ELECTRONIC PERSONNEL ACTION FORM (EPAF)

Student Job Assignment (Academic Year or Summer)

**IMPORTANT:** All students hired should not start working until the EPAF has been saved and submitted successfully to the department approval queue. **Once the originator receives the “transaction has been submitted successfully” confirmation, the student can now start to work.** This is the best practice to avoid I-9 violations; and in turn, reduces the risk for departments to incur fines.

In cases where an EPAF is returned back to the originator for correction (and the correction requires the original EPAF to be voided and a new EPAF to be submitted), originators should add a comment in the new EPAF referencing the transaction number (of the original EPAF) and indicating the correct start date of the job assignment. This will give Payroll enough information to update the job assignment so any hours submitted on paper timesheets can be paid.

**Accessing the EPAF**

Log into ESTHER ([https://esther.rice.edu/](https://esther.rice.edu/)) using your Rice ID and password (PIN). Then, click Login.
Click on the Employee link at the main menu.

Click on the Electronic Personnel Action Form (EPAF) link at the Employee menu.

Click on the New EPAF link.

Note: The Payroll Calendar for the current year is available for review by clicking on the Payroll Calendar link. In addition, there is EPAF documentation for Student Job Assignments and Labor Distributions available by clicking on the appropriate EPAF Documentation link.
Completing the EAPF

Enter the Banner ID (the E or the S is case-sensitive) and must include all appropriate zeros. Then, press Enter (or Submit).

New EAPF Person Selection

If the Banner ID is not known, click on the Magnifying Glass icon to search for an ID by name.

Enter the last name and/or first name; then, click on Go to retrieve a list. Click on the applicable ID number to select that individual.

Person Search
Once the appropriate individual appears in the ID field, press Enter.

**IMPORTANT:** If the individual has not completed the I-9 requirement, an error will appear and originators will not be able to complete the EPAF. The employee must complete a Form I-9 with Payroll and must not work until this requirement is met and the EPAF can be completed and submitted for departmental approval.

New EPAF Person Selection

**Approval Category is a required field.**

**ERROR** This employee does NOT have a valid I9 Verification. You cannot proceed and the student cannot start work until the I9 is valid. Please contact the Payroll Office if you have any questions.

If the individual has met the I-9 requirement, originators will be able to move beyond the initial EPAF screen and complete the EPAF.

Enter the Query Date (the start date of employment). The field will default to the current date; however the start date of employment may only be the **current or future dates**. When the query date is changed to a future date, make sure to use the MM/DD/YYYY format to avoid errors.

Select the appropriate Approval Category from the drop-down box: Student Job Assignment (Academic Year), STJOB for academic year positions or Summer Job Assignment (Summer), SUMJOB. **Note:** Academic Year and Summer employment dates will be shared with the campus by Payroll.

**IMPORTANT:** If the Query Date is changed to an earlier date, the following error will appear after clicking Submit when an academic or summer job assignment is selected.
Once the query date (start date of employment) and approval category are populated, the screen will appear as follows - depending on whether or not there are active job assignments.

Click the All Jobs tab to view all currently active and termed positions.

**IMPORTANT:** Verify that the query date (start date of employment) is after the end date(s) and/or last paid date(s) to avoid errors. If necessary, change the query date (start date of employment) to avoid errors and the need to void the new EPAF and then create another EPAF with a corrected query date (start date of employment).

Then, click Submit.

**IMPORTANT:** Click on All Jobs.

Review the list of positions, if applicable. If student has not previously worked for Rice, no positions will appear.
Create New Job

Create a new job by entering the position number and suffix. **Hint:** After entering the position number, allow the Title and Time Sheet Organization to appear before entering the suffix to avoid an error. If the time sheet organization field does not populate after entering the position and suffix (based on the information above), contact Payroll to request the creation of a new student position.

### Position Number

- **Rice Work** – The position number is S + first 3-digits of home org + 00 (zeros).
- **Work Study** - The position number is R + first 3-digits of home org + 00 (zeros).

### Suffix Number

Enter 00 (zeros) unless there is a currently active position listed with the same position number and also has 00 as the suffix. In these cases, enter 01 or other sequential numbers.

**IMPORTANT:** If the new EPAF has the same position number and same suffix as an active position, the EPAF will not be able to be submitted successfully to the department approval queue until this is corrected.

### New EPAF Job Selection

Then, click Submit.

**IMPORTANT:** If any positions are listed, the type (primary or secondary) will need to be known for the next screen.
Use Existing Job

Select the applicable existing job from the list.

