

Electronic Personnel Action Form (EPAF)

Hire/Rehire Student Workers:

NOTE: These instructions are NOT for hiring Grant Funded positions

Submit an ePAF to hire, rehire, set up a wage rate or title change, and end a student's work study assignment.

Before an ePAF is submitted, make sure you have been approved by Student Employment to hire.

Step 1:

The Electronic Personnel Action Form (ePAF) channel is found in the myOxy portal (<https://my.oxy.edu/>) > Tools > EPAF (ePersonnel Action Form).



Step 2:

Under the [Employee](#) tab select [New EPAF](#). This link will bring you to the [New EPAF Person Selection](#).

Step 3:

Step 4:

New EPAF Job Selection:

For new hires, rehires, merit increases, or title changes: select your cursor into the

Leave this field blank if the student has previously worked for your department in the same position number.

Status:

Selection should be **Active** for hiring, rehiring students.

Title:

Position job title (i.e.: **Office Assistant**)

Regular Rate:

Hourly Pay Rate, which should be minimum wage (stipends may not be entered on this form. Do not use \$ sign when entering hourly rate).

You can leave a comment if needed.

Note: When setting up a **hire, rehire, or title change**, make certain you leave the **Job Begin Date, Contract Type, and Step** fields blank (do not enter data in these fields unless setting up a new hire into the respective position number).

Step 6:

Once you have fully completed the EPAF form, select **Save** at the top. Only select **Save** once.

Step 7:

Next, select **Submit** (this will transmit the information to Human Resources for review, approval, and processing).

NOTE: If you receive **ERROR** messages, you must click **Update** and correct the errors. Please disregard **Warning** messages. You will need to select **Save** and then **Submit**. While it is okay to **ignore** **Warning** messages, you must correct all **Error**

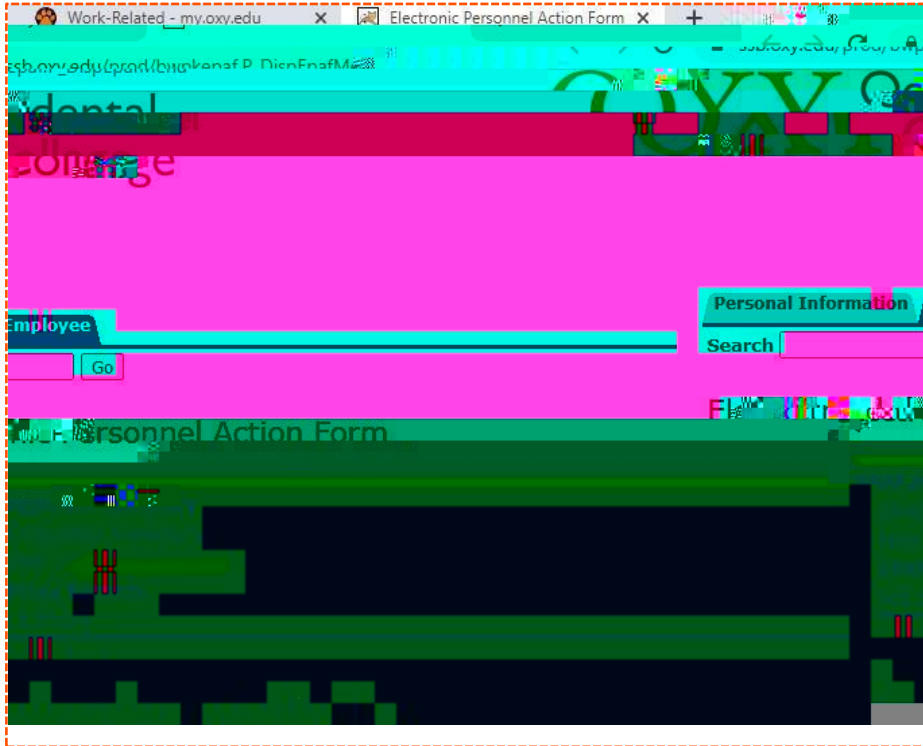
Instructions for Accessing EPAF form for End of Assignment for Student Workers:

Step 1:

The Electronic Personnel Action Form (ePAF) channel is found in the [myOxy portal](#)

Step 2:

