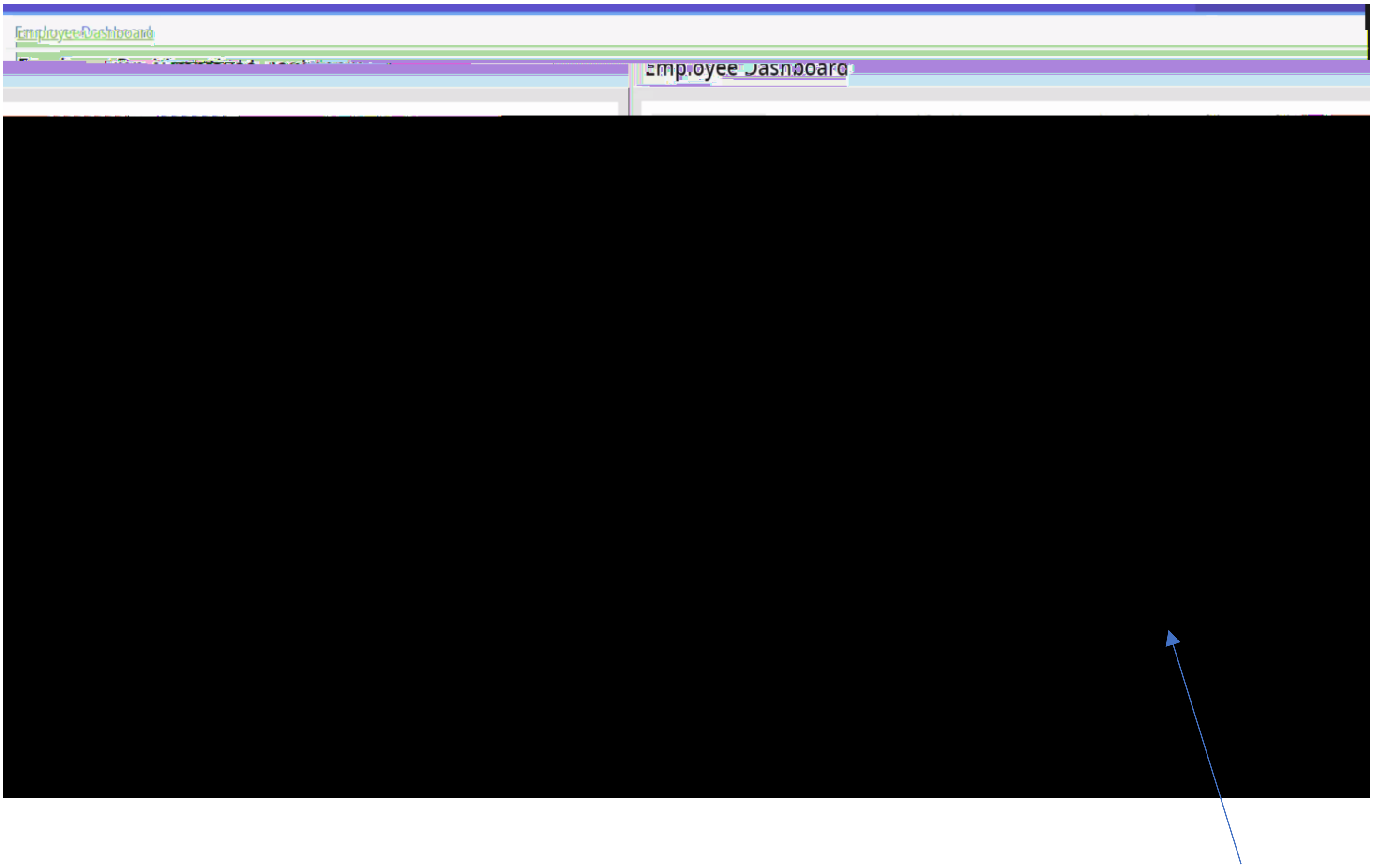
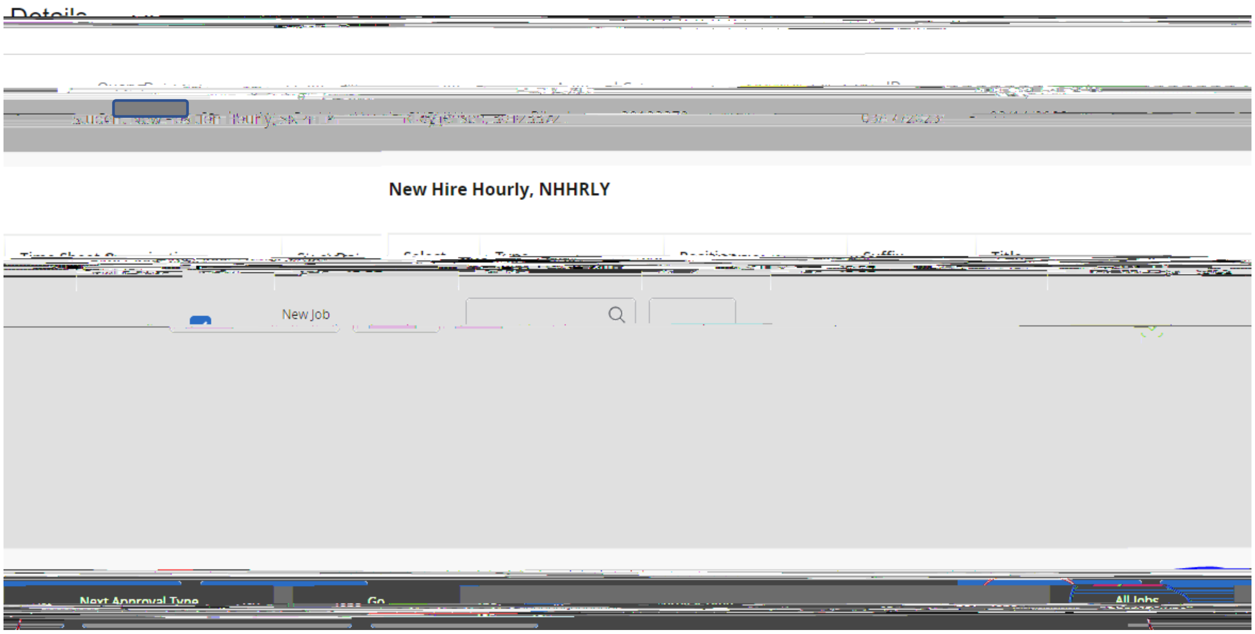
Log into to Banner Self Service and click on Electronic Personnel Action Forms.


