CURRENTLY EMPLOYED

First, I will need to open up NIDA. I can do that by going to the main Andrews webpage, then under Faculty Staff at the top, click on NIDA Lookup. Once in, I will need to do two things here:

- Obtain my student's ID number.
- Confirm that they are currently employed on campus–this is important for ensuring a work permit is NOT needed and that the appropriate EPAF category is submitted.

I will search for my student's ID number by typing and then selecting in their name.
Then I will confirm that they are indeed currently employed on campus by looking at the Employee status line.

- If the indicator is "no", then I need to stop and review and follow the instructions for submitting an EPAF for a NOT currently employed student
- If the indicator is "yes", then I can proceed with submitting the EPAF

Go to www.andrews.edu/go/myemployeedash. I may need to log in with my AU credentials. Once logged in, over on the right side of the screen, under My Activities, click on Electronic Personnel Action Forms (EPAF).

Once I am in the EPAF admin page, I will see some tiles. FYI if I have not ever been an approver, I will not see the EPAF Approver Summary tile, also if I have not been assigned in an approval queue for a submitted EPAF, I will not see the EPAF Proxy Records tile.

Something I need to keep in mind while I am working on completing the EPAF is that I will need to dismiss any messages that pop up at the right-hand corner. I can do that by clicking on the number in that corner.

To start the EPAF, I'll click on the New EPAF tile. On this first screen, I will go to the NIDA screen and copy my student's ID number and paste it in the ID field here (remember: the leading zeros will ALWAYS need to be included). I will then tab over, and their name should appear in the field below.

Please note: do not click on the Generate new ID, we do not use this function

In the query date field, today's date will default in. If necessary, I will need to change this to be the start date of the job.

Next, I will need to select the correct EPAF category. Clicking the drop-down arrow, I select the New Job/Rehire to Job (Currently Employed) category, as confirmed earlier in NIDA. As soon as I select this category, if I scroll down, I will see all their active campus positions listed. (The All Jobs button will bring up terminated/prior positions).

Then I click the Go button.

The next screen will be selecting the job or position that I want to hire the student in. If I don't know the position code, I will click on the magnifying glass icon under the Position column.

In the New Position Selection Screen, I will go to the Budget Organization column and click on the drop-down arrow and type in my department's four-digit orgn number, or search for my department by name. Once it comes up, I will click on it and then press the Go button to the right.

A list of all the active positions in my department will appear. The student positions will be sorted at the top (position code will start with a number). If there are multiple student positions listed, I will review the titles and then click on the appropriate position to select. If there is not a title/job that seems to fit, please send an email to hrasstdir@andrews.edu for assistance.

Once I click/select the position, it will take me back to the prior screen. Next, I will go to the Suffix field and enter 99. This will be a place holder that an automatic process will correct before it is applied. Then click on the Go button at the bottom.

This will now take me to the EPAF screen.

I can confirm all the information I entered or selected in the prior screen in the top section here.

On the New Job Details section heading, I will notice the position code and the job title next to it.

The first thing I need to do is confirm the two date fields. What defaults in is the date I entered in the prior screen. If I made a mistake there, I can correct it here.

Next is the Timesheet Orgn. This will control what department my student's timesheet will appear under the online time clocks. I will enter the same four-digit department code as I entered for the Budget Orgn.

Next is the Salary Grade. I see that there is a link to the student wage scale document for me to verify or determine what grade my student's job should be assigned. I can just copy and paste this onto another browser window. Remember, that the job responsibilities drive the grade and then the rate; I'm not going to pick a grade based on a certain rate. If I don't enter the grade as a capital letter, or enter an invalid grade, I will get an error later.

Once, I've entered a grade, then I enter the appropriate hourly rate. Again, I need to ensure that the rate fits within the grade that I've just entered, per the student wage scale.

In the Hours per pay I will enter how many hours my student will work in a two-week period, not hours per week as in the paper form.

The next three fields are asking for supervisor information. I will go to NIDA as that is where I will find all the information needed.

First, I will search for the supervisor. Then once I find them, I will note their ID number and go to the Employee line and hover over the "i" icon next to their position title. If the supervisor has multiple positions, I will grab the most appropriate one for my EPAF. The position code and the suffix will appear. I will enter these three pieces of information in the respective fields in the EPAF, copying their ID number and entering the position code and the full two-digit suffix.

The last field is the Job Priority field. As my student has another job on campus, I will select secondary.

At the very bottom of this section are seven defaulted and locked fields. I don't need to worry about them. To note, after I submit the EPAF, an automated process will update the timeclock number field (where the student physically clocks in) to the one most frequently used by this position. If the student is already assigned to this clock in another position, this position will be assigned the manual clock number.

Now it's time to confirm where the wages will be charged to. I will scroll down to the Labor Distribution section, and then under New, confirm that it is appropriate or correct. If not, I can make the change here, including adding another row for split distributions.

Once that is confirmed, it's time to do the Routing Queue. I see two minimum required approval levels. These should not be changed. The first is the immediate supervisor. This can be the actual immediate supervisor, or it can be the hiring manager, if that is the structure and protocol in my department. I will go to the Username column and search for that individual and select their name. Then, for the next approval level, I will select the name listed in the Username of the HR applier. FYI, the applier will be the one to take the final action which activates the job in Banner.

I will need to remember that if my rate of pay above was above the maximum of grade C on the student wage scale, which is currently $11.25, I will need to do a couple more things.

- I will need to add another approval level by clicking on the + add row, typing 75 to section the approval level 75 - COMP Compensation Approval, and under the username, select the name listed there, then select Approve as the required action needed
- Then I will need to add a Comment below indicating the justification for the higher rate, which could include a brief job description

Additionally, if needed or appropriate, I can add an FYI approval level. They will be prompted to acknowledge, but the acknowledgement is not required for the EPAF to be applied.

If I mistakenly add an approval level, I can always delete it by clicking on the trash icon over to the right.

In the Comments section, I can add any additional comments that might be helpful for the EPAF.

Once I have completed filling out the EPAF fields and routing queue and any comments, I need to click Save at the bottom. I need to make sure no errors pop up at the top. If there are, I need to correct it and RE-SAVE (otherwise, my entries and correction are not saved). If I ever need to stop in the middle of completing a new EPAF, I can always click Save and come back to finish it later.

Important: I will always need to remember to SAVE any new EPAFs or updates to an EPAF. Saving does NOT submit the EPAF, but just saves it. Likewise, submitting does not Save any changes I've made since the last time I saved.

If I am ready to submit my EPAF, then I will click on the Submit button that appears after the initial save is done. Then I'm done! It will now be routed to the person indicated in the Immediate Supervisor approval level for approval. This EPAF will now appear under the History tab in the EPAF originator summary. I can get to the EPAF originator summary by clicking here.

Both the immediate supervisor approver and/or the HR applier may notice corrections that need to be made on the EPAF and can return it to me for correction. I will receive notification of this and will need to make the correction, SAVE, and submit the EPAF again.

FYI on notifications: I will be notified if any (additional) comments are entered and once the EPAF is applied, i.e. job has been created and the student may begin working. The student will also receive an email notification indicating that they can begin working.