### Table of Contents

I. General Information ................................................................. 2

II. Step-by-step instructions for NHST ........................................ 3

III. Step-by-step instructions for NHSW ...................................... 7

IV. Step-by-step instructions for RHST ......................................... 12

V. Step-by-step instructions for RHSW ........................................ 16

VI. Step-by-step instructions for ENDSTU ................................. 20

***New Students are not to begin work until they have completed their new hire paperwork with the Office of Human Resources. This includes the proper ID’s for the I-9 form***
I. General Information

Before completing any type of Student Hiring ePAF, you must have the following information:
1. Student CID
2. Student position number
3. Student rate of pay
4. Labor Distribution
5. For Work Study, contact Financial Aid for State or Federal Labor Distribution account and percentages
6. Who is responsible for approving the student’s web time entry

If you need access to create ePAFs, please contact the Office of Human Resources.

There are distinct ePAFs for the user to choose from when working with students.

Students are normally hired for the current fiscal year (Sept 1 through August 31).

**NHST** – New Hire of Student Employee (never work in this position at ASU)

**NHSW** – New Hire of Student Employee on Work study (never worked in this position at ASU)

**RHST** – Re-hire of Student Employee (student has worked previously in this position)

**RHSW** – Re-hire of Student Employee on Work study (student has worked previously in this position)

**ENDSTU** – Student leaving his/her job prior to their pre-entered end date

Separate ePAF’s must be created for EACH active position!

NOTE: Department hires use suffix of ‘01’
Work study normally use suffix of ‘00’
II. Step-by-step instructions for NHST

Login to Ramport.
Select Worklife Tab.
Select Personnel Action Form (ePAF) under Finance and Administration Services Section.
Select New EPAF.

- indicates a required field.

ID: *

Effective Date: MM/DD/YYYY* 09/01/2011

Transaction Type:*
New Hire Student, NHST

Enter CID if known or select search to find.
Enter Effective Date of when New Job will begin.
Select New Hire Student, NHST from approval category pull-down.
Select GO.

Press the All Jobs Button to ensure that the student has never worked in this position before. If this position is listed, then exit from this ePAF and select RHST ePAF for further processing, otherwise continue.

Continue by entering the Position and Suffix of ‘01’ for the new job. See Example below.
Select GO.

Student Employee Information, 998531-01 Student Assistant

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Status: (Not Enterable)</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Employee Class Code: (Not Enterable)</td>
<td>ST</td>
<td></td>
</tr>
<tr>
<td>Home COAS: (Not Enterable)</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Distribution COA: (Not Enterable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Organization:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution Orgn:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timesheet Orgn:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Rate:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Begin Date: MM/DD/YYYY</td>
<td>09/01/2011</td>
<td></td>
</tr>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY</td>
<td>09/01/2011</td>
<td></td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>Employee Class Code: (Not Enterable)</td>
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<td></td>
</tr>
<tr>
<td>Step: (Not Enterable)</td>
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<td></td>
</tr>
<tr>
<td>Job Status: (Not Enterable)</td>
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</tr>
<tr>
<td>FTE: (Not Enterable)</td>
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<td></td>
</tr>
<tr>
<td>Job Change Reason: (Not Enterable)</td>
<td>066</td>
<td></td>
</tr>
<tr>
<td>Time Entry Method: (Not Enterable)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

End Date, 998531-01 Student Assistant

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Change Reason: (Not Enterable)</td>
<td>066</td>
<td></td>
</tr>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY</td>
<td>08/31/2012</td>
<td></td>
</tr>
<tr>
<td>Job Status: (Not Enterable)</td>
<td>T</td>
<td></td>
</tr>
</tbody>
</table>

Enter the Orgn codes, Job Title, and Rate of Pay.

All other necessary data has been pre-entered based on the Position number.
Scroll Down for Approval Routing
Select the designated approvers:

For HRREVW – select Rebecca Sparks - (rsparks2)
For DEPT – select your Department Head - (select user name – click on magnifying glass)
For HR – select Kurtis Neal – (kneal)
For PAYREV – select Thomas Watson – (twatson13)
For PAYROLL – select Shonda Brooks – (shbrooks)
Enter the ‘Person approving the Students Time’ in Comments – the last approver must be the account manager.

