

Student Electronic Personnel Action Form (EPAF)

USER GUIDE FOR SELF SERVICE STUDENT JOB NOTIFICATION

Office of Human Resources
UNIVERSITY OF DALLAS

REV. 04/2021

What is a job notification?

- A job notification is an electronic form that will create the student Electronic Personnel Action Form (EPAF).
- A job notification is required to set up a job and place the employee on payroll.

When do I create a job notification?

- Create a job notification when you are hiring or re-hiring a student worker.
- Job notifications must be completed for each student worker, *before the first day of employment.*

How do I create a job notification?

1. Go to udallas.edu/bportal
2. In the “Production Database” drop down menu. Click on **BannerWeb-Employee**
3. Enter your User ID and Password to log in to BannerWeb-Employee; and click “Sign In.”




Sign in to your account

<input type="text" value="Username"/>	<input type="text" value="Password"/>	<input type="button" value="Sign In"/>
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Remember me on this computer

4. Click on “Employee Main Menu” on the right-hand side

 My Activities

Enter Time


Approve Time

Salary Planner

Effort Certification

Pay Stub Administrator

Campus Directory

 Employee Menu

5. Click on “New College Worker Job EPAF.”

Personal Information Alumni and Friends **Employee** Finance

Search Go

Employee Main Menu

For Open Enrollment select the Benefits and Deductions link below

✓ [Time Entry and Approve Time Sheets](#)

[Leave Balances](#)



[Benefits and Deductions](#)

Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.

[Electronic Personnel Action Forms](#)

[Pay Information](#)

Direct deposit allocation, earnings and deductions history, or pay stubs.



[Tax Forms](#)

W4 information, W2 Form or T4 Form, Marital status and number of Dependents. UD Sales tax exempt form.

[Jobs Summary](#)



[Campus Directory](#)



[Look up Class Enrollment](#)

How many are registered for class



[New College Worker JOB EPAF](#)

worker.

[HR CW EPAF Review](#)

Review, Re-Route, Delete EPAF for CW

[HR EPAF Print CW](#)

Prints an EPAF for a college worker that has a status of C,P,or R.

[Originator CW EPAF Review](#)

Review, Re-Route, Delete EPAF for CW

[Employee & HR Notification](#)

Notification of Employee to complete info, notify HR for Job EPAF and other HR Actions

[RASH Approval](#)

RASH Approval

[HR RASH Route & Review](#)

HR RASH Route & Review

[Sign Up For Ellucian Support](#)

Sign up here to establish an account with Ellucian Support. Educational services for training, FAQ, Enter Cases, e-Community.

[Approver's CW Awards](#)

An approver can view balance of CW awards.

6. On the New Student Employee Notification page, select the applicable aid year (e.g. 2019-2020 Aid Year) and click “Continue” to go to the New Student Employee Hiring page.

UNIVERSITY OF DALLAS
The Catholic University for Independent Thinkers
Workflow Engine

University of Dallas
New Student Employee Notification

Select Aide Year >> 2015-2016 Aid Year ▼

EXIT Continue

7. On the New Student Employee Hiring page, enter in student's ID number and select the funding source.
 - a. If the funding source is from restricted fund, grant, or donor select "Restricted/Donor." Otherwise, select "Unrestricted/Operating."

UNIVERSITY OF DALLAS
The Catholic University for Independent Thinkers
Workflow Engine

University of Dallas
New Student Employee Hiring


Enter Student ID: Choose the funding source that this student will be paid from:

Unrestricted/Operating
 Restricted/Donor

Continue EXIT

How do I complete a job notification form?

For a full page view of Student Job Notification page, please refer to Appendix A.



UNIVERSITY OF DALLAS
The Catholic University for Independent Thinkers
Workflow Engine

