

**Student Hiring  
electronic Personnel Action Form**

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## I. General Information

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

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 time

Students are normally hired for a fixed duration such as Sept 1, 2011 to Aug 31, 2012.

**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!**

**RATADJ** – Adjustment of Hourly Rate of Pay

The new student is still required to follow steps listed under Human Resources on Rampart.

## II. Designated APPROVERS

For HRREVW – select Rebecca Sparks

For FAREVW – select Thomas Watson (work study)

For PAYREV – select Julia D. Chandler

### III. 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.

The screenshot shows the Rampart ePAF form with the following fields and values:

- ID:** \* [Redacted] [Search icon]
- Effective Date:** MM/DD/YYYY\* 09/01/2011
- Transaction Type:** \* New Hire Student, NHST
- Go** button (highlighted with a red box)

An arrow points from the 'Effective Date' field to a callout box that says 'Date when starting new job'.

Enter id if known or select search to find.  
Enter Effective Date of when New Job will begin.  
\*\*\*Typically, students begin 09/01 of current year and end 08/31 of next year.  
Select **New Hire Student, NHST** from approval category pull-down.  
Select GO.

**ID:** [Redacted]  
**Effective Date:** Sep 01,2011  
**Approval Category:** New Hire Student, NHST

#### Student Employee Information, NHSTU

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

⚠ There are no active jobs based on the Query Date.

**All Jobs** (highlighted with a red box)  
Next Approval Type [Go]

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

**ID:** [Redacted]  
**Effective Date:** Sep 01,2011  
**Approval Category:** New Hire Student, NHST

#### Student Employee Information, NHSTU

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

⚠ There are no jobs based on the Query Date.

**Active Jobs** (highlighted with a yellow arrow)  
Next Approval Type [Go]

The Active Jobs Button appears but no jobs are listed.

Continue by entering the Position and Suffix of '01' for the new job. See Example below.

ID:   
**Effective Date:** Sep 01,2011  
**Approval Category:** New Hire Student, NHST

**Student Employee Information, NHSTU**

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text" value="New Job"/>	<input type="text" value="998531"/>	<input type="text" value="01"/>	Student Assistant	61480, Student Technology Refresh					<input type="radio"/>

⚠ There are no active jobs based on the Query Date.

Select GO.

**Student Employee Information, 998531-01 Student Assistant**

Item	Current Value	New Value
Employee Status: (Not Enterable)		<input type="text" value="A"/>
Employee Class Code: (Not Enterable)		<input type="text" value="ST"/>
Home COAS: (Not Enterable)		<input type="text" value="A"/>
Distribution COA: (Not Enterable)		<input type="text" value="A"/>
Home Organization: *	<input type="text" value=""/>	<input type="text" value=""/>
Distribution Orgn: *	<input type="text" value=""/>	<input type="text" value=""/>
Timesheet Orgn: *	<input type="text" value=""/>	<input type="text" value=""/>
Title: *	<input type="text" value=""/>	
Regular Rate: *	<input type="text" value=""/>	
Job Begin Date: MM/DD/YYYY	<input type="text" value="09/01/2011"/>	<input type="text" value=""/>
Jobs Effective Date: MM/DD/YYYY	<input type="text" value="09/01/2011"/>	<input type="text" value=""/>
Contract Type:	<input type="text" value="Primary"/>	<input type="text" value=""/>
Employee Class Code: (Not Enterable)		<input type="text" value="ST"/>
Step: (Not Enterable)		<input type="text" value="0"/>
Job Status: (Not Enterable)		<input type="text" value="A"/>
FTE: (Not Enterable)		<input type="text" value=".100"/>
Job Change Reason: (Not Enterable)		<input type="text" value="010"/>
Time Entry Method: (Not Enterable)		<input type="text" value="W"/>

Departmental Orgn - same as listed in Labor Distribution section

**End Date, 998531-01 Student Assistant**

Item	Current Value	New Value
Job Change Reason: (Not Enterable)		<input type="text" value="066"/>
Jobs Effective Date: MM/DD/YYYY	<input type="text" value="08/31/2012"/>	<input type="text" value=""/>
Job Status: (Not Enterable)		<input type="text" value="T"/>

