### Steps to Creating an EPAF



Student Employment

This document will walk you through the basics of creating a new Employment Personnel Action Form (EPAF). This is used to hire student workers in your department.

Items you need to complete the EPAF:

- Student Name & ID Number
- Student's first day of employment
- Student's job title and pay rate
- Department number (N\_\_\_\_)
- Supervisor's ID number and Position Number (

#### Step 1: Log in to MyBethel

Step 2: Go to Self-Service Banner

This can be done by selecting "Tools & Resources" int the top right corner then • clicking Banner> Self Service>Employee

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					≡ Tools & Resources
gos		Online Career Center	Email	Moodle	
acon					
thel Alert			Calendar	Banner	
mpus Store					
scade		(EMS)	Drive	Offices	
ssifieds		Student Health Portal			
nfluence		(Pyramed)			
ning Services (Sodexo)					

Welcome to the home page of Bethel University's Self-Service Banner and Proxy Access System.

Login to Bethel University's Proxy Access System to access information authorized for you by a student. Login to Banner Administration Pages

Login to Bethel University's Self-Service Banner System to access:

- Employee Services (view pay, benefits & deductions, vacation reporting)
- Student Information (register for classes, view holds, view your schedule)
  Student Account (view your account, view your 1098T, view your eBill and/or make an ePayment)
- · Financial Aid (accept/decline award, view award information)
- Faculty Information (wait lists and class lists)
  Development Officer Information
- Finance Information (budget queries and purchase orders

I	BETHEL UNIVERSITY	Self-Service Bann	er		
I	Personal Information / Emplo	yee Go			
Ν	Main Menu				
R	Way addresses, e-mail addresses, and Employee Amplete time sheets and record time ELEASE: 8.8.3	l library barcode information; view and up: off; view benefits, leave or job data; view	ate emergency contacts; mana paystubs, W2 and T4 forms, an		
Step 3: Select Ele	ectronic Perso	nal Action	Personal Information Emp	jloyee Go	ı Form
			Employee		
			Race and Ethnicity Quest Time Sheet Leave Report Leave Balances Tax Forms W4 Information and W-2 Form Jobs Summary Job Descriptions Pay Information Direct deposit allocation, earning a Benefits and Deductions Retirement, health, fixelike spending Supervisor - Display Leav This link can be used by supervisor Supervisor - Display Joav	innhaire ind deductions history, or pay stubs. g. miscellaneous, baneficiary, open enrollment, Banefit Statament. <i>ve</i> Balances to look up laves bilances for employees that directly report to them. <u>Descriptions</u> to look up bb desciptions for employees that directly report to them. on Forms_	1
Step 4: Select Ne	ew EPAF	al Information (Employee)			



**Step 5:** Enter Student Worker ID number in the field, press tab. The students name should auto-fill in the next box. (Check to make sure this is the correct student).

Note: Do not press ENTER, this will submit your data and cause errors.

Note: If you do not know the ID # for the student worker you may search for it by clicking on the magnifying glass to the right. If you are unsure of spelling use (%) as a wild card. Also, do not check the "Employee" check box.

Personal Information	Student	Financial Aid	Employee	Proxy Access	
Search		Go			

## New EPAF Person Selection

Renter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the App
<ul> <li>indicates a required field.</li> </ul>
Query Date: MM/DD/YYYY* 08/23/2022
Approval Category:      Hire Hourly Student Worker-Paid by BU before, SW0003
Go
${ m  m  m A}$ There are no active jobs based on the Query Date.
All Jobs

**Step 6:** After entering the student, enter the Query Date, which is the first date of the student's employment. Make sure this date is correct. Refer to student <u>employment website</u> for date guidelines. Enter in date format: MM/DD/YYYY.

**Step 7:** Select the Approval Category: what type of student you are hiring. There are 2 choices: a student worker who has **never** been paid by Bethel before OR student worker who **has** been paid by Bethel before. If you are unsure you may guess and correct it later in the process.

