



BETHEL
UNIVERSITY

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.

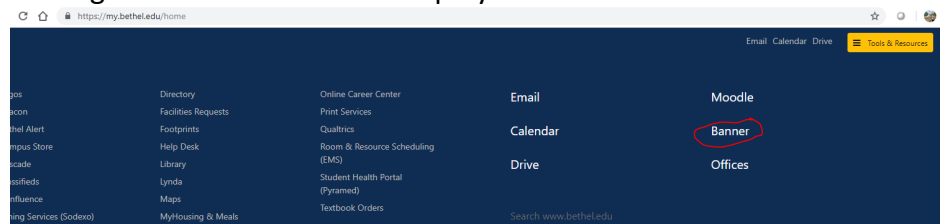
Items you need to complete the EPAF:

- 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" in the top right corner then clicking Banner> Self Service>Employee



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)

Personal Information Employee

Search Go

Main Menu

Personal Information
View addresses, e-mail addresses, and library barcode information; view and update emergency contacts; manage

Employee
Complete time sheets and record time off; view benefits, leave or job data; view paystubs, W2 and T4 forms, an

RELEASE: 8.8.3

Step 3: Select Electronic Personal Action

Personal Information Employee Form

Search Go

Employee

Race and Ethnicity Questionnaire
Time Sheet
Leave Report
Leave Balances
Tax Forms
W-4 Information and W-2 Form
Jobs Summary
Job Descriptions
Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.
Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.
Supervisor - Display Leave Balances
This link can be used by supervisors to look up leave balances for employees that directly report to them.
Supervisor - Display Job Descriptions
This link can be used by supervisors to look up job descriptions for employees that directly report to them.
Electronic Personnel Action Forms

Step 4: Select New EPAF

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: 8.12.1.5

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.

Search Go

New EPAF Person Selection

Enter 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.

ID:  

Query Date: MM/DD/YYYY*

Approval Category:

Go

 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 [employment website](#) 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.

Search Go

New EPAF Person Selection

Enter 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.

ID:  

Query Date: MM/DD/YYYY*

Approval Category:

Go

 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

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.

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

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

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 [Pay Rate Guide](#) 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 [Pay Rate Guide](#) 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 [Student Payroll Schedule](#) 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)		T
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	Required Action
99 - (SUPER) EPAF Applier	KIN45939 Kisa Nop	Apply
Not Selected		Not Selected
Not Selected		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 student-employment@bethel.edu if you have questions or concerns.

Step 21: Save your EPAF.

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”.