

## Rehire a Graduate Assistant EPAF

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

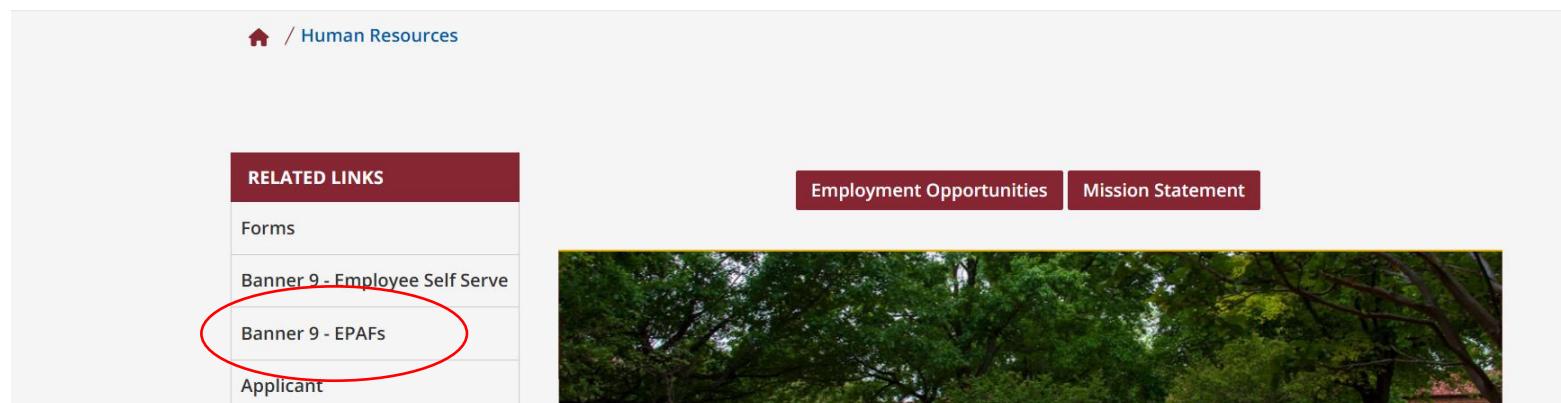
*If you need to rehire just for fall or spring only, please use the REHire 4 months (Fall)/ 5 months (Spring) Graduate Assistant EPAF*

*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**

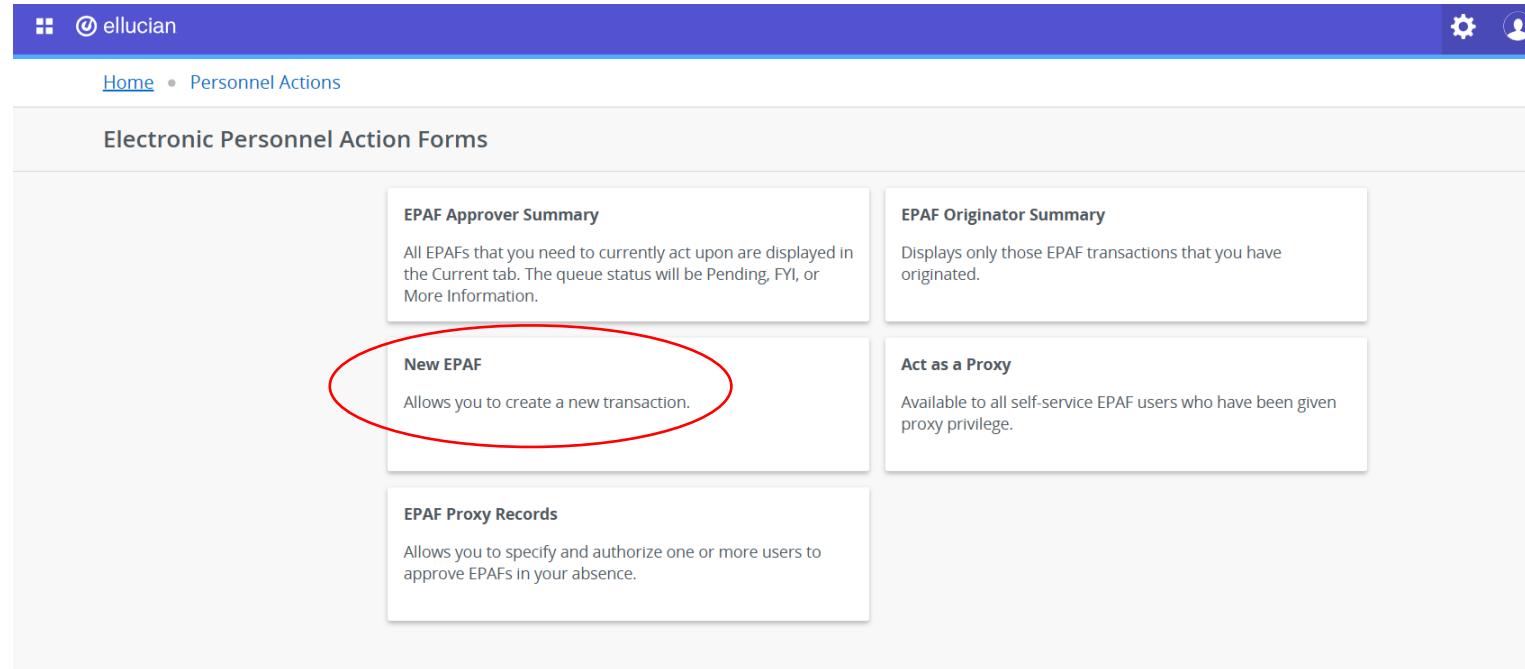
If you are not already logged in the portal, log in by using your computer log in:  
**firstname.lastname & password**



