EPNF Quick Tips & Instruction Guide

EPNF Contact Person – Danielle Archuleta @ 2382 (danielle.archuleta@mtsu.edu)

- Each time you want to hire or rehire a non-benefited employee (Student Worker, Temporary Hourly, Graduate Assistant and Adjunct Faculty), a hiring verification workflow must be processed first, before the EPAF.
- The EPAF cannot be submitted until after you have received an email from HRS. The authorization card provided by HRS only acknowledges that the employee can start working, but you cannot initiate the EPAF until you get an e-mail from HR to proceed with the EPAF.
- You MUST process a hiring verification workflow each time before you can process an EPAF. Temp Hourly, Adjunct Faculty and Graduate Assistant contracts are created with workflow information. If no workflow is processed, no contract can be created during the EPAF process.
- Information needed to create an EPAF:
  (Employee M#, Position #, Hire or End Date, Timekeeping Org, Pay Rate and credit hour(s) for Adjunct contracts)

  ➢ Position Number Questions? Contact – Susan England @5791, susan.england@mtsu.edu or Jennifer Coppinger@5377, jennifer.coppinger@mtsu.edu

Types of employees that you can do an EPAF for:

- **Student (ST):** Someone taking classes at MTSU. You can check student status in Banner using form SFAREGQ. Student position numbers usually end in 880,881,885. Student employees can work anytime (exceptions apply for international students). Students paid through Financial Aid are work-study students and their position numbers end in 860 and are only set up by the Financial Aid Office. Work Study students can only work when classes are in session and must have prior approval from Financial Aid to work at any other time in the work study position.

- **Temp Hourly (TH):** Someone NOT taking classes. These position numbers usually end in 830 & 850. The Workflow/EPAF process will create an electronic contract that must be signed by the individual.

- **Graduate Assistant (GA):** Graduate Student approved by the College of Graduate Studies. GA positions will end in 945 (Administrative), 940 (Research), 950 (Teaching), and 955 (Coaching-Athletics). A regular student taking graduate level courses is not processed as a GA unless they are receiving a paid stipend and tuition cost coverage approved through Graduate Studies.

- **Adjunct Faculty:** Teaching positions generally end in 870 and Non-Teaching positions generally end in 865.
Additional Information:
- The Workflow/EPAF process will create an electronic contract that must be signed by the individual for Temp Hourly (TH), Graduate Assistants (GA) or Adjunct Faculty (AF). Each employee classification triggers a different contract so be aware of your employee classification.
- Please note, before you submit a GA EPAF, you must complete and submit a Graduate Assistant Summary Form to the Graduate Studies office. GA Summary Forms are located on the Graduate Studies web page. Research/Teaching or Administrative.
- Adjunct Faculty are processed through Academic Affairs and require additional hiring paperwork (ex: credential info and/or reference letters) which must be submitted to the Provost office before the EPAF can be approved.

**Setting Default Routing Queues:**

EPAF originators can set default routing queues by following these steps.

1. Log into Pipeline and click on the employee tab. Click on “Electronic Personnel Action Form” link.
2. Click on “EPAF Originator Summary”
3. Click on “Default Routing Queue” at the bottom of the page.
4. Use drop down under “Approver Category” and select the EPAF type you want to set up default routing queue on.
5. Click “Go”
6. Each mandatory approver level will default per EPAF category. Type in the username of the approver that must act on the EPAF (this should be the Department Head). You can use the search function to locate a
Once you type in the username, hit tab and the full name should appear in the next block. The right side box should indicate “Approve.”

7. **The last approver will be the HR Applier. Type in username is MHRW00001 and hit tab. This will route the EPAF to Human Resources for processing. The box on the right should indicate “Applier.”**

8. Click “Save and Add New Rows.”

9. Each time you originate an EPAF, the approval queue should automatically populate, but can be overridden.

**Approving EPAFs**

- **EPAF Approvers**
  1. Log into Pipeline using your regular Pipeline credentials.
  2. Click on the “Employee” tab.
  3. Click on the “Electronic Personnel Action Form” link.
  4. Click on “EPAF Approver Summary”
  5. Use drop down under “Queue Status”
     a) Select “all” to approve all, click save to submit; or
     b) Select each name to review before approval, click approve; or
     c) Select return for correction to return EPAF to originator

**Designating a Proxy Approver:**
Department heads can set default routing queues by following these steps. This allows another individual to approve EPAF’s that have been submitted for approval:

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Click on the “Electronic Personnel Action Form” link.
4. Click on the “EPAF Proxy Records” link.

5. Select the “Approval Level” for which you wish to designate a Proxy Approver from the drop-down menu and click “Go”
EPAF Status

Status Types:
Approved – EPAF has been approved by approver and is waiting for HR to apply to job record (processed daily by HR)
Completed – EPAF has been finalized. Employee should have time sheet
Pending – EPAF waiting for Approver to approve.
Void – EPAF has been voided.
Waiting – EPAF has not been submitted or EPAF has errors.

(Check the EPAF Status)
1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form” section, click on “EPAF Originator Summary” link.
4. Once in this link, you should see the tab “current or history” – select History
5. The “Transaction Status” can be “All” or “Completed” – Select “All”
6. Find the Employee Name.
7. Look under transaction status (this will tell you the status of the EPAF).

EPAF Routing Queue

(Set Up Default Routing Queue)
1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form” section, click on the “EPAF Original Summary” link.
4. Click on the “Default Routing Queue” link.
5. Click on drop down arrow beside “Approval Category”
6. Select the EPAF.
7. Enter all approval levels:
   a. Click on “the dropdown arrow” to select Approval Level.
   b. Click on “Q” to select Username.
   c. Required Action - select Approve (except for Approval Level 99 Required Action = Apply)
8. Click “Save and Add New Rows” button.

EPAF (Submit)

(EPAF Saved, but Not Submitted)
1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form” section, click on the “EPAF Original Summary” link.
4. Click on the employee name.
5. Click “Update” button.
6. Click “Save” button at the top of page. Green check will appear.
7. Click “Submit” button. The transaction message “has been successfully submitted” will appear

EPAF (Delete or Void)

(EPAF Needs to Be Deleted or Voided)
1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form” section, click on the “EPAF Original Summary” link.
4. Click on the employee name.
5. Click “delete” or “void” button. The transaction message “has been deleted or voided” will appear
Types of EPAF (Students & Work Study)

Hire EPAF-the individual HAS NOT worked in position number before:

<table>
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<tr>
<th>Code</th>
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<tbody>
<tr>
<td>HIREST</td>
<td>Process a NEW student worker hire</td>
</tr>
<tr>
<td>HIRESW</td>
<td>Process a NEW Federal Work Study position <em>(Financial Aid Office Only)</em></td>
</tr>
<tr>
<td>GRHIST</td>
<td>Process a NEW student hire into a grant position</td>
</tr>
<tr>
<td>TAFHIR</td>
<td>Process a NEW student hire into a TAF position</td>
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Re-hire EPAF-the individual HAS worked in position number before:

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<td>REHIST</td>
<td>Process a REHIRE of a student worker position</td>
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<tr>
<td>REHISW</td>
<td>Process a REHIRE of Federal Work Study position <em>(Financial Aid Only)</em></td>
</tr>
<tr>
<td>GRRHST</td>
<td>Process a REHIRE of a student into a grant position</td>
</tr>
<tr>
<td>TAFRHR</td>
<td>Process a REHIRE of a student into a TAF position</td>
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Terminations

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<tr>
<td>TERMST</td>
<td>Process a termination of a student position or a grant student position</td>
</tr>
<tr>
<td>TERMSW</td>
<td>Terminate a Work Study position <em>(Financial Aid Office Only)</em></td>
</tr>
<tr>
<td>TERMTA</td>
<td>Process a termination of a student TAF position</td>
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Pay Rate Change

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<td>RATEST</td>
<td>Process a Pay Rate Change for a student worker position</td>
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<tr>
<td>GRRATE</td>
<td>Process a Pay Rate Change for a student grant position</td>
</tr>
<tr>
<td>TAFRAT</td>
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Timekeeping Org Change

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<td>TORGST</td>
<td>Process a Timekeeping Location Change for a student position</td>
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<td>TORGSW</td>
<td>Timekeeping location <em>(Financial Aid Office Only)</em></td>
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<td>GRTORG</td>
<td>Process a Timekeeping Location Change for a student grant position</td>
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Creating an EPAF (Hire – Student Worker)
(Individual has never worked in this position number before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
4. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
5. Hit tab or enter button on the keyboard. The employee name will appear.
6. Change query date to the effective date (today’s date will default). Employee hire date (00/00/0000 – two-digit month & day and four-digit year).
7. Click on drop down arrow beside “Approval Category” - Select the EPAF – HIREST
8. Click “Go” or “All Jobs” - Any positions this employee has had will appear with “All Jobs” selection. This information is needed for Step #12. Make a note!
   a. If a list of the employee job assignments appears and the status is active, the contract type for the new EPAF must be Secondary.
   b. If a list of the employee job assignments appear & the status is terminated or no active job assignments appear, the contract type for the new EPAF must be Primary.
   c. If the position number to be used is listed STOP! You must use a rehire EPAF, not a hire EPAF.
9. Enter position number. Basic information should default in once entered; i.e., job title, time sheet org, etc.
10. Enter suffix number 00.