University of Dallas
New Student Employee

Financial Aide Awarded For Aide Year= 1516

900

FUND	STATUS	OFFERED	ACCEPTED	PAID	REMAINING
FCWS	A	1600	1600		

Organization:	Select Org	This is the Home Organization for the student employee.
Hourly-OR-One Time Pay:	Select Pay Type	
Job Effective Date: (MM/DD/YYYY):		This is the first day the student reports to work must be > or = Payroll Begin Date.
Job End Date: (MM/DD/YYYY):		This is the last day the student reports to work must be < or = Payroll End Date.
Payroll Begin Date:	Select Begin Date	This is the Payroll begin date must be < or = Job Effective Date.
Payroll End Date:	Select End Date	This is the Payroll End Date for the final payroll.
Max Hours Per Week:	Select Max Hours Per Week	This is the maximum hours the student is allowed to work per week. See link to pay schedule below.
Hourly Pay Rate \$:	Select Pay Level If Level IV, must enter hourly rate	This is the hourly pay rate (numbers and decimals only) Click to View Pay Schedule
Job Location:	Select Job Location	This is the location the student will be working.
Job Supervisor:	Select Job Supervisor	This is the employee that will supervise daily activity.
Time Card Supervisor:	Select Timecard Supervisor	This is the employee that will approve Timecards.
Budget Manager:	Select Budget Manager	This is the manager responsible for the Budget.
Position:	Select Position	This is the Banner position.
Job Title:	Select Job	Select the job title for this position.
Department:	Select Department	Select the department.
Job Description:		Give a basic description of the job responsibilities or required skills.

Employee Job Assignments

Type	Position	Offic>Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	CW9940	00	Transfer Winter Site Employee	2101, Human Resources	Jun 01, 2015	Aug 21, 2015	Active

Continue | EXIT

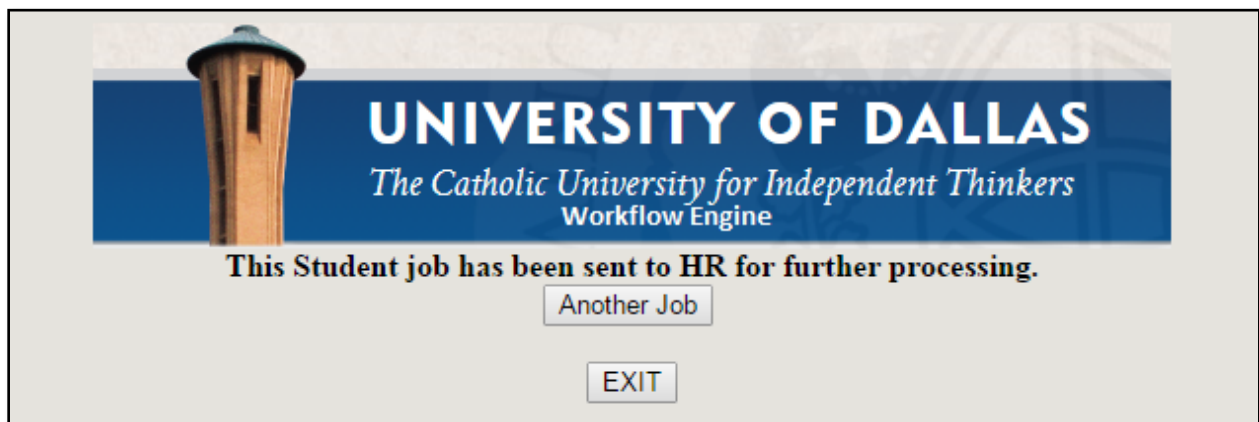
1. If a student was awarded work study, review the funding type and details listed at the top of the page. Please ensure award balance or remaining award balance is sufficient for job earnings prior to completing a job notification.
 - FUND: refers to the following work study categories: FCWS (Federal Work Study); FWS1 (Federal Work Study for Freshmen); and IUDW (Institutional Work Study).
 - STATUS: refers to the status of a work study award. Valid values are A= Accepted, C = Cancelled, or O = Offered.
 - **The status must be “A” for a work study job to be set up.**
 - OFFERED: refers to the amount of work study award a student has been offered for an academic year.
 - ACCEPTED: refers to the amount of work study award a student has accepted for an academic year.
 - PAID: refers to the amount of work study award that has been paid during the academic year. This field is updated by Payroll after each bi-weekly pay period.
 - REMAINING: refers to the amount of work study award that is remaining for the academic year.
2. Select the organization (org) for the student employee using the drop down menu.
3. Select the pay type from the drop down menu: Hourly or One-Time.

