

Undergrad Hourly Assignment, UGHRLY

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 student'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 undergraduate student employees select: *Undergrad Hourly Assignment, UGHRLY*.
4. Click 'All Jobs' to see if the student previously had or now has a UG job established. If yes, click **Go**.
 - a. If no, complete an *Undergrad NEW EE*. The student will need to go to HR and complete an I-9.
 - b. When the New EE is approved by Ivor in HR, a UG hourly job can be entered.

EPAF Screen #2

5. Enter a Position # - These correlate to the fund the student is being paid from (i.e. U00599).
 - a. **SSRS/HR Campus/Supplemental Compensation/EPAF/EPAF Active Positions with Funding**
6. Enter the 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 student 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 #, hit **Go**.
 - b. Example: Click **All Jobs** and if position U00599-00 exists, the next Position-Suffix must be U00599-01.

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. 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 physically starts working, (i.e. 07/13/2019).
11. Regular Rate – Enter the new student employee's hourly rate (i.e. 7.25, 8.50, 10, etc.)
 - a. No special characters, such as "\$". Continued...

12. FTE – Enter the Full Time Equivalent. Use the FTE calculator in EPAF.
 - a. Consider other active jobs this student may have. During the Fall and Spring, a student’s combined jobs FTE should be under .5 (20 hours per week) for payroll tax purposes.
 - b. $1 = 40 \text{ hours per week} / .5 = 20 \text{ hours per week} / .25 = 10 \text{ hours per week}$
13. 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.
14. End Job Record – The *Jobs Effective Date* must be the last day of the month (i.e. 07/31/2019).
 - a. All UG Hourly jobs must end by 07/31/2019. (In Aug 2019, jobs can be entered through 07/31/2020)
 - b. If—for example—07/30/2019 is entered, the student will not be able to open a timesheet for July. It should be 07/31/2019. Be very careful with end dates.
15. 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)
16. Click **Save** at bottom. A green checkmark should appear at the top.
 - a. A red X means something was entered incorrectly.
17. Click **Submit** at the top. A green checkmark should appear at the top.
 - a. A red X means something was entered incorrectly.
18. Go to EPAF Approver Summary.
19. 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.)