11. Click “Go” button which will take you to the body of the EPAF. Verify your job begin date is correct. You can change it.
12. Verify Contract Type whether primary or secondary (Secondary will default).” **Only Change to Primary if the employee has no active job assignments (see number 8 above).**
13. Verify the pay rate. Minimum wage will default. If other than minimum wage, enter rate.
14. Enter the timesheet-orgn. The “T” must be in front of the number (no spaces) for the employee to get a timesheet.
15. Enter approval level 10. Click on “Q,” to select Department head – Required Action to the right side = Approve.
16. Enter approval level 99. Click on “Q,” to select HR Appliers – Required Action to the right side = Approve.
17. Click “Save” button at the top of page. Green check will appear.
18. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!

**Errors and Warning Messages**: The "Encumbrance Warning" will always display. Disregard.

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A. If “Error Warnings” appear, the EPAF has not been submitted.
   i. Correct Errors
   ii. Click “Save” button at the top of page. Green check will appear.
   iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!

B. If the “Error Warnings” below appear, click delete button. You need to verify that:
   i. You created a hiring verification workflow and;
   ii. You received the e-mail from HR that you could proceed with the EPAF.

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EPAF (Grant Hire – Student Worker)
(Individual has never worked in this position number before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
4. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
5. Hit tab or enter button on the keyboard. The employee name will appear.
6. Change query date to the effective date (today’s date will default). Employee hire date. (00/00/0000 – two-digit month & day and four-digit year).
7. Click on drop down arrow beside “Approval Category” and select the EPAF - **GRHIST**
8. Click “Go” or “All Jobs” – All jobs will display any active or terminated positions. Any positions this employee has had will appear with “All Jobs” selection. This information is needed for Step #12. Make a note!
   a. If a list of the employee job assignments appears and the status is active, the contract type will be Secondary.
   b. If a list of the employee job assignments appears & the status is terminated or no active job assignments appear, the contract type will be Primary.
   c. If the position number to be used is listed **STOP!** You must use a rehire EPAF, not a hire EPAF.
9. Enter position number. **Basic information should default in once entered; i.e., job title, time sheet org, etc.**
10. Enter suffix number. **00.**

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<th>Title</th>
<th>Time Sheet Organization</th>
<th>Start Date</th>
<th>End Date</th>
<th>Last Paid Date</th>
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11. Click “Go” button which will take you to the body of the EPAF. Verify your job begin date is correct. You can change it.
12. Verify Contract Type, which will default to “Secondary.” **Only Change to Primary if the employee has no active job assignments (see number 8 above).**
13. Verify the pay rate. **Minimum wage will default.** If other than minimum wage, enter rate.
14. Enter the timesheet-orgn. The “T” must be in front of the number (no spaces) for the employee to get a timesheet.
15. Enter approval level 5. **Click on “Q” to select PI – Principal Investigator – Required Action to the right = Approve.**
16. Enter approval level 20. **Click on “Q” to select RS – Research Services – Required Action to the right = Approve.**
17. Enter approval level 99. **Click on “Q” to select HRAPP - HR Appliers – Required Action to the right = Apply.**
18. Click “Save” button at the top of page. **Green check will appear.**
19. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

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EPAF (TAF Hire – Student Worker)
(Individual has never worked in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
4. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
5. Hit tab or enter button on the keyboard. **The employee name will appear.**
6. Change query date to the effective date (today's date will default). **Employee hire date. (00/00/0000 – two-digit month & day and four-digit year).**
7. Click on drop down arrow beside “Approval Category” and select the EPAF - **TAFHIR**
8. Click “Go” or “All Jobs” – All jobs will display any active or terminated positions.
   Any positions this employee has had will appear with “All Jobs” selection. This information is needed for Step #12. Make a note!
   a. If a list of the employee job assignments appears and the status is active, the contract type will be Secondary.
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   c. **If the position number to be used is listed STOP! You must use a rehire EPAF, not a hire EPAF.**
9. Enter position number. **Basic information should default in once entered; i.e., job title, time sheet org, etc.**
10. Enter suffix number. **00.**

11. Click “Go” button which will take you to the body of the EPAF. Verify your job begin date is correct. You can change it.
12. Verify Contract Type, which will default to “Secondary.” **Only Change to Primary if the employee has no active job assignments (see number 8 above).**
13. Enter Verify the pay rate. **Minimum wage will default.** If other than minimum wage, enter rate.
14. Enter the timesheet-orgn. **The “T” must be in front of the number (no spaces) for the employee to get a timesheet.**
15. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve**
16. Enter approval level 30. **Click on “Q” to select Dean or Vice President – Required Action to the right = Approve.**
17. Enter approval level 35. **Click on “Q” to select TAFINI - TAF Initial Review – Required Action to the right = Approve.**
18. Enter approval level 40. **Click on “Q” to select TAFAPP - TAF Approval – Required Action to the right = Approve.**
19. Enter approval level 99. **Click on “Q” to select HRAPP - HR Appliers – Required Action to the right = Apply.**
20. Click “Save” button at the top of page. **Green check will appear.**
21. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

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EPAF (ReHire – Student Worker)

(Individual HAS worked in this position number before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
6. Hit tab or enter button on the keyboard. The employee name will appear.
7. Change query date. Employee hire date (00/00/0000 – two-digit month & day and four-digit year)
8. Click on drop down arrow beside “Approval Category” and select the EPAF- REHIST
9. Click “All Jobs” button. All active and terminated positions will be displayed!
10. Click the “Radio Button” on the right-hand side on the position to rehire (should be in terminated status).

11. Click “Go” button which will take you to the body of the EPAF. Verify your job begin date is correct. You can change it.
12. Verify the pay rate. Minimum wage will default. You can change it.
13. Enter the timesheet-orgn. The “T” must be in front of the number (no spaces) for the employee to get a timesheet.
14. Enter approval level 10. Click on “🔍” to select Department head – Required Action to the right = Approve.
15. Enter approval level 99. Click on “🔍” to select HR Appliers – Required Action to the right = Apply.
16. Click “Save” button at the top of page. Green check will appear.
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(Individual HAS worked in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form” 
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
6. Hit tab or enter button on the keyboard. The employee name will appear.
7. Change query date. Employee hire date (00/00/0000 – two-digit month & day and four-digit year)
8. Click on drop down arrow beside “Approval Category” and select the EPAF- GRRHST
9. Click “All Jobs” button. All active and terminated positions will be displayed!
10. Click the “Radio Button” on the right-hand side on the position to rehire (should be in terminated status).
   - Click “Go” button.
11. Verify the pay rate. Minimum wage will default. You can change it.
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13. Enter approval level 5. Click on “🔍” to select PI – Principal Investigator – Required Action to the right = Approve.
14. Enter approval level 20. Click on “🔍” to select RS – Research Services – Required Action to the right = Approve.
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   i. You created a hiring verification workflow and;
   ii. You received the e-mail from HR that you could proceed with the EPAF.

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1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
6. Hit tab or enter button on the keyboard. **The employee name will appear.**
7. Change query date. **Employee hire date (00/00/0000 – two-digit month & day and four-digit year)**
8. Click on drop down arrow beside “Approval Category” and select the EPAF- Select - TAFRHR
9. Click “All Jobs” button. All active and terminated positions will be displayed!
10. Click “Radio Button” on the right-hand side on the position to rehire (should be in terminated status).

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<thead>
<tr>
<th>Search</th>
<th>Type</th>
<th>Position</th>
<th>Suffix</th>
<th>Title</th>
<th>Time Sheet Organization</th>
<th>Start Date</th>
<th>End Date</th>
<th>Last Paid Date</th>
<th>Status</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Job</td>
<td></td>
<td>104950</td>
<td>0</td>
<td>Graduate Assistant - Teaching</td>
<td>T13250. Chemistry</td>
<td>Sep 01, 2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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11. Click “Go” button.
12. Verify the pay rate. **Minimum wage will default.** You can change it.
13. Enter the timesheet-orgn. **The “T” must be in front of the number (no spaces) for the employee to get a timesheet.**
14. Enter approval level 10. **Click on **“Q” to select Department head – Required Action to the right = Approve**
15. Enter approval level 30. **Click on **“Q” to select Dean or Vice President – Required Action to the right = Approve.
16. Enter approval level 35. **Click on **“Q” to select TAFINI - TAF Initial Review – Required Action to the right = Approve.
17. Enter approval level 40. **Click on **“Q” to select TAFAPP - TAF Approval – Required Action to the right = Approve.
18. Enter approval level 99. **Click on **“Q” to select HRAPP - HR Appliers – Required Action = Apply.
19. Click “Save” button at the top of page. **Green check will appear.**
20. Click “Submit” button.
21. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

**Errors and Warning Messages:** The “Encumbrance Warning” will always display. **Disregard**

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A. If “Error Warnings” appear, the EPAF has not been submitted.
   i. Correct Errors
   ii. Click “Save” button at the top of page. Green check will appear.
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B. If the “Errors Warnings” below appear, **click delete button.** You need to verify that:
   i. You created a hiring verification workflow and;
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EPAF (Terminate – Student Worker)
(End position)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
6. Hit tab or enter button on the keyboard. **The employee name will appear.**
7. Change query date to the termination date. HR recommends that you use last day in pay period to avoid issues with the time sheet if the termination date is in the current pay period. Otherwise, use the actual last day worked.
8. Click on drop down arrow beside “Approval Category”. Select the EPAF - **TERMST**
9. Click “Go” button.
10. Click “Radio Button” on the right-hand side under “select” for the position you are ending.
11. Click “Go” button.
12. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve.**
13. Enter approval level 99. **Click on “Q” to select HR Appliers – Required Action to the right = Apply.**
14. Click “Save” button at the top of page. **Green check will appear.**
15. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