Employee Dashboard
Employee Dashboard

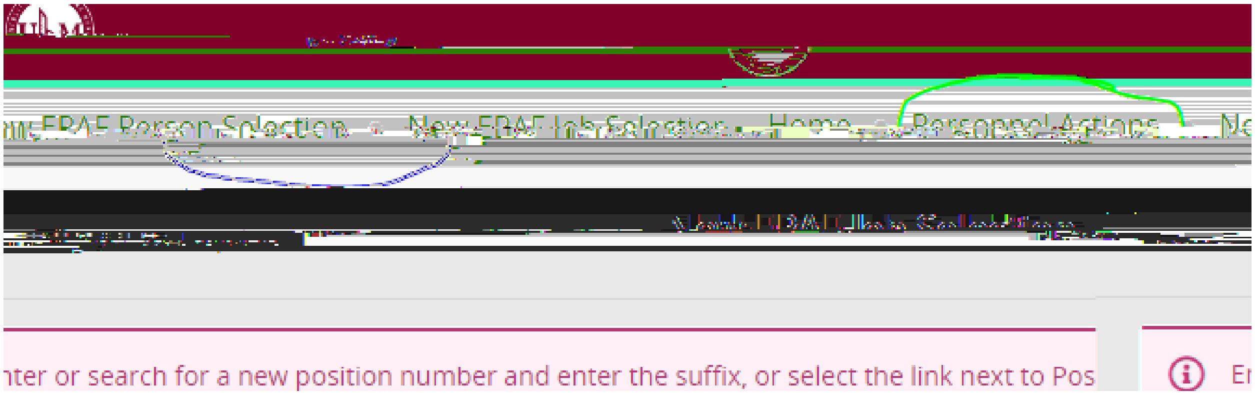
[redacted]

On the next page,


Details
New Hire Hourly, NHHRLY
New Job
Next Approval Type
Go
All Jobs

If the person does have a job history of being a , you will use the Grad Asst. Reopen Hourly Job EPAF to rehire them in the previous GA position and pay them an hourly rate. If their job history shows they have never been in a Graduate Assistant position before, you will need to select the appropriate EPAF to hire them as a *new* GA. *Please refer to the "Student/GA EPAF Guidelines" to help you determine the appropriate course of action.*

Once you have determined that this person *has*, in fact, been in a Grad. Assistant position before and you want to *rehire* them by reopening their previous Graduate Assistant job, return to the EPAF menu by clicking the "Personnel Actions" tab at the top of the page and then click on the menu button "New EPAF."