4. Enter the job effective date (MM/DD/YYYY).
 - This is the first day the student reports to work.
 - If the student was awarded work study, the work study job cannot begin prior to the work study effective date for the academic year.
5. Enter the job end date (MM/DD/YYYY).
 - This is the last day the student reports to work.
 - Cannot be beyond 5/31/2020 for any student employee
6. Select the payroll begin date from the drop down menu.
 - This date must be *on or before* the job effective date.
7. Select the payroll end date from the drop down menu.
 - This date must be *on or after* the job end date.
8. Select the number of hours per week the student will work per week, on average, from the drop down menu.
 - Max hours for all jobs combined cannot be more than 28 hours.
9. Select the hourly pay rate from the drop down menu.
 - If the hourly rate you need is not listed, enter the amount (numbers and decimals only) in the box below the drop down.
 - If one-time payment was selected in step 3, enter the one-time payment total amount in the box below the drop down.
10. Select the job location from the drop down menu.
 - Please note some locations are marked as “do not use.”
 - For a full list of job locations, refer to Appendix C.
11. Select the Job Supervisor from the drop down menu.
12. Select the Time Card Supervisor from the drop down menu.
 - This can be the same person as the Job Supervisor or different.
13. Select the Budget Manager from the drop down menu.
 - This can be the same person as the Job and Time Card Supervisor or different.
14. Select the correct position from the drop down menu.
 - For a full list of student position numbers, refer to Appendix D.
15. Select the job title from the drop down menu.
 - This is required for work study positions **only**.
16. Select the department from the drop down menu.
 - This is required for work study positions only.
17. Enter a brief job description statement.
 - This is required for all job notification submissions.

- If there is additional information that needs to be conveyed to HR, enter that information in the job description box as well.
18. If a student has an *Active* job, it will show as Active at the bottom of the page.

Employee Job Assignments								
Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	CW9938	03	Student Employee (Dept Paid)	73101, Business Office	Jun 01, 2019	Jul 31, 2019	Jun 28, 2019	Active

- Please review job details (e.g. hours per week) with student to be sure if the student works both jobs they do not exceed the 28 hour per week maximum.
 - **You may have to coordinate the number of hours worked with another supervisor to ensure the student does not exceed maximum number of hours per week.**
19. Click “Continue” to submit the job notification to HR and go to the confirmation page.

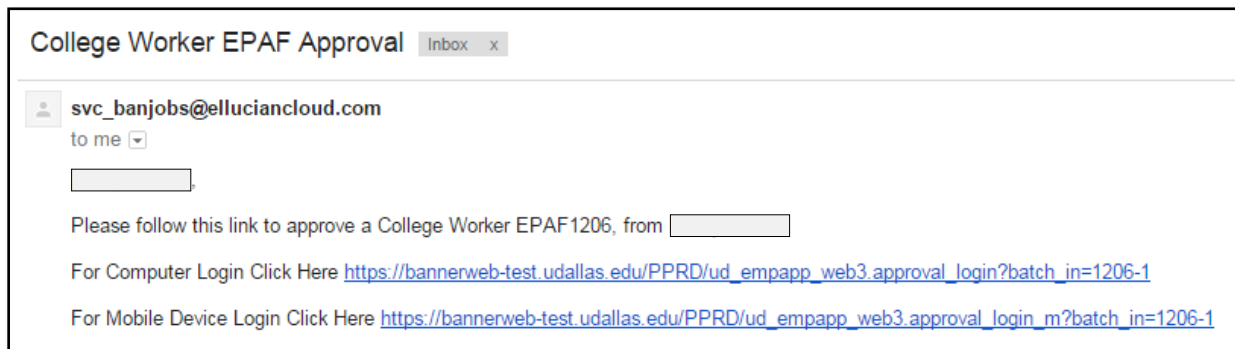


20. On the Confirmation page, click “Exit” to return to the Self Service Employee Main Menu; or select “Another Job” to submit another job notification.

What happens once I submit a job notification?


- HR will review your job notification to ensure job details and labor request are accurate. Your job notification may be returned to you if one or more of the following occurs:
 - The notification contains significant errors and cannot be processed as is.
 - The details/parameters of the job (e.g. number of hours worked) does not comply with federal, state, or UD policy.
 - There is not sufficient funding for the position you are requesting.

- The employee does not qualify as a student employee.
- HR will initially review the job notification and route it to all required approvers in the following order:
 1. Department Approver
 2. Finance Approver for Restricted Funds (if applicable)
 3. Other Approver (if applicable)
- Each approver will receive an email notification to log in to Self Service to approve the position.
 - Each approver can approve the position or reject it. If rejected, the approver will return the job notification to the Originator.