End date may be overridden if necessary

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

**Current**  
 Effective Date: 09/01/2011  
 COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

**New**  
 Effective Date: MM/DD/YYYY 09/01/2011 Effective Date Entered from First Screen

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
Q A		Q 0120	Q 61480	Q 7014	Q 5010	Q DES				100.00			
Q		Q	Q	Q	Q	Q							
Q		Q	Q	Q	Q	Q							
Q		Q	Q	Q	Q	Q							
Q		Q	Q	Q	Q	Q							
<b>Total:</b>										100.00			

✓

Default from Index Save and Add New Rows

At this point - Press the **Save and Add New Rows** Button to ensure that you have not left anything out.

If no errors are found, you will be sent to top of ePAF with a 'Your change was saved successfully' as seen below.

## Electronic Personnel Action Form

Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

**Name and ID:** [REDACTED]

**Transaction:** 3855 **Query Date:** Sep 01,2011

**Transaction Status:** Waiting

**Approval Category:** New Hire Student, NHST

Save Submit Delete

Scroll Down for Approval Routing  
 Enter User Name from pull-down for each Approval Level listed.

## Routing Queue

Approval Level	User Name	Required Action	Remove
8 - (HRREVW) HR Review	RSPARKS2 Rebecca Sue Sparks	Approve	
10 - (DEPT) Department Head	JSEFCIK Jeffrey J. Sefcik	Approve	
40 - (HR) Human Resources	KNEAL Kurtis Ross Neal	Approve	
85 - (PAYREV) Payroll Review	JCHANDLER8 Julia D. Chandler	Approve	
90 - (PAYROL) Payroll	SHBROOKS Shonda L. Brooks	Apply	
Not Selected		Not Selected	
Not Selected		Not Selected	
Not Selected		Not Selected	
Not Selected		Not Selected	

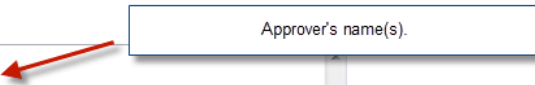
Save and Add New Rows

Enter the 'Person approving the Students Time' in Comments.

## Comment

Time to be approved by John Doe, Mary Smith

Approver's name(s).



## Transaction History

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


[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Transaction History](#)

[Return to Top](#)

Press Save Button.

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

## Comment



If errors occur, review the Errors and Warning Messages Section at top of ePAF.

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

# Electronic Personnel Action Form

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✓ The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

Make Note of Transaction number

**Name and ID:** [REDACTED]

**Transaction:** 3855

**Query Date:** Sep 01,2011

**Transaction Status:** Pending

**Approval Category:** New Hire Student, NHST

## IV. 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.

\* - indicates a required field.

ID: \*   

Effective Date: MM/DD/YYYY\*  Date when starting new job

Transaction Type: \*

Enter id if known or select search to find.

Enter Effective Date of when **New Job will begin**.

\*\*\*Typically, students begin 09/01 of current year and end 08/31 of next year.

Select **New Hire Student, NHSW** from approval category pull-down.

Select GO.

ID:

Effective Date: Sep 01,2011

Approval Category: New Hire Student on Workstudy, NHSW

### Student Employee Information, NHSTU

Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text" value="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 type="text"/>	<input type="button" value=""/>

⚠ There are no active jobs based on the Query Date.

Press the All Jobs Button to ensure that the student has never worked in this position before. If jobs positions are listed, then exit from this ePAF and select RHSV ePAF for further processing, else continue.

ID:

Effective Date: Sep 01,2011

Approval Category: New Hire Student on Workstudy, NHSW

### Student Employee Information, NHSTU

Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text" value="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 type="text"/>	<input type="button" value=""/>

⚠ There are no jobs based on the Query Date.

The Active Jobs Button appears but no jobs are listed.

Continue by entering the Position and Suffix of **'00'** for the new job. See example below.

