An employment change occurs that requires action. For example, fill an open position, termination, rate change.

**New Hire or Additional Job ePAF?**
- If the graduate assistant does not have an active position on the Enrollment Verification Report, use Graduate Assistant New Hire ePAF.
- If the graduate assistant has an active position listed, use the Additional Job ePAF.

Complete the appropriate ePAF worksheet prior to entering it on-line. If the wrong Query Date is entered in Banner Self Service, exit/delete the ePAF and START OVER!

Optional Name Search
- Click on the magnifying glass by ID on Person Search and enter the search criteria.

At 10 am and 3 pm, an automatic notification email is sent to approvers and their proxies that have an ePAF in Pending status.

Approvers review the ePAF and Approve, Return for Correction or Acknowledge (FYI).

After all approvals are processed, Office of Human Resources will Apply the ePAF in an automatic nightly process.

If the I-9 Date is blank or is more than 3 years old, the graduate assistant completes hiring paperwork and personally delivers it to OHR.

If Return for Correction, the reason is entered in Comments and returned to the Originator.

Approved or Acknowledged ePAF is processed by next approver.

Confirmation email is sent at the end of an approval level to the originator and approvers.
ePAF Graduate Assistantship (GA) Appointment
Pre-Processing Guide

**BEFORE YOU START…**
Does the organization code have appropriate funding for a Graduate Appointment?

**Grants Approval Level 20** is required for organization codes 70XXXX and 103050

**Determine type of Graduate Appointment**
- GTA – Graduate Teaching Assistant
  - 1120 Assisting: GTA assists the Instructor of Record
  - 1150 Direct: GTA is the Instructor of Record
  - Comments: Subject, Course Num, CRN, Credit Hours
- GRA – Graduate Research Assistant
  - 1130 Assists faculty in scholarly and/or creative activities
  - 1131 UGRA funded appointments
- GSA – Graduate Staff Assistant
  - 1140 Assist non-teaching and non-research activities

**Determine if student is eligible**
All GAs:
- Criminal background check must be on file
- International students - see When is it required? at the top of Page 1
- Reporting Services Enrollment/Employment Verification Report
  - Must be admitted to a graduate degree-bound program (Major codes G10A through G39Z)
  - Must have a Cumulative GPA of 3.00 or higher
  - Fall / Spring credit hour enrollment requirements: 9 credit hours
    - 6 credit hours with department approval
    - Less than 6 credit hours with Approved Exception
  - Graduate Assistants are ineligible if they are on academic probation or have not cleared their “Admitted on Probation” status
- Spoken English Screening Form (SESF) successfully completed
- Must be enrolled in at least 3 hours during the summer unless the student held an assistantship in the preceding spring term

**Determine Appointment Terms – Dates and Hours Worked** *(Indicates ePAF terminology)*
- Single Term Processing – appointments can only be for one (1) term
  - Fall and spring terms are 20 weeks; summer term is 12 weeks
  - Appointments cannot cross over multiple terms
  - **One time payment** – enter 1 on ePAF Hours per Pay, see Additional Job ePAF for additional details.
  - Graduate School and Payroll annually distribute accepted start and end term dates
  - Graduate School will not approve ePAFs until registration opens for the term of appointment.
- **Work Start (Personnel Date) / End Dates (Termination Personnel Date)** – printed on the GA’s contract
  - When the GA performs labor for the appointment
  - If Work Start Dates do not match pay period dates, adjust ePAF Personnel dates to minimize reduction in hourly rates
- **Pay Period Start / End Dates** – not printed on the GA’s contract
  - Are bi-weekly pay periods and are fixed dates
  - The Query Date becomes the effective date and must be entered accurately
  - The Query Date is the Pay Period Start Date for GA New Hire, Additional Job and Change of Status ePAFs
  - Pay Period End Date for GA Termination ePAFs

**Hours per Pay (Period)** – Graduate School will enter weekly hours to be printed on the GA’s contract
- GAs cannot work more than 20 hours per week across all active graduate appointments except in summer, holiday breaks and through an Approved Exception
- **Pays and Factor**
  - Are the same value
  - Reflect the number of pay periods within the Pay Period Start and End Dates

Continued on next page
### Determine Stipend Levels (Annual Salary)
- Stipend amounts are printed on the Appointment Notice.
- WSU and the Graduate School encourages departments to pay reasonable stipend levels.
- **Weekly hours worked are fixed at 5, 10, 16 or 20** (see chart below).
- **One time payment** – enter 1 on ePAF Hours per Pay. See Additional Job ePAF for details.
- Hourly rates cannot be below the minimum level. See chart below for each assistantship level.
- Use the GA Hourly Rate Calculator or the formula below to test alternative dates and weekly hours to ensure the GA appointment is not below the minimum rate of pay.

