

# EPAF (Electronic Personnel Action Form) USER GUIDE

STUDENT EMPLOYMENT  
FOR QUESTIONS, CONTACT [HR@SDSMT.EDU](mailto:HR@SDSMT.EDU)

## STUDENT EMPLOYEE HIRE PROCESS

### New Student Hires who have never worked on campus:

- **Step 1:** Student Completes DocuSign through the following Link:
  - [DocuSign Payroll Paperwork-Student Employment](#)
- **Step 2:** Student brings I-9 Documents to the Human Resources Office BEFORE beginning work in the department. Original documents are required per Federal regulations. Pictures or photo copies of original documents cannot be accepted. The Human Resources Office is located in the lower level of the O’Harra Building, Room 110. No appointment is necessary. Regular office hours are 7:30am-4:30pm, Monday through Friday. [List of acceptable documents for I-9 form listed on page 3 here.](#)
- **Step 3:** Once Human Resources has received ALL I-9 documents, an email will be sent to the EPAF Originator that they can begin the EPAF for the student.

### Note:

- If you attempt to complete an EPAF before we enter the new student employee’s paperwork, you will receive an error that states: “ID is not defined as an employee.”
- If the student has worked within the last year, paperwork is not required, and you can go ahead and submit the EPAF.
- If a student has worked on campus but had a significant break in employment, you may receive an error. If you are experiencing errors with an EPAF for a student that you know has worked on campus before, please contact our office.

### Once the above steps are complete:

1. Access the EPAF system by logging into [SNAP](#) and clicking on the [EMPLOYEE](#) tab.
2. Scroll down to the [Employment Details](#) box and click on [Employee Self-Service](#).

The screenshot shows the SDBOR Portal Employee page. The top navigation bar includes 'SDBOR Portal', 'Menu', 'SHARE', 'FOLLOW', and 'Notifications'. The main content area is divided into several sections: 'Campus Announcements' with dates and times, 'Coronavirus Employee Information', and 'Time Reporting'. On the right side, there is a sidebar titled 'Employment Details' with a list of links: Benefits, Pay Stub, W-2 Wage and Tax Statement, Job Details, Leave Details, Update Emergency Contacts, Time Reporting, Employee Self-Service (highlighted with a red arrow), View and Update Addresses, Veterans Classifications, Change W4 Information, and Disability Status. A search bar is located at the top right of the main content area.