**Errors and Warning Messages:** The “Encumbrance Warning” will always display. **Disregard**

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EPAF (Terminate - TAF Student Worker)
(End position)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
6. Hit tab or enter button on the keyboard. **The employee name will appear.**
7. Change query date to the termination date. HR recommends that you use last day in pay period to avoid issues with the time sheet if the termination date is in the current pay period. Otherwise, use the actual last day worked.
8. Click on drop down arrow beside “Approval Category” and select the EPAF - **TERMTA**
9. Click “Go” button.
10. Click “Radio Button” on the right-hand side under “select” for the position you are ending.
11. Click “Go” button.
12. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve**
13. Enter approval level 30. **Click on “Q” to select Dean or Vice President – Required Action to the right = Approve.**
14. Enter approval level 35. **Click on “Q” to select TAFINI - TAF Initial Review – Required Action to the right = Approve.**
15. Enter approval level 40. **Click on “Q” to select TAFAPP - TAF Approval – Required Action to the right = Approve.**
16. Enter approval level 99. **Click on “Q” to select HRAPP - HR Appliers – Required Action to the right = Apply.**
17. Click “Save” button at the top of page. **Green check will appear.**
18. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done**

**Errors and Warning Messages:** The "Encumbrance Warning" will always display. **Disregard**

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EPAF (Rate Change – Student Worker & Work Study)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
6. Hit tab or enter button on the keyboard. The employee name will appear.
7. Change query date. The date the new rate starts.
8. Click on drop down arrow beside “Approval Category” – select the EPAF- RATEST
9. Click “Go” button.
10. Click “Radio Button” on the right-hand side of the position under “select” for the pay rate change.
11. Click “Go” button.
12. Enter the “new” pay rate in the “regular rate” field.
13. Enter the timesheet-orgn. The “T” must be in front of the number (no spaces) for the employee to get a timesheet.
14. Enter approval level 10. Click on “” to select Department head – Required Action to the right = Approve.
15. Enter approval level 99. Click on “” to select HR Appliers – Required Action to the right = Apply.
16. Click “Save” button at the top of page. Green check will appear.
17. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!

Errors and Warning Messages: The “Encumbrance Warning” will always display. Disregard

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EPAF (Grant Rate Change – Student Worker)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
6. Hit tab or enter button on the keyboard. The employee name will appear.
7. Change query date. The date the new rate starts.
8. Click on drop down arrow beside “Approval Category” – Select the EPAF- GRRATE
9. Click “Go” button.
10. Click “Radio Button” on the right-hand side of the position under “select” for the pay rate change.
11. Click “Go” button.
12. Enter the “new” pay rate in the “regular rate” field.
13. Enter the timesheet-orgn. The “T” must be in front of the number (no spaces) for the employee to get a timesheet.
14. Enter approval level 5. Click on “” to select PI – Principal Investigator – Required Action to the right = Approve.
15. Enter approval level 20. Click on “” to select RS – Research Services – Required Action to the right = Approve.
16. Enter approval level 99. Click on “” to select HR Appliers – Required Action to the right = Apply.
17. Click “Save” button at the top of page. Green check will appear.
18. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!

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EPAF (TAF Rate Change – Student Worker)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
6. Hit tab or enter button on the keyboard. The employee name will appear.
7. Change query date. The date the new rate starts.
8. Click on drop down arrow beside “Approval Category” - Select the EPAF- TAFRAT
9. Click “Go” button.
10. Click “Radio Button” on the right-hand side of the position under “select” for the pay rate change.
11. Click “Go” button.
12. Enter the new pay rate in the “regular rate” field.
13. Enter the timesheet-organ. The “T” must be in front of the number (no spaces) for the employee to get a timesheet.
14. Enter approval level 10. Click on “☐” to select Department head – Required Action to the right = Approve
15. Enter approval level 30. Click on “☐” to select Dean or Vice President – Required Action to the right = Approve.
16. Enter approval level 35. Click on “☐” to select TAFINI - TAF Initial Review – Required Action to the right = Approve.
17. Enter approval level 40. Click on “☐” to select TAFAPP - TAF Approval – Required Action to the right = Approve.
18. Enter approval level 99. Click on “☐” to select HRAPP - HR Appliers – Required Action to the right = Apply.
19. Click “Save” button at the top of page. Green check will appear.
20. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!

Errors and Warning Messages: The “Encumbrance Warning” will always display. Disregard

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EPAF (T-Org Change – Student Worker & Work Study)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
6. Hit tab or enter button on the keyboard. The employee name will appear.
7. Change query date. The date must be the 16th – the first day of the next pay period to avoid issues with the timesheet.
8. Click on drop down arrow beside “Approval Category” - Select the EPAF- TORGST
9. Click “Go” button.
10. Click “Radio Button” on the right-hand side of the position under “select”
11. Enter the t-org. The “T” must be in front of the t-org for the employee to get a timesheet.
12. Enter approval level 10. Click on “☐” to select Department head – Required Action to the right = Approve.
13. Enter approval level 99. Click on “☐” to select HR Appliers – Required Action to the right = Apply.
14. Click “Save” button at the top of page. Green check will appear.
15. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!

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EPAF (Grant T-Org Change – Student Worker)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
6. Hit tab or enter button on the keyboard. The employee name will appear.
7. Change query date. The date must be the 16th – the first day of the next pay period to avoid issues with the time sheet.
8. Click on drop down arrow beside “Approval Category” - Select the EPAF- GRTORG
9. Click “Go” button.
10. Click “Radio Button” on the right-hand side of the position under “select”
11. Click “Go” button.
12. Enter the t-org. The “T” must be in front of the t-org for the employee to get a timesheet.
13. Enter approval level 5. Click on “Q” to select PI – Principal Investigator – Required Action = Approve.
15. Enter approval level 99. Click on “Q” to select HR Appliers – Required Action = Apply.
16. Click “Save” button at the top of page. Green check will appear.
17. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!

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EPAF (TAF T-Org Change – Student Worker)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form”
4. Click on the “New EPAF” link.
5. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
6. Hit tab or enter button on the keyboard. The employee name will appear.
7. Change query date. The date must be the 16th – the first day of the next pay period to avoid issues with the time sheet.
8. Click on drop down arrow beside “Approval Category” - Select the EPAF- TAFTORG
9. Click “Go” button.
10. Click “Radio Button” on the right-hand side of the position under “select”
11. Click “Go” button.
12. Enter the t-org. The “T” must be in front of the t-org for the employee to get a timesheet.
13. Enter approval level 10. Click on “Q” to select Department head – Required Action to the right = Approve
14. Enter approval level 30. Click on “Q” to select Dean or Vice President – Required Action to the right = Approve.
15. Enter approval level 35. Click on “Q” to select TAFINI - TAF Initial Review – Required Action to the right = Approve.
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17. Enter approval level 99. Click on “Q” to select HR Appliers – Required Action to the right = Apply.
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Types of EPAF (Temporary Hourly)

Please note: You must process a hiring verification workflow before you process the temp hourly EPAF. The workflow is used to create the contract that is sent electronically to the individual!

Hire EPAF-the individual HAS NOT worked in position number before:
- HIRETH  Process a NEW temporary hourly hire
- GRHITH  Process a NEW temporary hourly hire into a grant position (typically, position number begins with a letter)

ReHire EPAF-the individual HAS worked in position number before:
- REHITH  Process a REHIRE of a temporary hourly position (has previously worked in position)
- GRRHITH Process a REHIRE of a temporary hourly into a grant position

Termination EPAF-to end the position number:
- TERMTH  Process a termination of a temporary hourly position

Other EPAF Types for Temp Hourly:
- RATETH  Process a Pay Rate Change for a temporary hourly position
- GRRTTH  Process a Pay Rate Change for a temporary hourly grant position
- TORGTH  Process a Timekeeping Location Change for a temp hourly position

If the individual has never worked for MTSU, it will take 24-48 hours before their MTSU credentials are assigned. They must log in with the MTSU credentials to electronically sign the contract.
EPAF (Hire — Temporary Hourly)

(Individual has never worked in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
4. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
5. Hit tab or enter button on the keyboard. The employee name will appear.
6. Change query date to the effective date (today’s date will default). Employee hire date (00/00/0000 - two-digit month & day and four-digit year).
7. Click on drop down arrow beside “Approval Category” - Select the EPAF - HIRESH.
8. Click “Go” or “All Jobs” — All jobs will display any active or terminated positions.
   Any positions this employee has had will appear with “All Jobs” selection. This information is needed for Step #12. Make a note!
   a. If a list of the employee job assignments appears and the status is active, the contract type will be Secondary.
   b. If a list of the employee job assignments appears & the status is not active or no active job assignments appear, the contract type will be Primary.
   c. If the position number to be used is listed STOP! You must use a rehire EPAF, not a hire EPAF.
9. Enter position number. Basic information should default in once entered; i.e., job title, time sheet org, etc.
10. Enter suffix number 00

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<tr>
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<th>End Date</th>
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11. Click “Go” button which will take you to the body of the EPAF. Verify your job begin date is correct. You can change it.
12. Verify “Contract Type” which will default to “Secondary.” Only change to primary if the employee has no other active assignment (see number 8 above).
13. Enter the pay rate.
14. Enter the t-org. The “T” must be in front of the number (no spaces) for the employee to get a timesheet.
15. Enter approval level 2. Click on “Q” to select Approver, NextGen – Required Action to the right = Approve.
16. Enter approval level 10. Click on “Q” to select Department head – Required Action to the right = Approve.
17. Enter approval level 50. Click on “Q” to select Vice Presidents – Required Action to the right = Approve.
18. Enter approval level 99. Click on “Q” to select Applier, HR – Required Action to the right = Apply.
19. Click “Save” button at the top of page. Green check will appear.
20. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!