**GTA Direct** calculate stipend by the following formula:

\[
\text{# of weeks employed } \times \text{# of hours worked per week } \times \$9.89 = \text{total stipend}
\]

For GTA appointments **less** than the standard instructional 16 week term,

<table>
<thead>
<tr>
<th>Hours per week</th>
<th>Minimum stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 hours</td>
<td>$3,165</td>
</tr>
<tr>
<td>16 hours</td>
<td>$2,532</td>
</tr>
<tr>
<td>10 hours</td>
<td>$1,583</td>
</tr>
<tr>
<td>5 hours</td>
<td>$791</td>
</tr>
</tbody>
</table>

**Calculate other GA stipends by the following formulas:**

- **GTA Assisting** # of weeks employed $\times$ # of hours worked per week $\times \$8.58 = \text{total stipend}
- **GRA** # of weeks employed $\times$ # of hours worked per week $\times \$8.56 = \text{total stipend}
- **GSA** # of weeks employed $\times$ # of hours worked per week $\times \$7.25 = \text{total stipend}

#### GTA Direct calculate stipend by the following formula:

\[
\text{# of weeks employed } \times \text{# of hours worked per week } \times \$9.89 = \text{total stipend}
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<td>$1,583</td>
</tr>
<tr>
<td>5 hours</td>
<td>$791</td>
</tr>
</tbody>
</table>

#### GTA Assisting calculate stipend by the following formula:

\[
\text{# of weeks employed } \times \text{# of hours worked per week } \times \$8.58 = \text{total stipend}
\]

**Calculate other GA stipends by the following formulas:**

- **GTA Assisting** # of weeks employed $\times$ # of hours worked per week $\times \$8.58 = \text{total stipend}
- **GRA** # of weeks employed $\times$ # of hours worked per week $\times \$8.56 = \text{total stipend}
- **GSA** # of weeks employed $\times$ # of hours worked per week $\times \$7.25 = \text{total stipend}

#### Use the GA Hourly Rate Calculator prior to entering the New Hire or Additional Job ePAF
- The calculator is located on myWSU, Banner Self Service, Electronic Personnel Action Form, Help and myWSU, EmpHelp, Search for GA Hourly Rate Calculator.

#### Example of “Push/Pull” Dates on Graduate Assistant New Hire ePAF in Banner Self Service

<table>
<thead>
<tr>
<th>Pay Period Dates</th>
<th>*Personnel Dates</th>
<th>Jobs Effective Date</th>
<th>Adjustment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>#3 Start 01/09/2011</td>
<td>01/03/2011</td>
<td>01/09/2011</td>
<td>01/03/2011</td>
</tr>
<tr>
<td>#11 End 04/30/2011</td>
<td>05/06/2011</td>
<td>04/30/2011</td>
<td>05/06/2011</td>
</tr>
<tr>
<td>#12 End 05/14/2011</td>
<td>05/14/2011</td>
<td>04/30/2011</td>
<td>05/14/2011</td>
</tr>
</tbody>
</table>

*Personnel Dates: When work begins and ends; prints on Appointment Notice.

#### Locate the correct Position Number
- Reporting Services: HR – ePAF Reports, Positions by Organization Report displays all active position numbers assigned to the organization code in a fiscal year. Funding for positions are driven by the position number.

#### UGRA and Mill Levy Funded Position Numbers

<table>
<thead>
<tr>
<th>Type of Graduate Appointment</th>
<th>Funding</th>
<th>Position &amp; Suffix</th>
<th>Account</th>
<th>Org Code</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTA Direct GTA is Instructor of Record</td>
<td>Mill Levy</td>
<td>995736 00</td>
<td>1150</td>
<td>101990</td>
<td>D10105</td>
</tr>
<tr>
<td>GTA Assisting GTA Assists Instructor of Record</td>
<td>Mill Levy</td>
<td>995946 00</td>
<td>1120</td>
<td>101990</td>
<td>D10105</td>
</tr>
<tr>
<td>GRA Assists faculty in research or creative activity</td>
<td>Mill Levy</td>
<td>994825 00</td>
<td>1130</td>
<td>101990</td>
<td>D10105</td>
</tr>
<tr>
<td>GSA Assists non-teaching &amp; non-research activity</td>
<td>Mill Levy</td>
<td>995829 00</td>
<td>1140</td>
<td>101990</td>
<td>D10105</td>
</tr>
<tr>
<td>GRA Assists faculty in research or creative activity</td>
<td>Mill Levy</td>
<td>994822 00</td>
<td>1131</td>
<td>101992</td>
<td>D10106</td>
</tr>
</tbody>
</table>