After clicking on the login link that was emailed, the approver will be directed to Self Service (Banner Web) to approve/reject an individual job notification.

Department, Budget, or Other Approver Screen



New Hire EPAF Approval

Originator:	Laney Warren
Fund:	111001
Organization:	72101
EPAF Type:	CWSEMJ
Batch ID:	1206
Previously Approved By:	
Comments:	

Employee ID	Name	Position	Suffix	Job Begin Date	Payroll Begin Date	Payroll End Date	Salary	Hours	Total Exp.	Fund	Org	Acct	Program	Percent
900		CW9938	00	06/15/2015	06/06/2015	07/03/2015	\$7.55	5	\$7.55	111001	72101	63201	250	100

⚠ There are no active jobs based on the Query Date.

FTE Calculation
Current Jobs = 0 Pending Jobs = 0 This Job = 13 Total FTE = 13

To route for approval, enter any comments and check "APPROVE" box then Submit:


I Approve of this Batch-Forward for further approval apply.

If you do not approve this Batch, explain below and the batch will be returned to the Originator. Check the Dis-Approve Box then Submit:

Dis-Approve of this Batch-Return to Originator.

Submit EXIT

- Depending on the decision of the approver, the job notification will be returned to the Originator, routed to the next approver (if applicable), or routed to HR for final processing. Once the "Submit" button is clicked, a confirmation page will appear showing the action that will take place next. (e.g. "batch was returned to the Originator", "batch submitted to Jane Doe for approval", "batch sent to HR Department for EPAF generation")



Batch Successfully Submitted

Batch Number 1206-1 was sent to HR Department for EPAF generation.

EXIT

- Once the job notification is approved by all approvers, Human Resources will receive an email requesting the job notification be routed to Payroll for final processing.
- Once HR routes the job notification to Payroll, the student and Time Card Supervisor will receive an email notification stating the student can now report to work.

- After Payroll processes the job notification, the student’s time card will appear in Self Service (Banner Web).

When can my student worker begin work?

- If they are a new student employee, your student(s) can begin working once they have provided you with an HR completion slip, with completion stamp.
- If they have worked on campus before,
 - Students may or may not be able to see their electronic timecard in Self Service (Banner Web) at this time. Once their position has been set up by Payroll, their timecard will appear.

How do I know how much work study a student is awarded or has remaining?

- Follow steps 5 – 9 listed under Scenario 1 on page 3. Review the work study award and/or remaining balance at the top of the job notification page.

How do I know when all new hire paperwork has been completed by a new or termed student employee?

- The student(s) will provide a completion slip from HR, with the completion stamp, to you.

<p>UNIVERSITY OF DALLAS Office of Human Resources</p>	
<p>This receipt verifies that the student listed below has completed all required new hire paperwork with the Office of Human Resources and is authorized to begin working.</p>	
Student Name: _____	ID#: _____
HR Completion Stamp:	

What if my student has an F-1 visa or does not have a Social Security number?

- Complete the job notification form as described on page 5 of this guide, and send your student to HR.
- **Student will not be able to work until you are notified by HR.**
- HR will then work with the DSO officer to help the student obtain social (if required).

- HR will review the submitted job notification draft a proof of employment letter to be provided to the Social Security Administration Office by the student.
- The student will take the following documents to the Social Security Administration Office and complete an application for a social security number:
 - Proof of employment letter
 - Verification of status letter (from the Designated School Official)
 - Passport
 - I-94
 - I-20
- F-1 students may begin work once their application for a social security card has been submitted and they return their receipt of application to the Office of Human Resources. However, they cannot be set up in the system until they have been assigned a social security number and it is put in the system.
 - Please refer to the “How do I pay my student retroactive pay?” section below for instructions on paying F-1 students for hours worked prior to their time card being activated in Self Service (Banner Web).
- Once their application has been submitted and approved, the Social Security Administration will mail a social security card to the student within 2 to 4 weeks.
 - Once the student receives their social security card, it must be brought into the HR office for confirmation.

How do I pay my student retroactive pay?

