

GA Support Staff Summer 2020 Meeting



Introductions

- This meeting is being recorded and will be distributed later.
- Questions can be entered through the chat feature and will be moderated throughout the meeting.

Jill Smucker,
Director of
Graduate Education

Christina
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Manager

Updates: GA Forms Page

- All obsolete forms have been removed.
- Forms that were just for students have been moved to the Graduate Student Forms page.
 - Timesheet
 - Tuition Waiver Adjustment Form
 - Assistantship Application Form
 - Request for Employment Verification
- Non-form hiring resources have been moved to the GA Overview page.

Updates: EPAF Resources

- EPAF Hiring Resources distributed during the in person EPAF training are now available on the [GA Overview page](#).
- The [HR EPAF Hiring Resources](#) link includes step-by-step instructions for:
 - Originating an EPAF
 - Approving an EPAF
 - Requesting EPAF access
 - Using the various EPAF flows
- The step-by-step EPAF GAHIRE instructions have been updated with better information on the Job Begin Date and Campus Address sections.

Graduate Assistant EPAF Hiring Resources

HR EPAF Hiring Resources

Form Name	Description
EPAF Originator Key	Shows which type of EPAF flow to use when originating an EPAF, what comments to include, and the necessary paper forms to complete.
EPAF Originator Quick Guide	General instructions and FAQ for EPAF originators and hiring units.
Grad School EHiring Power Point	Instructional overview of the electronic process for hiring GA's.

The logo for Southern Illinois University Edwardsville (SIUE) is displayed in a large, bold, red font. The letters 'S', 'I', and 'U' are in a standard sans-serif font, while the 'e' is stylized with a thick, rounded body and a small loop at the top.

Reminders: Graduate School Updates and I9's

- Anyone can request access to the GA Support Staff List by completing this [form](#).
- Supervisors are periodically contacted with important information through GASupervisors@lists.siue.edu.
- EPAF originators are responsible for completing I9's and W4's with their new hires in a timely manner.
- Individual departments are responsible for keeping a list of I9's completed virtually and tracking when documents are viewed in person.



Questions?

EPAF Tips and Tricks: Search

- To access the Search feature:
 - Log in to EPAF and click Originator Summary (also works in the Approver Summary)
 - Click the “Search” link towards the bottom of the page.
 - Search by name, 800#, or transaction number.
 - Searching by name or 800# will give you access to all EPAFs for the student that are still stored in CougarNET.

* Please utilize this method before contacting the Graduate School to check on an EPAF status

Search Criteria

Last Name:

First Name:

Or

ID:

Or

Transaction Number:

Transactions per Page:

25



Go

EPAF Tips and Tricks: Comments and All Jobs

- Comments can be added to an EPAF at any time before it is applied by the Graduate School without requesting that it is returned.
- Consider using the comments section to include a summary of the EPAF for approvers.
- Clicking the “All Jobs” button on the New EPAF initial screen will show you all positions a student has held.

Common EPAF Errors: Job Begin Dates

- The Job Begin Date in the Position Classification section is referring to the date the student first started working a position number, not the start date of the new position.
 - If there is already a value in the Current Value column leave the New Value blank.
 - If there is not a value in the Current Value column put the start date of the new position in the New Value column.

Position Classification, GG9000-00 Gen Asst-M

Enter Changes	Current Value	New Value
Job Begin Date:	08/01/2019	
Contract Type:	Primary	Primary
Accrue Leave:	Yes	Yes

Common EPAF Errors: Social Security Numbers

- If you receive the error message below, please contact the Graduate School. A temporary SSN will need to be assigned to the student before the EPAF can be submitted.

Errors and Warning Messages

Type	Message Type	Description
Position Details	WARNING	*WARNING* Annual Salary is outside the Table/Grade range.
Employee Classification (GACHNG)	ERROR	First Name, SSN/SIN or Birth Date are incomplete, or Sex Code is invalid. Valid Values M(ale), F(emale) or N(ot available).

Common EPAF Errors: Supervisors

- Make sure the 800# used in the Supervisor field is for a person with an active employment record during the student's GA position.
 - If a faculty members FY 21 position has not been processed yet you will get an error when you submit the EPAF.
 - You may use an alternate 800# of another person in the department.

Common EPAF Errors: Student Employment Positions

- If the student has an un-terminated student employment position you will not be able to include a termination date and code in the Employee Classification section.

Employee Classification (GACHNG)

Enter Changes	Current Value	New Value
Employee Status:	Active	Active
Employee Class Code:	SR, Student Regular	GA, Graduate Assistants Academic
Leave Category Code:	99, Ineligible for leave	98, GA, TA, RA Leave
Benefit Category:	S1, Student worker tax setup	G1, Graduate Students
Home Organization:	650465, Stu Financial Aid	637455, Res and Proj Gen Ofc
Term Reason Code:		-
Termination Date:		



Thank you!