The screenshot shows the MSU Texas Human Resources website. At the top, there is a navigation bar with a house icon and the text "Human Resources". Below this, there is a "RELATED LINKS" sidebar with several options: "Forms", "Banner 9 - Employee Self Serve", "Banner 9 - EPAFs" (which is circled in red), and "Applicant". At the bottom of the sidebar, there is a large image of green trees. To the right of the sidebar, there are two buttons: "Employment Opportunities" and "Mission Statement".

**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 'Electronic Personnel Action Forms' dashboard. It features five cards:

- 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** (circled in red): 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 \*

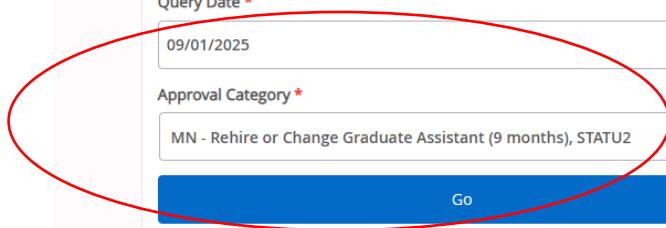
Mustang, Maverick

[Generate new ID](#)

Query Date \*  
 [Calendar](#)

Approval Category \*

**Go**



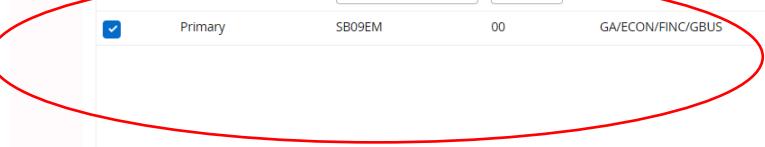
**Select GO**

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

Rehire/Chg Monthly Employee, STATUS2

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input type="checkbox"/>	New Job								
<input checked="" type="checkbox"/>	Primary	SB09EM	00	GA/ECON/FINC/GBUS	22308, Wichita	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

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Jobs Effective Date (Not Enterable) \*

Job Status (Not Enterable) \*

D Old Value: Active

Title

D Old Value: GA/ECON/FINC/GBUS

Annual Salary

FTE

Hours per Day

Hours per Pay

Pays (Not Enterable) \*

D Old Value: 4

Factor (Not Enterable) \*

D Old Value: 4

Job Change Reason (Not Enterable) \*

**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	<input type="button" value="Q"/>	<input type="button" value="23210"/>	<input type="button" value="22212"/>	<input type="button" value="7013"/>	<input type="button" value="12"/>	<input type="button" value="99999"/>				100	<input type="button" value="W"/>	

**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	Remarks
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