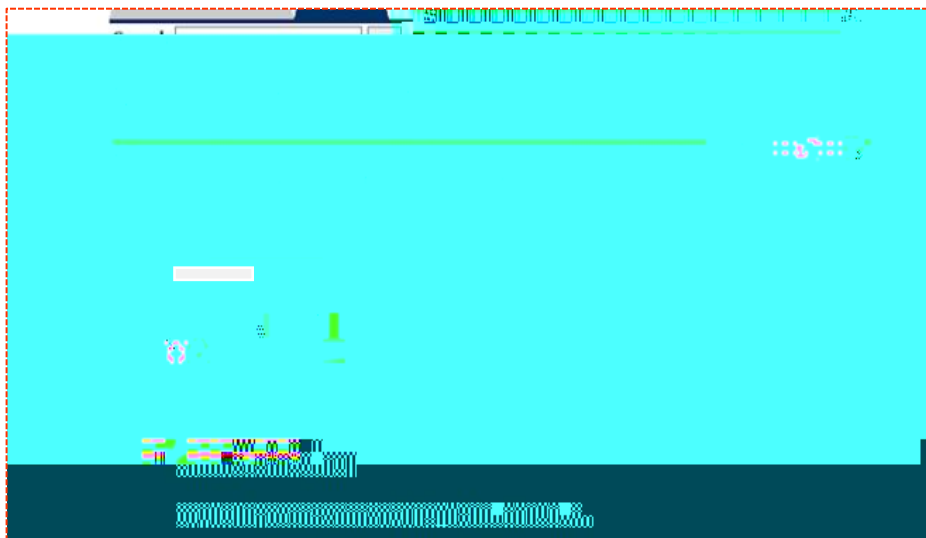
Under the **Employee** tab select **New EPAF**. This link will bring you to the **New EPAF Person Selection**.



Step 3:

ID #:

Type the current Student Worker's ID (A #).



*Note: The "A" in the employee ID # is case-sensitive. If you do not know the student ID #, select the magnifying glass icon to search for a person by name. Type in the last name, first name and then select **GO**. On the Person Search Results screen select the A# to return to the EPAF page.*

The ID and Employee Name fields will then be populated.

Step 4:

Query Date for End of Assignment:

The Query Date should be the **DATE OF STUDENTS' TERMINATION OF EMPLOYMENT**.

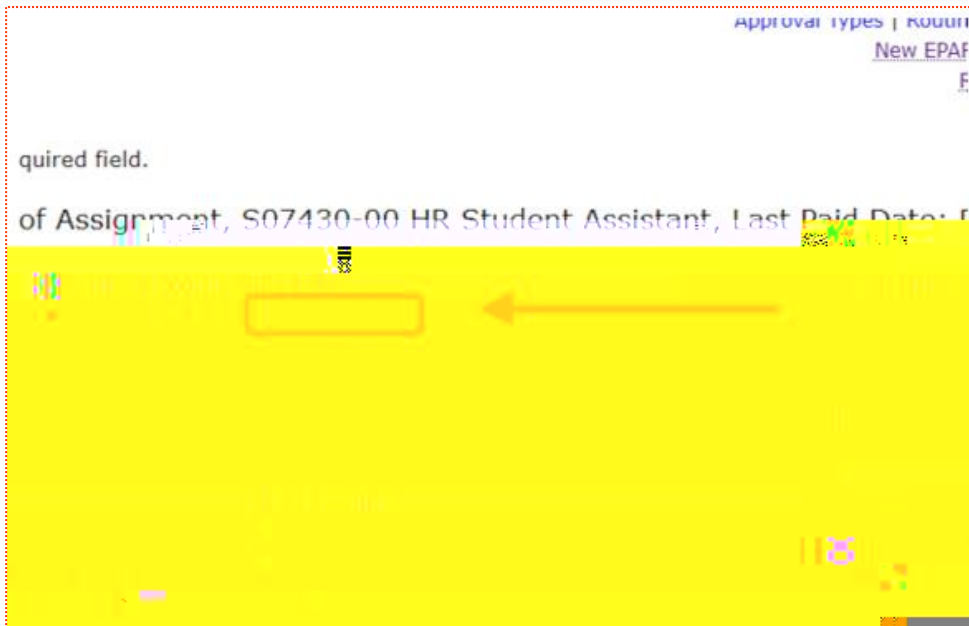
Selection Category for Hourly, Non-Grant funded Positions: Choose the Approval Category from the dropdown list:

Step 6:

Select the radio button that corresponds to the job that will be terminated.