**ID:** [Redacted]  
**Effective Date:** Sep 01,2011  
**Approval Category:** New Hire Student on Workstudy, NHSW

**Student Employee Information, NHSTU**

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job	999555	00	Student Assistant	40290, Physical Therapy				<input type="radio"/>

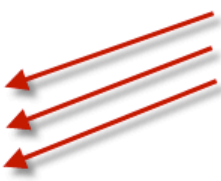
⚠ There are no active jobs based on the Query Date.

Select GO.

**Student Employee Information, 999555-00 Student Assistant**

Item	Current Value	New Value
Employee Status: (Not Enterable)		<input type="text" value="A"/>
Employee Class Code: (Not Enterable)		<input type="text" value="SW"/>
Home COAS: (Not Enterable)		<input type="text" value="A"/>
Distribution COA: (Not Enterable)		<input type="text" value="A"/>
Home Organization: *		<input type="text" value=""/>
Distribution Orgn: *		<input type="text" value=""/>
Timesheet Orgn: *		<input type="text" value=""/>
Title: *		<input type="text" value=""/>
Regular Rate: *		<input type="text" value=""/>
Job Begin Date: MM/DD/YYYY		<input type="text" value="09/01/2011"/>
Jobs Effective Date: MM/DD/YYYY		<input type="text" value="09/01/2011"/>
Contract Type:		<input type="text" value="Primary"/>
Employee Class Code: (Not Enterable)		<input type="text" value="SW"/>
Step: (Not Enterable)		<input type="text" value="0"/>
Job Status: (Not Enterable)		<input type="text" value="A"/>
FTE: (Not Enterable)		<input type="text" value=".100"/>
Job Change Reason: (Not Enterable)		<input type="text" value="010"/>
Time Entry Method:		<input type="text" value="Employee Time Entry via Web"/>

Department Orgn - same as listed in Labor Distribution section  
 NOTE: Do not use WORK STUDY Orgn



**End Date, 999555-00 Student Assistant**

Item	Current Value	New Value
Job Change Reason: (Not Enterable)		<input type="text" value="066"/>
Jobs Effective Date: MM/DD/YYYY		<input type="text" value="08/31/2012"/>
Job Status: (Not Enterable)		<input type="text" value="T"/>

End date may be overridden if necessary



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

**Current**  
 Effective Date: 09/01/2011  
 COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

**New**  
 Effective Date: MM/DD/YYYY 09/01/2011 Effective Date Entered from First Screen

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
A		0018	40290	7014	1035	159111				100.00			
<b>Total:</b>										100.00			

✓

Default from Index    Save and Add New Rows

At this point – **ADD** Work study account(s) information with percentage changes. The account information can be obtained from the Financial Aid office.

**Current**  
 Effective Date: 09/01/2011  
 COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

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

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
A		0018	40290	7014	1035	159111				25.00			
A		2200	12776	7014	1040	RES				75.00			
<b>Total:</b>										100.00			

✓

Default from Index    Save and Add New Rows

Press the **Save and Add New Rows** Button to ensure that you have not left anything out.

If no errors are found, you will be sent to top of ePAF with a 'Your change was saved successfully' as seen below.

## Electronic Personnel Action Form

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

**Name and ID:** [Redacted]

**Transaction:** 3856

**Query Date:** Sep 01,2011

**Transaction Status:** Waiting

**Approval Category:** New Hire Student on Workstudy, NHSW

Save    Submit    Delete

## Scroll Down for Approval Routing

Enter User Name from pull-down for each Approval Level listed.

#### Routing Queue

Approval Level	User Name	Required Action	Remove
7 - (FAREVW) Financial Aid Review	Q TWATSON13 Thomas Wayne Watson	Approve	
8 - (HRREVW) HR Review	Q RSPARKS2 Rebecca Sue Sparks	Approve	
10 - (DEPT) Department Head	Q JSEFCIK Jeffrey J. Sefcik	Approve	
40 - (HR) Human Resources	Q KNEAL Kurtis Ross Neal	Approve	
85 - (PAYREV) Payroll Review	Q JCHANDLER8 Julia D. Chandler	Approve	
90 - (PAYROL) Payroll	Q SHBROOKS Shonda L. Brooks	Apply	
Not Selected	Q	Not Selected	▼
Not Selected	Q	Not Selected	▼
Not Selected	Q	Not Selected	▼
Not Selected	Q	Not Selected	▼

Save and Add New Rows

Enter the 'Person approving the Students Time' in Comments.