#### Questions?
- **Graduate School**: epafs@wichita.edu 978-6241
- **Office of Research Administration**: epafora@wichita.edu 978-6847
- **Payroll Office**: payroll@wichita.edu 978-3074
**Electronic Personnel Action Forms** (ePAFs) are used for routing and approval of certain changes to employee job information. ePAFs update an employee’s record in Banner Human Resources (HR). They are **date driven** and must be

- completed by the originator;
- approved by all the various approvers;
- applied in an automatic nightly process.

Logon to [http://myWSU.wichita.edu](http://myWSU.wichita.edu) using your myWSU ID and current password. There are two ways to access ePAFs.

To customize your channel, click on the **Edit** button to access **Preferences** for the **Personnel Action Notices** channel.

Check **Return For Correction** to view all ePAFs with this status in your channel.

Click **Apply** then **Back** at the bottom of the channel to save the settings and exit the preference page. You can customize your settings at any time.

---

**Where do I find…**

**Request for Security**
Budget officers are required to complete the **Graduate Assistant ePAF Request for Access and Set-Up Form**. Contact Julie Windham (ext. 3644) in Human Resources for assistance.

**Pay Period Dates**
Pay period start and end dates and time entry completion deadlines can be viewed at [http://www.wichita.edu/hr](http://www.wichita.edu/hr):

- Select **Forms Index** from the left navigation bar.
- Click on the letter <P> in the **Alphabetical Index of HR Forms**.
- Select the appropriate fiscal year under **Pay Schedule**.

Department timekeepers can also view the dates on the Banner form PTRCALN.

**Reporting Services**
Reports start with these codes to group them based upon usage.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>Security access reports used by budget officers and originators to determine who has access to HR organization codes.</td>
</tr>
<tr>
<td>APP</td>
<td>Approver reports.</td>
</tr>
<tr>
<td>EPA</td>
<td>ePAF reports by employee or organization code(s). The detail reports are as of close of the last business day.</td>
</tr>
<tr>
<td>ORIG</td>
<td>A series of reports primarily used by ePAF originators.</td>
</tr>
</tbody>
</table>

**Worksheets**
Prior to starting an ePAF, complete the appropriate ePAF worksheet.

- Information may be needed from Reporting Services, **HR – ePAF** folder or [http://wichita.edu/hr](http://wichita.edu/hr).
- All worksheets are posted on [http://mywsu.wichita.edu](http://mywsu.wichita.edu), EmpHelp and Search for epaf worksheet.

**Case Sensitive**
Self Service is case sensitive, use **Capital Letters** when entering information. Reporting Services is not case sensitive.

**Originator Options**

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
<td>Saves the entries in Banner but does not send it to the approval queues. Transaction status is <strong>Waiting</strong> and is access from <strong>Originator Summary, Current tab</strong>.</td>
</tr>
<tr>
<td>Submit</td>
<td>Sends the ePAF to the approval queues and is found on the <strong>Originator Summary, History tab</strong>.</td>
</tr>
<tr>
<td>Update</td>
<td>Available from the <strong>Preview page only</strong>. When selected, allows the originator to change entries.</td>
</tr>
<tr>
<td>Delete</td>
<td>Available if the ePAF has not been submitted. Use <strong>Delete</strong> to remove the ePAF from Banner.</td>
</tr>
<tr>
<td>Void</td>
<td>An ePAF can be voided after it has been submitted to the approval queue but is not yet <strong>Complete</strong>.</td>
</tr>
<tr>
<td>Cancel</td>
<td>If the ePAF has a transaction status of <strong>Complete</strong>, it can be cancelled. Cancel <strong>does not submit</strong> the ePAF to the approval queues. A cancelled ePAF cannot be changed but can be viewed.</td>
</tr>
<tr>
<td><strong>Do Not Use!</strong></td>
<td></td>
</tr>
</tbody>
</table>
ORIG00140 Enrollment/Employment Verification

When hiring a graduate student for an assistantship, run the Enrollment/Employment Verification report located in Reporting Services, HR – ePAF Reports folder to verify the graduate assistant’s qualifications. Enter their myWSU ID.

