

How To REHIRE or CHANGE Hourly Student or Temp Job

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.



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:

Login

Forgot 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 navigation 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, there 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 navigation 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 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, there 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 navigation 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 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, there 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 end date you want the 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 DATE the CHANGE will take place in this field.**
- Choose Approval Category: Rehire/Chg Hourly Student, STATU1, or Rehire/Chg Part Time Hourly Temp, STATTP
- Click “All Jobs” to ensure that all active positions are displayed.

Search

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: *

a. Employee’s Campus ID

Query Date: MM/DD/YYYY*

b. HINT: Query Date Always Equals the Job Effective Date of the first day of work

Approval Category: *

There are no active jobs based on the Query Date.

c. Correct Approval Category

- Select the employee's position you are reactivating or making the change to. (If your employee has more than 1 job on campus, it is important that you **select the right one!**)
- Click "Go"

[Personal Information](#)
[Student](#)
[Financial Aid](#)
[Employee](#)

Search

[RETURN TO EMPLOYEE MENU](#)
[SITE MAP](#)
[HELP](#)
[EXIT](#)

New EPAF Job Selection

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

ID:

Query Date: Jun 24, 2014

Approval Category: Hourly Change/Reactivate, STATU1

Hourly Change/Reactivate, STATU1

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>	<input type="text"/>						<input type="radio"/>
<input type="text"/>	Primary	SN09SW	00	\$8.00/Admissions	4650, Admissions Director	Sep 01, 2011	Aug 13, 2014	Mar 31, 2014	Active	<input checked="" type="radio"/>
<input type="text"/>	Secondary	SS12SW	00	\$8.00/Chemistry	22617, Chemistry Instr. Enhancement	Jan 14, 2013	Aug 31, 2014	Mar 31, 2014	Active	<input type="radio"/>

- In the REHIRE EPAF, notice your employee's current pay history is listed under the Current Value section. If you are **REHIRING** and **DO NOT** need to make changes to the hours or rate of pay, you can **SAVE** and **SUBMIT**. All your information from the previous hire, will transfer over to the current date of hire.

* - indicates a required field.

Rehire/Chg Hourly Student/Temp, SP07SW-00 \$7.75/Human Resources, Last Paid Date: Jul 15, 2014

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	01/27/2014	<input type="text" value="08/04/2014"/>
Job Status: *(Not Enterable)	Active	<input type="text" value="A"/>
Title:	\$7.75/Human Resources	<input type="text"/>
Regular Rate:	7.75	<input type="text"/>
FTE:	.5	<input type="text"/>
Hours per Day:	4	<input type="text"/>
Hours per Pay:	43.34	<input type="text"/>
Job Change Reason: *(Not Enterable)		<input type="text" value="200"/>

[Return to Top](#)

- I need to **Rehire**, **BUT** need to make changes. For this example, we made a change to the **RATE** of Pay for this student.

Please refer to Payroll's EPAF semi-monthly (orange) reference chart for FTE and hours calculations.

Hourly Change/Reactivate, SN09SW-00 \$8.00/Admissions, Last Paid Date: Mar 31, 2014

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	01/09/2014	06/24/2014
Job Status: *(Not Enterable)	Active	A
Title: *	\$8.00/Admissions	
Regular Rate: *	8	
FTE: *	.4	
Hours per Day: *	3.2	
Hours per Pay: *	34.67	
Job Change Reason: (Not Enterable)		200

Hourly Change/Reactivate, SN09SW-00 \$8.00/Admissions, Last Paid Date: Mar 31, 2014

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	01/09/2014	06/24/2014
Job Status: *(Not Enterable)	Active	A
Title: *	\$8.00/Admissions	\$8.50/Admissions
Regular Rate: *	8	8.50
FTE: *	.4	.4
Hours per Day: *	3.2	3.2
Hours per Pay: *	34.67	34.67
Job Change Reason: (Not Enterable)		200

Include CHANGES under the NEW VALUE



TIP: We highly recommend changing the rate of pay on the 1st or 16th of the month.

- Complete the mandatory routing queue.

Routing Queue

Approval Level	User Name	Required Action
10 - (DEPT) Department	CGRIMES Courtney Meagan Grimes	Approve
49 - (HR-PRE) HR Preview	MMARTINEZ Merlinda R Martinez	Approve
99 - (PAYROL) Payroll & Superuser	SKREBS Sandra Sue Krebs	Apply
25 - (VP/PRV) Vice President/Provost	KLAMB Keith W Lamb	Approve
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

Comment

Dept will make exception notes in the comments for VP or Dean approval

***PLEASE NOTE: YOUR AVP, VP or DEAN MUST be added to your Routing Queue for APPROVAL IF :**

- Hours are over 20 per week
- Rate of pay is more than minimum wage plus \$3.50
- GPA is below 2.0

If you fail to include, your EPAF will be returned for correction



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.