

How to Rehire a student worker in the SAME POSITION:

There are 4 approval categories to choose from, based on the type of hiring:

1. (03 or 04) Student New Employee Hourly use this when hiring a brand new student worker.
2. (03 or 04) Student Reopen Hourly Job – use this when rehiring your student worker in the same 03 position or in the same 04 position they had previously.
3. (03 or 04) Student Rehire in a New Position use this when hiring a student worker in a 2nd job who already has a job in another department, OR who is changing from an 03 student worker position to an 04 student worker position (or vice versa).
4. Student Worker Stipend use this when paying a student a flat rate across payrolls rather than an hourly rate (ie: used for one-time payments; paying a Res

These are the step-by-step instructions for completing the EPAF to REOPEN THE STUDENT WORKER'S

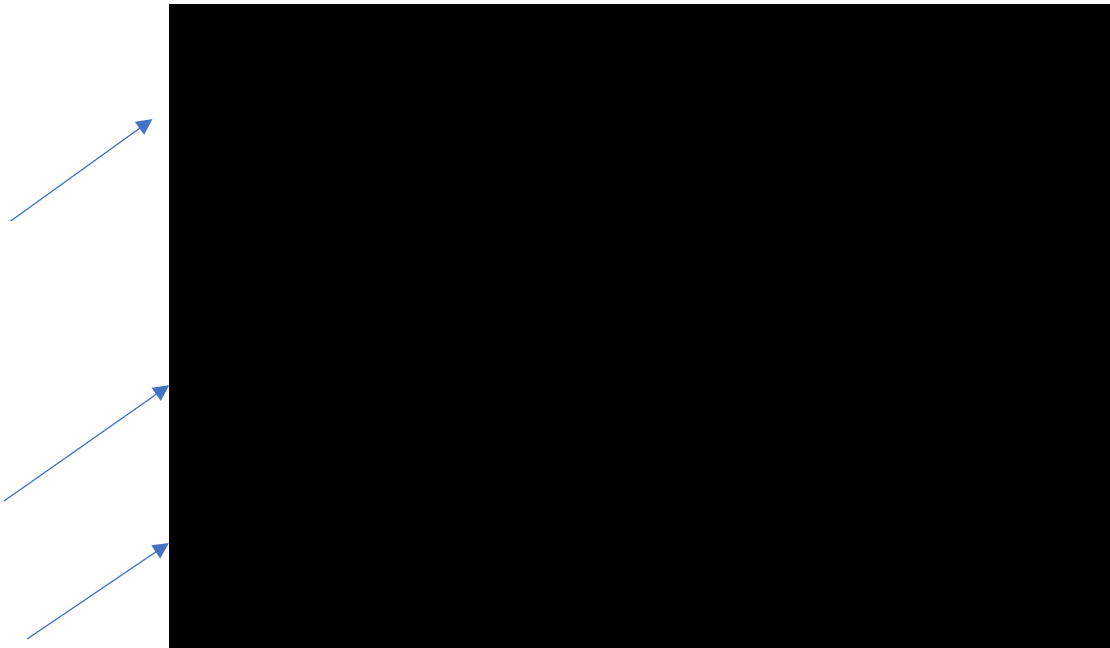
Go to New EPAF



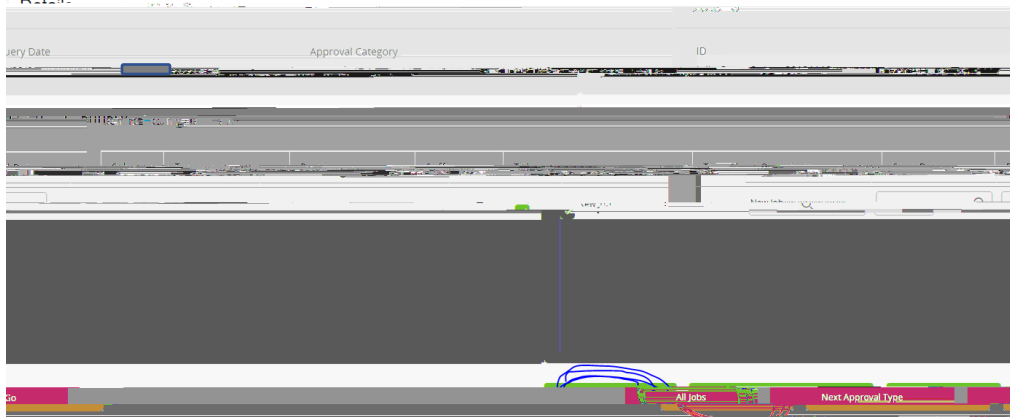
This will bring you back to the original screen for starting an EPAF.