**Comment**

Time to be approved by John Doe, Mary Smith

**Transaction History**

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
<th>User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created</td>
<td>Aug 09, 2011</td>
<td>Jody L. Casares</td>
</tr>
</tbody>
</table>

Press **Save Button**.

**NOTE:** **Yellow Notepad** to right of Comment Box denotes comment(s) are present.

If errors occur, review the Errors and Warning Messages Section at top of ePAF. (Ignore the Warning Messages, correct the Error Messages)

If no errors exist, Press **Submit** to start the approval process!

**Electronic Personnel Action Form**

- The transaction has been successfully submitted
- Enter the information for the ePAF and either Save or Submit

<table>
<thead>
<tr>
<th>Name and ID:</th>
<th>3855</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction:</td>
<td>3855</td>
</tr>
<tr>
<td>Query Date:</td>
<td>Sep 01, 2011</td>
</tr>
<tr>
<td>Approval Category:</td>
<td>New Hire Student, NHST</td>
</tr>
</tbody>
</table>

Make Note of Transaction number
III. Step-by-step instructions for NHSW

Login to Ramport.
Select Worklife Tab.
Select Personnel Action Form (ePAF) under Finance and Administration Services Section.
Select New EPAF.

Enter CID if known or select search to find.
Enter Effective Date of when New Job will begin.
Select New Hire Student, NHSW from approval category pull-down.
Select GO.

Press the All Jobs Button to ensure that the student has never worked in this position before. If this position is listed, then exit from this ePAF and select RHSW ePAF for further processing, otherwise continue.

Continue by entering the Position and Suffix of ‘00’ for the new job. See example below.
Select GO.

Enter the Orgn codes, Job Title, and Rate of Pay.

All other necessary data has been pre-entered based on the Position number.

Scroll Down for Account Information
At this point – **ADD** Work study account(s) information with percentage changes. The account information can be obtained from the Financial Aid office. Press the **Save and Add New Rows** Button to make the changes.

![Table Image]

Scroll Down for Approval Routing
Select the designated approvers:

For **HRREVW** – select Rebecca Sparks - (rsparks2)

For **FAREVW** – select Farrah Lokey or William Bloom (work study)

For **DEPT** – select your Department Head - (select user name – click on magnifying glass)

For **HR** – select Kurtis Neal – (kneal)

For **PAYREV** – select Thomas Watson – (twatson13)

For **PAYROLL** – select Shonda Brooks – (shbrooks)
Enter the ‘Person approving the Students Time’ in Comments. The last approver must be the account manager.

Press Save Button.

**NOTE:** Yellow Notepad to right of Comment Box denotes comment(s) are present.

If errors occur, review the Errors and Warning Messages Section at top of ePAF. (Ignore the Warning Messages, correct Error Messages)

If no errors exist, Press **Submit** to start the approval process!
Electronic Personnel Action Form

The transaction has been successfully submitted.
Enter the information for the EPAF and either Save or Submit.

Transaction: 3856  Query Date: Sep 01, 2011
Transaction Status: Pending
Approval Category: New Hire Student on Workstudy, NHSW
IV. Step-by-step instructions for RHST

Login to Ramport.  
Select Worklife Tab.  
Select Personnel Action Form (ePAF) under Finance and Administration Services Section.  
Select New EPAF.

* - indicates a required field.

ID:  
ID:  
Date when starting job

Effective Date: MM/DD/YYYY  
09/01/2011

Transaction Type:  
Re-Hire Student, RHST

Select Re-Hire Student, RHST from approval category pull-down.  
Select GO.

Enter CID if known or select search to find.  
Enter Effective Date of when New Job will begin.  
Select Re-Hire Student, RHST from approval category pull-down.  
Select GO.

ID:  
ID:  
Effective Date: Sep 01, 2011  
Approval Category: Re-Hire Student, RHST

There are no active jobs based on the Query Date.

All previous jobs/positions should appear.  Select the position that is currently being hired from the list.

Select GO.
Enter the Orgn codes, Job Title, and Rate of Pay.