**IMPORTANT:** Verify that the query date (start date of employment) is after the end date(s) and/or last paid date(s) to avoid errors. If necessary, return back to the initial EPAF screen and change the query date (start date of employment) to avoid errors and the need to void the new EPAF and then create another EPAF with a corrected query date (start date of employment).

Then, click on Submit.

On the next screen, scroll down to the job information.

Electronic Personnel Action Form

* Be sure to **Save** any changes before you **Submit** otherwise you may lose your changes.
* **GRADUATE students and STUDENTS with SECONDARY contract types** MUST HAVE the CURRENT VALUE entered in the Distribution and Home ORGANIZATION fields to prevent processing delays.
* Select CORRECT Departmental Approve in Routing Queue otherwise your EPAF application will be delayed.

Return to EPAF Main Menu

**Jump to Bottom**
Enter all of the required information (indicated with * next to the field name) and any applicable optional information (indicated with Not Enterable absent from the field name).

**Contract Type** – Select Primary only if no other active job has Primary as the type from the previous screen; otherwise select Secondary from the drop-down box. **[IMPORTANT]**: If the new EPAF and an existing active position both have the Primary Contract Type, the user will not be able to submit the EPAF successfully until this is corrected. Refer to previous screen if necessary.

**Job Effective Date** – This will default as the query date (start of employment) from the previous screen.

**Timesheet Orgn** – Enter the Timesheet Orgn. This is required for WTE approval. The individual with the access to approve the timesheet org will be the one who can approve the time entry.

**Regular Rate** – Enter the hourly pay rate. The rate must be at least federal minimum wage ($7.25/hour) and must not exceed $20.00/hour. **[IMPORTANT]**: If the new EPAF is for a one-time event or special project (limited to a one-week period), the regular rate must not exceed $50.00/hour and the end date must be within one-week of the start date of the EPAF. The new EPAF will be returned to the originator for correction if these criteria are not met.

**Employee Class Code** – The current value indicates the type of student. This is for informational purposes only.

**Distribution Orgn** – Leave blank unless the current value is 695021, Payroll Student I-9. When the current value is 695021, Payroll Student I-9, enter the org that should be used for reporting (should be an org that the individual who should receive reports has appropriate HR security (orgs/employee class). **[IMPORTANT]**: This field should be left blank for graduate students (RS) or undergrad students (RT, RW) with a secondary position (indicated in the Contract Type field) to prevent EPAF processing delays.

**Home Organization** – Leave blank unless the current value is 695021, Payroll Student I-9. When the current value is 695021, Payroll Student I-9, enter the home org. **[IMPORTANT]**: This field should be left blank for graduate students (RS) or undergrad students (RT, RW) with a secondary position (indicated in the Contract Type field) to prevent EPAF processing delays.
Job Change Reason – Select from the drop down box or type NEWHI if a new hire or REHIR if a rehire.

Job Begin Date – This will default as the query date (start of employment) from the previous screen. If there is no date in the current value column, the default date is correct. [IMPORTANT: The date must be either changed to the date in the current value column or removed entirely and left blank for students with a date in the current value. This step will need to be taken to avoid errors when submitting the EPAF to the departmental approval queue.]

Title – Enter the job title. This will appear on Web Time Entry so please make sure the student knows his/her job title.

All of the above fields are not enterable.

Scroll down to the Job Labor Change information. The effective date will default to the employment start date of the EPAF. Leave this date as the default to avoid errors.

Make any appropriate changes to the funding.

- Enter a 1 in the COA field for each funding line to avoid errors.
- Always delete rows and enter new funding in a blank line to populate the default program/activity codes.
- After the fund, org, and accounts are entered, click Default from Index to populate the program/activity codes.
- Make sure the percent is 100.
- When funding lines need to be deleted, click on Save and Add New Rows for the Remove check box to appear. Then, check the Remove box for funding lines that need to be deleted.
Scroll down to the Student Job End information.

The end date will default to the end date for the academic year or summer employment period. For positions with an end date prior to the academic year or summer employment period, change the end date to reflect the correct end date (using the MM/DD/YYYY format).

**IMPORTANT:** This is required for one-time events or special projects. The end date must be within one week of the employment start date in accordance to the student pay guidelines/procedures.

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If multiple approvers are needed at the department level, additional approvers can be added by selecting Department 20 as the approval level from the “Not Selected” drop-down boxes located under the Payroll 85 queue. Please be sure to add the appropriate User Name (Banner ID) and also select “Approve” for the required action. **Note:** This would be used when there is split funding and the department approver does not have security to approve for all of the orgs.
If any information needs to be communicated to department approvers, Student Financial Services, Research & Cost Accounting, and/or Payroll, please add a comment.

