EPAF Instructions
College Roll Hire – Non-Grant

Last Updated: 07/19/16
**DATA INTEGRITY**

Data integrity is very important when entering EPAF information.

Please adhere to the following guidelines:

- All required fields in the EPAF must be populated.
- No symbols or punctuation may be used in the EPAF (e.g. & , + # @)
  - With the exception of the dot after the name’s prefix (e.g. Mr., Ms., Dr., etc.)
- All fields are case sensitive. Do not use All Caps in any field.
  - An exception example is “PO Box” for Post Office

Note: An EPAF may be returned for correction if data integrity guidelines are not met.

**OTHER ACTIVE JOBS**

Use the *All Jobs* button on the ‘New EPAF Job Selection’ page to see if the employee has any other active positions. This will help to prevent entering too many hours per pay for a college roll employee. The maximum number of hours (combined from all jobs) that a college roll student can work during the academic year is **40 hours per pay.**
Query Date

Enter the Actual Date the employee starts working.

EMPLOYEE INFORMATION

Home Organization: Enter the employee’s home organization. (Required)

Distribution Orgn: Enter the check distribution organization. The distribution orgn is the organization number of the department where the employee can pick up his/her paycheck. (Required)

Current Hire Date: Enter the Actual Date the employee starts working. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)

JOB INFORMATION

Contract Type: Defaults to Primary. Note: Only select Secondary if the employee has another active position when submitting the EPAF. Otherwise, contact Human Resources before submitting the EPAF.

Job Location: Defaults to FL, Florida. Note: Only select another state if the employee will be performing duties for this position in a state outside of Florida.

Workers Comp Code: Select the Worker’s Comp Code that best describes the nature of the employee’s work for this position. This field defaults to 8868, Professional-Clerical Staff but can be changed. Descriptions of available Worker’s Comp Codes are below.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6836</td>
<td>Marina Operators</td>
</tr>
<tr>
<td>7380</td>
<td>Drivers and Garage Employees</td>
</tr>
<tr>
<td>8868</td>
<td>Professional-Clerical Staff – Any office-related work</td>
</tr>
<tr>
<td>9101</td>
<td>Manual Labor – Facilities, Security Guards, Food Service Areas, Shipping Receiving, Coaches</td>
</tr>
</tbody>
</table>
Job Begin Date: Date: For employees having the position number for the first time, enter the Actual Date that the employee starts work. For employees who previously had the position number, leave blank. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009

Jobs Effective Date: Enter the Actual Date the employee starts working. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)

Personnel Date: Enter the date the employee starts working. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)

Regular Rate: Enter the employee’s hourly rate of pay. Do not enter $ before the amount. (Required)

FTE (Full time equivalency): Defaults to 0.5. FTE = Hours per Pay / 80. Change only if the employee’s FTE for this position is different from 0.5 (Required)

Hours per Day: Defaults to 4. Hours per Day = Hours per Pay divided by 10. (Required)

Hours per Pay: Defaults to 40. Change only if the employee will be working less than 40 hours per pay for this position. (Required)

Timesheet Orgn: Enter the employee’s time sheet org. Example: Suzie Q is the approver for John D’s time. Suzie Q approves time sheet org 10001A. Therefore, John D’s time sheet org will be 10001A. College Roll employees must enter hours and have them approved to be paid. (Required)

Time Entry Method: Defaults to “Employee Time Entry via Web”. Note: Only change to “Department Time Entry with Approvals” if the employee’s time is entered into Banner by the department.

JOB TERMINATION

Jobs Effective Date: Enter the Actual Date on which the employee actually stops working. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)

Personnel Date: Enter the Actual Date on which the employee actually stops working. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)
## ROUTING QUEUE

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 – (20) Department Head or Supervisor</td>
<td></td>
</tr>
<tr>
<td>60 – (60) ISSS or Career Mgt Services</td>
<td></td>
</tr>
<tr>
<td>85 – (85) Budget</td>
<td></td>
</tr>
<tr>
<td>90 – (90) HRIS</td>
<td></td>
</tr>
</tbody>
</table>

Enter the Banner ID of an approver for each approval level or click on the magnifying glass to search for and select an approver’s Banner ID.

### College Roll Hire Approval Level Descriptions

- 20 – Department Head or Supervisor
- 60 – International Student Services (Non-US Citizens) OR Career Mgt Services (US Citizens)
- 85 – Budget
- 90 – HRIS

## COMMENT

Enter comments to be seen by approvers and Human Resources.

Click the **Save** button to save the EPAF. **NOTE:** *An EPAF does not have to be submitted as soon as it is saved. You can exit the EPAF and return later to make changes or submit it.*
Click the **Submit** button to submit the EPAF for approval.

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**SUBMIT ERROR**

If the following error appears after hitting the Submit button on an EPAF, please contact the HRIS Specialist in Human Resources to fix. You will then be able hit the Submit button on the EPAF and re-submit the original EPAF for approval. Please do not delete the original EPAF. It only needs to be re-submitted.

<table>
<thead>
<tr>
<th>Type</th>
<th>Message Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Information</td>
<td>ERROR</td>
<td>First Name, SSIN/SIN, Birth Date or Gender incomplete.</td>
</tr>
</tbody>
</table>