<table>
<thead>
<tr>
<th>Enrollment/Employment Verification Report Review</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the student in the example below admitted to a graduate degree-bound program?</td>
<td>Graduate degree-bound program major codes: G10A – G39Z.</td>
</tr>
<tr>
<td>Is the student enrolled in sufficient hours?</td>
<td>9 credit hours, 6 credit hours with department approval or less than 6 credit hours with Approved Exception. GRA and GSA (1130, 1131 and 1140) assistantships, admission is required during summer term and breaks but enrollment is not.</td>
</tr>
<tr>
<td>Is the student ineligible based on probation or latest decision?</td>
<td>Ineligible if on academic probation OR has not cleared Admitted on Probation status. If the Latest Decision is blank and Earned Hours are less than 9, contact the Graduate School for Probation Status.</td>
</tr>
<tr>
<td>Did the student successfully complete the SESF?</td>
<td>Spoken English Form (Level Passing) is required for GTAs (1150 &amp; 1120)</td>
</tr>
<tr>
<td>Which ePAF should be used to hire the graduate assistant?</td>
<td>New Hire: If the student does not have an active position. Additional Job: If the student has an active position.</td>
</tr>
<tr>
<td>What is the Job Begin Date for New Hire or Additional Job ePAFs?</td>
<td>An employee can have multiple positions but each position has an original Job Begin Date. ePAF Job Begin Date report is used to locate the position’s original Job Begin Date entered on the New Hire and Additional Job ePAF.</td>
</tr>
<tr>
<td>Does the student in the example below need to complete the hiring paperwork?</td>
<td>If the I-9 is blank or more than three (3) years old, graduate assistant is to complete hiring paperwork and personally deliver it to OHR for entry into Banner HR before the ePAF is entered into Banner Self Service.</td>
</tr>
</tbody>
</table>

ORIG00200 Payroll Distribution Report

Rate change and Change of Status ePAF

The Payroll Distribution Report is needed when revising the stipend (annual salary) on the Graduate Assistant Change of Status ePAF.

Calculating the salary change Instructions and an example are located at the bottom of page 12.
ORIG00120 Positions by Organization Report

### Example 1
**Funded by One Organization and Fund**

The first funding line is automatically entered based on the Position number.

### Example 2
**Funded by One Organization and Different Funds**

If the student’s wages are funded by the *same* organization code, but different fund codes:

1. The funding information on the first line is automatically entered based on the Position number. The percentage on the first line was changed to reflect the new funding.

2. On the second line:
   - The COA (Chart of Accounts) is always the number "1".
   - The required *Fund*, *Organization*, *Account* and *Program* codes are manually entered. In this example, 25.00 is entered in the *Percent* column.

3. Click **Save and Add New Rows**. The percent Total is updated and must equal 100.00.

### Example 3
**Funded by Different Organizations**

If the student’s wages are funded by different organization codes:

1. Locate the correct *Position* number, *Fund*, *Organization*, *Account* and *Program* codes on Reporting Services, *Positions by Organization Code* for all funding sources to be used on the ePAF.

2. Create a **New Hire** ePAF for the primary position. The funding information is defaulted based upon the Position number. The primary position will be funded 100% for the number of hours entered in *Hours per Pay*. In this example, the student is expected to work a total of 30 hours in the pay period. On the primary position, 20 hours is entered in *Hours Per Pay*. 100% of the 20 hours will be funded as shown in Example 1.

3. Create an **Additional Job** ePAF for each additional organization code. In this example, 10 hours was entered in *Hours per Pay* on an **Additional Job** ePAF.
   
4. Line one of the funding is automatically populated based upon the Position number. In this example, 100% of the 10 *Hours Per Pay* is funded by the (secondary) Position number.

### Appointment Notice and Assistance

If the funding is to be split between different organization codes but the graduate assistant is to have one appointment notice, **contact Payroll for assistance**. Typically this occurs when one of the funding organization codes is a grant or UGRA.
### Graduate Assistantship ePAF Default Routing Queues

**Where to access**
From the **ePAF Originator Summary** menu:

Select **Default Routing Queue** in the footer menu:

**Approval Category: * Not Selected**

**Approval Category**
- 5 – HR Verify / Background Check
- 15 – Chair / Budget Officer
- 25 – Dean / Budget Review Officer
- 40 – Graduate School
- 65 – Payroll Approval
- 80 – Human Resources Approval
- 95 – HR Applier
- 10 – Department Supervisor
- 20 – Grants Approval

**Optional**
- LAS Required
- Grant / ORA Required

**Step 1: Approval Category**
Select the appropriate **Approval Category** (ePAF) from the drop down list. Click **Go** to continue.