- Send an email to Human Resources stating the following:
 - Reason why retroactive pay is needed
 - Dates retroactive pay is being requested for
 - Number of hours per day the student worked
 - Approved hourly rate
- Human Resources will complete necessary paperwork and route it for approval and processing.
- **However, if one pay period is missing, have student add previously worked hours to current time sheet and add comment indicating “xx hours are from previous pay period.**

What if my student does not have an account for direct deposit?

- Direct deposit is the method of payment by the University of Dallas. If a student does not have a bank account, they should choose a bank and open a checking or savings account; or contact the Business Office for information regarding a HigherOne account.

What if my student does not have the appropriate identification documents to complete their I-9 form?

- The Department of Homeland Security requires all employees to have a completed I-9 to prove they are eligible to work in the United States.
- This form must be completed by the third day of employment, or the student will not be able to continue working.

Appendix A: Student Job Notification

University of Dallas New Student Employee

Financial Aid Awarded For Aide Year= 1516

900

FUND	STATUS	OFFERED	ACCEPTED	PAID	REMAINING
FCWS	A	1600	1600		

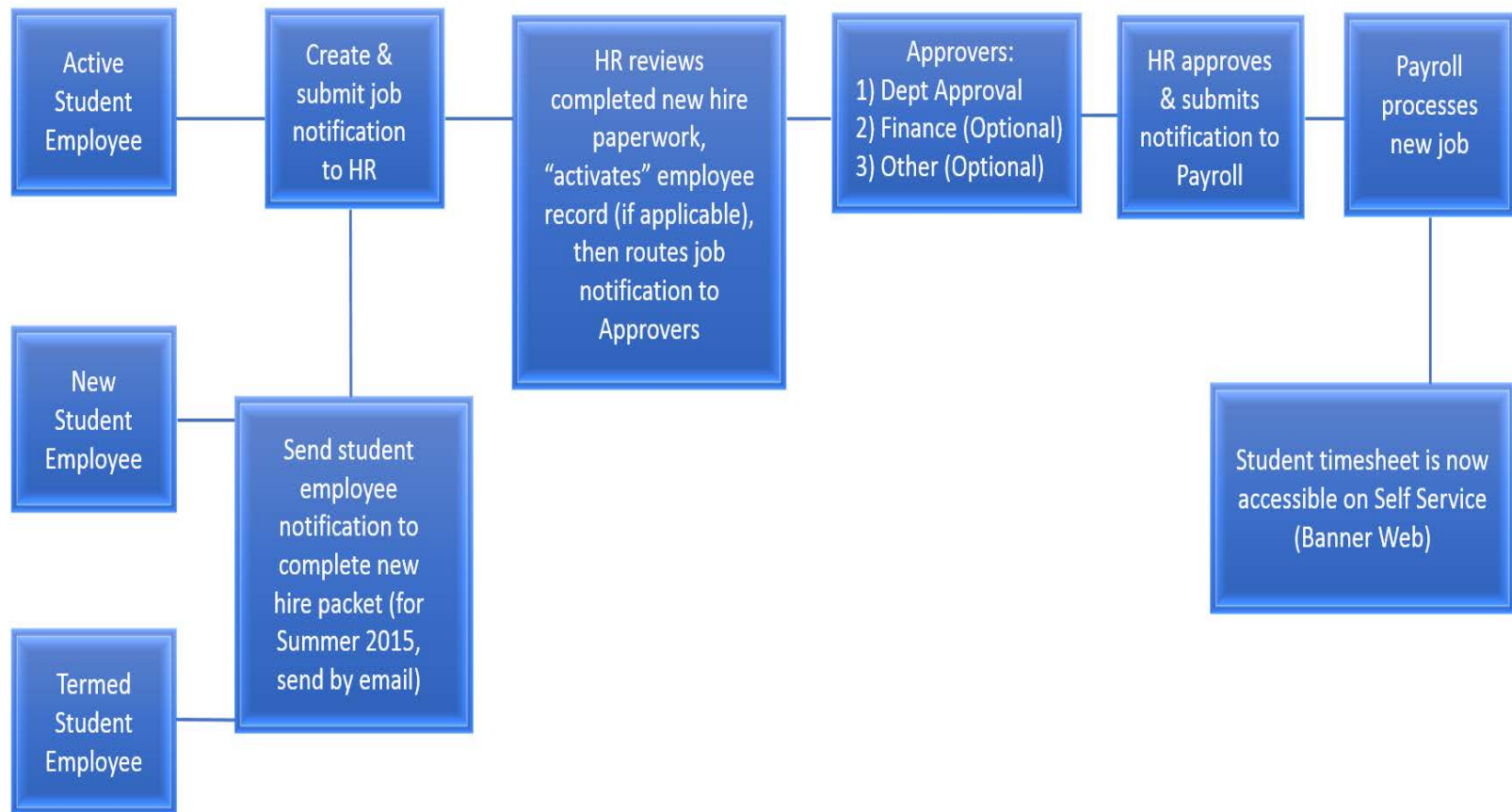
Organization:	Select Org <input type="text"/>	This is the Home Organization for the student employee.
Hourly-OR-One Time Pay:	Select Pay Type <input type="text"/>	
Job Effective Date: (MM/DD/YYYY):	<input type="text"/>	This is the first day the student reports to work must be > or = Payroll Begin Date.
Job End Date: (MM/DD/YYYY):	<input type="text"/>	This is the last day the student reports to work must be < or = Payroll End Date.
Payroll Begin Date:	Select Begin Date <input type="text"/>	This is the Payroll begin date must be < or = Job Effective Date.
Payroll End Date:	Select End Date <input type="text"/>	This is the Payroll End Date for the final payroll.
Max Hours Per Week:	Select Max Hours Per Week: <input type="text"/>	This is the maximum hours the student is allowed to work per week. See link to pay schedule below
Hourly Pay Rate \$:	Select Pay Level <input type="text"/> If Level IV, must enter hourly rate: <input type="text"/>	This is the hourly pay rate.(numbers and decimals only) Click to View Pay Schedule
Job Location:	Select Job Location <input type="text"/>	This is the location the student will be working.
Job Supervisor:	Select Job Supervisor <input type="text"/>	This is the employee that will supervise daily activity.
Time Card Supervisor:	Select Timecard Supervisor <input type="text"/>	This is the employee that will approve Timecards.
Budget Manager:	Select Budget Manager <input type="text"/>	This is the manager responsible for the Budget.
Position:	Select Position <input type="text"/>	This is the Banner position.
Job Title:	Select Job <input type="text"/>	Select the job title for this position.
Department:	Select Department <input type="text"/>	Select the department.
Job Description:	<input style="width: 100%; height: 30px;" type="text"/>	Give a basic description of the job/responsibilities or required skills.

