Rehire a Graduate Assistant EPAF

*This EPAF is used to rehire a Graduate Assistant (full semesters)*

If you need to rehire just for fall or spring only, please use the REHire 4 months (Fall)/ 5 months (Spring) Graduate Assistant EPAF

*If budget has informed you the PC# has changed, you will need to submit a **HIRE GA EPAF** because the job is NEW.*

Visit the MSU Texas Human Resources Website

Click on **Banner 9 – EPAFs**

If you are not already logged in the portal, log in by using your computer log in:
firstname.lastname & password

Once you are logged in to the portal, you will see your EPAF dashboard

To start your EPAF, click New EPAF to open the form.
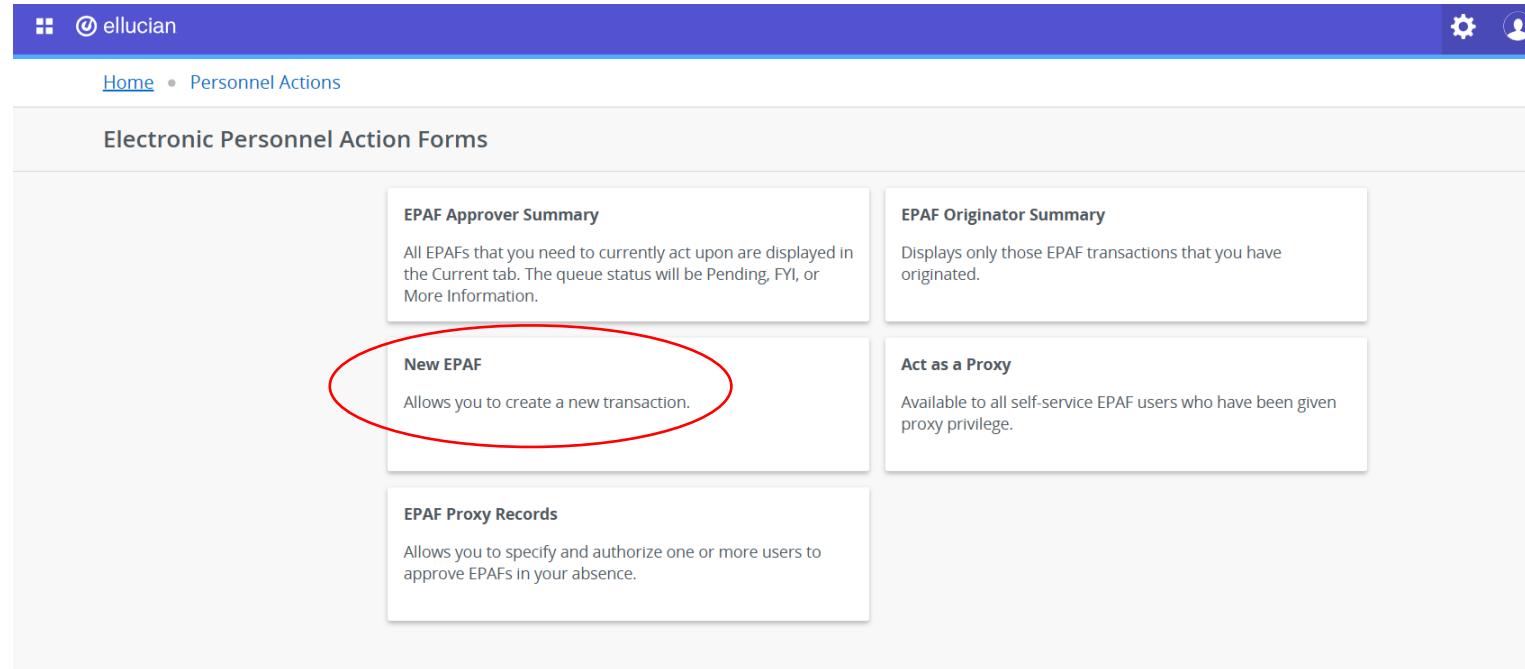
Enter the **Employee's M#** in the ID or use the New EPAF Person Selection to search for information.

Query Date = the <u>first day the month</u>. If you do not update this date it will auto populate to today's date.

** Graduate Assistant 9 month dates: Start 09/01/xxxx – 05/31/xxxx

Approval Category

ReHire Graduate Assistant, Choose MN – Rehire or Change Graduate Assistant (9 months), STATU2
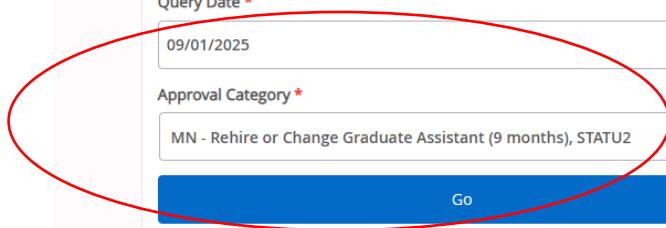
Select GO

Select the PC# (job) you are reactivating and include the Suffix. Select GO to open the EPAF transaction.