**Errors and Warning Messages:** The “Encumbrance Warning” will always display. Disregard

A. If “Error Warnings” appear, the EPAF has not been submitted.
   i. Correct Errors
   ii. Click “Save” button at the top of page. Green check will appear.
   iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!

B. If the “Errors Warnings” below appear, click delete button. You need to verify that:
   i. You created a hiring verification workflow and;
   ii. You received the e-mail from HR that you could proceed with the EPAF.

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revised 7/1/2018
EPAF (ReHire – Temporary Hourly)
(Individual HAS worked in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form” - Click on the “New EPAF” link.
4. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
5. Hit tab or enter button on the keyboard. The employee name will appear.
6. Change query date to the effective date (today’s date will default). Employee hire date (00/00/0000 - two-digit month & day and four-digit year).
7. Click on drop down arrow beside “Approval Category” - Select the EPAF - REHITH
8. Click “All Jobs” button. All active and terminated positions will be displayed!
9. Click the “Radio Button” on the right-hand side on the position to rehire (should be in terminated status).
10. Click “Go” button.
11. Enter the pay rate.
12. Enter the timesheet-orgn. The “T” must be in front of the number (no spaces) for the employee to get a timesheet.
13. Enter approval level 2. Click on “🔍” to select Approver, NextGen – Required Action to the right = Approve.
14. Enter approval level 10. Click on “🔍” to select Department head – Required Action to the right = Approve.
15. Enter approval level 50. Click on “🔍” to select Vice Presidents – Required Action to the right = Approve.
16. Enter approval level 99. Click on “🔍” to select HR Appliers – Required Action to the right = Apply.
17. Click “Save” button at the top of page. Green check will appear.
18. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!

Errors and Warning Messages:

A. If “Error Warnings” appear, the EPAF has not been submitted.
   i. Correct Errors
   ii. Click “Save” button at the top of page. Green check will appear.
   iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!

B. If the “Errors Warnings” below appear, click delete button. You need to verify that:
   i. You created a hiring verification workflow and;
   ii. You received the e-mail from HR that you could proceed with the EPAF.
**EPAF (Terminate – Temporary Hourly)**

(End position)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
4. Hit tab or enter button on the keyboard. **The employee name will appear.**
5. Change query date to the termination date. HR recommends that you use last day in pay period to avoid issues with the time sheet if the termination date is in the current pay period. Otherwise, use the actual last day worked.
6. Click on drop down arrow beside “Approval Category” - Select the EPAF- **TERMTH**
7. Click “Go” button.
8. Click “Radio Button” on the right-hand side the position to terminate.

![Image](image)

9. Click “Go” button.
10. Enter approval level 10. **Click on “” to select Department head – Required Action to the right = Approve.**
11. Enter approval level 99. **Click on “” to select HR Appliers – Required Action to the right = Apply.**
12. Click “Save” button at the top of page. **Green check will appear.**
13. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

**Errors and Warning Messages:** The “Encumbrance Warning” will always display. **Disregard**

**EPAF (Rate Change – Temporary Hourly)**

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form” - Click on the “New EPAF” link.
4. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
5. Hit tab or enter button on the keyboard. **The employee name will appear.**
6. Change query date. **The date the new rate starts.**
7. Click on drop down arrow beside “Approval Category” - Select the EPAF- **RATETH**
8. Click the “Radio Button” on the right-hand side the position under “select” for the pay rate change.
9. Click “Go” button.
10. Enter the “new” pay rate in the “regular rate” field.
11. Enter the timesheet-orgn. **The “T” must be in front of the number (no spaces) for the employee to get a timesheet.**
12. Enter approval level 2. **Click on “” to select Approver, NextGen – Required Action to the right = Approve.**
13. Enter approval level 10. **Click on “” to select Department head – Required Action to the right = Approve.**
14. Enter approval level 50. **Click on “” to select Vice Presidents – Required Action to the right = Approve.**
15. Enter approval level 99. **Click on “” to select Applier, HR – Required Action to the right= Apply.**
16. Click “Save” button at the top of page. **Green check will appear.**
17. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

**Errors and Warning Messages:** The “Encumbrance Warning” will always display
EPAF (T-Org Change – Temporary Hourly)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form” – Click on the “New EPAF” link.
4. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
5. Hit tab or enter button on the keyboard. The employee name will appear.
6. Change query date. The date must be the 16th – the first day of the next pay period to avoid issues with the timesheet.
7. Click on drop down arrow beside “Approval Category” - Select the EPAF- TORGH
8. Click “Go” button.
9. Click “Radio Button” on the right-hand side of the position under “select”
10. Click “Go” button.
11. Enter the t-org. The “T” must be in front of the t-org for the employee to get a timesheet.
12. Enter approval level 10. Click on “Q” to select Department head – Required Action to the right = Approve.
13. Enter approval level 99. Click on “Q” to select HR Appliers – Required Action to the right = Apply.
14. Click “Save” button at the top of page. Green check will appear.
15. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!

Errors and Warning Messages: The “Encumbrance Warning” will always display. Disregard

EPAF (Grant Hire – Temporary Hourly)
(Individual has never worked in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form” – Click on the “New EPAF” link.
4. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
5. Hit tab or enter button on the keyboard. The employee name will appear.
6. Change query date to the effective date (today’s date will default). Employee hire date, (00/00/0000 - two-digit month & day and four-digit year).
7. Click on drop down arrow beside “Approval Category” - Select the EPAF- GRHITH
8. Click “Go” or “All Jobs” – All jobs will display any active or terminated positions.
   Any positions this employee has had will appear with “All Jobs” selection. This information is needed for Step #12. Make a note!
   a. If a list of the employee job assignments appears and the status is active, the contract type will be Secondary.
   b. If a list of the employee job assignments appear & the status is not active or no active job assignments appear, the contract type will be Primary.
   c. If the position number to be used is listed STOP! You must use a rehire EPAF, not a hire EPAF.
9. Enter position number. Basic information should default in once entered; i.e., job title, time sheet org, etc.
10. Enter suffix number 00

   Grant Hire Temporary Hourly, GRHITH

   Search Type Position Suffix Title Time Sheet Organization Start Date End Date Last Paid Date Status Select

   00 New Job

   There are no active jobs based on the Query Date.

   All Jobs

   Go

11. Click “Go” button which will take you to the body of the EPAF. Verify your job begin date is correct. You can change it.

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12. Verify “Contract Type” which will default to “Secondary.” Only change to primary if the employee has no other active assignment (see number 8 above).

13. Enter the pay rate.

14. Enter the t-org. The “T” must be in front of the number (no spaces) for the employee to get a timesheet.

15. Enter approval level 2. Click on “Q” to select Approver, NextGen – Required Action to the right = Approve.

16. Enter approval level 5. Click on “Q” to select PI – Principal Investigator – Required Action to the right = Approve.

17. Enter approval level 20. Click on “Q” to select RS – Research Services – Required Action to the right = Approve.

18. Enter approval level 50. Click on “Q” to select Vice Presidents – Required Action to the right = Approve.

19. Enter approval level 99. Click on “Q” to select Vice Presidents – Required Action to the right = Approve.

20. Click “Save” button at the top of page. Green check will appear.

21. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!

**Errors and Warning Messages**: The “Encumbrance Warning” will always display. Disregard

A. If “Error Warnings” appear, the EPAF has not been submitted.
   i. Correct Errors
   ii. Click “Save” button at the top of page. Green check will appear.
   iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!

B. If the “Errors Warning” below appear, click delete button. You need to verify that:
   i. You created a hiring verification workflow and;
   ii. You received the e-mail from HR that you could proceed with the EPAF.

---

**EPAF (Grant ReHire – Temporary Hourly)**

(Individual HAS worked in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
4. Hit tab or enter button on the keyboard. The employee name will appear.
5. Change query date to the effective date (today’s date will default). Employee hire date (00/00/0000 - two-digit month &
   and four-digit year).
6. Click on drop down arrow beside “Approval Category” - Select the EPAF- GRRHTH
7. Click “All Jobs” button. All active and terminated positions will be displayed!
8. Click “Radio Button” on the right-hand side on the position to rehire (should be in terminated status).