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	CW9940	00	Summer/Winter Stu Employee	72101, Human Resources	Jun 01, 2015	Aug 21, 2015		Active

Appendix B: Student Job Notification Flow Chart

Student Job Notification Flow Chart



Appendix C: Building Location Codes

Code	Description
ANSELM	Anselm
ARTHIS	Art History Building
ARTVIL	Haggerty Art Village
AUGUST	Augustine
BLAKE	Blakely Building
BRANFL	Braniff - Lower Level
BRANFF	Braniff - First Floor
BRANFS	Braniff - Second Floor
BRANFT	Braniff - Third Floor
BRANIF	Braniff
CATHAL	Catherine Hall Office
CERAM	Ceramics Building
DRAMA	Drama Building
FACILA	Facilities - Admin Building
FACILC	Facilities - Custodial
FACILS	Facilities - Structural/Grounds
FACILT	Facilities - Technical
FHALLF	Farrell Hall- First Floor
FHALLS	Farrell Hall- Second Floor
FHALLT	Farrell Hall- Third Floor
GORMAN	Gorman
HAGGRL	Haggar - Lower Level
HAGGRM	Haggar - Main Floor
HAGGRS	Haggar - Second Floor
HGGTYL	Haggerty Sci Bldg - Lower Level
HGGTYF	Haggerty Sci Bldg - First Floor
HGGTYS	Haggerty Sci Bldg - Second Floor
HTS	Holy Trininty Seminary
IRVISD	Irving Independent School District
JEROME	Jerome Hall
MAHER	Maher Athletic Center
MJT	Margaret Jonsson Theater
OFFCAM	Off-Campus
ONLINE	Online
ROME	Rome
SBHALF	SB Hall/First Floor
SBHALS	SB Hall/Second Floor
SBHALT	SB Hall/Third Floor