All other necessary data has been pre-entered based on the Position number.
Scroll Down for Account Information

Scroll Down for Approval Routing
Select the designated approvers:

For HRREVW – select Rebecca Sparks - (rsparks2)

For DEPT – select your Department Head - (select user name – click on magnifying glass)

For HR – select Kurtis Neal – (kneal)

For PAYREV – select Thomas Watson – (twatson13)

For PAYROLL – select Shonda Brooks – (shbrooks)
Enter the ‘Person approving the Students Time’ in Comments. The last approver must be the account manager.

NOTE: Yellow Notepad to right of Comment Box denotes comment(s) are present.

Press Save Button.

NOTE: Yellow Notepad to right of Comment Box denotes comment(s) are present.

If errors occur, review the Errors and Warning Messages Section at top of ePAF. (Ignore the Warning Messages, correct Error Messages)

If no errors exist, Press Submit to start the approval process!
V. Step-by-step instructions for RHSW

Login to Ramport.
Select Worklife Tab.
Select Personnel Action Form (ePAF) under Finance and Administration Services Section.
Select New EPAF.

Enter CID if known or select search to find.
Enter Effective Date of when New Job will begin.
Select Re-Hire Student on Work study, RHSW from approval category pull-down.
Select GO.

Press the All Jobs Button to list previous positions. If the position currently being hired is not listed, then exit from this ePAF and select NHST ePAF for further processing, else continue.

All previous jobs/positions should appear. Select the position currently being hired from the list.
Select GO.

Enter the Orgn code, Job Title, and Rate of Pay.

All other necessary data has been pre-entered based on the Position number.

Scroll Down for Account Information
At this point – Work study account(s) information with percentage may be displayed from previous job history. If it is correct, continue to Approval Routing Queue. If changes need to be made, press the **Save and Add New Rows** Button to make the changes. The account information can be obtained from the Financial Aid office.

Scroll Down for Approval Routing
Select the designated approvers:

For HRREVW – select Rebecca Sparks - (rsparks2)

For FAREVW – select Farrah Lokey or William Bloom (work study)

For DEPT – select your Department Head - (select user name – click on magnifying glass)

For HR – select Kurtis Neal – (kneal)

For PAYREV – select Thomas Watson – (twatson13)

For PAYROLL – select Shonda Brooks – (shbrooks)
Enter the ‘Person approving the Students Time’ in Comments. The last approver must be the account manager.

Comment

Approvers name(s).

Time to be approved by John Doe, Mary Smith

Transaction History

Action Date User Name
Created: Aug 09, 2011 Jody L. Casares

Save Submit Delete

NOTE: Yellow Notepad to right of Comment Box denotes comment(s) are present.

Press Save Button.

NOTE: Yellow Notepad to right of Comment Box denotes comment(s) are present.

If errors occur, review the Errors and Warning Messages Section at top of ePAF. (Ignore the Warning Messages, correct Error Messages)

If no errors exist, Press Submit to start the approval process!

Electronic Personnel Action Form

The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

Name and ID:
Transaction: 3858
Query Date: Sep 01, 2011
Transaction Status: Pending
Approval Category: Re-Hire Student on Workstudy, RSHW
VI. Step-by-step instructions for ENDSTU

Contact Payroll Services to have the end date removed
Login to Ramport.
Select Worklife Tab.
Select Personnel Action Form (ePAF) under Finance and Administration Services Section.
Select New EPAF.

Enter CID if known or select search to find.
Enter Effective Date of last day student will work.
Select Student Leaving Employment, ENDSTU from approval category pull-down.
Select GO.

Press the All Jobs Button to ensure that all active positions are displayed.
NOTE: Separate ePAF’s must be created for EACH active position the students has.

Continue with selecting position and suffix that is ending. See example below. Press Go.

Enter reason code/description and effective end date.

Scroll Down for Approval Routing

For DEPT – select your Department Head - (select user name – click on magnifying glass)
For PAYROLL – select Shonda Brooks – (shbrooks)

Press Save
If errors occur, review the Errors and Warning Messages Section at top of ePAF. (Ignore the Warning Messages, correct Error Messages)

If no errors exist, Press **Submit** to start the approval process!