9. Click “Go” button.
10. Enter the pay rate.
11. Enter the timesheet-orgn. The “T” has to be in front of the number (no spaces) for the employee to get a timesheet.
12. Enter approval level 2. Click on “Q” to select Approver, NextGen – Required Action to the right = Approve.
13. Enter approval level 5. **Click on “Q” to select PI – Principal Investigator – Required Action to the right = Approve.**
14. Enter approval level 20. **Click on “Q” to select RS – Research Services – Required Action to the right = Approve.**
15. Enter approval level 50. **Click on “Q” to select Vice Presidents – Required Action to the right = Approve.**
16. Enter approval level 99. **Click on “Q” to select HR Appliers – HR Appliers – Required Action to the right = Apply.**
17. Click “Save” button at the top of page. **Green check will appear.**
18. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

**Errors and Warning Messages:** The “Encumbrance Warning” will always display. **Disregard**

<table>
<thead>
<tr>
<th>Type</th>
<th>Message Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire Temporary Hourly</td>
<td>ERROR</td>
<td><em>ERROR</em> Unable to complete initial edit execution (Oracle Error -1001).</td>
</tr>
<tr>
<td>Hire Temporary Hourly</td>
<td>ERROR</td>
<td><em>ERROR</em> Invalid Employee Class Code.</td>
</tr>
</tbody>
</table>

A. If “ErrorWarnings” appear, the EPAF has not been submitted.
   i. Correct Errors
   ii. Click “Save” button at the top of page. Green check will appear.
   iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

B. If the “ErrorsWarnings” below appear, **click delete button.** You need to verify that:
   i. You created a hiring verification workflow and;
   ii. You received the e-mail from HR that you could proceed with the EPAF

**EPAF (Grant Rate Change – Temporary Hourly)**

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form” - Click on the “New EPAF” link.
4. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
5. Hit tab or enter button on the keyboard. **The employee name will appear.**
6. Change query date. **The date the new rate starts.**
7. Click on drop down arrow beside “Approval Category” - Select the EPAF - GRRTTH
8. Click “Radio Button” on the right-hand side of the position under “select” for the pay rate change.
9. Click “Go” button.
10. Enter the “new” pay rate in the “regular rate” field.
11. Enter the timesheet-orgn. **The “T” must be in front of the number (no spaces) for the employee to get a timesheet.**
12. Enter approval level 2. **Click on “Q” to select Approver, NextGen – Required Action to the right = Approve.**
13. Enter approval level 5. **Click on “Q” to select PI – Principal Investigator – Required Action to the right = Approve.**
14. Enter approval level 20. **Click on “Q” to select RS – Research Services – Required Action to the right = Approve.**
15. Enter approval level 50. **Click on “Q” to select Vice Presidents – Required Action to the right = Approve.**
16. Enter approval level 99. **Click on “Q” to select Applier, HR – Required Action to the right = Apply.**
17. Click “Save” button at the top of page. **Green check will appear.**
18. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

**Errors and Warning Messages:** The “Encumbrance Warning” will always display. **Disregard**

<table>
<thead>
<tr>
<th>Type</th>
<th>Message Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire Temporary Hourly</td>
<td>WARNING</td>
<td><em>WARNING</em> Encumbrance has been set to 0, because method is Value Input.</td>
</tr>
</tbody>
</table>

* - indicates a required field.
Types of EPAF (Graduate Assistant)

Note: Before you submit a Graduate Assistant EPAF, you must first submit a hiring verification workflow and then you must complete and submit a Graduate Assistant Summary Form to the Graduate Studies office. GA Summary Forms are located on the Graduate Studies web page. Research/Teaching or Administrative.

### Hire GA EPAF - the individual HAS NOT worked in position number before:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAAS09</td>
<td>Process a NEW Graduate Assistant position – 9-month</td>
</tr>
<tr>
<td>GAAS12</td>
<td>Process a NEW Graduate Assistant position – 12-month</td>
</tr>
<tr>
<td>GAAHDR</td>
<td>Process a NEW Graduate Assistant position – Doctoral</td>
</tr>
<tr>
<td>GGAH09</td>
<td>Process a NEW Graduate Assistant Grant position – 9-month</td>
</tr>
<tr>
<td>GGAS12</td>
<td>Process a NEW Graduate Assistant Grant position – 12-month</td>
</tr>
<tr>
<td>GGAHDR</td>
<td>Process a NEW Graduate Assistant Grant position – Doctoral</td>
</tr>
</tbody>
</table>

### ReHire GA EPAF - the individual HAS worked in position number before:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RHGA09</td>
<td>Process a Rehire of a Graduate Assistant position – 9-month</td>
</tr>
<tr>
<td>RHGA12</td>
<td>Process a Rehire of a Graduate Assistant position – 12-month</td>
</tr>
<tr>
<td>RHGADR</td>
<td>Process a Rehire of a Graduate Assistant position – Doctoral</td>
</tr>
<tr>
<td>GGRH09</td>
<td>Process a Rehire of a Graduate Assistant Grant position – 9-month</td>
</tr>
<tr>
<td>GGRH12</td>
<td>Process a Rehire of a Graduate Assistant Grant position – 12-month</td>
</tr>
<tr>
<td>GGRHDR</td>
<td>Process a Rehire of a Graduate Assistant Grant position – Doctoral</td>
</tr>
</tbody>
</table>

### Termination GA EPAF – to end a position outside of the normal contract year:

Please note, before you can process a TERMGA EPAF, you must email Human Resource Services to request the existing end date be removed. Your TERMGA EPAF will not process until any future dates are removed.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERMGA</td>
<td>Process a termination of a Graduate Assistant position – must contact the HRS office via email first so that any future dated job record end date can be removed.</td>
</tr>
</tbody>
</table>

### TAF Funded GA EPAF

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HGAT09</td>
<td>Hire TAF GA position – 9-month (never worked in position before)</td>
</tr>
<tr>
<td>HGAT12</td>
<td>Hire TAF GA position – 12-month (never worked in position before)</td>
</tr>
<tr>
<td>HGATDR</td>
<td>Hire TAF GA position – Doctoral (never worked in position before)</td>
</tr>
<tr>
<td>RGAT09</td>
<td>TAF Rehire GA position – 9-month (has worked in position before)</td>
</tr>
<tr>
<td>RGAT12</td>
<td>TAF Rehire GA position – 12-month (has worked in position before)</td>
</tr>
<tr>
<td>RGATDR</td>
<td>TAF Rehire GA Position – Doctoral (has worked in position before)</td>
</tr>
<tr>
<td>TGATAF</td>
<td>Terminate TAF GA Position – ending position</td>
</tr>
</tbody>
</table>
1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
4. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
5. Hit tab or enter button on the keyboard. The employee name will appear.
6. Click on drop down arrow beside “Approval Category” - Select the EPAF- GAAXXX (see chart above)
7. Click “Go” or “All Jobs” – All jobs will display any active or terminated positions.
8. Any positions this employee has had will appear with “All Jobs” selection. This information is needed for Step #12. Make a note!
     a. If a list of the employee job assignments appears and the status is active, the contract type will be Secondary.
     b. If a list of the employee job assignments appears & the status is not active or no active job assignments appear, the contract type will be Primary.
     c. If the position number to be used is listed STOP! You must use a rehire EPAF, not a hire EPAF.
9. Enter position number. Basic information should default in once entered; i.e., job title, time sheet org, etc.
10. Enter suffix number 00

There are no active jobs based on the Query Date.

11. Click the “Go” button which will take you to the body of the EPAF. Verify your job begin and end dates are correct. Graduate Assistant “Job Effective Date” and “Job End Date” will automatically default based on the EPAF type you have selected. You can change these dates. These dates determine what months the GA will be paid. The “End Grad Assistant Contract” section is your job end date. This date can be changed. If you change the date to anything other than the first of the month or the end of the month, the pay for that month will be prorated based on the dates.
12. Verify “Contract Type” which will default to “Secondary.” Only change to primary if the employee has no other active assignment (see number 8 above).
13. Verify the assign salary. If pay rate is incorrect, STOP! Are you using the correct EPAF? If yes, and the position is less than full-time GA, see instructions below for part-time GA.
14. Enter the t-org. The “T” must be in front of the number (no spaces).
15. Enter approval level 2. Click on “Q” to select Approver, NextGen – Required Action to the right = Approve.
16. Enter approval level 10. Click on “Q” to select Department head – Required Action to the right = Approve.
17. Enter approval level 45. Click on “Q” to select Graduate School Approval–Required Action to the right=Approve.
18. Enter approval level 99. Click on “Q” to select Applier, HR – Required Action to the right = Apply.
19. Click “Save” button at the top of page. Green check will appear.
20. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!

A. If “Error Warnings” appear, the EPAF has not been submitted.
   i. Correct Errors
   ii. Click “Save” button at the top of page. Green check will appear.
   iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!

B. If the “Errors Warnings” below appear, click delete button. You need to verify that:
   i. You created a hiring verification workflow and;
   ii. You received the e-mail from HR that you could proceed with the EPAF.

<table>
<thead>
<tr>
<th>Type</th>
<th>Message Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire Graduate Assistantship</td>
<td>ERROR</td>
<td><em>ERROR</em> Unable to complete initial edit execution (Oracle Error-1001).</td>
</tr>
<tr>
<td>Hire Graduate Assistantship</td>
<td>ERROR</td>
<td><em>ERROR</em> Invalid Employee Class Code.</td>
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</tbody>
</table>

- Indicates a required field.