Click Go to advance.	Personal Information Student Financial Aid Employee Proxy Access							
	Search Go							
	New EPAF Person Selection							
	Renter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the App							
	• - indicates a required field.							
	Query Date: MM/DD/YYYY 08/15/2021							
	Approval Category: Hire Hourly Student Worker-Paid by BU before, SW0003							
	Go							
	${f \Delta}$ There are no active jobs based on the Query Date.							
	All Jobs							

**Step 8:** Next you will see the New EPAF Job Selection screen. Scroll to the bottom of the screen and click "All Jobs" and this will show you if the student has had a job at Bethel before. If before

you were unsure which option to choose for the Approval Category, this gives you a chance to confirm or correct your selection. If no jobs are listed they have not been paid by bethel before. To correct go back to the previous screen and reselect.

Note: Do NOT click on the Next Approval Type Button-this will cause errors and you will need to restart.

New EPAF Job Selection

<ul> <li>Enter the position and Suffix - and press TAB from the suffix field.</li> <li>Be sure a title and organization populates for the given position-suffix. Without a matching Title/Org#, the EPAF will not work corre</li> <li>DO NOT CLICK ON THE "Next Approval Type" Button! If you do click this button, your EPAF will not proceed as normal. You wil</li> <li>Click "Go" to proceed with the EPAF.</li> </ul>												
ID:					0121							
Query	Date:	Aug 15, 2	021									
Approv	al Cate	tory: Hire Hour	ly Stude	ent W	orker, SW000	)3						
Create	Student	Hourly Job R	ecord,	1002	00							
Search	Туре	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid	Date	Status	Select
Q	New Job											۲
🔺 There	are no a	active jobs base	ed on th	e Que	ery Date.							
All Jobs												
Next Ap	oproval Ty	pe Go										

Step 9: Enter the Position number (this is the Department Number) Format: N#####

Press tab and enter the suffix number. The suffix has to do with the amount of jobs that the student has had in **your department**. You can click "All Jobs" to see how many times the student has worked in your department. Each time the student starts a new job in your department, you will need to increase the suffix by one digit. The student's first time working in your department will have a suffix of '00' and each job after that is increased by 1. The suffix is department specific.

New EPAF Job Selection

•	Enter the Be <b>sure</b> a <b>DO NOT</b> Click "Go	position and a title and org CLICK ON T " to proceed o	Suffix - and ganization po <b>HE "Next A</b> with the EPA	pres opulat pprov F.	<b>s TAB</b> from th es for the give <b>val Type'' But</b>	e suffix field. n position-suffix. <b>:ton!</b> If you do cl	Without a ma ick this buttor	atching Title n, your EPAI	e/Org#, the EPAF F will not proceed	will not v as norm	vork corre al. You wil
ID:					0124						
Query	Date:	Aug 1	5, 2021								
Approv	val Categ	<b>jory:</b> Hire H	ourly Stude	ent W	orker, SW00	03					
Create	Student	Hourly Jol	b Record,	1002	00						
Search	Туре	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job										
🔺 Ther	e are no a	active jobs b	ased on the	e Que	ery Date.				-		
All Job	s										
Next A	pproval Ty	pe Go									

Press tab. Then the department name will Autofill.

Click Go. This will bring you to the Electronic Personnel Action Form page.

For Steps 10-17: Please reference this screenshot. Only enter the highlighted cells.

Item	Current Value New Value
Job Begin Date: MM/DD/YYYY*	08/23/2022
Contract Type: •	Primary 🖌 🗸
Jobs Effective Date: MM/DD/YYYY.	08/23/2022
Personnel Date: MM/DD/YYYY•	08/23/2022
Job Status: •(Not Enterable)	A
Title: •	Job Title
Regular Rate: •	11.00
Salary Grade: 🔹	GRP 4
Step: •(Not Enterable)	0
Hours per Day: •(Not Enterable)	2
Employer Code: *(Not Enterable)	CG
Timesheet COA: •(Not Enterable)	1
Timesheet Orgn: •(Not Enterable)	00005
Supervisor ID: .	01264313
Supervisor Position: *	PRF013
Supervisor Suffix: •	00

Create Student Hourly Job Record, N55270-01 SN-Custodial College

**Step 10:** The Job Begin Date, Jobs Effective Date, and Personal date will autofill based on the query date you entered previously. **Do not change these dates.** If the date is not correct, the employee's first day of employment, then it needs to be changed on the very first screen.