#### Comment

Time to be approved by John Doe, Mary Smith

Approver's name(s).

#### Transaction History

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

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Transaction History](#)

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Press Save Button.

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

#### Comment

Comment box with a yellow notepad icon on the right side.

If errors occur, review the Errors and Warning Messages Section at top of ePAF.

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

Make note of Transaction number

**Name and ID:**

XXXXXXXXXXXXXXXXXXXX

**Transaction:** 3856

**Query Date:** Sep 01,2011

**Transaction Status:** Pending

**Approval Category:** New Hire Student on Workstudy, NSW

## V. 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: \*    Date when starting job

Effective Date: MM/DD/YYYY\*  

Transaction Type: \*

Enter id if known or select search to find.

Enter Effective Date of when New Job will begin.

\*\*\*Typically, students begin 09/01 of current year and end 08/31 of next year.

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

Select GO.


ID:

Effective Date: Sep 01,2011

Approval Category: Re-Hire Student, RHST

### Student Employee Information, RHSTU

Search Type	Position	Suffix Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text" value="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 type="radio"/>

 There are no active jobs based on the Query Date.

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.

ID:

Effective Date: Sep 01,2011

Approval Category: Re-Hire Student, RHST

### Student Employee Information, RHSTU

Search Type	Position	Suffix Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text" value="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 type="radio"/>
Primary	998531	01		Front Desk Assistant 61480, Student Technology Refresh	May 09,2011	Aug 31,2011	Jul 31,2011	Terminated	<input type="radio"/>

All previous jobs/positions should appear.

Continue by entering the Position and Suffix for the job (using the listed ones as reference). See Example below.

**ID:** [Redacted]  
**Effective Date:** Sep 01,2011  
**Approval Category:** Re-Hire Student, RHST

**Student Employee Information, RHSTU**

Search Type	Position	Suffix Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text" value="New Job"/>	<input type="text" value="998531"/>	<input type="text" value="01"/>	Student Assistant 61480, Student Technology Refresh					<input type="radio"/>

⚠ There are no active jobs based on the Query Date.

Select GO.

**Student Employee Information, 998531-01 Front Desk Assistant, Last Paid Date: Jul 31,2011**

Item	Current Value	New Value
Employee Status: (Not Enterable)	Active	<input type="text" value="A"/>
Employee Class Code: (Not Enterable)	ST, Student/Graduate Assistant	<input type="text" value="ST"/>
Home COAS: (Not Enterable)	A	<input type="text" value="A"/>
Distribution COA: (Not Enterable)	A	<input type="text" value="A"/>
Home Organization: *	61480, Student Technology Refresh	<input type="text" value=""/>
Distribution Orgn: *	61480, Student Technology Refresh	<input type="text" value=""/>
Timesheet Orgn: *		<input type="text" value=""/>
Title: *		<input type="text" value=""/>
Regular Rate: *		<input type="text" value=""/>
Jobs Effective Date: MM/DD/YYYY		<input type="text" value="09/01/2011"/>
Contract Type: (Not Enterable)		<input type="text" value="S"/>
Employee Class Code: (Not Enterable)		<input type="text" value="ST"/>
Step: (Not Enterable)		<input type="text" value="0"/>
Job Status: (Not Enterable)		<input type="text" value="A"/>
FTE: (Not Enterable)		<input type="text" value=".100"/>
Job Change Reason: (Not Enterable)		<input type="text" value="010"/>
Time Entry Method: (Not Enterable)		<input type="text" value="W"/>

Department Orgn - same as listed in Labor Distribution section

**End Date, 998531-01 Front Desk Assistant, Last Paid Date: Jul 31,2011**

Item	Current Value	New Value
Job Change Reason: (Not Enterable)	066	<input type="text" value=""/>
Jobs Effective Date: MM/DD/YYYY	08/31/2012	<input type="text" value=""/>
Job Status: (Not Enterable)	T	<input type="text" value=""/>