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revised 7/1/2018
1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Under the “Electronic Personnel Action Form” - click the “New EPAF” link.
4. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
5. Hit tab or enter button on the keyboard. **The employee name will appear.**
6. Click on drop down arrow beside “Approval Category” - Select the EPAF - **GAAXXX (see chart above)**
7. Click “Go” or “All Jobs” – All jobs will display any active or terminated positions.
8. Any positions this employee has had will appear with “All Jobs” selection. This information is needed for Step #12. Make a note!
   a. If a list of the employee job assignments appears and the status is active, the contract type will be Secondary.
   b. If a list of the employee job assignments appears & the status is not active or no active job assignments appear, the contract type will be **Primary.**
   c. **If the position number to be used is listed STOP! You must use a rehire EPAF, not a hire EPAF.**
9. Enter position number. **Basic information should default in once entered; i.e., job title, time sheet org, etc.**
10. Enter suffix number **00.**

![Image](image-url)

**There are no active jobs based on the Query Date.**

11. Click the “Go” button which will take you to the body of the EPAF. Verify your job begin and end dates are correct. Graduate Assistant “Job Effective Date” and “Job End Date” will automatically default based on the EPAF type you have selected. You can change these dates. These dates determine what months the GA will be paid. **The “End Grad Assistant Contract” section is your job end date. This date can be changed. If you change the date to anything other than the first of the month or the end of the month, the pay for that month will be prorated based on the dates.**
12. Verify “Contract Type” which will default to “Secondary.” Only change to primary if the employee has no other active assignment (see number 8 above).
13. Change the assign salary to reflect the % of full-time assistantship (full-time salary will default in):
   a. Change the “Annual Salary” to equal the new assign salary x factor.
   b. Change the “Hours per Pay” to reflect rate (ex: 50% time – 80.0 hours x .50 = 40.0 – change to 40).
   c. Verify that your Assign salary multiplied by the factor is what you have entered in the annual salary field.
14. Enter the t-org. **The “T” must be in front of the number (no spaces).**
15. Enter approval level 2. **Click on “Q” to select Approver, NextGen – Required Action to the right = Approve.**
16. Enter approval level 10. **Click on “Q” to select Department head – Required Action to the right = Approve.**
17. Enter approval level 45. **Click on “Q” to select Graduate School Approval – Required Action to the right = Approve.**
18. Enter approval level 99. **Click on “Q” to select Applier, HR – Required Action to the right = Apply.**
19. Click “Save” button at the top of page. **Green check will appear.**
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**Errors and Warning Messages**

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Hire Graduate Assistant - 9 Months</td>
<td>ERROR</td>
<td><em>ERROR</em> Unable to complete initial edit execution (Oracle Error -1001).</td>
</tr>
<tr>
<td>Hire Graduate Assistant - 9 Months</td>
<td>WARNING</td>
<td><em>WARNING</em> Invalid Employee Class Code.</td>
</tr>
</tbody>
</table>

** - indicates a required field.
1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
4. Hit tab or enter button on the keyboard. **The employee name will appear.**
5. Change query date to the effective date (today’s date will default). **Employee hire date (00/00/0000 - two-digit month & day and four-digit year).**
6. Click on drop down arrow beside “Approval Category” - Select the EPAF- **RHGAXX (see chart above)**
7. Click “All Jobs” button. All active and terminated positions will be displayed!
8. Click the “Radio Button” on the right-hand side on the position to rehire (should be in terminated status).

![Chart](chart.png)

9. Click the “Go” button which will take you to the body of the EPAF. Verify your job begin and end dates are correct. Graduate Assistant “Job Effective Date” and “Job End Date” will automatically default based on the EPAF type you have selected. You can change these dates. These dates determine what months the GA will be paid. **The “End Grad Assistant Contract” section is your job end date. This date can be changed. If you change the date to anything other than the first of the month or the end of the month, the pay for that month will be prorated based on the dates.**
10. Verify the assign salary. If salary is incorrect, **STOP! Are you using the correct EPAF? If yes, and the position is less than full-time GA, see instructions below.**
11. Enter approval level 2. **Click on “🔍” to select Approver, NextGen – Required Action to the right = Approve.**
12. Enter approval level 10. **Click on “🔍” to select Department head – Required Action to the right = Approve.**
13. Enter approval level 45. **Click on “🔍” to select Graduate School Approval – Required Action to the right = Approve.**
14. Enter approval level 99. **Click on “🔍” to select Applier, HR – Required Action to the right = Apply.**
15. Click “Save” button at the top of page. **Green check will appear.**
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**Errors and Warning Messages:**

A. If “Error Warnings” appear, the EPAF has not been submitted.
   i. Correct Errors
   ii. Click “Save” button at the top of page. Green check will appear.
   iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You're Done!**

B. If the “Errors Warnings” below appear, **click delete button.** You need to verify;
   i. If a contract has already been processed; or
   ii. Should a terminating EPAF be submitted first; or
   iii. Should HR be contacted to remove a record?
1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
4. Hit tab or enter button on the keyboard. The employee name will appear.
5. Change query date to the effective date (today’s date will default). Employee hire date (00/00/0000 - two-digit month & day and four-digit year).
6. Click on drop down arrow beside “Approval Category” - Select the EPAF- RHGAXX (see chart above)
7. Click “All Jobs” button. All active and terminated positions will be displayed!
8. Click the “Radio Button” on the right-hand side on the position to rehire (should be in terminated status).

9. Click the “Go” button which will take you to the body of the EPAF. Verify your job begin and end dates are correct. Graduate Assistant “Job Effective Date” and “Job End Date” will automatically default based on the EPAF type you have selected. You can change these dates. These dates determine what months the GA will be paid. The “End Grad Assistant Contract” section is your job end date. This date can be changed. If you change the date to anything other than the first of the month or the end of the month, the pay for that month will be prorated based on the dates.

10. Verify “Contract Type” which will default to “Secondary.” Only change to primary if the employee has no other active assignment (see number 8 above).
11. Change the Assign salary to reflect the % of full-time assistantship. The full-time rate will default in:
   a. Change the “Annual Salary” to equal the assign salary you have entered x factor.
   b. Change the “Hours per Pay” to reflect rate (ex: 50% time – 80.0 hours x .50 = 40.0 – change to 40).
   c. Verify that your Assign salary multiplied by the factor is what you have entered in the annual salary field.
12. Enter the t-org. The “T” must be in front of the number (no spaces).
13. Enter approval level 2. Click on “Q” to select Approver, NextGen – Required Action to the right = Approve.
14. Enter approval level 10. Click on “Q” to select Department head – Required Action to the right = Approve.
15. Enter approval level 45. Click on “Q” to select Graduate School Approval – Required Action to the right = Approve.
16. Enter approval level 99. Click on “Q” to select Applier, HR – Required Action to the right = Approve.
17. Click “Save” button at the top of page. Green check will appear.
18. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!

Errors and Warning Messages:
A. If “Error Warnings” appear, the EPAF has not been submitted.
   i. Correct Errors
   ii. Click “Save” button at the top of page. Green check will appear.
   iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!
B. If the “Errors Warnings” below appear, click delete button. You need to verify;
   i. If a contract has already been processed; or
   ii. Should a terminating EPAF be submitted first or
   iii. Should HR be contacted to remove a record?
EPAF (Grant Hire – Graduate Assistant)

Full-time Assistantship

(Individual has never worked in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
4. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
5. Hit tab or enter button on the keyboard. The employee name will appear.
6. Click on drop down arrow beside “Approval Category” - Select the EPAF - GGAXXX (see chart above)
7. Click “Go” or “All Jobs” – All jobs will display any active or terminated positions.
8. Any positions this employee has had will appear with “All Jobs” selection. This information is needed for Step #12. Make a note!
   a. If a list of the employee job assignments appears and the status is active, the contract type will be Secondary.
   b. If a list of the employee job assignments appears & the status is not active or no active job assignments appear, the contract type will be Primary.
   c. If the position number to be used is listed STOP! You must use a rehire EPAF, not a hire EPAF.
9. Enter position number. Basic information should default in once entered; i.e., job title, time sheet org, etc.
10. Enter suffix number 00

<table>
<thead>
<tr>
<th>Search</th>
<th>Type</th>
<th>Position</th>
<th>Suffix</th>
<th>Title</th>
<th>Time Sheet Organization</th>
<th>Start Date</th>
<th>End Date</th>
<th>Last Paid Date</th>
<th>Status</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Jobs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

17. Click the “Go” button which will take you to the body of the EPAF. Verify your job begin and end dates are correct. Graduate Assistant “Job Effective Date” and “Job End Date” will automatically default based on the EPAF type you have selected. You can change these dates. These dates determine what months the GA will be paid. The “End Grad Assistant Contract” section is your job end date. This date can be changed. If you change the date to anything other than the first of the month or the end of the month, the pay for that month will be prorated based on the dates.
11. Verify “Contract Type” which will default to “Secondary.” Only change to primary if the employee has no other active assignment (see number 8 above).
12. Verify the assign salary. If pay rate is incorrect, STOP! Are you using the correct EPAF? If yes, and the position is less than full-time GA, see instructions below.
13. Enter the t-org. The “T” must be in front of the number (no spaces).
14. Enter approval level 2. Click on “Q” to select Approver, NextGen – Required Action to the right = Approve.
15. Enter approval level 10. Click on “Q” to select Department head – Required Action to the right = Approve.
16. Enter approval level 20. Click on “Q” to select Research Services – Required Action to the right = Approve.
17. Enter approval level 45. Click on “Q” to select Graduate School Approval – Required Action to the right = Approve.
18. Enter approval level 99. Click on “Q” to select Applier, HR – Required Action to the right = Approve.
19. Click “Save” button at the top of page. Green check will appear.
20. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!

