

Creating an EPAF for New Hire-Part Time

1. Log on to Banner Self Service
 - a. User ID: This is your Banner ID
 - b. Password: This is your self-service pin number, the same number you use to access your pay stub.
2. Select **Employee Services**
3. Select **Electronic Personnel Action Form**
4. Select **New EPAF**
5. Enter the Banner ID of the person you want to create an EPAF If you don't know the person's ID, enter the name and click on the magnifying glass on the right to search for the employee
6. Today's date will default in the Query Date field. You can override this date. (Date must be in MM/DD/YYYY format). If the EPAF's effective date is prior to the current date it should be entered here.
7. Select the type of action from the Approval Category drop down menu (New Hire).
8. Today's date will default in the Query Date field. You can override this date. (Date must be in MM/DD/YYYY format).
9. Select **New Hire -Part Time Employee with an Hourly Rate**
10. Select **Go**
11. The radio button will indicate the new job
12. Enter the **Position Number**, this number will be communicated to you from Pat Thompson.
13. Enter the **Suffix "00"**
14. The job title and organization information will appear
15. Select **Go**
16. Enter the **Job Begin Date** (MM/DD/YYYY)
17. Contract Type will default to Primary
18. Enter **Jobs Effective Date, same as Begin Date** (MM/DD/YYYY)
19. **Job Status** will default to Active
20. **Job Change Reason** will default to NEW, New Hire
21. Enter **Regular Rate** (same as hourly rate) (no dollar sign)
22. Enter **Effective Date** (MM/DD/YYYY)
23. Enter information in **Routing Queue**, if you have set this up in **NTRROUT** it will automatically default to the appropriate names:
24. Enter comments if necessary
25. Click **Save**
26. Click **Submit**