End date may be overridden if necessary

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

**Current**  
 Effective Date: 05/09/2011

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
A		0120	61480	7014	5010	DES				100.00			

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

Effective Date Entered from First Screen

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
Q A		Q 0120	Q 61480	Q 7014	Q 5010	Q DES				100.00			
Q		Q	Q	Q	Q	Q							
Q		Q	Q	Q	Q	Q							
Q		Q	Q	Q	Q	Q							
Q		Q	Q	Q	Q	Q							
Q		Q	Q	Q	Q	Q							
										<b>Total:</b>	100.00		

✓ Defaulting values for Labor Distribution from the Job records.

Default from Index    Save and Add New Rows

At this point - Press the **Save and Add New Rows** Button to ensure that you have not left anything out.

If no errors are found, you will be sent to top of ePAF with a 'Your change was saved successfully' as seen below.

## Electronic Personnel Action Form

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

**Name and ID:** [Redacted]

**Transaction:** 3857

**Query Date:** Sep 01, 2011

**Transaction Status:** Waiting

**Approval Category:** Re-Hire Student, RHST

Save    Submit    Delete

## Scroll Down for Approval Routing

Enter User Name from pull-down for each Approval Level listed.

Routing Queue

Approval Level	User Name		Required Action	Remove
8 - (HRREVW) HR Review	RSPARKS2	Rebecca Sue Sparks	Approve	
10 - (DEPT) Department Head	JSEFCIK	Jeffrey J. Sefcik	Approve	
40 - (HR) Human Resources	KNEAL	Kurtis Ross Neal	Approve	
85 - (PAYREV) Payroll Review	JCHANDLER8	Julia D. Chandler	Approve	
90 - (PAYROL) Payroll	SHBROOKS	Shonda L. Brooks	Apply	
Not Selected			Not Selected	
Not Selected			Not Selected	
Not Selected			Not Selected	
Not Selected			Not Selected	

Save and Add New Rows

Enter the 'Person approving the Students Time' in Comments.

Comment

Approver's name(s).

Time to be approved by John Doe, Mary Smith

**Transaction History**

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

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Transaction History](#)

Save Submit Delete

[Return to Top](#)

Press Save Button.

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

**Comment**



If errors occur, review the Errors and Warning Messages Section at top of ePAF.

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

## Electronic Personnel Action Form

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✓ The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

**Name and ID:**

John, Kenneth (ID: 3857)

Make note of Transaction number

**Transaction:** 3857

**Query Date:** Sep 01, 2011

**Transaction Status:** Pending

**Approval Category:** Re-Hire Student, RHST

## VI. 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.

\* - indicates a required field.

ID: \*   

Effective Date: MM/DD/YYYY\*  

Transaction Type: \*

Enter id if known or select search to find.

Enter Effective Date of when New Job will begin.

\*\*\*Typically, students begin 09/01 of current year and end 08/31 of next year.

Select **Re-Hire Student on Work study, RHSW** from approval category pull-down.

Select GO.

ID:

Effective Date: Sep 01,2011

Approval Category: Re-Hire Student on Workstudy, RHSW

### Student Employee Information, RHSTU

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

 There are no active jobs based on the Query Date.

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.

ID:

Effective Date: Sep 01,2011

Approval Category: Re-Hire Student on Workstudy, RHSW

### Student Employee Information, RHSTU

Search Type	Position	Suffix Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text" value="New Job"/>	<input type="text"/>	<input type="text"/>							<input type="radio"/>
	Secondary 998636	01		62080, C.J. Davidson Special Fund	Jan 25,2010	Aug 31,2010	Feb 28,2010	Terminated	<input type="radio"/>
	Secondary 999555	00		40290, Physical Therapy	Feb 01,2010	May 31,2011	May 31,2011	Terminated	<input type="radio"/>
	Secondary 999555	01		40290, Physical Therapy	Dec 01,2010	Dec 31,2010	Dec 31,2010	Terminated	<input type="radio"/>
	Secondary 999588	01		60330, SOAR	Jun 01,2010	Jul 30,2011	Jul 31,2011	Terminated	<input type="radio"/>
	Primary 999617	01		65320, University Recreation	Oct 17,2007	May 15,2009	Dec 31,2008	Terminated	<input type="radio"/>

All previous jobs/positions should appear.



