



**HELPFUL TIPS**

**WHEN CREATING AN**

**Electronic Personnel Action Form (EPAF)**

1. **Query Date-** The query date should be reflective of the student's job begin date
2. **Suffix-** The suffix for all position numbers is 00
3. **Rehiring a student for the new academic year-** Change the contract type from "Primary" to "Secondary" and leave the field for Job Begin Date "Blank".
4. **Hiring a student that is new to your department and the student worked in a different department last semester-** Indicate the contract type as primary and enter the job begin date.
5. **EPAF Saved and Submitted Successfully-** Please notify your Cost Center Head that the EPAF is awaiting his/her approval.
6. **How does my Cost Center Head (CCH) Approve an EPAF?** The CCH will click the Employee Tab in Self Service banner, Click EPAF Approver Summary, Click Go, Click the student's name, review the EPAF and Click Approve. When the EPAF has been successfully submitted, the CCH will see a message that states, "Your EPAF has been successfully submitted."
7. **Are you waiting on an Approval Email-** Periodically check the student's status in your EPAF Originator Summary. Click the History Tab, click on the student's name, scroll to the bottom of the EPAF and look for Approved under the Queue Status for SRSMITH3

\*\*\*\* Detailed instructions on how to create a new EPAF are located on the Career Planning and Development webpage at [career.una.edu](http://career.una.edu). Click Student Employment Supervisors. Then click "Instructions on Hiring a Student using EPAF."

If you have any questions, please contact Stephanie Smith at 256-765-4590.

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