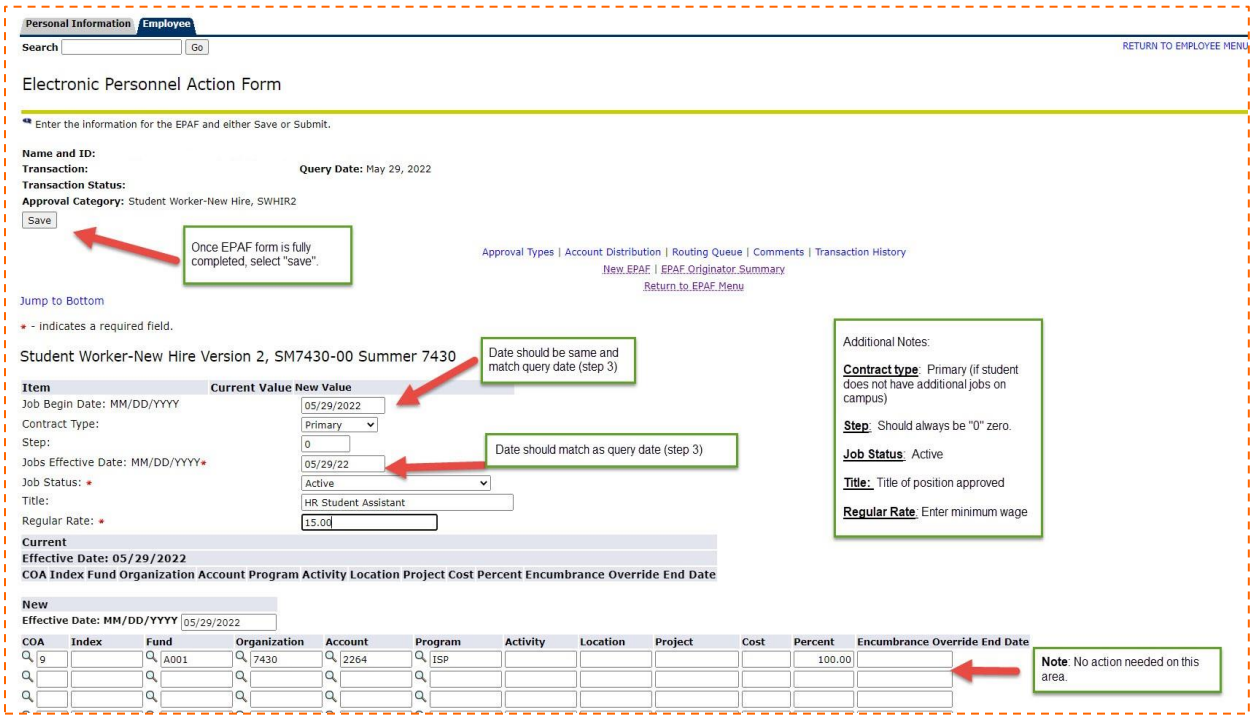



Select the gray GO button at the bottom of the page.

*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)




## 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.*

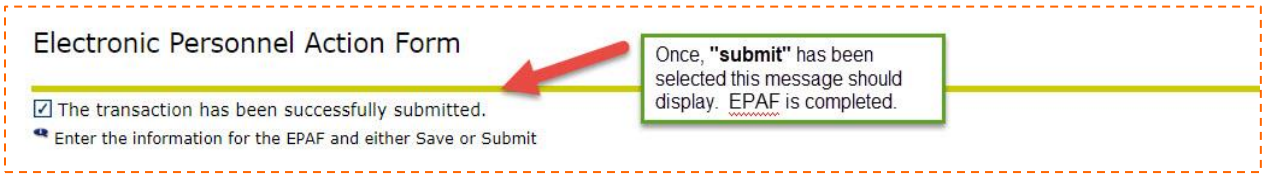
*If this occurs, you will need to instruct the student to see Human Resources to complete the required Student Employment Packet.*

*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.***