3. Click on [Electronic Personnel Action Forms](#).

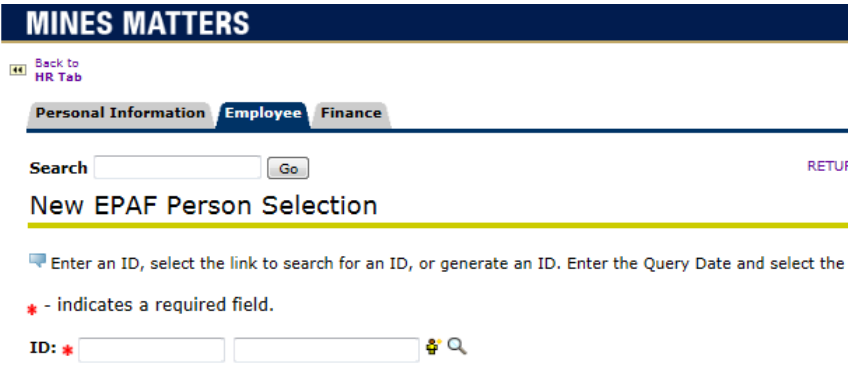
Note: Below is a common error when clicking into the EPAF System. If you get this error, simply try one of the (2) options for logging in, either through the HR tab or the EMPLOYEE tab from your SNAP page. Also try clearing cache and closing your browser.

```

HTTP Status 500 -
Type Exception report
message
description
The server encountered an internal error that prevented it from fulfilling this request.
exception
java.lang.NullPointerException
com.sghe.luminis.security.spring.ui.cas.DynamicCasProcessingFilterEntryPoint.createServiceUrl(DynamicCasProcessingFilterEntryPoint.java:76)
com.sghe.luminis.security.spring.ui.cas.DynamicCasProcessingFilterEntryPoint.commence(DynamicCasProcessingFilterEntryPoint.java:83)
org.springframework.security.web.access.ExceptionTranslationFilter.handleHttpAuthenticationException(ExceptionTranslationFilter.java:178)
org.springframework.security.web.access.ExceptionTranslationFilter.handleException(ExceptionTranslationFilter.java:184)
org.springframework.security.web.access.ExceptionTranslationFilter.doFilter(ExceptionTranslationFilter.java:117)
org.springframework.security.web.FilterChainProxy@f1a1a1a1.doFilter(FilterChainProxy.java:181)
com.sghe.luminis.security.spring.context.SecurityContextIntegrationFilter.doFilter(SecurityContextIntegrationFilter.java:124)
org.springframework.security.web.FilterChainProxy@f1a1a1a1.doFilter(FilterChainProxy.java:181)
org.springframework.security.web.session.ConcurrentSessionFilter.doFilter(ConcurrentSessionFilter.java:109)
org.springframework.security.web.FilterChainProxy@f1a1a1a1.doFilter(FilterChainProxy.java:181)
org.springframework.security.access.channel.ChannelProcessingFilter.doFilter(ChannelProcessingFilter.java:109)
org.springframework.security.web.FilterChainProxy@f1a1a1a1.doFilter(FilterChainProxy.java:181)
org.springframework.security.web.FilterChainProxy@f1a1a1a1.doFilter(FilterChainProxy.java:168)
org.springframework.web.filter.DelegatingFilterProxy.invokeDelegate(DelegatingFilterProxy.java:237)
org.springframework.web.filter.DelegatingFilterProxy.doFilter(DelegatingFilterProxy.java:127)
com.liferay.portal.kernel.servlet.filters.Invoker.InvokerFilterChain.processDoFilter(InvokerFilterChain.java:284)
com.liferay.portal.kernel.servlet.filters.Invoker.InvokerFilterChain.doFilter(InvokerFilterChain.java:105)
com.liferay.portal.kernel.servlet.filters.Invoker.InvokerFilter.doFilter(InvokerFilter.java:119)
Note: The full stack trace of the root cause is available in the Apache Tomcat/7.0.42 logs.
Apache Tomcat/7.0.42

```

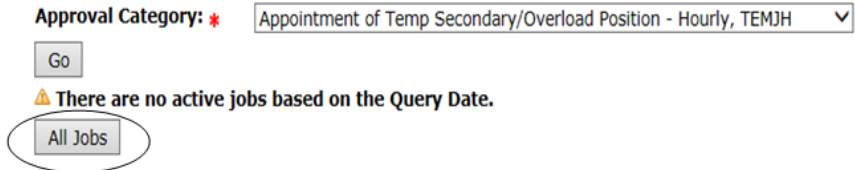
- Once the student has completed the I-9 form by providing their acceptable I-9 documents, HR will enter the student’s information into Banner. Then, HR will email the EPAF originator with the student’s Banner ID letting them know they can submit the EPAF.
- Select **New EPAF**



- Search by the Banner ID and click on the ID to select the person.

ID	Last Name	First Name	Middle Name	Birth Date	Name Type
A00071123	Smith	John	David		

- Enter the Query Date, which is the first day of work **\*\***This date auto populates so it is IMPORTANT to enter the actual start date
- Click the drop down arrow to select the correct approval category. The approval category is the Appointment of Temp Secondary/Overload Position – **Hourly TEMJH** -or- **Salaried TEMJS** -or- **Hourly Federal Work Study TEMWJ**



- Click “All Jobs”. This will show you a list of all positions the employee has been appointed to in the system including position and suffix, job type (i.e. Primary, Secondary, Overload), start date, end date, last paid date, and current status of the appointment (i.e. terminated, active). If this is a new position, Select New Job, enter the position number and suffix and then select Go.
  - If the position you need is listed, select the position. Click Go. The next screen will populate. Make sure the position has ended or will end before this new position begins.
  - If the current position will not end before the new position, choose a new suffix, for example 01, 02, 03 etc...
  - If the position you need is not listed, select new job, and enter the job position into the blank position box. Also, enter the suffix of 00. You will find the position numbers on your EPAF Department Info Guide Sheet.
  - The query date will need to be updated to the date the job starts (it will try to auto populate to the day you’re submitting)
  - Click Go



