

## 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.**

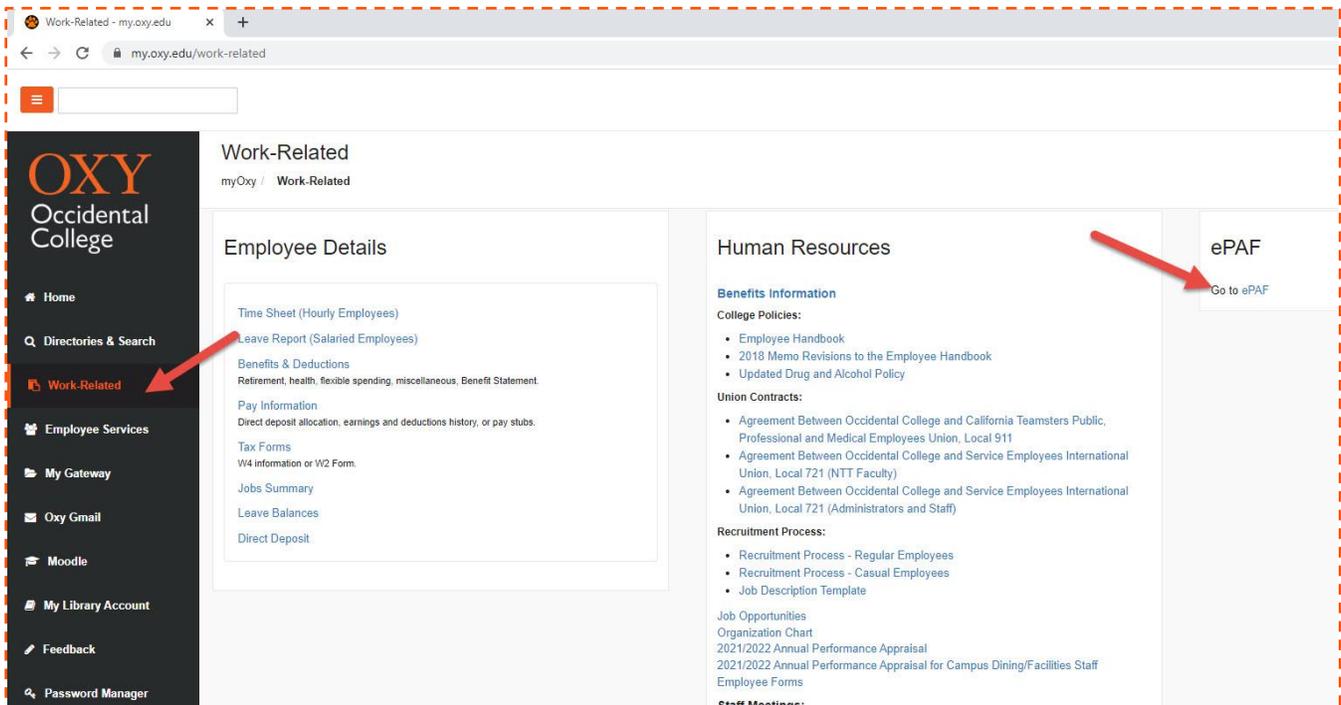
The screenshot displays the myOxy portal interface. On the left is a dark sidebar with the Occidental College logo and a navigation menu including Home, Directories & Search, Work-Related (highlighted with a red arrow), Employee Services, My Gateway, Oxy Gmail, Moodle, My Library Account, Feedback, and Password Manager. The main content area is titled 'Work-Related' and contains three columns: 'Employee Details' with links for Time Sheet, Leave Report, Benefits & Deductions, Pay Information, Tax Forms, Jobs Summary, Leave Balances, and Direct Deposit; 'Human Resources' with sections for Benefits Information, College Policies, Union Contracts, Recruitment Process, Job Opportunities, and Staff Meetings; and 'ePAF' with a 'Go to ePAF' link (highlighted with a red arrow).

## 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**.



The screenshot displays the myOxy portal interface. On the left is a dark sidebar with the Oxycal Occidental College logo and a menu of navigation options: Home, Directories & Search, Work-Related (highlighted with a red arrow), Employee Services, My Gateway, Oxy Gmail, Moodle, My Library Account, Feedback, and Password Manager. The main content area is titled "Work-Related" and contains two primary columns. The left column, "Employee Details", lists links for Time Sheet, Leave Report, Benefits & Deductions, Pay Information, Tax Forms, Jobs Summary, Leave Balances, and Direct Deposit. The right column, "Human Resources", includes sections for Benefits Information, College Policies, Union Contracts, Recruitment Process, Job Opportunities, and Staff Meetings. A vertical sidebar on the far right is labeled "ePAF" and contains a link "Go to ePAF", which is pointed to by a red arrow.

## 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**

© 2022 Ellucian Company L.P. and its affiliates.

## 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.

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

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

© 2022 Envision Company L.P. and

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

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

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

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, SWHR2

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

**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

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

**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.

## 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.*

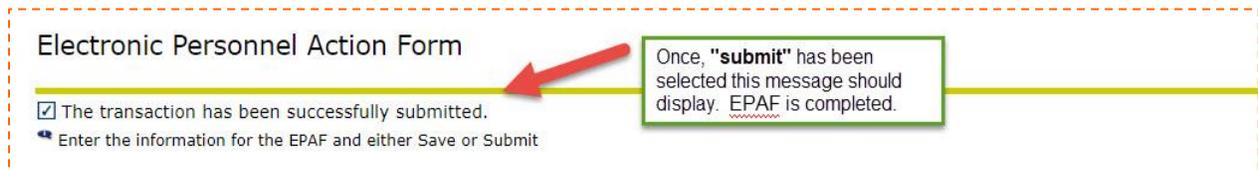
*If this occurs, you will need to instruct the student to see Human Resources to complete the required Student Employment Packet.*

*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.***