How To Hire A Graduate Assistant (EPAF)

⚠️ *****An EPAF cannot be submitted prior to a new employee completing their new hire paperwork in Human Resources. Departments must give the [New Employee Instructions Form](#) to each employee who has not worked on campus previously with instructions to report to HR with page one of their I9 completed and their supporting documents.**

1. Go to Employee Self Service Banner:
    https://portal.msutexas.edu:9040/pls/PROD/twbkwbis.P_WWWLogin

2. Enter your User ID (always use a Capital M) and PIN and click the Login button. If you've forgotten your PIN, click on the Forgot PIN button.

3. Once logged in, click on EMPLOYEE.

4. Once on the Employee tab, Click on Electronic Personnel Action Forms.

5. Click on NEW EPAF.

- Enter the employee's Campus ID or click on the search icon (magnifying glass) to search for the employee you are creating the EPAF for.
- Enter the effective date of the job (the first day the job starts) in the Query Date field. **Please note that the Query Date field always defaults to today's date, therefore it is very important that you enter the actual JOB EFFECTIVE DATE.**
- Choose the correct Approval Category: **Hire Graduate Assistant**
- **Click "GO"**

GA JOBS START DATES:

FALL-SPRING - 9-1-20xx – 5-31-20xx
FALL ONLY - 9-1-20xx – 1-15-20xx
SPRING ONLY - 1-16-20xx – 5-31-20xx
Summer I - June 01- July 31, Summer II July 01 - August 31
or Jun 01 – August 31 for 3 equal payments.

- Enter the position number if you already know it (and skip to step d, enter suffix) or you may search for the Position Number by clicking the "magnifying glass".

New EPAF Job Selection

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

ID: Johnny Smith, M20212545
Query Date: Sep 01, 2014
Approval Category: Hire Graduate Assistant, HIREGA

Monthly, JOBDES

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									◉

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

All Jobs

Next Approval Type   Go

Enter Position Number and Suffix (00)

- Enter "00" in the suffix, and click "**GO**".

- Enter **<u>annual salary</u>**, contract type (Primary if this is their only job or Secondary if they have more than one job), FTE, Hours per day, and hours per pay from the Monthly EPAF Hours worksheet. Enter terminate job effective date.

* - indicates a required field.

Hire Monthly, ST24EM-00 Graduate Assistant

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*****		09/01/2014
Jobs Effective Date: MM/DD/YYYY*****		09/01/2014
Title: (Not Enterable)		Graduate Assistant
Annual Salary: *****		7500.00
Contract Type: *****		Primary
Job Status: *****(Not Enterable)		A
FTE: *****		.475
Hours per Day: *****		3.8
Hours per Pay: *****		82.33
Step: *****(Not Enterable)		0
Job Change Reason: *****(Not Enterable)		900

*Enter Annual Salary (monthly amount x 9)

Terminate Job, ST24EM-00 Graduate Assistant

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*****		05/31/2014
Job Status: *****(Not Enterable)		T
Job Change Reason: *****(Not Enterable)		300

Terminate Job Date – Always use last day of the month

Earn Code, ST24EM-00 Graduate Assistant

Current Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
09/01/2014	016, Student Monthly	82.33			1	

• Enter the earnings code. It will always be code 016. Effective date is the same as Job begin date. Hours or Units per pay will be the same as entered previously.

Hire Monthly, ST24EM-00 Graduate Assistant

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		09/01/2014
Jobs Effective Date: MM/DD/YYYY*		09/01/2014
Title: (Not Enterable)		Graduate Assistant
Annual Salary: *		7500.00
Contract Type: *		Primary
Job Status: *(Not Enterable)		A
FTE: *		.475
Hours per Day: *		3.8
Hours per Pay: *		82.33
Step: *(Not Enterable)		0
Job Change Reason: *(Not Enterable)		900

Earn Code, SE08GR-00 Grad Asst Exempt

Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date

New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
09/01/2013	016, Student Monthly	82.33			1		
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

Save and Add New Rows

- Mandatory Routing Queue is set by Human Resources. Complete the Approval Queues by clicking on the magnifying glass to select the appropriate approver's name.

*Please note for GA HIRES – the DEPT will be your Graduate Coordinator for your area. If you wish to include your CHAIR, please add to your routing queue.

Routing Queue

Approval Level	User Name		Required Action
8 - (PREPAY) PrePayroll	CSTRICKLAND	Connie Lea Strickland	Approve
9 - (HRPRE) HR Assistant	CGRIMES	Courtney Meagan Grimes	Approve
10 - (DEPT) Department			Approve
20 - (DEAN) Dean			FYI
21 - (PREGRD) Pre Grad Dean	LDAVIS	Lucy Davis	Approve
22 - (GADEAN) Graduate Dean	KSTEWART	Kathryn M Stewart	Approve
45 - (HRBEN) HR Benefits	LVILLADIEGO	Liza Carmen Villadiego	Approve
99 - (PAYROL) Payroll	CSTRICKLAND	Connie Lea Strickland	Apply
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected

Save and Add New Rows

Comment

Always put monthly pay in comments

Very Important: In the comments section, indicate any information that could be relevant. Once comments are "saved", they cannot be changed. Be careful with articulating comments. An EPAF user can make multiple comments to the EPAF and comments can be attached to the EPAF at any approval level.

- Click **Save** and **Submit** to finalize your hire and to send your EPAF for approval.

Electronic Personnel Action Form

✔ Your change was saved successfully.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Johnny Smith, M20212545
Transaction: 271   **Query Date:** Jun 19, 2014
Transaction Status: Waiting
Approval Category: Hire Student Employee, HIREST

[Save] [Submit] [Delete]

Electronic Personnel Action Form

✔ The transaction has been successfully submitted
💬 Enter the information for the EPAF and either Save or Submit

If errors occur, review the Errors and Warning Messages Section at top of the EPAF. (Ignore the Warning Messages, correct the Error Messages) If no errors exist, your transaction has successfully submitted.

Return to the EPAF Originator Summary and click on your History Tab to view the status of your EPAF.