

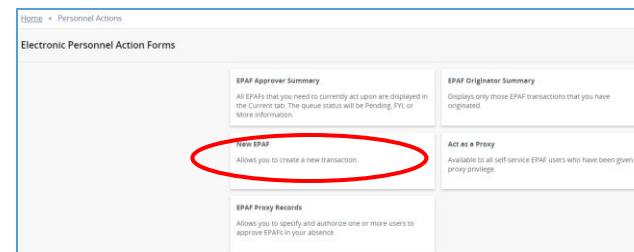
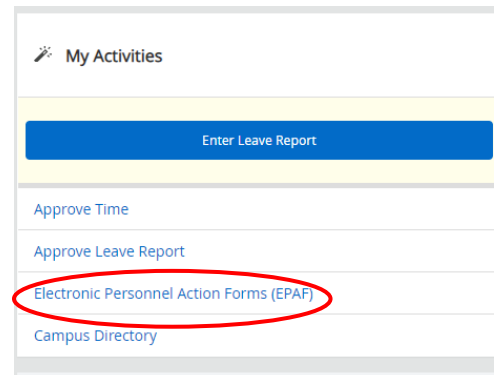
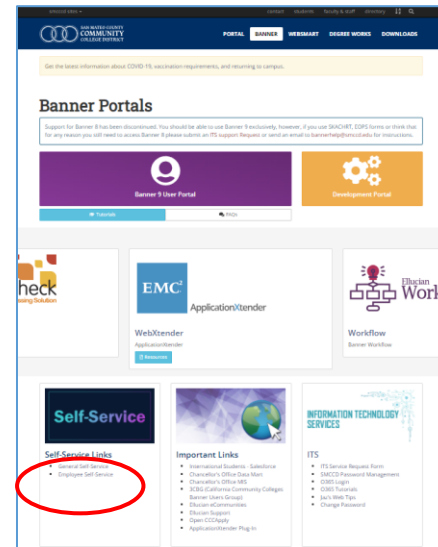
# EPAF STEP BY STEP

## How to get to EPAF

1. Log into [Banner Employee Self Service](https://banner.smccd.edu/) using Firefox - <https://banner.smccd.edu/>
2. Click on Electronic Personnel Action Forms (EPAF) located on the Menu to the right

**NOTE:** If you do not see the EPAF option, contact HR to provide you with access.

3. Click on New EPAF



# Starting an EPAF

## Processing REHIRE

**EXAMPLE:** Jane Doe is being *rehired* as a Short-Term SUB as a Career Resource/Counselor. Dates of the position will be from 08/09/22-03/03/2023



**Reminder:** All the information your normally need for a paper PAF, i.e., job title, department, org, salary schedule, grade, FOAP etc. you will need to know to complete the EPAF.

1. After clicking *New EPAF* the following fields/screen will come up
  - a. **Enter the Employee ID (G#)** and tab to populate the name and verify it is the correct employee. THIS IS CASE SENSITIVE
  - b. **Query Date** = *Job Start Date*
  - c. **Approval Category** = Sub Hourly Hire, SUBHIR (for this example)
  - d. **Click GO**

### Enter or Generate New ID

*i* \* indicates a required field. Enter an ID, select the link to search for an ID, or generate a new ID

**ID \***

Jane Doe

[Generate new ID](#)

**Query Date \***

**Approval Category \***

- Sub Hourly Hire, SUBHIR
- Short-Term Hourly Hire, SHHIRE
- Student Hire, STHIRE
- Sub Hourly Hire, SUBHIR**
- Job Termination, TERM
- Miscellaneous Hire, MSHIRE

1. Click **"All Jobs"** to find the job you are reactivating.
2. Select the **applicable Position**, in this case 3L3340.
3. Click **Go**.