New EPAF Person Selection
New EPAF Job Selection
Home
Personnel Actions

nter or search for a new position number and enter the suffix, or select the link next to Pos

En

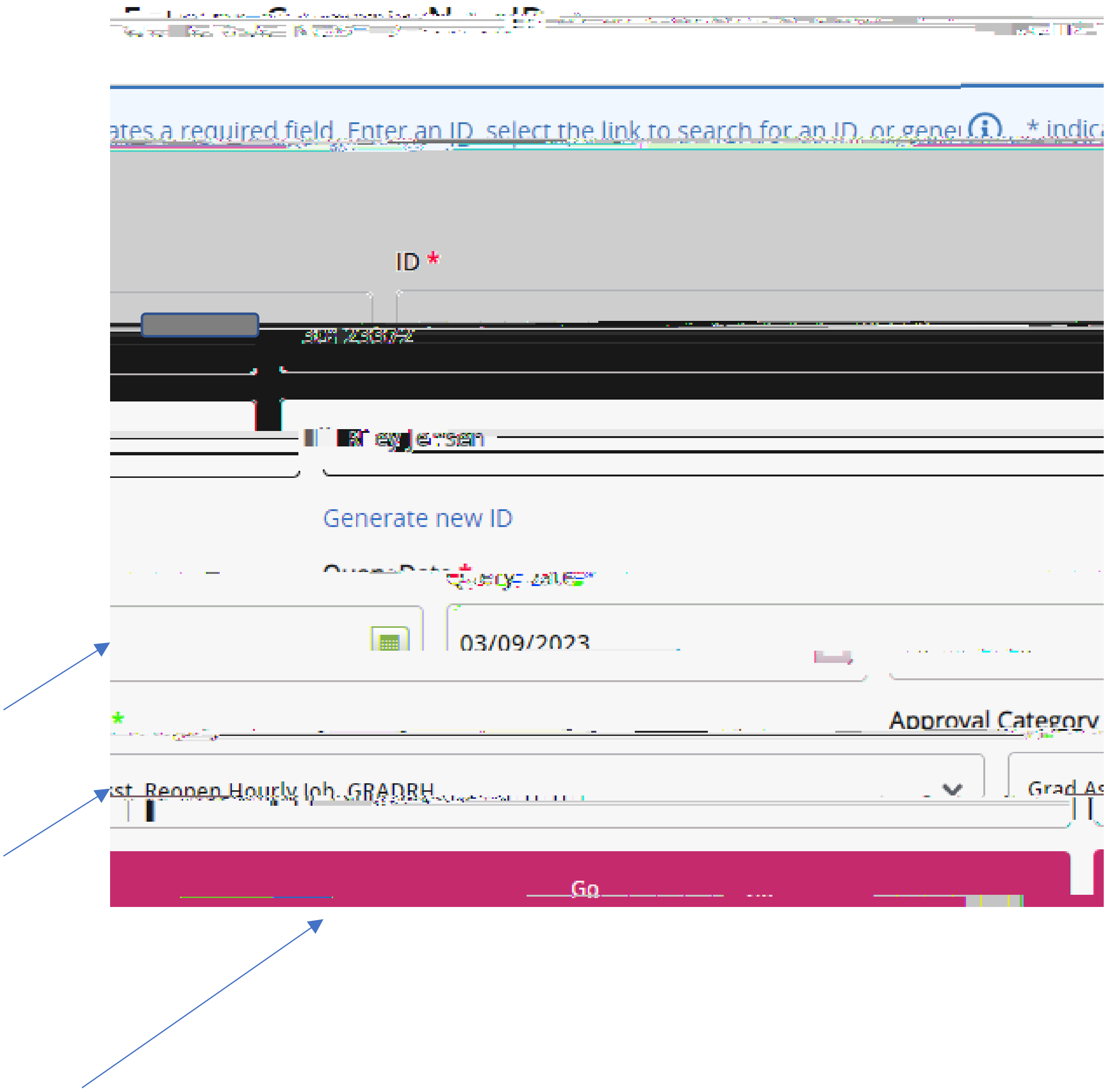
This will bring you back to the original screen for starting an EPAF.

Follow these next steps carefully:

Enter the student’s CWID #.

This is important! Query dates must be entered in the MM/DD/YYYY format.