Ignore fields that are labeled "Not Enterable".

**Step 11:** The Contract Type may need to be updated. Choose Primary if it is the first job created for this student for this term, all students must have a primary job. Choose Secondary if it is an additional job, if the student already has another job for this term. Ignore the Overload option.

**Step 12:** Enter in the Job Title. Indicate the name of the job that the student will be performing. Examples include: "Lab Assistant," "Bus Driver," "Teacher's Assistant," or whatever is applicable to your department. Be clear and consistent in your naming, students with the same job should not have different titles.

Note: All information on these screens will get applied to the student's job exactly as you type it here, please enter job info (job title, pay rate, salary grade, etc.) carefully.

**Step 13:** Enter the Regular Rate. This is the hourly rate that the student will receive. Please follow the published <u>Pay Rate Guide</u> found on the student Website. Do not use the \$ symbol when entering the rate.

**Step 14:** Enter the Salary Grade. These are taken from the <u>Pay Rate Guide</u> on the student employment Website. **Please enter in this format: "GRP 1" (Capital G-R-P-[space]-[number])** 

Step 15: Enter your (the supervisor's) Bethel ID number. (It is on your ID card).

**Step 16:** Enter your (the supervisor's) Position Code. This is a 3-letter, 3-digit code that can be found on your leave report or time sheet. Record here: \_\_\_\_\_\_

Step 17: Enter the Supervisor Suffix "00"

**Step 18:** Section "Terminate Job Record". This is where you will enter info so that at the end of the term the student will be terminated. For all dates, Jobs Effective Date, Personnel Date, and Job End Date, change the date to be the last day of the last pay period in the school year unless you know that the student will have the job for a shorter time. (Example: Summer employment). This date can be found on the <u>Student Payroll Schedule</u> which is also on the Student Employment Website. **All three dates must match.** 

# Terminate Job Record, N55270-01 SN-Custodial College

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY•		05/27/2023
Personnel Date: MM/DD/YYYY•		05/27/2023
Job Status: •(Not Enterable)		Т
Job Change Reason: *(Not Enterable)		00032
Job End Date: MM/DD/YYYY•		05/27/2023

**Step 19:** Set up a Routing Queue. In this section you can enter the person who will approve and apply this EPAF. Enter KIN45939, then press tab which will pull in the full name.

Routing Queue					
Approval Level		User Name		<b>Required Action</b>	
99 - (SUPER) EPAF Applier		Q KIN45939	Kisa Nop	Apply	
Not Selected	•	٩		Not Selected	•
Not Selected	•	Q		Not Selected	•

**Step 20: Optional,** add comments, these will only be visible to you and the person applying the EPAF. Could include questions or justification for this EPAF. Though it is better to send an email to <u>student-employment@bethel.edu</u> if you have questions or concerns.

Step 21: Save your EPAF.

Pouting Oueue

Once you save you will be brought to the top of the page and you will see one of two things. 1) Green Check Box indicating that everything was saved correctly. 2) Red Exclamation Point, indicating there is an error that must be corrected before saving. Once corrections are made save again.

**Step 22:** If you have a Green Check Box, Click Submit.

If everything was submitted properly you will receive another check box and statement saying it was successfully submitted.

If there are Errors you will see the red stop sign. Correct the errors, save and submit again.

Step 23: Checking for Errors and Warning Messages

Whether you get a red stop sign or a check box, check for any Errors and Warning Messages. These messages will appear after you try to submit your EPAF, and they will occasionally appear if there is an error when saving your EPAF. **"Errors" are things that MUST be fixed before submitting. Remember to do things in this order: Correct errors first, Save second, and then Submit** when correcting errors. "Warnings" are simply informational and do not prevent the EPAF from being submitted, but they are still important to look at.

### EPAF COMPLETED.

To submit another click "New EPAF" at the bottom of the page.

To review EPAF submissions click "EPAF Originator Summary Link".