Definition of Student Hire (STUJOB): This Cheat Sheet applies to any student assignment submitted for a former USF student employee who has not worked at USF in over 18 months.

Purpose: EPAFs set up students in the Payroll database and authorize payment; a student cannot work at USF without a work clearance and an EPAF submission. For EPAF tutorials, please see: [https://web.usfca.edu/HR/Payroll/Banner_EPAF_Information/](https://web.usfca.edu/HR/Payroll/Banner_EPAF_Information/)

EPAF Due Dates: Generally, EPAF’s are due about two weeks before the end of the pay period. The 2015 submission schedule can be found at: [https://web.usfca.edu/HR/Payroll/Pay_Schedules/](https://web.usfca.edu/HR/Payroll/Pay_Schedules/)

Contact Information for EPAF Support: Melissa Takahashi, 422-2479, takahashi@usfca.edu

<table>
<thead>
<tr>
<th>Required Steps/Actions</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review the student’s required Work Clearance, which the student obtains from the One-Stop Office. The Work Clearance is required before an EPAF can be submitted.</td>
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<tr>
<td>2. Go to My USF, select the Employee button under “Self-Service”, select EPAFs, then select New EPAF and enter student’s CWID.</td>
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<tr>
<td>3. Determine student work assignment start date and enter this start date in the Query Date field.</td>
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<td>4. From the Approval Category menu, select “Student Rehire, STUREH” and click “Go.”</td>
<td>✔</td>
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<tr>
<td>5. Determine position number and enter in Position field [there are multiple position numbers to use for all student hires; the 2 most common are: Work-Study (B79999) and Non Work-Study (B59999)].</td>
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<tr>
<td>6. Click on Find Suffix. Then click Create.</td>
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<tr>
<td>7. Find the Job Begin Date field. If there is a prepopulated date value already in the field, leave this date as-is. If the field is blank, then enter the student’s start date in the Job Begin Date field.</td>
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<td>8. In the Employee Class Code field, enter “BB” for Non-Work Study or “BC” for Work Study students</td>
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<tr>
<td>9. Determine Distribution Org [Value: _________] and enter this value in both the Home Organization and Distribution Orgn fields.</td>
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<tr>
<td>10. Enter Timesheet Orgn (P-Org) [Value: __________]; to determine correct value, please contact <a href="mailto:etimesheets@usfca.edu">etimesheets@usfca.edu</a>. This is an alpha/numeric code (P, followed by 5 numeric digits) specifying the employee’s E-Timesheet supervisor.</td>
<td>✔</td>
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<tr>
<td>11. Enter CWID of the employee’s supervisor in the Supervisor ID field.</td>
<td>✔</td>
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<tr>
<td>12. If your student is paid exactly minimum wage, enter “1” in the Step field. Otherwise, enter “0” if you wish to manually control your employee’s hourly rate; Or, determine student’s Step by using the “Step Rate Table” to cross-reference student’s hourly rate with the corresponding Step value. There is a link to the “Step Rate Table” at the top of each EPAF in red font.</td>
<td>✔</td>
</tr>
</tbody>
</table>
13. If you’ve entered a Step value of “0”, then enter the employee’s hourly rate in the **Regular Rate** field. If you have entered a Step value of “1” or greater, leave the **Regular Rate** field blank.

14. Enter employing department’s name in the **Title** field (e.g. “Biology”).

15. Enter appropriate FOAP [Value: _______________] in the “Fund,” “Organization,” “Account” and “Program” fields over the default FOAP that will automatically populate (note: the FOAP comes from the department’s budget Manager and designates the account from which the student’s pay is deducted).

16. Enter designated EPAF approvers in the **Routing Queue** section, as follows:

<table>
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<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Approver Checks for:</th>
</tr>
</thead>
</table>
| 20 – DEPMGR    | (determined by dept.) | • Is hire approved?  
• Is hourly rate correct?  
• Is FOAP correct?  
• Are Timesheet & Distribution Orgn values correct? |
| 40 – STUEMP    | PRADO     | • Is student enrolled and cleared to work?  
• Work Study eligible?  
• Is I-9 on file? |
| 50 – GRANTS (Only if assignment is grant-funded) | LCOULSON | • Is this assignment grant-funded?  
• Are pay information and length of assignment correct? |
| 90 – HRIS      | ECLAGRAN  | • Are dates correct?  
• Do all fields contain values that are valid? |
| 99 – FINPAY    | ECLAGRAN  | • EPAF is applied to the system at this level. |

17. Enter relevant **Comments** including assignment start date, hourly rate and employee’s supervisor.

18. Click **Save** and then **Submit**.

19. Review and correct any errors you may receive. For assistance, please review Troubleshooting Guide at [https://web.usfca.edu/HR/Payroll/Banner_EPAF_Information/](https://web.usfca.edu/HR/Payroll/Banner_EPAF_Information/).

20. Once the EPAF has been successfully submitted, monitor your e-mail for confirmation that your EPAF has been “Completed Successfully.” If you receive an e-mail notification that the EPAF has been “Returned for Correction,” revisit the EPAF in your **EPAF Originator Summary**, make the correction(s) specified in the **Comments** section, then **Save** and resubmit.

- **Once the EPAF is approved, the E-Timesheet is accessible to your new student employee.**