Home • Personnel Actions • New EPAF Person Selection • New EPAF Job Selection

### New EPAF Job Selection

*i* Enter or search for a new position number and enter the suffix, or select the link next to Position

#### Details

ID: Ingrid Jane Doe      Query Date: 08/09/2022

#### Update Job, STJOB

Select	Type	Position	Suffix	Title
<input checked="" type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>	

**All Jobs**    **Next Approval Type**    **Go**

#### Update Job, STJOB

Select	Type	Position	Suffix	Title	Time Sheet Organization
<input checked="" type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>		
<input type="checkbox"/>	Primary	3L3340	00	OAll Couns/Spark	3340, Counseling
<input type="checkbox"/>	Primary	3L3345	00	OAll	3345, Office of the VP Stndt Svcs
<input type="checkbox"/>	Secondary	353340	00	SA - Spark Point	3340, Counseling
<input type="checkbox"/>	Secondary	3W3333	00	FWS SA SparkPoint	3333, Enrollment Services

4. Skip the **New Employee Record** section, as you do not want to change any of this.
5. Scroll down to the **Update Job** section

Home • Personnel Actions • New Personnel Action

*i* Enter the information for the EPAF and either Save or Submit.

### New Employee Record

Home COAS

1

Employee Class Code \*

6T

Home Organization \*

3340

Current Hire Date \*

09/01/2015

Original Hire Date

11/12/2014

Adjusted Serv. Date


11/12/2014

District Code \*

371, Canada

**SKIP - DO NOT UPDATE**



**Job Begin Date** = Click  to reset the date back to original value. This is critical as the EPAF will error.

6. **Jobs Effective Date\*** = Enter the *Start Date* of this position
7. **Title** = Update as applicable
8. **Salary Group** and **Salary Table** are defaulted
9. **Salary Grade\*** =
10. **Step\*** = update as applicable
11. **Timesheet Orgn\*** = update as applicable
12. **Time Entry Method** = Employee Time Entry via Web
13. **Job Change Reason** = REHIRE, Rehire
14. **Contract Type** = *Primary*







**If employee already has another job that is Primary, you will get an error, change the Contract Type to Secondary**

All other fields are greyed out and defaulted.


Home • Personnel Actions • New Personnel Action


Update Job, 3L3340-00 OAll Couns/Spark, Last Paid Date: 06/30/2018

Job Begin Date  
08/09/2022   Remove  Old Value: 11/09/2016

Jobs Effective Date \*  
08/09/2022   Remove  Old Value: 06/30/2018

Title  
OAll Couns/Spark

Salary Group  
FY2122  Old Value: FY1718

Salary Table  
65  Old Value: 6T

Salary Grade \*  
18

Step \*  
2

Timesheet Orgn \*  
3340

Time Entry Method

Time Entry Method  
Employee Time Entry via Web

Job Change Reason  
REHIRE, Rehire

Accrue Leave  
Y

Contract Type  
Primary

FTE  
0

Hours per Day  
1

Job Status  
A

Factor  
1

Pays  
1

15. Review and update the Labor Distribution (FOAP), as applicable.
16. **Terminate Job Record**
  - a. **Jobs Effective Date\*** = Enter the *End Date* of this position
  - b. **Job Status\*** = already defaulted to T for Terminate
  - c. **Job Change Reason\*** – already defaulted to TER43
17. **Routing Queue** – all EPAF’s require at least 3 of the below approvers
  - a. **Level 15**
  - b. **Level 40**
  - c. **HR Applier** – select applicable HR Rep i.e.
    - i. **Students** - Jasmeet Singh
    - ii. **Short Terms** – Jessica Esclamado
18. **Comments**
  - a. Note Board Approval Date (for all positions except SUBS)
  - b. Note Timesheet Approvers
19. Click **SAVE**
20. Review your entry
21. Click **SUBMIT**

Current the job records

Effective Date  
05/01/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
1		32106	3340	2394	64900					100	

New

Effective Date MM/DD/YYYY  
08/09/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
1		32106	3340	2394	64900					100		

Default from Index    Add Row

New

Effective Date MM/DD/YYYY  
08/09/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
1		10003	3340	2331	63901					48		
1		31216	3340	2331	61201					26		
1		31216	3340	2331	62302					26		

Default from Index    Add Row

Terminate Job Record, 3L3340-00 OAll Couns/Spark, Last Paid Date: 06/30/2018

Jobs Effective Date \*  
03/03/2023   Remove  Old Value: 06/30/2018

Job Status \*  
T  Old Value: Terminated

Job Change Reason \*  
TER43

Routing Queue

Approval Level	User Name	Required Action	Remove
15 - (3L15) Supervisory	Not Selected	Approve	
40 - (3L40) VPM/CBO/Designer	Not Selected	Approve	
99 - (3L99) HR Applier	Not Selected	Apply	

Comments

Web Approver: Max Hartman G01025738

Remaining Characters : 3965