Select “ as the approval category and click “Go.”



ates a required field. Enter an ID, select the link to search for an ID, or gene * indic

ID *

[illegible]

Generate new ID

Query Date *

03/09/2023

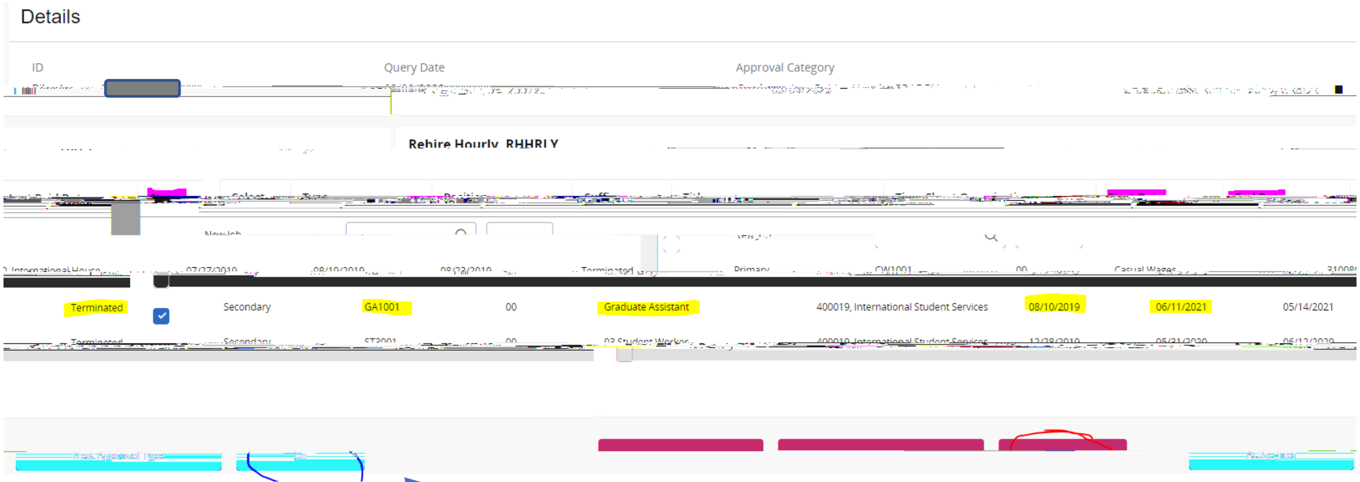
Approval Category

ist, Reopen Hourly Job, GRADRH

Grad As

Go

On the next screen, click on “ ” again to pull up the person’s job history and select the prior GA position:



Details

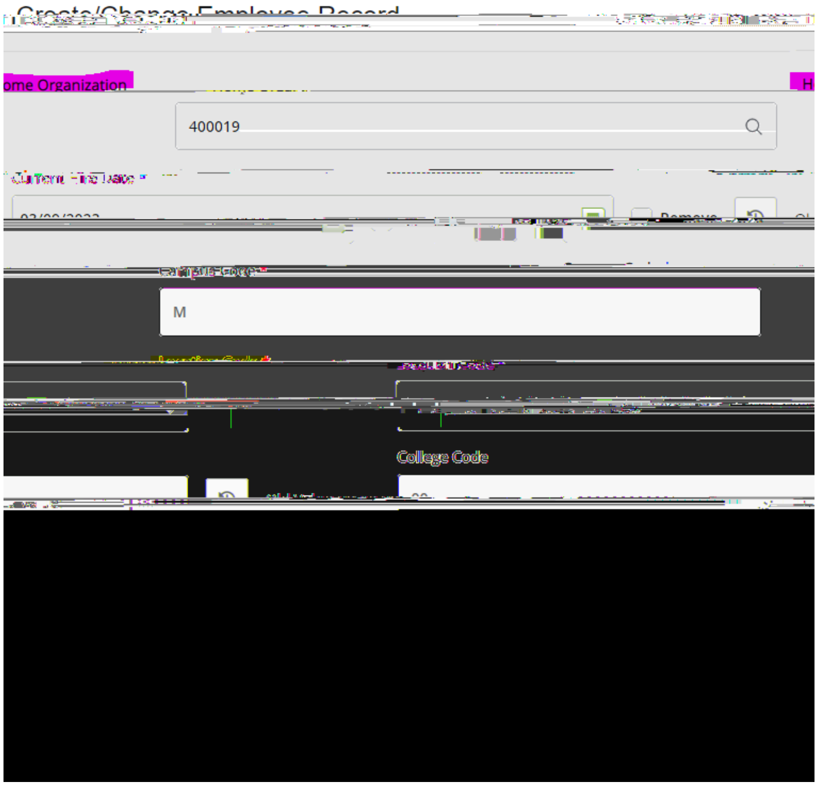
ID | Query Date | Approval Category

Rehire Hourly, RHHRLY

Terminated ☑ Secondary GA1001 00 Graduate Assistant 400019, International Student Services 08/10/2019 06/11/2021 05/14/2021

Click “Go.”

