

3. Enter UIN or Select search.
Enter Effective Date of rehire, MUST be 10th or 25th.
Click down arrow to select Approval Category .
Click Go.

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- Employee status “A” will default.
 Enter Employee Class Code.
 Enter Budget Codes only if this position is primary .
 Select the VP area for the Budget Code of the primary position.
 Enter Employee Class Code as follows:
 RA – Graduate Research Assistant
 TA – Graduate Teaching Assistant

Electronic Personnel Action Form

Item	Current Value	New Value
Employee Status:	(Not Entersable) Active	A
Employee Class Code:	RA, Graduate Research Assistant	RA
Budget Code:	100000, COMMUNED UNCS, HUMAN SERVICES	100000
Budget Code:	100000, COMMUNED UNCS, HUMAN SERVICES	100000

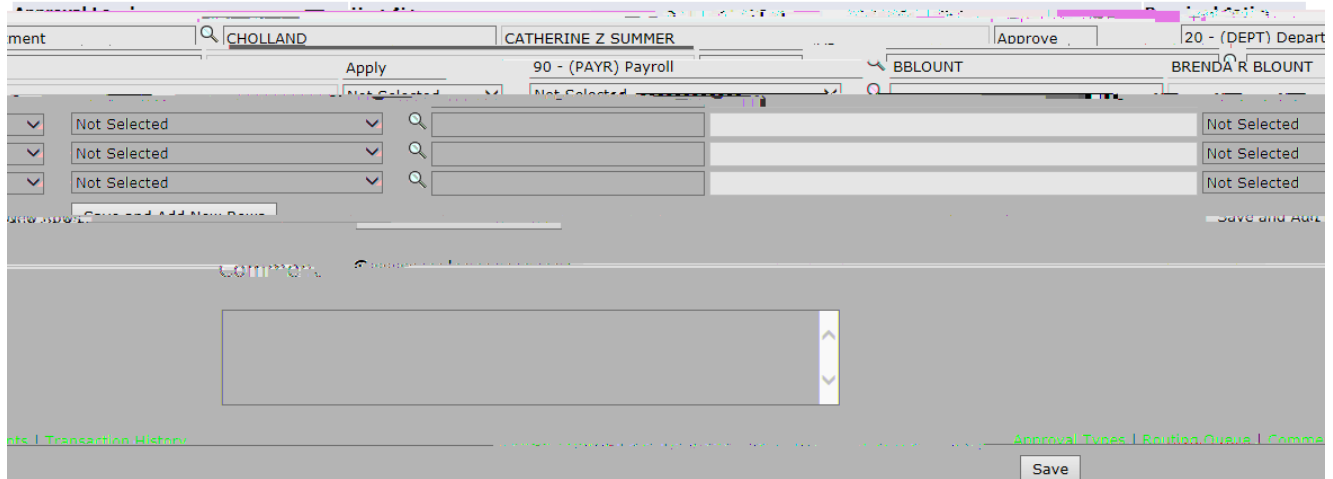
- Enter Effective Date of Rehire.
 Select Primary or Secondary for Contract Type.
 Enter Effective Date and Personnel Date of rehire. Both dates must be the same.
 Job Status “A” will default.
 FTE “0.250” will default.
 Job Change Reason “OAPPT” will default.
 Step “0” will default.
 Enter Factor/Pays (# of pays for the semester/academic year). Both are always the same.
 Enter Total Amount of Stipend.
 Enter the Budget Code that belongs to the position.

If you choose the incorrect Contract Type, you will receive an error message when submitting.

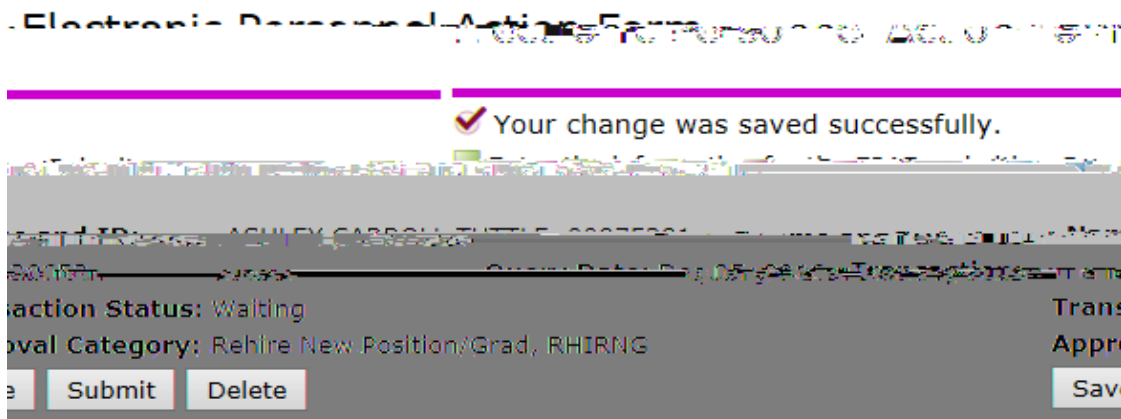
7. Enter the Last Day of E

- Enter Username or click the magnifier to select the approval level for Department (approver).
 Enter Username or click the magnifier to select the approval level for Payroll.
 Enter a comment regarding rehire if necessary.
 Click Save.

Routing Queue



- Select Submit to finish if change was saved successfully.
 Note: There will be an error message in red with details if your change did not Save or Submit successfully. Ignore ALL warning messages.



EPAF has been successfully submitted to Department (Approver).