Creating an EPAF for Job Assignments (Student/Hourly)

Log onto Pipeline
Go to Employee tab
Resources
Banner Self Service
Electronic Personnel Action Form
New EPAF

New EPAF Person Selection

Enter Student/Hourly K# here
Or Search for K# here

Effective Date: MM/DD/YYYY
Approval Category: * Not Selected

Once you're at the new EPAF screen, enter employee’s K#. Hit "tab" on your keyboard and a name should populate (if not, please contact HR). Next select the effective date of the assignment. Followed by the correct approval category.

*It is extremely important that the correct effective date and approval category are selected. HR cannot fix an error made at this stage nor can it be edited later on.

Select appropriate Approval Category.
Student Job - Must be enrolled in minimum 6 units.
Hourly Job – Enrollment not required

Hit "Go"
New EPAF Job Selection

**New EPAF Job Selection**

Enter or search for a new position number and enter the suffix, or select the link under Title.

**ID:**
**Query Date:** Jul 25, 2018
**Approval Category:** Hourly Job Assignment, H001

<table>
<thead>
<tr>
<th>Search Type</th>
<th>Position</th>
<th>Suffix</th>
<th>Title</th>
<th>Time Sheet Organization</th>
<th>Start Date</th>
<th>End Date</th>
<th>Last Paid Date</th>
<th>Status</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Job</td>
<td>C99976</td>
<td>00</td>
<td>Human Resources Tech 4606, Human Resources</td>
<td>Aug 07, 2017</td>
<td>Jul 31, 2018</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the magnifying glass in the search area.

The "**New Position Selection**" screen should appear.

Position Number can remain blank. Employee Class should highlight "All." COA highlight “All.” Select your Budget Organization. Hit "GO." Search results should populate near the bottom. Select Position.

**Search Criteria**

- **Position Number:**
- **Employee Class:**
  - All
  - AN, Adjunct - Non Instr
- **COA:**
  - All
  - 1, Santa Barbara City College
- **Budget Organization:**
  - All
  - 0000, Non-Departmental
  - 0206, Accounting Education

Select **your** Budget Organization.

**Search Results**

<table>
<thead>
<tr>
<th>Position</th>
<th>Title</th>
<th>Employee Class</th>
<th>COA</th>
<th>Budget Organization</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI8963</td>
<td>Reader</td>
<td>HS, Hourly Staff- Non Instruct</td>
<td>0628</td>
<td>Graphic Design &amp; Photography</td>
<td>Jan 01, 2014</td>
<td></td>
</tr>
</tbody>
</table>

*Selections differ based on department.*
That should take you back to the "New EPAF job Selection" screen. Enter suffix.

*Suffixes for Hourly versus Students*
- Students use a Letter and Number combination
- Hourly use a two number combination
  
  F = fall  
  S = spring  
  X = summer  
  Y = intersession for International Students (Please note: International Students must be rehired and approved through EPAF system for each semester AND for each intersession)

  Student- F0 (F, zero)
  Hourly- 00 (double zero)

PLEASE NOTE**: if they have more than one job in SAME department, the number ascends. It is your responsibility to find out if your student has more than one job on campus (especially important if same Dept.) so, you can create the suffix correctly and not cancel your colleague’s job for same student that is already in place. If someone is a rehire, select active jobs box so you can see all jobs they are currently active in. This will allow you to see if someone in your Dept. has already hired them. Each semester you MUST choose “NEW JOB” so you are able to enter the correct suffix.

(Student with 2 jobs)
Job #1 with Professor X in Biology- F0
Job #2 with Professor Y in Biology- F1

(Hourly with 2 jobs)
Job #1 with Professor X in English- 00
Job #2 with Professor Y in English- 01

Hit "GO."
Here's the body of your EPAF.

**Required Fields**

- Timesheet Org (4 digit budget org)
- Step
- Supervisor K#
- Position title of employee

*Effective date will automatically match the effective date entered on the first "New EPAF Job Selection" screen

*Other fields should not be edited including “Job Begin Date”
Budget Line

Your budget line should default to the correlated Position #. However, you may need to edit the account #.

Hourly, Instructional 242000
Hourly, NON-Instructional 232000
Student, Instructional 242100
Student, NON-Instructional 232100
Hourly Reader 242200
Student Reader 242250

Routing Queue

Routing queue for New hires must include 2 levels and Required Action:
Level 40- Dept Mgr/Dean Required Action = Approve
Level 99- Human Resources Required Action = Apply
Routing queue for Rehires must include 3 levels and Required Action:
Level 40- Dept Mgr/Dean Required Action = Approve
Level 99- Human Resources) Required Action = Approve
Level 100- Final Processing (Automic/Job Scheduler (BANWORX)) Required Action = Apply

- If you have a Federal Work Study student you will need to be sure it is routed to Elsa Chavez
Level 20- Financial Aide- Elsa Chavez Required Action = Approve
- If you have an International student you MUST choose Rosemary Santillan or Carola Smith
Level 10- International Students Required Action = Approve

Save and then Submit

Your transaction will let you let you know when you have successfully submitted an EPAF.

Click HERE to get to New EPAF screen