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

### Scroll Down for Account Information

**Current**  
 Effective Date: 02/01/2010  
 COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

**New**  
 Effective Date: MM/DD/YYYY 09/01/2011 Effective Date Entered from First Screen

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
Q A		Q 0018	Q 40290	Q 7014	Q 1035	Q 159111				25.00			
Q A		Q 2200	Q 12776	Q 7014	Q 1040	Q RES				75.00			
Q		Q	Q	Q	Q	Q							
Q		Q	Q	Q	Q	Q							
Q		Q	Q	Q	Q	Q							
Q		Q	Q	Q	Q	Q							
<b>Total:</b>										100.00			

✓ Defaulting values for Labor Distribution from the Job records.

At this point –Work study account(s) information with percentage may be displayed from previous job history. If it is correct, continue by pressing the **Save and Add New Rows** Button; else, make changes as desired. The account information can be obtained from the Financial Aid office.

**Current**  
 Effective Date: 09/01/2011  
 COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

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

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
Q A		Q 0018	Q 40290	Q 7014	Q 1035	Q 159111				25.00			
Q A		Q 2200	Q 12776	Q 7014	Q 1040	Q RES				75.00			
Q		Q	Q	Q	Q	Q							
Q		Q	Q	Q	Q	Q							
Q		Q	Q	Q	Q	Q							
<b>Total:</b>										100.00			

✓

Press the **Save and Add New Rows** Button to ensure that you have not left anything out.

If no errors are found, you will be sent to top of ePAF with a ‘Your change was saved successfully’ as seen below.

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

**Name and ID:** [Redacted]

**Transaction:** 3858

**Query Date:** Sep 01, 2011

**Transaction Status:** Waiting

**Approval Category:** Re-Hire Student on Workstudy, RHSW

Scroll Down for Approval Routing

Enter User Name from pull-down for each Approval Level listed.

Routing Queue

Approval Level	User Name	Required Action	Remove
7 - (FAREVW) Financial Aid Review	Q TWATSON13 Thomas Wayne Watson	Approve	<input type="button" value="Remove"/>
8 - (HRREVW) HR Review	Q RSPARKS2 Rebecca Sue Sparks	Approve	<input type="button" value="Remove"/>
10 - (DEPT) Department Head	Q JSEFCIK Jeffrey J. Sefcik	Approve	<input type="button" value="Remove"/>
40 - (HR) Human Resources	Q KNEAL Kurtis Ross Neal	Approve	<input type="button" value="Remove"/>
85 - (PAYREV) Payroll Review	Q JCHANDLER8 Julia D. Chandler	Approve	<input type="button" value="Remove"/>
90 - (PAYROL) Payroll	Q SHBROOKS Shonda L. Brooks	Apply	<input type="button" value="Remove"/>
Not Selected	Q	Not Selected	Not Selected
Not Selected	Q	Not Selected	Not Selected
Not Selected	Q	Not Selected	Not Selected
Not Selected	Q	Not Selected	Not Selected

Enter the 'Person approving the Students Time' in Comments.

Comment

Approver's name(s).

Time to be approved by John Doe, Mary Smith

Transaction History

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

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Transaction History](#)

[Return to Top](#)

Press Save Button.



## VII. Step-by-step instructions for ENDSTU


Login to Ramport.

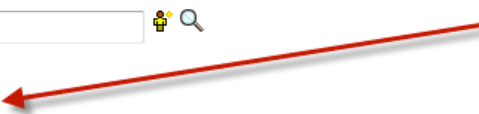
Select Worklife Tab.

Select Personnel Action Form (ePAF) under Finance and Administration Services Section.