Comment

Click on Save.

Once the change is saved successfully and the “your change was saved successfully” confirmation appears, the EPAF can be submitted to the departmental approval queue. Click Submit.

Electronic Personnel Action Form

If there are any errors with the new EPAF, a “transaction was not submitted” alert will appear.

Electronic Personnel Action Form

Scroll down to the Errors and Warning Messages (located under the student summary information).
The warnings (shown below) are allowable and will appear since students do not follow the same guidelines for budgeting as faculty/staff.

![Errors and Warning Messages Table]

However, the errors will need to be corrected before the EPAF can be submitted to the approval queues. Refer below for common errors:

*ERROR* This employee already has a primary job. This error appears when employees already have a primary job. Return back to the job information screen and change the contract type to Secondary. Then, verify that the Distribution Orgn and Home Organization are updated to the current values.

*ERROR* Begin Date must equal the first Jobs Detail Effective Date. This error appears when the begin date for the current EPAF and the begin date for the initial job are different. Return back to the job information screen and change the job begin date to the current value or remove the date and leave the field blank.

*ERROR* New Effective Date must be after XX-XX-XX. This error appears when the same suffix is used for a currently active position with the same position number and suffix. In this case, the EPAF will need to be deleted or voided. Then, either (1) a new EPAF with the same position but different suffix can be created and submitted for approval; or (2) send an email to payroll@rice.edu to request a change in the effective date of the already existing position in Banner.

*ERROR* New effective date must be greater than last date of XX-XX-XX. This error appears when a position with the same position number and suffix already exists with an effective date or last pay date of XX-XX-XX. In this case, the EPAF will need to be deleted or voided. Then, either (1) a new EPAF with the same position but different suffix can be created and submitted for approval; or (2) send an email to payroll@rice.edu to request a change in the effective date of the already existing position in Banner.

*ERROR* The Fund (Organization, Account, Program, Activity, or Location) code is invalid. Please change. This error appears when any part of the funding is invalid or the COA field has anything other than a number 1. Return back to the job information screen and update the funding under the Job Labor Change section.

*ERROR* First Labor Dist Effective Date must equal the Job Begin Date. This error appears when the job labor change date has been changed. Refer to the Job Labor Change date and update it to match the Jobs Effective Date.

In some cases, the warnings will appear under the Electronic Personnel Action Form heading:

**Electronic Personnel Action Form**

![User Id(s) must be entered for Routing Queue]

**Action:** Return back to the job information screen and scroll down to the Routing Queue section. Enter the appropriate Banner IDs for the departmental queues.
Electronic Personnel Action Form

**Job Labor Distribution Total Percentages must be exactly 100%.**

**Action:** Return back to the job information screen and scroll down to the Job Labor Change section. Update the percentage for funding and/or add additional funding.

Electronic Personnel Action Form

**Timesheet Orgn must be filled in for Approval Type, STJB.**

**Action:** Return back to the job information screen and enter the timesheet org.

Electronic Personnel Action Form

**Regular Rate must be filled in for Approval Type, STJB.**

**Action:** Return back to the job information screen and enter an hourly rate.

Electronic Personnel Action Form

**Distribution Orgn must be filled in for Approval Type, STJB.**

**Action:** Return back to the job information screen and enter the distribution orgn. Leave blank unless the current value is 695021, Payroll Student I-9. When the current value is 695021, Payroll Student I-9, enter the org that should be used for reporting (should be an org that the individual who should receive reports has appropriate HR security (orgs/employee class). **[IMPORTANT:]** This field should be left blank for graduate students (RS) or undergrad students (RT, RW) with a secondary position (indicated in the Contract Type field) to prevent EPAF processing delays.

Electronic Personnel Action Form

**Home Organization must be filled in for Approval Type, STJB.**

**Action:** Return back to the job information screen and enter the home organization. Leave blank unless the current value is 695021, Payroll Student I-9. When the current value is 695021, Payroll Student I-9, enter the home org. **[IMPORTANT:]** This field should be left blank for graduate students (RS) or undergrad students (RT, RW) with a secondary position (indicated in the Contract Type field) to prevent EPAF processing delays.
After all corrections to errors are made, click on Save. Then, click Submit.

