## HIRE STUDENT WORKER PAID ON A GRANT (HGRANT)



## Electronic Personnel Change Form

**EPAF Approver Summary EPAF Originator Summary** 

New EPAF

**EPAF Proxy Records** 

Act as a Proxy

DELEACE, 0.10

RELEASE: 8.18	
Personal Information Employee Finance	*Enter X number "X".
New EPCF Person Selection	*Press tab butt box.
Finter an ID. Enter the Effective Date in the Query Date Field and select the Approval Category. Select Go.	
* - indicates a required field.	*Query date sh
ID: * X0254 \$ Q.	date of BW pay pay schedule)
Query Date: MM/DD/YYYY* 04/25/2021	
Approval Category: * Hire Grant Student, HGRANT  Go	*Select ( <u>HGRAN</u>
EPAF Approver Summary   EPAF Originator Summary Return to EPAF Menu	*Click "GO"
RELEASE: 8.18	*Click "ALL JOB
Personal Information   Employee   Finance	

- er with Capital
- on to populate
- ould equal BEGIN period (see BW
- NT)

## New EPCF Job Selection

Tenter a new position number and enter the suffix. For College Work Study students, enter S01969 for the position number. Enter '00' for all suffixes. Select Create.

.......... p...".o, X031 :7440 ID:

Query Date: Apr 25, 2021

Approval Category: Hire Grant Student, HGRANT

Hire Student, HSTUDE

Next Approval Type Go

Search	Туре	Position	Suffix	Title	Time Sheet Organization	Start Date	<b>End Date</b>	Last Paid Date	Status	Select
Q	New Job									0
	Primary	S00750	00	Regular Student Worker I-V	157, Registrar-Jamaica	Jan 27, 2020		Apr 24, 2021	Active	0
Active J	lobs									

New EPAF

Return to EPAF Menu

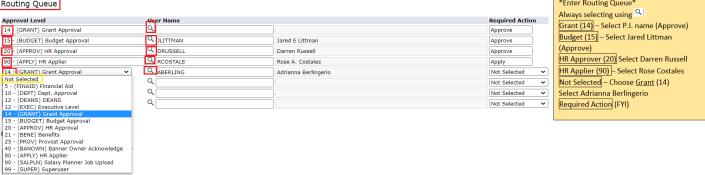
\*Obtain position number from Payroll.

\*Select position number from list. (If not found, enter position and suffix in NEW POSITION box)

\*Click "GO"

RELEASE: 8.18

Tenter the information for the EPCF then press Save followed by Submit. If you receive an error while processing this EPCF, please contact Human Resources Department at ext. 1471 ال. . . . . 0, X03 مست دمد الم Name and ID: Transaction: Ouery Date: Apr 25, 2021 Transaction Status: Approval Category: Hire Grant Student, HGRANT Save Approval Types | Account Distribution | Routing Queue | Comments | Transaction History New EPAF | EPAF Originator Summary Return to EPAF Menu Jump to Bottom \* - indicates a required field. Hire Student S04039-00 Student Worker Grant New Value **Current Value** Employee Class Code: \*(Not Enterable) 44, Regular Students 44 Home Organization Home COAS: \*(Not Enterable) 9 157, Registrar-Jamaica 🔍 Home Organization: \* Distribution Orgn Distribution COA: \*(Not Enterable) 9 9 157, Registrar-Jamaica 🔍 Distribution Orgn: \* Timesheet Orgn Q Timesheet Orgn: \* Job Begin Date = Query Date Job Begin Date: MM/DD/YYYY (If student was never been paid on Current Hire Date: MM/DD/YYYY\* 01/27/2020 04/25/2021 the position number used) Contract Type: \* Primary Jobs Effective Date: MM/DD/YYYY\* 04/25/2021 \*If paid on position number used, Personnel Date: MM/DD/YYYY\* 04/25/2021 LEAVE BLANK\* Step: \*(Not Enterable) 0 \*Enter Salary Hourly Regular Rate: \* 15.00 (DO NOT enter "\$" or ",") Job Status: (Not Enterable) Α Change Labor Distribution, S04039-00 Student Worker Grant Current Effective Date: 04/25/2021 \*Enter Grant labor distribution COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date Effective date will equal Query Date New Enter: Effective Date: MM/DD/YYYY 04/25/2021 Fund number - (grant number) Index Fund Program Location Project Percent Encumbrance Override End Date Q 9 Org number – (3 digit number) 17000 100.00 Q Q Account Number - (Line) Q Q Q Q Q Q 0 Q Q 0 Q Example: Q Total: 100.00 Fund - Org Acct 35888C-977-6404 Default from Index Save and Add New Rows | Default from Index || Save and Add New Rows | Terminate Job / Position, S03279-00 Student Worker - Grant, Last Paid Date: Jun 05, 2021 **Enter Grant Termination Date on** Current Value New Value Item "Jobs Effective Date" Job Status: \* Active Terminated Jobs Effective Date: MM/DD/YYYY∗ 04/27/2021 Personnel Date: MM/DD/YYYY 05/05/2021 06/15/2021 Job Change Reason: (Not Enterable) GA GA \*Enter Routing Queue\* Routing Queue Always selecting using Q Grant (14) - Select P.I. name (Approve) 14 (GRANT) Grant Approval Approve Budget (15) – Select Jared Littman 15 (BUDGET) Budget Approva Q JUITTMAN Jared E Littman Approve 20 - (APPROV) HR Approval DRUSSELL Darren Russell Approve HR Approver (20) Select Darren Russell RCOSTALE 90 - (APPLY) HR Applier Rose A. Costales 14 - (GRANT) Grant Approval Not Selected 5 - (FINAID) Financial Aid ABERLING HR Applier (90) - Select Rose Costales Adrianna Berlingerio Not Selected Not Selected - Choose Grant (14) Not Selected Q Not Selected Select Adrianna Berlingerio Not Selected Required Action (FYI)



## Comment

Web Timesheet Approver -		
		,

Approval Types |

Save

\*Enter Comments\*

-Enter name of Web Timesheet Approver

-Click **SAVE** 

-Once saved, click **SUBMIT** 

At the top of the EPCF, you should see

"Succesfully Submitted"