Select New EPAF.

\* - indicates a required field.

ID: \*   

Effective Date: MM/DD/YYYY\*   Last date to work

Transaction Type: \*

Enter id 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.

ID:

Effective Date: Aug 19,2011

Approval Category: Student Leaving Employment, ENDSTU

### End Date, ENDSTU

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 checked="" type="radio"/>
	Primary	998531 01	Programmer Technician 61480, Student Technology Refresh	May 01,2011	Aug 31,2011	Jul 31,2011	Active	<input type="radio"/>
	Secondary	999681 01	Student Assistant 60507, Computer Science	Sep 01,2010	Aug 31,2011	Apr 30,2011	Active	<input type="radio"/>

Press the All Jobs Button to ensure that all active positions are displayed.

ID:

Effective Date: Aug 19,2011

Approval Category: Student Leaving Employment, ENDSTU

NOTE: Two active positions = Two ENDSTU ePAF's

### End Date, ENDSTU

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 checked="" type="radio"/>
	Primary	998531 01	Programmer Technician 61480, Student Technology Refresh	May 01,2011	Aug 31,2011	Jul 31,2011	Active	<input type="radio"/>
	Secondary	999580 01	Student Assistant 61440, Computer Lab and Support Services	Jun 01,2010	Aug 31,2010	Aug 31,2010	Terminated	<input type="radio"/>
	Secondary	999598 01	Programmer Tech 60105, IT Technology Services and Refresh	Sep 01,2010	Apr 30,2011	Apr 30,2011	Terminated	<input type="radio"/>
	Secondary	999681 01	Student Assistant 60507, Computer Science	Sep 01,2010	Aug 31,2011	Apr 30,2011	Active	<input type="radio"/>

**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.

**ID:**

**Effective Date:** Aug 19,2011

**Approval Category:** Student Leaving Employment, ENDSTU

Select Position Ending with Radio Button

**End Date, ENDSTU**

Search Type	Position	Suffix Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job								<input type="radio"/>
Primary	998531	01	Programmer Technician 61480, Student Technology Refresh	May 01,2011	Aug 31,2011	Jul 31,2011	Active	<input checked="" type="radio"/>
Secondary	999580	01	Student Assistant 61440, Computer Lab and Support Services	Jun 01,2010	Aug 31,2010	Aug 31,2010	Terminated	<input type="radio"/>
Secondary	999598	01	Programmer Tech 60105, IT Technology Services and Refresh	Sep 01,2010	Apr 30,2011	Apr 30,2011	Terminated	<input type="radio"/>
Secondary	999681	01	Student Assistant 60507, Computer Science	Sep 01,2010	Aug 31,2011	Apr 30,2011	Active	<input type="radio"/>

Enter reason code/description and effective end date.  
 NOTE: An Effective end date appears from first screen but can be over-ridden.

**End Date, 998531-01 Programmer Technician, Last Paid Date: Jul 31,2011**

Select reason from pull-down list

Item	Current Value	New Value
Job Change Reason:		Not Selected
Jobs Effective Date: MM/DD/YYYY		08/19/2011
Job Status: (Not Enterable)		T

Effective date Entered from First Screen

Scroll Down for Approval Routing

Enter User Name from pull-down for each Approval Level listed.

**Routing Queue**

Approval Level	User Name	Required Action
10 - (DEPT) Department Head	JSEFCIK Jeffrey J. Sefcik	Approve
90 - (PAYROL) Payroll	SHBROOKS Shonda L. Brooks	Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Press Save and Add New Rows Button.

---

✔ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

**Name and ID:** [Redacted]

**Transaction:** 3875

**Query Date:** Aug 19,2011

**Transaction Status:** Waiting

**Approval Category:** Student Leaving Employment, ENDSTU

Save

Submit

Delete

If errors occur, review the Errors and Warning Messages Section at top of ePAF.

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

---

✔ The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

**Name and ID:** [Redacted]

**Transaction:** 3875

**Query Date:** Aug 19,2011

**Transaction Status:** Pending

**Approval Category:** Student Leaving Employment, ENDSTU