When the “the transaction has been successfully submitted” confirmation appears, the EPAF has been submitted to the departmental queue. **At this time, the student may start employment or training.**
Reviewing Status of EPAF – Originator

Initiators may click on the EPAF Originator Summary link to access the EPAF summary screen. This screen provides information related to where the EPAF is in the approval process. This screen also gives the initiator the capability to make changes to the EPAF before the departmental approver provides approval and moves the EPAF to the Student Financial Services queue.

Click on the Current or History tab. Then, select the transaction status and click Go.

Hint: Items listed within the Current tab require additional action by the originator. Items listed within the History tab will reflect previously submitted EPAFs to the approval queues. Once an EPAF entry is selected, initiators can click on the student employee’s name link to detail into the entry. Then, if the department has not approved the EPAF, the originator can click Void or Return for Correction, if changes are needed. If return for correction is selected, the initiator can make the appropriate changes to the existing EPAF, save the entry, and then resubmit to the departmental approval queue.

EPAF Originator Summary
Once the EPAF has been submitted for approval by the originator, the transaction status will be useful to determine the status of the EPAF. The transaction status can be found within the EPAF Originator Summary.

**EPAF Originator Summary**

![EPAF Originator Summary](image1)

The transaction status is also available within the detail of the EPAF (click on the employee name’s link).

**EPAF Preview**

![EPAF Preview](image2)

- **Waiting** – The EPAF is in the process of being created and has not been submitted to the approval queue.

- **Pending** – Awaiting approval by department, Student Financial Services, Research & Cost Accounting, and/or Payroll. Changes can be made to EPAF by clicking Void or Return for Correction.

- **Return for Correction** – The EPAF has been returned to the originator for correction. Originator needs to correct the EPAF and resubmit through the approval queue.

- **Disapproved** – Department or other approval level has rejected entry. Originator will need to click Return for Correction then Update to make changes and/or resubmit.

- **Voided** – Originator has voided the entry.

- **Approved** – All approval levels (department, SFS, and RCA) have approved the EPAF.

- **Completed** – Entry has been applied to Banner by Payroll.
For further information, refer to the queue status within the routing queue. This can be accessed by clicking on the employee’s name link to detail into the entry and then scrolling down to the routing queue.

**Routing Queue**

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Name</th>
<th>Required Action</th>
<th>Queue Status</th>
<th>Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department, 20</td>
<td>Kimberly A Parr, KAP!</td>
<td>approve</td>
<td>Approved</td>
<td>Jun 01, 2016 06:20:22 PM</td>
</tr>
<tr>
<td>Student Financial Services, 30</td>
<td>John Joseph Buck, 1Buck</td>
<td>approve</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Research &amp; Cost Accounting, 40</td>
<td>Charles Edward Tarantino, CTARANTI</td>
<td>approve</td>
<td>In the Queue</td>
<td></td>
</tr>
<tr>
<td>Payroll, 85</td>
<td>Kimberly A Parr, KAP!</td>
<td>apply</td>
<td>In the Queue</td>
<td></td>
</tr>
</tbody>
</table>

**Pending** – Awaiting approval by department, Student Financial Services, Research & Cost Accounting, and/or Payroll.

**In the Queue** – Entry is not currently in the approval queue at that particular level. Approval from department, Student Financial Services, and/or Research & Cost Accounting level(s) is needed before status changes to Pending.

**Removed from Queue** – Originator has voided the entry or entry has been returned to originator.

**Approved** – Department or other approval level has approved entry.

**Disapproved** – Department or other approval level has rejected entry.

**Return for Correction** – Department or other approval level has returned the entry for correction to the originator. Refer to the comments section for information related to the return. Originator will need to make changes to the entry, save, and resubmit.

**Applied** – Entry has been approved at all levels and applied to Banner by Payroll.

Initiators can also refer to the EPAF Originator Dashboard by Department by clicking on the link at the EPAF Main Menu.

**Electronic Personnel Action Form**

**Useful Tools:**
- EPAF Originator Dashboard by Department
- EPAF Approver Dashboard by Department
- Payroll Calendar
- EPAF Documentation

- EPAF Approver Summary
- EPAF Originator Summary
- New EPAF
- EPAF Proxy Records
- Act as a Proxy
Then, enter the search criteria and click Submit.
Click on the EPAF Approver Summary link.

Select Current or In My Queue tab; select the queue status. Then, click Go.
Click on the employee link with the Required Action “Approve”.

**EPAF Approver Summary**

Click on Approve. For Disapprove and Return for Correction, click on Add Comment and indicate a comment to alert the originator to the reason for the particular action. Then, click on Disapprove or Return for Correction.

**EPAF Preview**

Repeat these steps as necessary to submit actions for all available entries.