How To Rehire or Make Changes to a Graduate Assistant (EPAF)

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 date you want the REHIRE or CHANGE to take effect 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: Rehire/Change 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.

b. HINT: Query Date Always Equals the Job Effective Date. GA jobs always start on the first day of the month.

c. Correct Approval Category
• Click “All Jobs” to ensure that all active positions are displayed.
• Select the employee’s position (PC#) you are reactivating or changing. Please note – if this employee is working in a different dept or if this is a New position in your department, you will need to complete the HIRE GA EPAF.
• Click “Go”
- REHIRE or make your CHANGES for the new semester(s) under the NEW VALUE. Enter **annual salary**, 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.

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**Annual Salary** (monthly amount x 9)
Your routing queue should be set up to automatically default. If not, 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.

*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.

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.