Follow these next steps carefully:

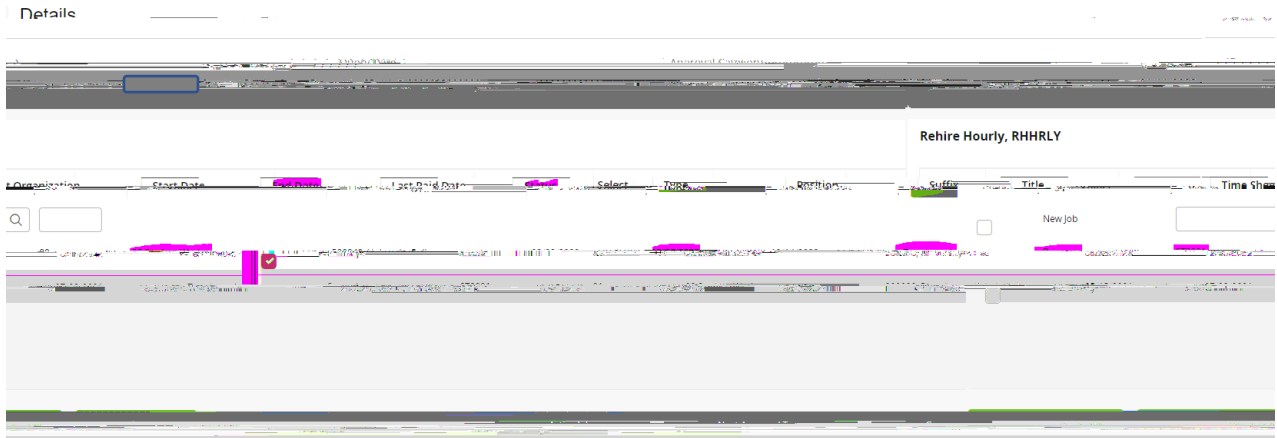
1. - # † @
2. Update the query date to be the student's 1st day of work. This is important! Query dates must be entered in the MM/DD/YYYY format.
3. o "03 Student Reopen Hourly Job" as the approval category if you are rehiring an 03 student worker in their same (previous) "04 Student Reopen Hourly Job" if you are rehiring an 04 student worker in their same (previous) 04 student worker position, and 8



On the next page, click on "All Jobs" to view the person's employment history:

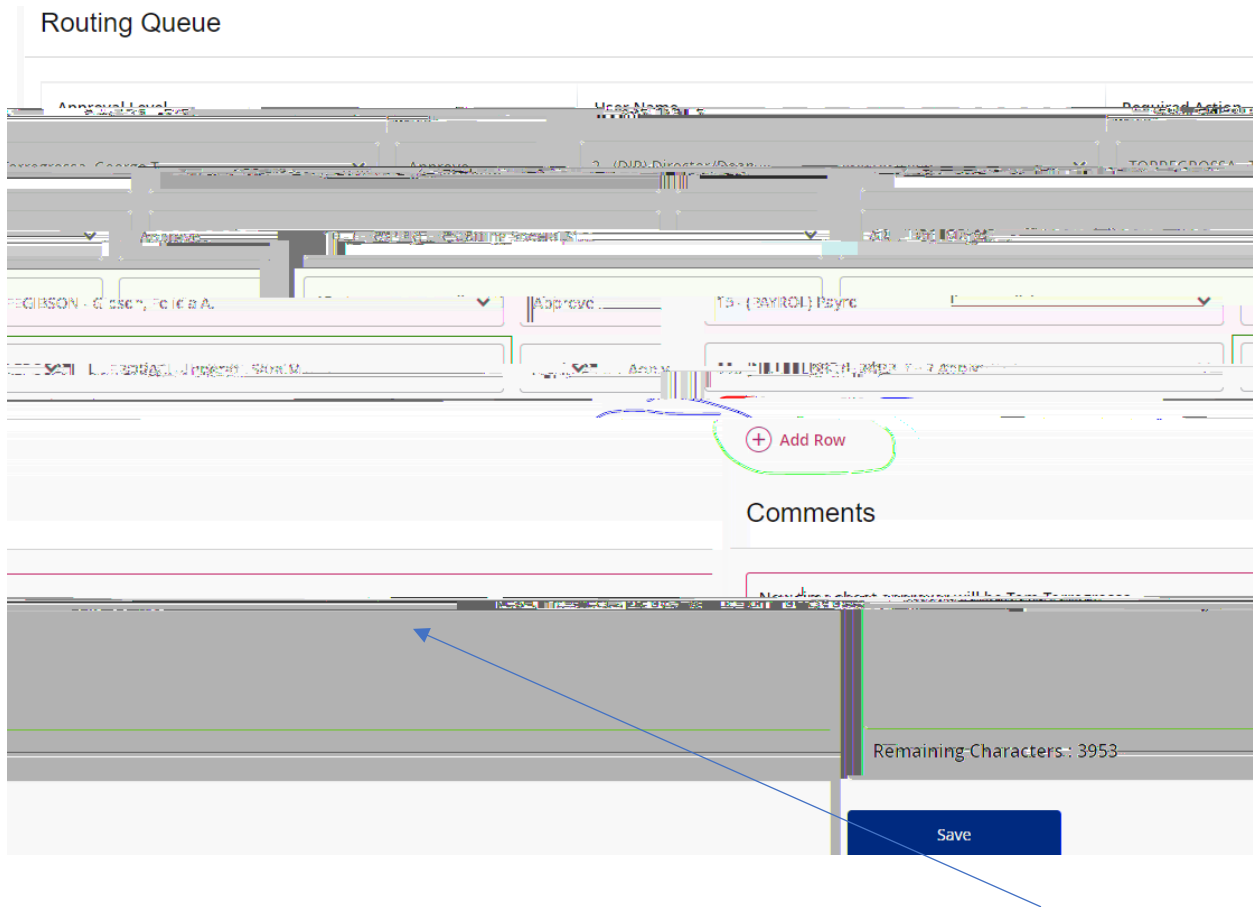


Select the job you wish to Reopen by clicking the checkbox to the left of the job.



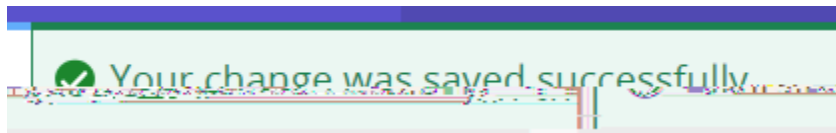
_____ confirm that the funding information is updated for the
current academic year. _____@_____) _____@_____ u _____
account number to use for federally funded 04 Student Workers [REDACTED]

Next fill out the routing queue.



If the time sheet approver has changed since the last save, the new TIME SHEET APPROVER will be. Since student workers are paid hourly, a time sheet is required. Then click to SAVE.

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



If you receive **WARNING** messages, that is **OKAY!** All EPAFs will have 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:

DONE!

A NOTE ABOUT EPAF DEADLINES:

See the most up-to-date payroll calendar posted on the Payroll web(e) 3 g0 (d)4(a)5e p4(a)5)-3(r)-3(o)5)-3(l)4(a)-3fo