Appendix D: Student Position Numbers

Position	Title
CW9937	Tutor (Dept Fund)
CW9938	Student Temp Dept Paid
CW9941	Student Award Recipient
CW9948	IT Student Employee
CW9949	Library Student Employee
CW9959	Student Government
CW9965	Advancement Call Center
CW9966	Cap Bar Student Employee
CW9967	Police Student Employee
CW9968	Advancement Student Employee
CW9969	Enrollment Student Employee
CW9979	RHA / RA Staff
CW9980	Recreation Progs Student Employee
CW9987	Newspaper Writer
CW9988	Newspaper Staff
CW9989	Yearbook Staff
CW9991	Institutional Work Study *Applies to Fund IUDW Only
CW9995	FWS Community Service *Applies to Art Gallery, Fitness Center, UD Police, Library ONLY
CW9996	FWS Non-Profit/Public Prgm *Applies to Campus Ministry ONLY
CW9997	FWS Math Tutor
CW9998	FWS Literacy (off campus tutor) *Applies to Enrollment ONLY
CW9999	FWS General Funds *Applies to Fund FCWS & FWS1 Only
GA9946	Braniff Graduate Assistant
GA9947	Gupta COB Graduate Assistant
GA9948	Neuhoff SOM Graduate Assistant
GA9998	Testing Proctor
GA9999	Graduate Assistant

Note: FWS stands for Federal Work Study

Glossary

Begin Date: Begin date refers to the first day of the pay period in which a student begins their job. The begin date for the pay period must be prior to the job effective date. (*Job Notification Form*)

Banner Web: An online self-service employee tool that provides users with access to employment records, timesheets, leave balances, tax forms, Electronic Personnel Action Form (EPAF), etc. Banner Web can be accessed through the University of Dallas webpage.

Budget Manager: A Budget Manager is a university employee who has administrative, budgetary responsibilities. Once a job notification is submitted to Human Resources, it is routed to a Budget Manager who will approve the funding requested. The Budget Manager can either approve or reject the job notification. If approved, the job notification will be routed back to Human Resources for final approval and then to Payroll for processing. (*Job Notification Form*)

Contract Type: Contract type indicates the type of job. Valid values are P = Primary and S = Secondary. Only one primary job per person is allowed. Originators, Job Supervisors, Time Card Supervisors, Budget Managers/Department Approvers, and Finance Approvers do not need to be concerned with contract type as this field is updated by Human Resources or Payroll.

Department Approval: See Budget Manager.

End Date: End date refers to the last day of the pay period in which a student ends their job. The end date for the pay period must be after the last day of the student's job. (*Job Notification Form*)

EPAF: EPAF is an abbreviation for Electronic Personnel Action Form. (*EPAF Landing Page*)

Finance Approval: Finance approval refers to an additional level of approval for funding, above the department or budget approval. This type of approval is optional and is dependent on the type of job and funding requested.

Job Description: Job description refers to a brief explanation of the type of work to be performed by the student. A job description statement is required by all Originators submitting a job notification to HR. (*Job Notification Form*)

Job Effective Date: Job effective date refers to the first day of employment for a student. (*Job Notification Form*)

Job Location: Job Location refers to the location of the student's job. All job locations have a specific code associated which is used by Payroll when setting up the job. (*Job Notification Form*)

Job Supervisor: Job Supervisor is the employee responsible for supervising a student's work. The Job Supervisor may or may not be the same as the Time Card Supervisor and/or Budget Manager. (*Job Notification Form*)

Originator: An Originator is the person who initially creates a job notification for a student. An Originator can be any university employee (non-student) who is hiring a student. (*Approval Screen*)

Position: Position refers to the position number most appropriate for the type of work performed by the student and the funding for compensation. For example, if a student is awarded Federal Work Study, position number CW9999 should be used when submitting a job notification form to HR. Please refer to Appendix D for a list of position numbers and descriptions. If you are unsure of the correct position number to use, please contact Human Resources. (*Job Notification Form*)

Self Service: Self Service is the proper term for Banner Web. The terms Self Service and Banner Web can be used interchangeably.

Time Card Supervisor: Time Card Supervisor is the employee responsible for approving the student's electronic time card in Self Service (Banner Web) biweekly. The Time Card Supervisor may or may not be the same as the Job Supervisor and/or Budget Manager. (*Job Notification Form*)