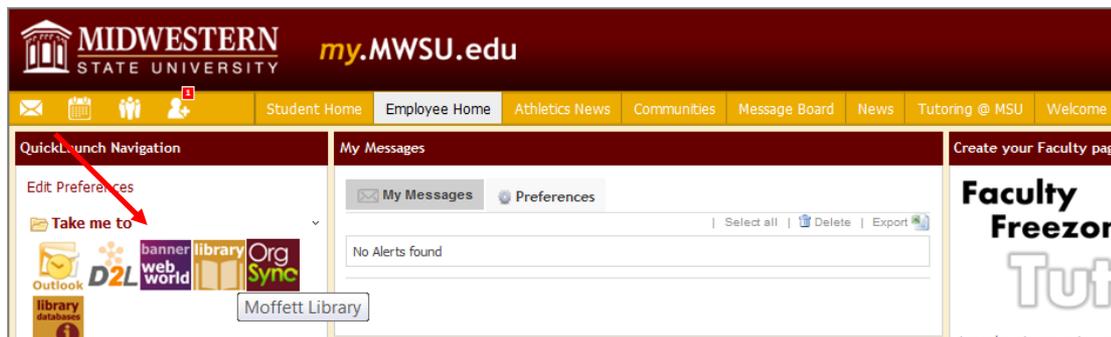


How To Rehire or Make Changes to a Graduate Assistant (EPAF)

1. Go to Employee Self Service Banner: https://portal.mwsu.edu:9040/pls/PROD/twbkwbis.P_WWWLogin or from the Portal, click on Web World <https://my.mwsu.edu/web/mycampus/home>



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.



Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

RELEASE: 8.6

3. Once logged in, click on EMPLOYEE.

The screenshot shows the MSU Web World main menu. At the top, there are four tabs: Personal Information, Student, Financial Aid, and Employee. The Employee tab is selected. Below the tabs is a search bar with a 'Go' button. The main menu lists several options: Personal Information, Student, Financial Aid, and Employee. The Employee link is circled in red. Below the menu is a welcome message for Courtney M. Grimes and a 'RELEASE: 8.6' footer.

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

The screenshot shows the MSU Web World Employee page. At the top, there are four tabs: Personal Information, Student, Financial Aid, and Employee. The Employee tab is selected. Below the tabs is a search bar with a 'Go' button and a 'RETURN TO' link. The main content area is titled 'Employee' and lists several options: Time Sheet, Leave Report, Request Time Off, Electronic Personnel Action Forms, Benefits and Deductions, Pay Information, Tax Forms, Jobs Summary, Leave Balances, and Campus Directory. The Electronic Personnel Action Forms link is circled in red. Below the list is a 'RELEASE: 8.10.1' footer.

5. Click on NEW EPAF.

The screenshot shows the MSU Web World Electronic Personnel Action Form page. At the top, there are four tabs: Personal Information, Student, Financial Aid, and Employee. The Employee tab is selected. Below the tabs is a search bar with a 'Go' button and a 'RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT' link. The main content area is titled 'Electronic Personnel Action Form' and lists several options: EPAF Approver Summary, EPAF Originator Summary, New EPAF, EPAF Proxy Records, and Act as a Proxy. The New EPAF link is circled in red. Below the list is a 'RELEASE: 8.9' footer.

- 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- June 30, Summer II July 01 –July 31
or Jun 01 – August 31 for 3 equal payments.

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY*

Approval Category: *

a. Employee’s Campus ID

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

EPAF Approver Summary | EPAF Originator Summary

- 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”

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * 

Query Date: MM/DD/YYYY *

Approval Category: *

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	ST24EM	00	Grad Asst Exempt	22502, Crmnl Jstc Hlth Publ Admin Crs Fees	Aug 27, 2012	May 31, 2014	Mar 31, 2014	Terminated

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)

[Return to EPAF Menu](#)

Query Date: Sep 01, 2014

Approval Category: Mth/GA Change/Reactivate/Term, STATU2

Monthly Change/Reactivate, STATU2

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job									<input type="radio"/>
	Primary	ST24EM	00	Grad Asst Exempt	22502, Crmnl Jstc Hlth Publ Admin Crs Fees	Aug 27, 2012	May 31, 2014	Mar 31, 2014	Terminated	<input checked="" type="radio"/>

Next Approval Type

- 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.

* - indicates a required field.

Monthly Change/Reactivate, ST24EM-00 Grad Asst Exempt, Last Paid Date: Mar 31, 2014

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	05/31/2014	09/01/2014
Job Status: *(Not Enterable)	Terminated	A
Title: *	Grad Asst Exempt	
Annual Salary: *	7500	
FTE: *	.475	
Hours per Day: *	3.8	
Hours per Pay: *	82.33	
Job Change Reason: *(Not Enterable)		200

**** Annual Salary** (monthly amount x 9)**

Terminate Job, ST24EM-00 Grad Asst Exempt, Last Paid Date: Mar 31, 2014

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

- 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.**

Routing Queue

Approval Level	User Name	Required Action
10 - (DEPT) Department	RJOHNSON Robert L Johnson	Approve
21 - (PREAVP) Pre-Associate VP	LDAVIS Lucy Davis	Approve
22 - (AVP) Associate Vice President	DGARRISON Deborah R Garrison	Approve
26 - (DEAN) Dean	SWATSON Samuel E Watson	FYI
40 - (HR-PRE) HR Preview	MMARTINEZ Merlinda R Martinez	Approve
45 - (HRBEN) HR Benefits	JSALAZAR Judith Diane Salazar	Approve
99 - (PAYROL) Payroll & Superuser	CSTRICKLAND Connie Lea Strickland	Apply
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.

Need Additional Help?
Contact epafhelp@mwsu.edu