Step 8:

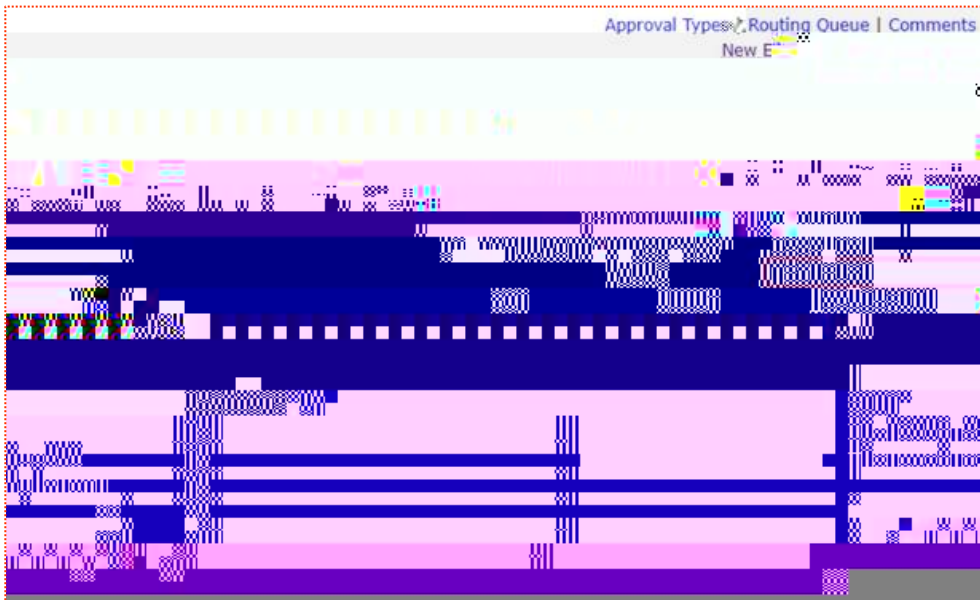
Enter the Students' Termination Date.



The date for **Termination Date** should match the query date from the previous step.

Step 9:

From the dropdown menu for **Active**, select **Terminated**.



Step 10:

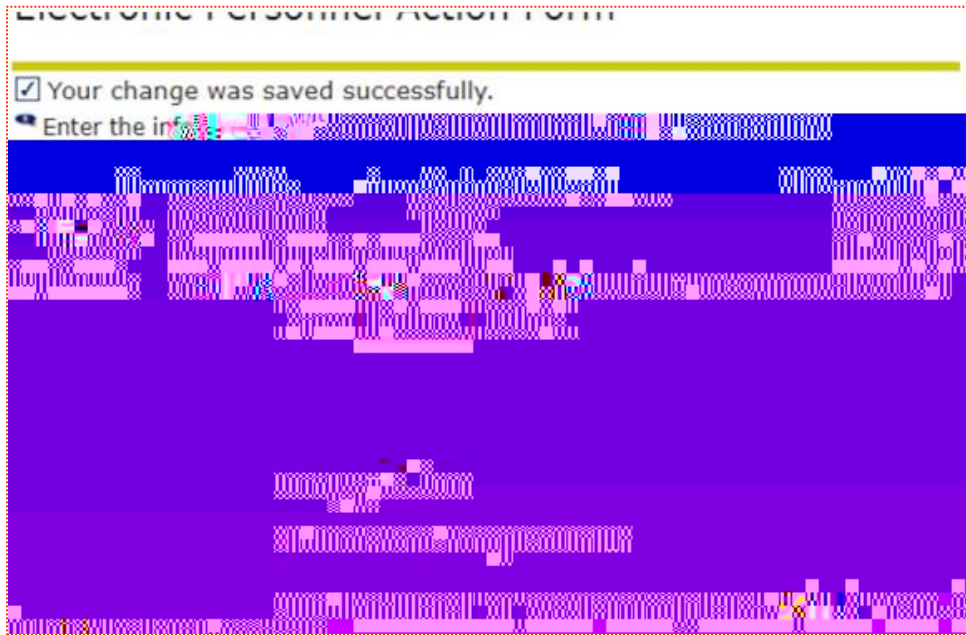
From the dropdown menu for HIRE, select TERM, Termination of Assignment.

Step 11:

Select the Save button at the bottom of the page once you have selected Terminated and TE

Step 12:

Once you see the message "Your change was saved successfully" select the **Submit** button at the bottom of the page.



Once you select **Submit** you should see a message like the following that reads "The transaction has been successfully submitted."