

GENERAL INSTRUCTIONS

This document is a supplement to the HR EPAF training materials. For detailed information on how to originate an EPAF in cougarNET including screenshots and step by step instructions, see the HR Originator documentation.

Reminders for All EPAFs

Routing Levels

It is the originators responsibility to know the proper routing levels for each EPAF. When in doubt, remember which offices/departments needed to sign your paper contracts. The same entities should be represented in the EPAF. The Graduate School and other units will return EPAF's for correction that are missing the proper routing levels.

Start Dates

All GAHIRE EPAFs must be originated at least 5 business days before the student's start date. This is important because GA's are required to complete their compliance training via Radius before they can start working.

If your student needs to complete an I9, waiting for I9 completion is not required before originating an EPAF. However, please keep in mind that the I9 must be completed on or before the student's start date AND that the EPAF cannot be applied if the Graduate School hasn't received the I9.

Comments

The comment section of the EPAF will be used by you to include info that all approvers need in order to approve the EPAF (see Originator Key). The Graduate School also uses this section to make sure the purpose of the EPAF is understood so it is applied properly. Because of this, it is very important that all pertinent information is included in the EPAFs you originate. EPAFs will be returned for correction if they are missing info in the comment box.

Reminders to Students

If the EPAF you are using will also include a Radius link to the student from the Graduate School (see Originator Key), please remind the student to monitor their SIUE email and complete the Radius packet as soon as

possible. This will help to prevent a delay on the student's part that could affect their start date.

EPAF Monitoring

Currently, there is not an automated notification system with EPAF changes and creations. Because of this, you may also want to send out emails to approvers when you create an EPAF. Also, if you are an originator and approving as a proxy for a fiscal officer, please make sure to approve on behalf of the fiscal officer in a timely manner.

NOTE: Once your EPAF reaches the ORP or Provost routing level, it is no longer necessary to monitor it.

Job Labor Distribution (Budget Purpose) Numbers

With EPAFs you will now have the option to use more than one budget purpose number for the same GA position. Please only take advantage of this option if the student is working for one department and the majority of his/her work is one type of classification (GA, RA, TA).

Student's working in more than one department OR who are working more than one type of position in the same school/unit would need more than one EPAF.

Position Changes Changes to a Current GA

Depending on the student's situation, to make a change to a current GA's position you may need to use either the GAHIRE, GALABR, or GACHNG EPAF flows (see EPAF Originator Key). It is very important to specify in the EPAF comments the change you are making so that all approvers and the Graduate School will understand it prior to approval.

Date Ranges

The GACHNG and GALABR EPAF's can be used for position changes only when the changes are within the date ranges of the original GAHIRE EPAF. If a termination date is added to one of these flows that is earlier than the original, the position will automatically revert back to the original once the change is over.

I9's

All new GA's must complete an I9 before they can start working. The start date on the I9 must match the start date in the EPAF. Completed I9's are sent to the Graduate School. Please do not ever email an I9.

If you are re-hiring a GA with a break in service, you only need to complete a new I9 if the EPAF is submitted after their previous contract has ended.

FREQUENTLY ASKED QUESTIONS

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 though that EPAFs will not be applied until after an accurately completed I9 arrives in the Graduate School.

What about the other paper documents that used to be included with a GA contract? Do I still need to submit those?

Most of the previous paper forms have been replaced by an online packet that the Graduate School sends to the student. There are still a few paper forms that the hiring unit must complete. Please see the Originator Key for more info.

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

EPAF testing has shown that 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 Radius 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.

Is there a way that I can tell when the student has completed their Radius packet?

Yes. A comment will be added to the EPAF once the online hiring packet is complete AND an accurate I9 has arrived in the Graduate School.

I see that the Graduate School has received the I9 and that the student has completed their hiring packet. Why hasn't the EPAF been applied?

First, check to see that all approvers have approved the EPAF. If all approvers have approved the EPAF, it could 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>

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. If the student applies for their SSN card after the EPAF start date, the start date on the EPAF will have to be changed. REMINDER: Please do not email forms with sensitive information.