GA Hiring
Frequently Asked Questions

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When I submit the EPAF I get a warning message. Is that ok?

Yes. EPAFs can still be submitted with a warning. However, if you get an error message your EPAF will not submit until the error is corrected.

Who do I contact if I keep getting an error and I don't know how to correct it?

Please send your error and a screenshot of the error message to the HR Systems Group at systemshr@siue.edu. You may also contact the Graduate School.

The student will not be here until the first week of school to complete his/her I9. Can I still submit the EPAF?

Yes. You can submit the EPAF as early as you would like. Please keep in mind that EPAFs will not be applied until after an accurately completed I9 arrives in the Graduate School AND that students should not start working without completing an I9.

What if the student delays completing their online hiring packet? Will I have to recreate my EPAF?

Most students complete their online hiring packet quickly. We will make every effort to stress the importance of packet completion in the communications we send to the student as a delay will hinder how quickly they receive their first paycheck. The Graduate School will also work with the student if they are having problems finishing their online packet. If a student does not complete their online hiring packet in time for their start date the EPAF will be voided and a new EPAF will need to be created with a new start date.

The EPAF I submitted was approved by all approvers quite some time ago and the EPAF still has not been applied. Why is that?

There are a couple of reasons why an approved EPAF may be delayed. The most common reason would be because of a payroll processing cutoff. EPAFs feed directly into the Banner payroll system once they are applied. If the EPAF you originated is too close to a payroll cutoff it may be delayed until the processing hold is lifted. Follow this link to see the HR payroll processing cutoffs: https://www.siue.edu/graduate/pdf/Faculty-SemiMonthly-Cutoffs%20FY20.pdf.

The EPAF could also be delayed during peak volume periods. This is why it is important to submit the EPAF as soon as you know the details of the student's position.

Can I still create an EPAF if the student needs to start working earlier than 5 business days from now?

All EPAF's originated using the GAHIRE flow (with the exception of those that are only created to change a position number) must be submitted at least 5 business days before the student's start date. If you submit an EPAF using the GALABR, GACHNG, or GATERM flows this rule does not apply.

Is it ok to use an EPAF to hire an international student that doesn't have a social security number yet?

Yes, however, you will first need to ask the Graduate School to assign a temporary social security number to the student. Please make sure to include a copy of the student's social security card application with the I9 you send to the Graduate School. Students are not eligible to start working before applying for a social security number.