

Temp SHRA Hourly Assignment, HOURLY

Monthly Deadline – Hourly positions must be entered by the 26th of the month and approved by the 28th.

EPAF Screen #1

1. ID - enter the Temp's 850# and hit tab. Double check the student name is correct.
2. Query Date – Change to first day of month to be paid in (i.e. 07/01/2019) and hit tab.
 - a. Important - Not changing the Query Date is a common error.
 - b. If not entered on the initial screen, you'll have to restart the EPAF.
3. Approval Category – For existing Temp employees select *Temp SHRA Hourly Assignment, HOURLY*.
4. Click 'All Jobs' to see if the Temp previously had or now has a TS job established. If yes, click **Go**.
 - a. If no, complete an *Update Form*. The employee will need to go to HR and complete an I-9.
 - b. When the *Employee Update Form* is approved by Kim Roughton in HR, a TS hourly job can be entered.

EPAF Screen #2

5. Enter a Position # - These correlates to the fund the Temp is being paid from (i.e. T00403 paid from fund 121030).
 - a. **SSRS/HR Campus/Supplemental Compensation/EPAF/EPAF Active Positions with Funding**
6. Enter a Suffix # - 00 is the first job on this position, 01 is the second job, 02 is the third job, etc.
7. Click **All Jobs** to see if the Temp has had this specific Position-Suffix before. If not, click **Go**.
 - a. If yes, **do not reuse a suffix**. (common error). Use the next highest suffix on that position #, then hit **Go**.
 - b. Example: Click **All Jobs** and if position T00403-00 exists, the next Position-Suffix must be T00403-01.

EPAF Screen #3

8. Job Begin Date – This should autofill the first day of the month from the Query Date on the first job entry page.
 - a. If this is not the first of the month (i.e. 07/01/2019), the Query Date was not entered correctly. Start Over.
9. Job Effective Date – Same as above.
10. Personnel Date – For simplicity's sake, enter the first day of the month, (i.e. 07/01/2019).
 - a. Optional – This can be the date the employee first day starts physically working.
11. Regular Rate – Enter the temp's hourly rate (i.e. 10.00, 12.00, 14.00, etc.) No special characters, such as "\$".
12. FTE – Enter the Full Time Equivalent. Use the FTE calculator in EPAF.
 - a. 1 = 40 hours per week / .5 = 20 hours per week / .25 = 10 hours per week
13. Title - Enter the Purpose Code for this position. (i.e. T020) This is found on the Purpose Code & Title Report at:
 - a. **SSRS/HR Campus/Supplemental Compensation/EPAF/EPAF Purpose Code and Title**
 - b. Purpose Code flips to correct title for reporting.

14. Timesheet Org – Enter your timekeeping org. This connects this job to the staff timekeeper who will approve monthly student timesheets.
 - a. The next section enables you to verify the fund/budget the student will be paid from.
15. End Job Record – The *Jobs Effective Date* must be the last day of the month (i.e. 07/31/2019). (All TS Hourly jobs must be no longer than 11 months.)
 - a. If—for example—07/30/2019 is entered, the student will not be able to open a timesheet for July.
 - b. Be very careful with end dates.
16. Routing Queue – This can be set up in Banner screen NTRROUT. It must include the following:
 - i. Originator – User Name of the person entering the job
 - ii. Dept Head/Chair – User Name should be the budget authority of the fund you're paying on
 - iii. Apply Transactions – User Name is HRAPPLY (all caps, no spaces)
17. Click **Save** at bottom. A green checkmark should appear at the top. A red X means something was entered incorrectly.
18. Click **Submit** at the top. A green checkmark should appear at the top. A red X means something was entered incorrectly.
19. Go to EPAF Approver Summary.
20. Check the Action box and click **Save**. This sends the job to the Dept Head/Chair to Approve.

Jobs are applied in banner, after they are approved by all, the next time the HRAPPLY process runs. (HRAPPLY picks up jobs daily, Monday-Friday at 9:30am.)