

Hire Student EPCF - HREG

ON UIS:

- *Employee Tab
- *EPCF Main Menu
- *New EPAF

Personal Information **Employee** Finance

New EPCF Person Selection

Enter an ID. Enter the Effective Date in the Query Date Field and select the Approval Category. Se

* - indicates a required field.

ID: * X03651843 Vincent Ian Mission

Query Date: MM/DD/YYYY* 03/14/2021

Approval Category: * Hire Regular Student, HREG

Go

There are no active jobs based on the Query Date.

All Jobs

1

Enter X Number

2

Enter **query date** (start date). MUST be beginning of BW Pay Period. Refer to BW Pay Schedule.

3

click Go.

4

Click on "All Jobs" to bring up all Active jobs for the student.

ID: Vincent Ian Mission. X03647007
 Query Date: Mar 14, 2021
 Approval Category: Hire Regular Student, HREG

Hire Student, HSTUDE

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job										<input checked="" type="radio"/>

There are no active jobs based on the Query Date.

All Jobs

Next Approval Type Go

5

If the student has never worked in the department before, enter the Position number next to New Job. *Position should begin with the letter "S" and Suffix is 00. Otherwise, select the corresponding previously held job, then click Go.

Hire Student, HSTUDE

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job	G01338	00	Graduate Assistant		271, Jamaica Library					<input checked="" type="radio"/>
	Primary	S01061	00	Regular Student Worker I-V		233, Office of Auxiliary Services	Oct 14, 2015	Apr 02, 2016	Mar 19, 2016	Active	<input type="radio"/>
	Secondary	S01243	00	Student Team Leader		325, Office of Conference Services	Sep 01, 2015	Oct 03, 2015	Oct 03, 2015	Active	<input type="radio"/>
	Secondary	S03269	00	Regular Student Worker I-V		325, Office of Conference Services	Apr 21, 2015		Jun 11, 2016	Active	<input type="radio"/>

All Jobs

Next Approval Type Go

Hire Student, S01061-00 Regular Student Worker I-V

Item	Current Value	New Value
Employee Class Code: *(Not Enterable)	32, Full-Time Administrators	44
Home COAS: *(Not Enterable)	9	9
Home Organization: *	261, Human Resources	<input type="text"/>
Distribution COA: *(Not Enterable)	9	9
Distribution Orgn: *	261, Human Resources	<input type="text"/>
Timesheet Orgn: *		<input type="text"/>
Job Begin Date: MM/DD/YYYY		<input type="text"/>
Current Hire Date: MM/DD/YYYY*	12/04/2018	03/14/2021
Contract Type: *		Primary
Jobs Effective Date: MM/DD/YYYY*		03/14/2021
Personnel Date: MM/DD/YYYY*		03/14/2021
Step: *(Not Enterable)		0
Hourly Regular Rate: *		15.00
Job Status: (Not Enterable)		A

Fill in **ALL** highlighted fields: these fields were highlighted for illustration purposes. You will not see them highlighted on UIS.

Job begin date will only be filled in if the student is occupying this position for the first time, otherwise, leave it blank.

Contract Type: if it's the student's only job, select primary, otherwise, secondary.

Tip: If there is a "Last Paid Date" displayed, **DO NOT** enter Job Begin Date.

Routing Queue

Approval Level	User Name
15 - (BUDGET) Budget Approval	<input type="text"/>
20 - (APPROV) HR Approval	Darren Russell
90 - (APPLY) HR Applier	Rose Costales

Routing Queue- click on magnifying glass to select the appropriate approvers for each level

Comment

7

WTS- Bill Wellington

Enter Timesheet Approver's name.

Note: If it's a new timesheet approver, please send request to Rose Costales before submitting EPCF

Enter any other necessary comments and click **Save**. You **MUST** click on **Submit** to complete EPCF.

If you receive errors, **CONTACT PAYROLL** at Ext 1471. Warnings received are OK.

Note: If a transaction has a status of "Completed", the EPCF Originator should **NOT cancel or void** the transaction because payroll has already applied it. Please notify Payroll and we will cancel/void the transaction.

Descriptions

Job begin date: beginning of pay period- 1st time occupying this job, otherwise, leave blank

Home orgn: org where salary is being charged

Distribution Orgn: org where employee physically works

Timesheet orgn: org where employee physically works

Job effective date: beginning of pay period

Personnel date: same as job effective date

Contract type: Primary- main job hired for in university

Secondary- additional job