Errors and Warning Messages:

A. If “Error Warnings” appear, the EPAF has not been submitted.
   i. Correct Errors
   ii. Click “Save” button at the top of page. Green check will appear.
   iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!
B. If the “Errors Warnings” below appear, click delete button. You need to verify that:
   i. You created a hiring verification workflow and;
   ii. You received the e-mail from HR that you could proceed with the EPAF.

<table>
<thead>
<tr>
<th>Type</th>
<th>Message Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Hire Graduate Assistantship - Doctoral</td>
<td>ERROR</td>
<td><em>ERROR</em> Unable to complete initial edit execution (Oracle Error -1001).</td>
</tr>
<tr>
<td>Grant Hire Graduate Assistantship - Doctoral</td>
<td>ERROR</td>
<td><em>ERROR</em> Invalid Employee Class Code.</td>
</tr>
</tbody>
</table>
EPAF (Grant Hire – Graduate Assistant)
Part-time Assistantship
(Individual has never worked in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
4. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
5. Hit tab or enter button on the keyboard. The employee name will appear.
6. Click on drop down arrow beside “Approval Category” - Select the EPAF: GGAXXX (see chart above)
7. Click “Go” or “All Jobs” – All jobs will display any active or terminated positions.
8. Any positions this employee has had will appear with “All Jobs” selection. This information is needed for Step #12. Make a note!
   a. If a list of the employee job assignments appears and the status is active, the contract type will be Secondary.
   b. If a list of the employee job assignments appears & the status is not active or no active job assignments appear, the contract type will be Primary.
   c. If the position number to be used is listed STOP! You must use a rehire EPAF, not a hire EPAF.
9. Enter position number. Basic information should default in once entered; i.e., job title, time sheet org, etc.
10. Enter suffix number 00.

11. Click the “Go” button which will take you to the body of the EPAF. Verify your job begin and end dates are correct.
    Graduate Assistant “Job Effective Date” and “Job End Date” will automatically default based on the EPAF type you have selected. You can change these dates. These dates determine what months the GA will be paid. The “End Grad Assistant Contract” section is your job end date. This date can be changed. If you change the date to anything other than the first of the month or the end of the month, the pay for that month will be prorated based on the dates.
12. Verify “Contract Type” which will default to “Secondary.” Only change to primary if the employee has no other active assignment (see number 8 above).
13. Change the Assign salary to reflect the % of full-time assistantship. The full-time rate will default in:
   a. Change the “Annual Salary” to equal the assign salary you have entered x factor.
   b. Change the “Hours per Pay” to reflect rate (e.g.: 50% time – 80.0 hours x .50 = 40.0 – change to 40).
   c. Verify that your Assign salary multiplied by the factor is what you have entered in the annual salary field.
14. Enter the t-org. The “T” must be in front of the number (no spaces).
15. Enter approval level 2. Click on “Q” to select Approver, NextGen – Required Action to the right = Approve.
16. Enter approval level 10. Click on “Q” to select Department head – Required Action to the right = Approve.
17. Enter approval level 20. Click on “Q” to select Research Services – Required Action to the right = Approve
18. Enter approval level 45. Click on “Q” to select Graduate School Approval – Required Action to the right = Approve
19. Enter approval level 99. Click on “Q” to select Applicant, HR – Required Action to the right = Apply.
20. Click “Save” button at the top of page. Green check will appear.

21. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!

Errors and Warning Messages:
A. If “Error Warnings” appear, the EPAF has not been submitted.
   i. Correct Errors
   ii. Click “Save” button at the top of page. Green check will appear.
   iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!
B. If the “Errors Warnings” below appear, click delete button. You need to verify that:
   i. You created a hiring verification workflow and;
   ii. You received the e-mail from HR that you could proceed with the EPAF.
EPAF (Grant ReHire – Graduate Assistant)

Full-time Assistantship

(Individual HAS worked in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
4. Hit tab or enter button on the keyboard. The employee name will appear.
5. Change query date to the effective date (today’s date will default). Employee hire date (00/00/0000 - two-digit month & day and four-digit year).
6. Click on drop down arrow beside “Approval Category” - Select the EPAF- RHGAXX (see chart above)
7. Click “All Jobs” button. All active and terminated positions will be displayed!
8. Click the “Radio Button” on the right-hand side on the position to rehire (should be in terminated status).

9. Click the “Go” button which will take you to the body of the EPAF. Verify your job begin and end dates are correct. Graduate Assistant “Job Effective Date” and “Job End Date” will automatically default based on the EPAF type you have selected. You can change these dates. These dates determine what months the GA will be paid. The “End Grad Assistant Contract” section is your job end date. This date can be changed. If you change the date to anything other than the first of the month or the end of the month, the pay for that month will be prorated based on the dates.
10. Verify the assign salary. If salary is incorrect, STOP! Are you using the correct EPAF? If yes, and the position is less than full-time GA, see instructions below.
11. Enter the t-org. The “T” must be in front of the number (no spaces).
12. Enter approval level 2. Click on “🔍” to select Approver, NextGen – Required Action to the right = Approve.
13. Enter approval level 10. Click on “🔍” to select Department head – Required Action to the right = Approve.
14. Enter approval level 20. Click on “🔍” to select Research Services – Required Action to the right = Approve.
15. Enter approval level 45. Click on “🔍” to select Graduate School Approval – Required Action to the right = Approve.
16. Enter approval level 99. Click on “🔍” to select Applier, HR – Required Action to the right = Apply.
17. Click “Save” button at the top of page. Green check will appear.
18. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You're Done!

Errors and Warning Messages:

A. If “Error Warnings” appear, the EPAF has not been submitted.
   i. Correct Errors
   ii. Click “Save” button at the top of page. Green check will appear.
   iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You're Done!

B. If the “Errors Warnings” below appear, click delete button. You need to verify;
   i. If a contract has already been processed; or
   ii. Should a terminating EPAF be submitted first; or
   iii. Should HR be contacted to remove a record?
EPAF (Grant ReHire – Graduate Assistant)

Part-time Assistantship

(Individual HAS worked in this position before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Enter the Banner ID number (M number) of the employee. **The M must be capitalized, no spaces.**
4. Hit tab or enter button on the keyboard. **The employee name will appear.**
5. Change query date to the effective date (today’s date will default). **Employee hire date (00/00/0000 - two-digit month & day and four-digit year).**
6. Click on drop down arrow beside “Approval Category” - Select the EPAF - RHGAXX (see chart above)
7. Click “All Jobs” button. All active and terminated positions will be displayed!
8. Click the “Radio Button” on the right-hand side on the position to rehire (should be in terminated status).

9. Click the “Go” button which will take you to the body of the EPAF. Verify your job begin and end dates are correct. Graduate Assistant “Job Effective Date” and “Job End Date” will automatically default based on the EPAF type you have selected. You can change these dates. These dates determine what months the GA will be paid. **The “End Grad Assistant Contract” section is your job end date. This date can be changed. If you change the date to anything other than the first of the month or the end of the month, the pay for that month will be prorated based on the dates.**
10. Change the Assign salary to reflect the % of full-time assistantship. The full-time rate will default in:
   a. Change the “Annual Salary” to equal the assign salary you have entered x factor.
   b. Change the “Hours per Pay” to reflect rate (ex: 50% time – 80.0 hours x .50 = 40.0 – change to 40).
   c. Verify that your Assign salary multiplied by the factor is what you have entered in the annual salary field.

11. Enter the t-org. **The “T” must be in front of the number (no spaces).**
12. Enter approval level 2. **Click on “🔍” to select Approver, NextGen – Required Action = Approve.**
13. Enter approval level 10. **Click on “🔍” to select Department head – Required Action = Approve.**
14. Enter approval level 20. **Click on “🔍” to select Research Services – Required Action = Approve**
15. Enter approval level 45. **Click on “🔍” to select Graduate School Approval – Required Action = Approve**
16. Enter approval level 99. **Click on “🔍” to select Applier, HR – Required Action = Apply.**
17. Click “Save” button at the top of page. **Green check will appear.**
18. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**

Errors and Warning Messages:

A. If “Error Warnings” appear, the EPAF has not been submitted.
   i. Correct Errors
   ii. Click “Save” button at the top of page. Green check will appear.
   iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. **You’re Done!**
B. If the “Errors Warnings” below appear, click delete button. You need to verify;
   i. If a contract has already been processed; or
   ii. Should a terminating EPAF be submitted first; or
   iii. Should HR be contacted to remove a record?

<table>
<thead>
<tr>
<th>Errors and Warning Messages</th>
<th>Type</th>
<th>Message Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Grad Assistant Contract</td>
<td>ERROR</td>
<td><em>ERROR</em> The future dated job record must be deleted before ending job.</td>
<td></td>
</tr>
<tr>
<td>End Grad Assistant Contract</td>
<td>WARNING</td>
<td><em>WARNING</em> Future changes exist - starting on 31-AUG-2019.</td>
<td></td>
</tr>
<tr>
<td>Rehire Graduate Assistantship - 9 months</td>
<td>WARNING</td>
<td><em>WARNING</em> Future changes exist - starting on 31-AUG-2019.</td>
<td></td>
</tr>
</tbody>
</table>
EPAF (Terminate – Graduate Assistant)

End Position

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
4. Hit tab or enter button on the keyboard. The employee name will appear.
5. Change query date to the termination date. This is the last paid date. Any date other than the last day of the month will cause the monthly salary to be pro-rated!
6. Click on drop down arrow beside “Approval Category” - Select the EPAF- TERMGA
7. Click “Go” button.
8. Click “Radio Button” on the right-hand side the position to terminate.

