

Rehire a Graduate Assistant EPAF

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

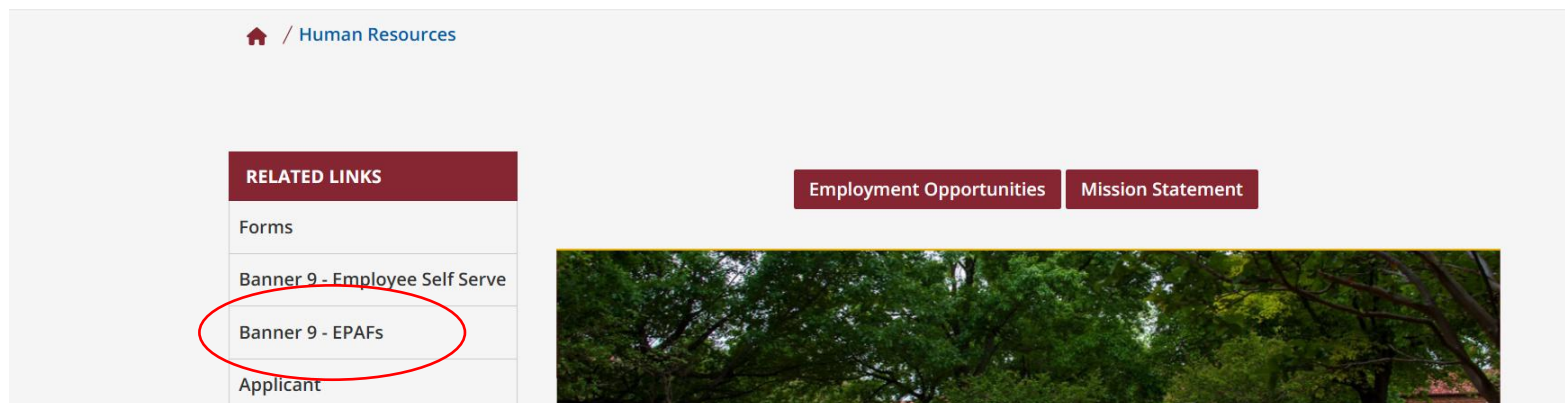
If you need to rehire just for fall or spring only, please use the REHire 4 months (Fall)/ 5 months (Spring) Graduate Assistant EPAF

*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](#)

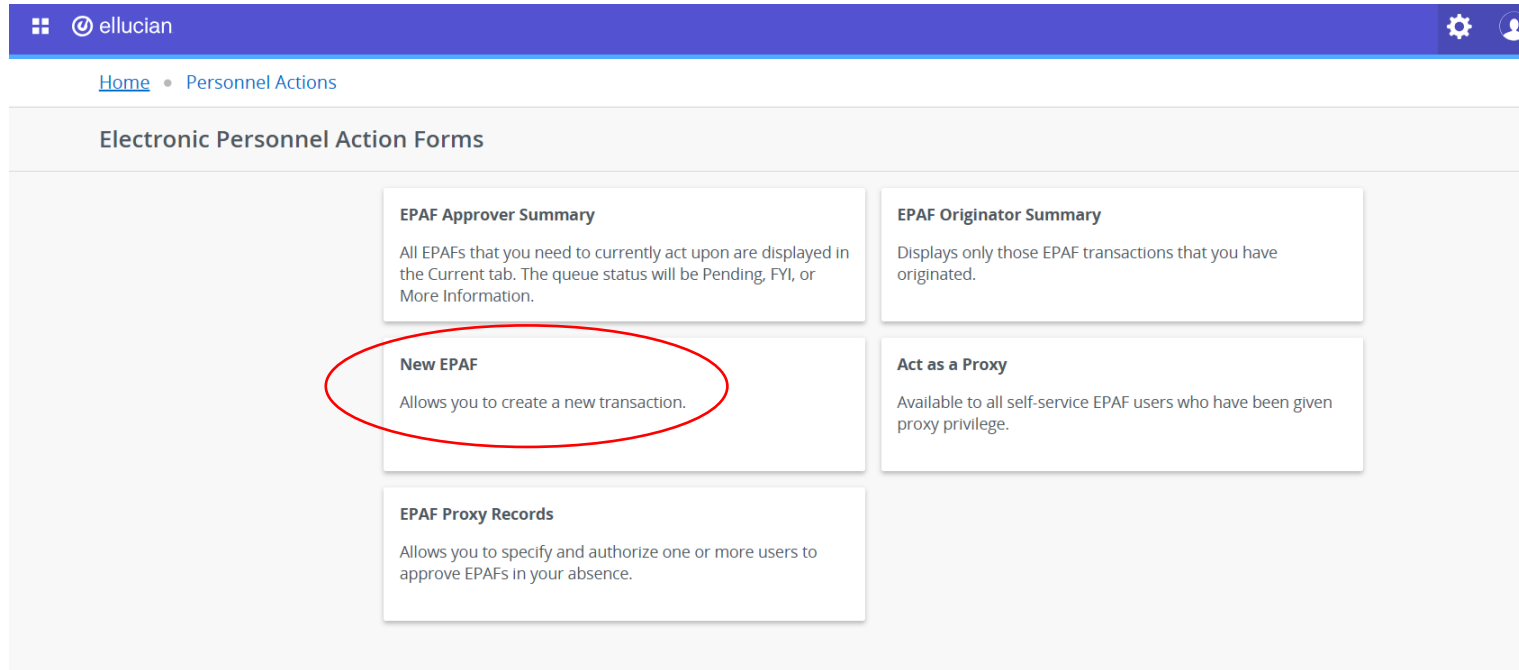
Click on **Banner 9 – EPAFs**

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.



The screenshot shows the EPAF dashboard interface. At the top is a blue header bar with the ellucian logo on the left and a settings gear icon and a user profile icon on the right. Below the header is a breadcrumb trail: [Home](#) • [Personnel Actions](#). The main content area is titled "Electronic Personnel Action Forms". It contains five white cards with shadows. The "New EPAF" card is circled in red. The cards are as follows:

- EPAF Approver Summary**
All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.
- EPAF Originator Summary**
Displays only those EPAF transactions that you have originated.
- New EPAF**
Allows you to create a new transaction.
- Act as a Proxy**
Available to all self-service EPAF users who have been given proxy privilege.
- EPAF Proxy Records**
Allows you to specify and authorize one or more users to approve EPAFs in your absence.

Enter the **Employee's M#** in the ID or use the New EPAF Person Selection to search for information.

Query Date = the first day the month. 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

Enter or Generate New ID

* Indicates a required field. Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and se

ID *

M20353673

Mustang, Maverick

[Generate new ID](#)

Query Date *

09/01/2025

Approval Category *

MN - Rehire or Change Graduate Assistant (9 months), STATU2

Go

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
<input type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>						
<input checked="" type="checkbox"/>	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 NOT 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. **Previous history will default, so you will have to update if there are any changes.**

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 last day of the month 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	Remc
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

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