

# HIRE STUDENT WORKER PAID ON A GRANT (HGRANT)

Personal Information **Employee** Finance

## Electronic Personnel Change Form

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RELEASE: 8.18

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. Select Go.

\* - indicates a required field.

ID: \*

Query Date: MM/DD/YYYY\*

Approval Category: \*

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Personal Information **Employee** Finance

### New EPCF Job Selection

Enter 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.

ID:

Query Date:

Approval Category:

Hire Student, HSTUDE

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text" value="Q"/>	New Job	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/>
	Primary	S00750	00	Regular Student Worker I-V	157, Registrar-Jamaica	Jan 27, 2020		Apr 24, 2021	Active	<input type="radio"/>

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\*Enter X number with Capital "X".

\*Press tab button to populate box.

\*Query date should equal BEGIN date of BW pay period (see BW pay schedule)

\*Select (HGRANT)

\*Click "GO"

\*Click "ALL JOBS"

\*Obtain position number from Payroll.

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

\*Click "GO"

Enter 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

Name and ID: Mariana Pardo, X03  
 Transaction: Query Date: Apr 25, 2021  
 Transaction Status:  
 Approval Category: Hire Grant Student, HGRANT

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\* - indicates a required field.

**Hire Student**, S04039-00 Student Worker Grant

Item	Current Value	New Value
Employee Class Code: *(Not Enterable)	44, Regular Students	44
Home COAS: *(Not Enterable)	9	9
Home Organization: *	157, Registrar-Jamaica	<input type="text"/>
Distribution COA: *(Not Enterable)	9	9
Distribution Orgn: *	157, Registrar-Jamaica	<input type="text"/>
Timesheet Orgn: *		<input type="text"/>
Job Begin Date: MM/DD/YYYY		<input type="text"/>
Current Hire Date: MM/DD/YYYY*	01/27/2020	04/25/2021
Contract Type: *		Primary
Jobs Effective Date: MM/DD/YYYY*		04/25/2021
Personnel Date: MM/DD/YYYY*		04/25/2021
Step: *(Not Enterable)		0
Hourly Regular Rate: *		15.00
Job Status: (Not Enterable)		A

\*Enter:  
 - Home Organization  
 - Distribution Orgn  
 - Timesheet Orgn  
 - Job Begin Date = Query Date  
 (If student was never been paid on the position number used)  
 \*If paid on position number used, LEAVE BLANK\*  
 \*Enter Salary -  
 (DO NOT enter "\$" or ",")

**Change Labor Distribution**, S04039-00 Student Worker Grant

Current  
 Effective Date: 04/25/2021  
 COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New  
 Effective Date: MM/DD/YYYY | 04/25/2021

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
9		35888C	977	6404	17000					100.00			
<b>Total:</b>										100.00			

\*Enter Grant labor distribution  
 Effective date will equal Query Date  
 Enter:  
 Fund number - (grant number)  
 Org number - (3 digit number)  
 Account Number - (Line)  
 Example:  
 Fund - Org Acct  
 35888C-977-6404

**Terminate Job** / Position, S03279-00 Student Worker - Grant, Last Paid Date: Jun 05, 2021

Item	Current Value	New Value
Job Status: *	Active	Terminated
Jobs Effective Date: MM/DD/YYYY*	04/27/2021	<input type="text"/>
Personnel Date: MM/DD/YYYY	05/05/2021	06/15/2021
Job Change Reason: (Not Enterable) GA		GA

Enter Grant Termination Date on  
 "Jobs Effective Date"

**Routing Queue**

Approval Level	User Name	Required Action
14 - (GRANT) Grant Approval	<input type="text"/>	Approve
15 - (BUDGET) Budget Approval	JLITTMAN Jared E Littman	Approve
20 - (APPROV) HR Approval	DRUSSELL Darren Russell	Approve
90 - (APPLY) HR Applier	RCOSTALE Rose A. Costales	Apply
14 - (GRANT) Grant Approval	ABERLING Adrianna Berlingerio	Not Selected
Not Selected		Not Selected
5 - (FINAID) Financial Aid		Not Selected
10 - (DEPT) Dept. Approval		Not Selected
12 - (DEANS) DEANS		Not Selected
12 - (EXEC) Executive Level		Not Selected
14 - (GRANT) Grant Approval		Not Selected
15 - (BUDGET) Budget Approval		Not Selected
20 - (APPROV) HR Approval		Not Selected
21 - (BENE) Benefits		Not Selected
25 - (PROV) Provost Approval		Not Selected
40 - (BANOWN) Banner Owner Acknowledge		Not Selected
90 - (APPLY) HR Applier		Not Selected
90 - (SALPLN) Salary Planner Job Upload		Not Selected
99 - (SUPER) Superuser		Not Selected

\*Enter Routing Queue\*  
 Always selecting using   
 Grant (14) - Select P.I. name (Approve)  
 Budget (15) - Select Jared Littman (Approve)  
 HR Approver (20) - Select Darren Russell  
 HR Applier (90) - Select Rose Costales  
 Not Selected - Choose Grant (14)  
 Select Adrianna Berlingerio  
 Required Action (FYI)

**Comment**

Web Timesheet Approver - |

Save

[Approval Types](#) |

**\*Enter Comments\***

- Enter name of Web Timesheet Approver
  - Click **SAVE**
  - Once saved, click **SUBMIT**
- At the top of the EPCF, you should see *"Successfully Submitted"*