

Undergrad NEW EE, NEWUG

EPAF Screen # 1

1. ID - enter the student's 850# and hit tab. Double check the student name is correct.
2. Query Date – This defaults to today's date. Change this to the date the I-9 was completed.
3. Approval Category – for new undergraduate student employees select: *Undergrad NEW EE, NEWUG*.
4. Click **Go**.

EPAF Screen #2

5. Enter the 'Current Hire Date.' This is the day the employee will begin working in your department.
6. Enter the date the student completed an I-9 in the 'I9 Date' field.
 - a. Check on the 'I-9/CBC Request' spreadsheet to find the I-9 complete date.
 - b. I-9's are completed virtually or by appointment only.
7. The Routing Queue should be the following;
 - a. Human Resources is: HRSTUDENT
 - b. Apply Transactions is: HRAPPLY
 - c. (Hint - You can update this in NTRROUT and it will autofill every time you complete a New EE.)
8. Click 'Save'
9. Click 'Submit'

Undergraduate Students - The New EE will go into the approval queue in Human Resources. When the student completes an I-9, Ivor Dikkers or Kim Hollbrook in Human Resources will approve it. After the New EE is approved, it will apply in banner the next time the HRAPPLY process runs at 9:30am. Then a UG job can be entered in EPAF. 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.)

Graduate Students – Click 'New EPAF' then 'Graduate Update Form'. Nancy Holland in the Grad School processes these.

Temp SHRA - Click 'New EPAF' then 'Employee Update Form'. Kim Roughton in the Human Resources processes these.