Rehire/Chg Monthly Employee, STATU2

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
☐	New Job	🔍							
☑	Primary	SB09EM	00	GA/ECON/FINC/GBUS	22308, Wichitan	01/01/2025	05/31/2026	01/31/2026	Active

Active Jobs	Next Approval Type	Go
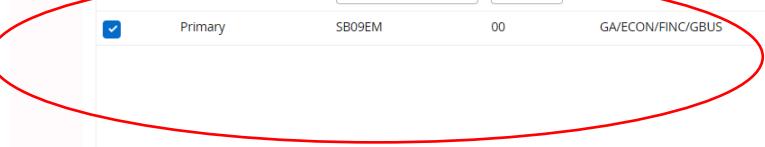
Enter the following new information. The date will pull from the Query date. If this is <u>NOT</u> the correct first day of the month, please start over. Enter Title, and update any changes to the Annual Salary (*9), FTE, Hours per pay and day. <mark>Previous history will default, so you will have to update if there are any changes.</mark>

Rehire/Chg Monthly Employee, SB09EM-00 GA/ECON/FINC/GBUS, Last Paid Date: 01/31/2026

Jobs Effective Date (Not Enterable) *

09/01/2025

Job Status (Not Enterable) *

A		Old Value: Active

Title

Put Dept. Name Here		Old Value: GA/ECON/FINC/GBUS

Annual Salary

4000

FTE

.475

Hours per Day

3.8

Hours per Pay

82.33

Pays (Not Enterable) *

9		Old Value: 4

Factor (Not Enterable) *

9		Old Value: 4

Job Change Reason (Not Enterable) *

038

The FOAPAL (Fund, Organization, Account, Program, Activity, Location) – Pulls the account the payment will be paid from. Verify that this is the correct funding before you submit.

FOAPAL, SB09EM-00 GA/ECON/FINC/GBUS, Last Paid Date: 01/31/2026

Current

Effective Date
09/01/2025

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
M		23210	22212	7013	12	99999				100	

New

Effective Date MM/DD/YYYY

09/01/2025

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
M		23210	22212	7013	12	99999				100		🗑

⊕ Default from Index   ⊕ Add Row

Terminate Job – enter the <u>last day of the month</u> this job ends.

Terminate Job, SB30EM-00 Grad Asst Exempt

Jobs Effective Date *

| 05/31/2026 | 📅 | 🕘 | Old Value: |

Job Status (Not Enterable) *

| T | | 🕘 | Old Value: |

Job Change Reason (Not Enterable) *

| 066 | | 🕘 | Old Value: |

Routing Queue - Make sure all mandatory default level User Names are selected.

Payroll: Choose SHMILLER for Monthly Payroll

Routing Queue

Approval Level	User Name	Required Action	Remo
4 - (PREGRD) Pre Grad Dean ⌄	Not Selected ⌄	Approve ⌄	
8 - (PREPAY) PrePayroll ⌄	Not Selected ⌄	Approve ⌄	
9 - (HRPRE) HR Specialist ⌄	Not Selected ⌄	Approve ⌄	
10 - (DEPT) Department ⌄	Not Selected ⌄	Approve ⌄	
20 - (DEAN) Dean ⌄	Not Selected ⌄	FYI ⌄	
22 - (GADEAN) Graduate Dean ⌄	Not Selected ⌄	Approve ⌄	
45 - (HRBEN) HR Benefits ⌄	Not Selected ⌄	Approve ⌄	
60 - (IT) IT ⌄	Not Selected ⌄	FYI ⌄	
99 - (PAYROL) Payroll ⌄	Not Selected ⌄	Apply ⌄	

Comments – Add any additional information or instructions here for the approvers listed in the routing queue.

Comments

Add Comment

Remaining Characters : 4000

Save

New EPAF · EPAF Originator Summary

Save and Submit the EPAF to start the approval process. You will see a time stamp transaction once it is submitted. **Originators** – if you notice your EPAF was created but there is not a submitted date, it's waiting on you.

Transaction History			⌄
Action	Date	User Name	
Created	08/26/2025	Courtney Meagan Grimes	
Submitted	08/26/2025	Courtney Meagan Grimes	
Applied	08/28/2025	Vivica Chantel Guillory	

Cancel Transaction

To view your transaction and monitor the status, visit your History tab for information.

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Home • Personnel Actions • EPAF Originator Summary

EPAF Originator Summary

Current   **History**

ⓘ Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transactions   Transaction Status | All |

Name ^	ID ⌄	Transaction ⌄	Type of Change ⌄	Submitted Date ⌄	Effective Date ⌄	Status ⌄	Links