On the next screen, review the information in the required fields. The GA’s new hire date that you entered as the Query Date will auto-populate as the and the in the EPAF. Review all information and update the Home Org # and the Location Code, if needed. *(Please note that the screenshots provided in this guide are . The data you enter in EPAF will be based on your own hiring department and the employee’s situation.)*



Create/Change Employee Record

Home Organization: 400019

Campus Code: M

College Code

Scroll down the page to continue

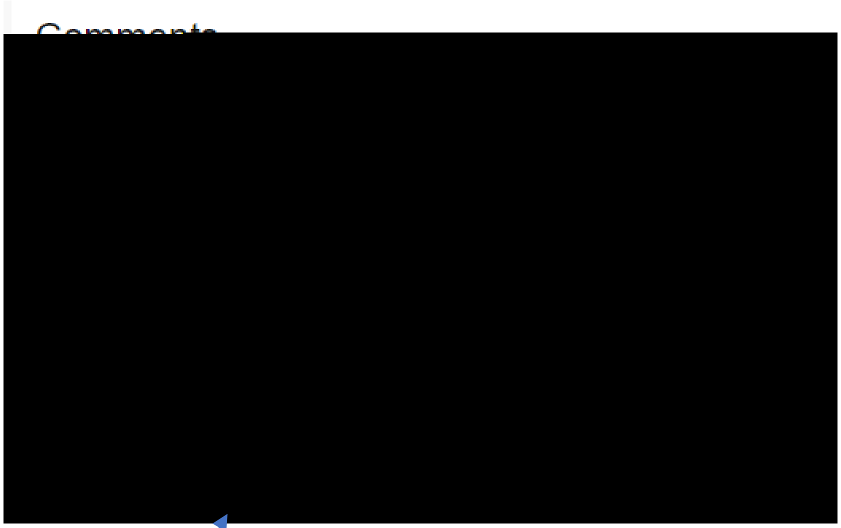
This is the
record.

Enter the GA's last day of work in the "Jobs Effective Date" field. (You may need to click on the calendar icon.)

Each approver in the routing queue should carefully review the PAF for accuracy before approving. If something is not correct on the PAF, the approver should add a comment explaining what needs to be addressed and click “ ” to send the PAF back to the originator to correct and resubmit for approval.

ADD A COMMENT to indicate who the Grad. Assistant’s TIME SHEET APPROVER will be. Since this GA is paid hourly, a time sheet is required.

***Also the Grad School requests that you add a comment to provide the following information for the

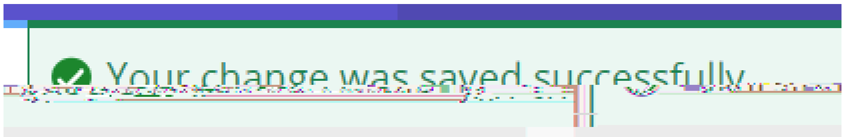


Comments

[redacted]

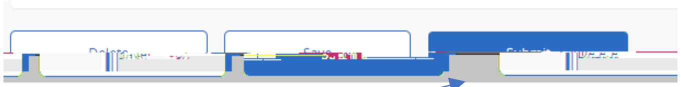
Then click SAVE.

If there were no errors that Banner would recognize (ie: missing information in required fields, dates entered in the wrong format, etc…), then you should receive a message in the top right corner of your screen that your changes were saved successfully:

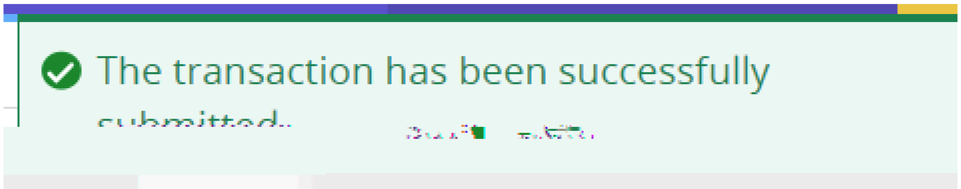


Your change was saved successfully.

If you receive WARNING messages, that is ! All EPAFs will having Warning messages. However, if you receive an ERROR message, you must resolve it before you will be able to Submit the EPAF successfully.



Click Submit and you should receive a confirmation message that the PAF was submitted:



The transaction has been successfully submitted.

DONE!