19. Enter Supervisor's Position # (refer to EPAF Guide Sheet)
20. Enter Supervisor's Suffix = should be 00
21. Enter Hours per Day
  - a. for **Hourly Position** = approx. hours worked per day
  - b. for **Salary Position** = (GTA/GRA/Regular Salaried) See appropriate chart at the end of this document
22. Enter Hours Per Pay
  - a. for **Hourly Position** = approx. hours worked per month/pay period
  - b. for **Salary Position** = (GTA/GRA/Regular Salaried) See appropriate chart at the end of this document
23. Enter Factor = the number of monthly paychecks the student will receive. If working for 2 months enter 2. If working for less than one month, enter 1.
24. Enter Pays = same as Factor
25. Enter Time Entry Method
  - a. for **Hourly** = Employee Time Entry via Web
  - b. for **Salary** = Payroll Time Entry
  - c. Note: All Federal Work Study students will be hourly
26. Click Save
27. **STEP 4 (Employee Job Labor Distribution):** Check the Job Labor Distribution to make sure the correct Fund Source is in there. This should be pre-filled, but you will need to make sure it is correct. Enter each FOAPAL field (Fund, Organization, Account, Program, Activity, Location) if it has changed. When using an index code that will auto-populate the FOAPAL string, you may need to re-enter the account code.
  - If this is a **Federal Work Study position**, you will need to include the **FWS Index Code for 75% of the funding source found on your EPAF Department Info Guide Sheet. Enter the Index Code for the remaining 25%.**
  - If this is a **foundation funded position**, you will need to use the **Foundation Clearing Index associated with the appropriate department. This number can be found on the Accounting Crosswalk (found in SNAP under the MySD Mines tab). Account number and title needs to be entered in the comment section at the end of the EPAF.**
  - To change the index code, highlight and delete the information already in the cell, and enter the correct Index. Then click on the **Default from Index** button. The system will send you to the top of the EPAF and give you an error message telling you to enter the FOAP's account number. Once you enter it, click save.
28. **STEP 5 (Employee Job Default Earnings):** In the Employee Job Default Earnings section enter the effective date to equal the start date.
  - a. For **hourly positions** enter EPF in earnings, 1 hour, leave special rate blank, 1 shift, end date to be day after effective date.
  - b. For **salary positions** enter REG in earning, hours per pay from Step 3, end date 1 day after last pay period of their contract.

Employee Job Default Earnings - Step 5 (NBAJOBS), BE9420-00 HR Assistant, Last Paid Date: Aug 21, 2020

Current								
New Value								
Effective Date MM/DD/YYYY	Earnings	Hours or Units	Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
06/22/2021	EPF, Employee Personal Action Form		1.00			1	06/23/2021	<input type="checkbox"/>
	Not Selected					1		
	Not Selected					1		
	Not Selected					1		
	Not Selected					1		

Save and Add New Rows

29. **STEP 6 (Temporary Employee Termination):** Termination Record. Enter the job end dates (use payroll dates of the 21<sup>st</sup> for Salaried Positions)
  - a. Job Status = Terminated
  - b. Job Change Reason = TV012

Temporary Employee Termination - Step 6 (NBAJOBS), MS9917-00 Student Government

Enter Changes	Current Value	New Value
Jobs Effective Date: *		05/21/2023
Personnel Date:		05/21/2023
Job Status: *		Terminated
Job Change Reason: *		TV012

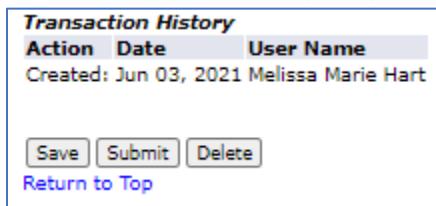
30. Routing Queue

- To find User Names, click the magnifying glass and select the correct person. Do not type in the name.
- Enter appropriate approval levels for your department and select the appropriate required action (approve)
- Refer to the chart below to determine the rest of the approvals you should include (example, approval level 65 for federal work study or approval level 60 for grad students)

APPROVAL LEVEL	NAME
45 OR 50 HM/HMA	Supervisor
55 Administration	Appropriate Dept. Head/Director
60 Grad School (include for all Grad students)	Rachel Howard
65 Financial Aid (include if Federal Work Study)	Monica Darrow
75 Budget (include if Grant Funded)	Karmen Aga
75 Budget (include if State Funded)	Cheryl Cox
80 Executive Council (include if State Funded)	Appropriate representative
80 Executive Council (include if Grant Funded)	Ralph Davis
105 Human Resources	Amber Anderson
149 Information Copy	Tammy Merkwon (FYI – Students) ( <b>Approve</b> – Faculty Summer Support)
150 Shared Payroll (to be applied)	ZZ_RIS