9. Enter approval level 10. Click on “🔍” to select Department head – Required Action to the right = Approve.
10. Enter approval level 45. Click on “🔍” to select Graduate School Approval – Required Action to the right = Approve.
11. Enter approval level 99. Click on “🔍” to select Applier, HR – Required Action to the right = Approve.
12. Click “Save” button at the top of page. Green check will appear.
13. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!

Errors and Warning Messages:
A. If “Error Warnings” appear, the EPAF has not been submitted.
   i. Correct Errors
   ii. Click “Save” button at the top of page. Green check will appear.
   iii. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!
B. If the “Errors Warnings” below appear, you need to contact HR to remove the future dated record before your EPAF can be submitted.

Errors and Warning Messages

<table>
<thead>
<tr>
<th>Type</th>
<th>Message Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terminate Graduate Assistantship Job</td>
<td>ERROR</td>
<td><em>ERROR</em> The future dated job record must be deleted before ending job.</td>
</tr>
<tr>
<td>Terminate Graduate Assistantship Job</td>
<td>WARNING</td>
<td><em>WARNING</em> Future changes exist - starting on 31-AUG-2018.</td>
</tr>
</tbody>
</table>
Types of EPAF (Adjunct Faculty)  
(Available for Fall, 2021 Contracts)

**Hire EPAF-the individual HAS NOT worked in position number before:**

- **HIREAF**  Process a NEW Adjunct Faculty hire who is teaching classes (credit hours)
- **AFHINT**  Process a NEW Adjunct Faculty who is **non-teaching**
- **GRHIAF**  Process a NEW Adjunct Faculty being paid from a Grant position
- **AFGHNT**  Process a NEW Adjunct Faculty being paid from a Grant position **non-teaching**

**Re-hire EPAF-the individual HAS worked in position number before:**

- **REHIAF**  Process a REHIRE Adjunct Faculty who is teaching classes (credit hours)
- **AFRHNT**  Process a REHIRE Adjunct Faculty who is **non-teaching**
- **GRRHAF**  Process a REHIRE Adjunct Faculty who is being paid from a grant position teaching classes (credit hours)
- **AFGRNT**  Process a REHIRE Adjunct Faculty who is being paid from a grant position **non-teaching**

**Terminations**

- **TERMAF**  Process a termination of an adjunct position – must contact HR via email first so that any future dated job record end date can be removed.

**University Provost Office - New Adjunct Required Documentation (EPAF will not be approved by Academic Resources until SACSCOC required documentation is received):**

- Academic Preparation Certification (SACSCOC) Form
- Curriculum Vita
- Three current professional letters of recommendation
- Official transcripts for all degrees
- Background check – sent electronically to Lynn.sewak@mtsu.edu

**University Provost Office – Rehiring Approved Adjuncts**

Academic Preparation Certification (SACSCOC) Form
EPAF (Hire – Adjunct Faculty)
(Individual has never worked in this position number before)

1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
4. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
5. Hit tab or enter button on the keyboard. The employee name will appear.
6. Click on drop down arrow beside “Approval Category” - Select the EPAF- HIREAF (see Adjunct chart above)
7. Click “Go” or “All Jobs” – All jobs will display any active or terminated positions.
8. Any positions this employee has had will appear with “All Jobs” selection. If the position number to be used is listed STOP! You must use a rehire EPAF, not a hire EPAF.
9. If a list of the employee job assignments appears and the status is active, the contract type will be Secondary on the EPAF. If a list of the employee job assignments appears & the status is not active or no active job assignments appear, the contract type will be Primary.
10. Enter position number in the “New Job” blank position number field and tab. Basic information should default once entered; i.e., job title, time sheet org, etc.
11. Enter suffix number 00

12. Click the “Go” button which will take you to the body of the EPAF. Verify your job begin date and end dates are correct (they will default). You can change these dates. These dates determine what months the Adjunct will be paid. The “End Adjunct Faculty” (the next section down) is the job end date. This date can also be changed, but any date changes will impact pay. If you change the date to anything other than the first of the month or the end of the month, the pay for that month will be prorated based on the dates.
13. Verify “Contract Type” which will default to “Primary.” If other active positions exist, change to secondary. If the employee has no other active assignment, it should remain Primary.
14. Verify the assign salary. This can be changed.
15. Enter the credit hours in “Hours Per Pay” field.
16. The Factor and Pays should remain at 4. Regular Adjuncts are paid 4 payments in the fall and 4 payments in the spring.
17. If you are making a single payment for credit hour teaching assignment, you must change the Factor and Pays to 1. If the payment is to be pro-rated, you must contact HR before submitting the EPAF.
18. Enter the t-org. The “T” must be in front of the number (no spaces).
19. Enter approval level 2. Click on “Q” to select Approver, NextGen – (Awaiting Employee Electronic Sign). This is the first stop for the electronic contract. The employee must log in and sign before the EPAF can proceed to the approval process. The “Required Action” field to the right should be “Approve.”
20. Enter approval level 10. Click on “Q” to select Department head. The Required Action to the right = Approve.
21. Enter approval level 30. Click on “Q” to select Deans. The Required Action to the right = Approve.
22. Enter approval level 42. Click on “Q” to select Academic Affairs Review. The Required Action to the right = Approve.
23. Enter approval level 50. Click on “Q” to select Vice Presidents. The Required Action to the right = Approve.
24. Enter approval level 99. Click on “Q” to select Applier. The Required Action to the right = Approve.
25. Click the “Save” button. The transaction message “has been successfully saved” will appear, then click “Submit.” The transaction message “has been successfully submitted” will appear. You’re Done!

Errors and Warning Messages:
i. If “Error Warnings” appear, the EPAF has not been submitted.
ii. Correct Errors
iii. Click “Save” button at the top of page. Green check will appear.
iv. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!
1. Log into Pipeline using your regular Pipeline credentials.
2. Click on the “Employee” tab.
3. Enter the Banner ID number (M number) of the employee. The M must be capitalized, no spaces.
4. Hit tab or enter button on the keyboard. The employee name will appear.
5. Click on drop down arrow beside “Approval Category” - Select the EPAF - REHIAF (see chart above)
6. Click “All Jobs” button. All active and terminated positions will be displayed!
7. Locate your position number and click the “Radio Button” on the right-hand side on the position to rehire (should be in terminated status).

<table>
<thead>
<tr>
<th>Primary</th>
<th>354870</th>
<th>00</th>
<th>Adjunct Professor</th>
<th>113200. Biology</th>
<th>Oct 01, 2020</th>
<th>Apr 30, 2021</th>
<th>Mar 31, 2021</th>
<th>Active</th>
<th>○</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary</td>
<td>354870</td>
<td>01</td>
<td>Adjunct Professor</td>
<td>113200. Biology</td>
<td>Oct 01, 2020</td>
<td>Dec 31, 2020</td>
<td>Dec 31, 2020</td>
<td>Terminated</td>
<td>○</td>
</tr>
</tbody>
</table>

8. Click the “Go” button which will take you to the body of the EPAF. Verify your job begin date and end dates are correct (they will default). You can change these dates. These dates determine what months the Adjunct will be paid. The “End Adjunct Faculty” (the next section down) is the job end date. This date can also be changed, but any date changes will impact pay. If you change the date to anything other than the first of the month or the end of the month, the pay for that month will be prorated based on the dates.
9. Verify the assign salary. This can be changed.
10. Enter approval level 2. Click on “🔍” to select Approver, NextGen – (Awaiting Employee Electronic Sign). This is the first stop for the electronic contract. The employee must log in and sign before the EPAF can proceed to the approval process. The “Required Action” field to the right should be “Approve.”
11. Enter approval level 10. Click on “🔍” to select Department head. The Required Action to the right = Approve.
12. Enter approval level 30. Click on “🔍” to select Deans. The Required Action to the right = Approve.
13. Enter approval level 42. Click on “🔍” to select Academic Affairs Review. The Required Action to right = Approve.
14. Enter approval level 50. Click on “🔍” to select Vice Presidents. The Required Action to the right = Approve.
15. Enter approval level 99. Click on “🔍” to select Applier. The Required Action to the right = Approve.

Errors and Warning Messages:

i. If “Error Warnings” appear, the EPAF has not been submitted.
ii. Correct Errors
iii. Click “Save” button at the top of page. Green check will appear.
iv. Click “Submit” button. The transaction message “has been successfully submitted” will appear. You’re Done!
GRANT EPAFS – Adjunct Faculty

- Grant Hire EPAFs Adjunct Teaching – GRHIAF – are processed the same as regular hire EPAF but have an additional level of approvals. Grant position numbers begin with a letter and are routed through the Office of Research Services.

- Grant ReHire EPAFs Adjunct Teaching – GRRHAF – will be used when reactivating an adjunct position paid out of a grant and has an additional approval level for Research Services.

- Grant Hire EPAFs Adjunct Non-Teaching – AFGHNT – are processed the same as regular non-teaching EPAFs but have an additional level of approvals. Grant position numbers begin with a letter and are routed through the Office of Research Services.