- Once finished adding all approvers, click Save and Add New Rows
- Enter Comments which support the action:
  - For **Salary** requirements, enter any Foundation Account #'s/titles, salary calculations, Tuition remission amounts, etc. to support your EPAF
  - For **Hourly** students, you must include the max dollar amount
  - For **Federal Work Study**, type "Federal Work-Study award amount is \$----"
- Enter brief list of duties

31. Click save, let screen load (blink), then submit.



32. Correct any errors, click save (note the errors will not go away until you submit again)

- Warnings are okay

Errors and Warning Messages		
Type	Message Type	Description
Employee Job Detail Hourly - Step 3 (NBAJOBS)	ERROR	*ERROR* This employee already has a primary job.
Employee Job Detail Hourly - Step 3 (NBAJOBS)	WARNING	*WARNING* Encumbrance Method is Value Input and salary has changed.
Employee Job Detail Hourly - Step 3 (NBAJOBS)	WARNING	*WARNING* Rate for this job is outside the Table/Grade range.

\* - indicates a required field.

33. To create another EPAF, always click on **Return to EPAF Menu** at the top or bottom of the page. Then click **New EPAF**.



## Credit Hour Formulas for GTA's

Effort	Number of credits hours	FTE	Hours per Day	Fall / Spring				9 Month
				Hours per Pay & REG on Default Earnings - 1 Pay Period	Hours per Pay & REG on Default Earnings - 2 Pay Periods	Hours per Pay & REG on Default Earnings - 3 Pay Periods	Hours per Pay & REG on Default Earnings - 4 Pay Periods	Hours per Pay & REG on Default Earnings - 9 Pay Periods
1/4 time*	1	0.12	1	36	18	12	9	9
1/4 time*	2	0.12	1	72	36	24	18	18
1/2 time	3	0.25	2	108	54	36	27	27
1/2 time	4	0.25	2	144	72	48	36	36
3/4 time	5	0.37	3	180	90	60	45	45
3/4 time	6	0.37	3	x	108	72	54	54
3/4 time	7	0.37	3	x	126	84	63	63
Full time	8	0.50	4	x	144	96	72	72
Full time	9	0.50	4	x	162	108	81	81

\*Effort is for reference only. GTA's must be calculated using credit hours.

## GTA Salaried Calculations

**Calculation Notes:**

Hours per pay based on 2.25 hours per credit per week for 16 weeks per semester or 36 weeks per academic year.

**Fall and Spring example:** 5 credit hours \* 2.25 hours \* 16 weeks = 180 hours for the entire appointment; then divide the total hours for the appointment over the appropriate number of pay periods 180/4= 45 hours per pay.

**Academic year (9 month) example:** 5 credit hours \*2.25 hours \*36 weeks = 405 hours for the entire appointment; then divide the total hours for the appointment over the appropriate number of pay periods 405/9= 45 hours per pay

## GRA ONLY Salaried Students

Level of Effort	FTE	Hours Per Day	Hours Per Pay
¼ Time	.12	1.0	21.67
Half Time	.25	2.0	43.33
¾ Time	.37	3.0	64.13
Full Time	.50	4.0	86.67

\* 1/4 time can only be used when combined with another position for a minimum half time appointment

## FTE, HOURS PER DAY, HOURS PER PAY

### for Salaried Students Other Than Grad Assistantships

#### PERCENT OF TIME, HOURS PER DAY, HOURS PER PAY

FTE (Percent of Time)	Hours Per Day	Hours Per Pay
5%	1.0	8.66
10%	1.0	17.33
15%	1.3	26.00
20%	1.6	34.67
25%	2.0	43.33
30%	2.4	52.00
35%	2.8	60.67
40%	3.2	69.33
45%	3.6	78.00
50%	4.0	86.67
55%	4.4	95.33
60%	4.8	104.00
65%	5.2	112.66
70%	5.6	121.33
75%	6.0	130.00
80%	6.4	138.66
90%	7.2	156.00
100%	8.0	173.33