**Step 2: Approval Queues**
Locate the defaulted **Approval Level** in the chart and assign the **User Name** as outlined in **Step 2a**.

<table>
<thead>
<tr>
<th>Approval Levels</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 – HR Verify / Background Check</td>
<td>Cathy James</td>
<td>Approve</td>
</tr>
<tr>
<td>15 – Chair / Budget Officer</td>
<td>Varies by Department Greg Jones</td>
<td>Approve</td>
</tr>
<tr>
<td>25 – Dean / Budget Review Officer</td>
<td>Varies by department</td>
<td>Approve</td>
</tr>
<tr>
<td>40 – Graduate School</td>
<td>Connie Noble</td>
<td>Approve</td>
</tr>
<tr>
<td>65 – Payroll Approval</td>
<td>Lois Bogdanovecz</td>
<td>Approve</td>
</tr>
<tr>
<td>80 – Human Resources Approval</td>
<td>Margene Webster</td>
<td>Approve</td>
</tr>
<tr>
<td>95 – HR Applier</td>
<td>Julie Windham</td>
<td>Apply</td>
</tr>
<tr>
<td>10 – Department Supervisor</td>
<td>Varies by department</td>
<td>FYI or Approve</td>
</tr>
<tr>
<td>(10 or) 11 – Department Supervisor</td>
<td>Erin Mundus</td>
<td>Approve</td>
</tr>
<tr>
<td>10 – Department Supervisor</td>
<td>Varies by department</td>
<td>FYI or Approve</td>
</tr>
<tr>
<td>Principal Investigator (PI) if funding includes 103050</td>
<td>Tamara Atwater</td>
<td>Approve</td>
</tr>
</tbody>
</table>

**Optional**
- LAS Required
- Grant / ORA Required

**Step 2a: Assign a User Name**
Assign a **User Name** to each of the listed **Approval Levels** using one of these methods.

- Click on the magnifying glass and select the approver from the drop down list
- Enter the approver’s myWSU ID (using Capital Letters).

**Step 2b: Add a new approval level**
Approvers can be added to the routing queues; however, additions must be made correctly!

1. Click on the drop down arrow located on the first **Not Selected** line.
2. An approver can only be assigned to one approval level.
3. Assign **Required Action Approve or FYI**. Only HR Applier has a Required Action of Apply.

**Step 3: Review / Verify Required Action**
Verify the appropriate **Required Action** is displayed for each approval level.

Defaulted entries are assigned when setting up the ePAFs **Default Routing Queue**.

**Step 4: Save**
Click **Save and Add New Rows** to save changes and reorder the list.

**How to update the mandatory Approval Levels**
From time to time, changes are made to the mandatory approval levels, information is sent to originators by Office of Human Resources. Follow these steps to remove the current approval levels and add the new.

1. Select the appropriate **Approval Category**, click **Go** to retrieve the current information.
2. After clicking the **Save and Add New Rows** button, the **Remove** column will display on the far right.
3. Check all of the **Remove** boxes and click the **Save and Add New Rows** button.
4. Verify the correct Approval Category is selected and click **Go** to retrieve the updated approval levels.
5. Follow **Steps 2 – 4** above to assign the **User Name** and save the changes.
Originator Summary

Current tab

ePAFs awaiting action by the originator are shown on the ePAF Originator Summary, Current tab. Select an employee's ePAF by clicking on their name.

To change the sort, click on the yellow arrows in the heading.

**Transaction Status box** is used to select *All* or:

- **Waiting** The ePAF was saved *but not submitted* to the approver.
- **Return for Correction** Returned to the originator for correction. Revise and *Submit* the ePAF or *Void* it.

**ePAF Options**

- **Delete** Permanently removes an ePAF with a Transaction Status of *Waiting* or *Return for Correction*.
- **Void** A voided ePAF remains available for viewing only.
- **Update**
  - Click **Update** to access the ePAF and make correcting entries.
  - **Save and Submit**. The ePAF will be resubmitted to the approval queues.
- **Add Comment**

**History tab**

**Transaction Status box** is used to select *All* or:

- **Pending** An originator can *Return for Correction* or *Void a Pending ePAF*.
- **Approved** The transaction status will change to *Approve* after all approvers have approved the ePAF.
- **Complete** After the ePAF is applied in a nightly process, the status is changed to *Complete* and the employee’s job record in Banner is updated.
- **Void** The originator or OHR super user voided the transaction. It can be viewed but not updated.
- **Cancelled Do Not Use!**
  - If the ePAF has a transaction status of *Complete*, the originator can use the *Cancel* option. However, *Cancel* does not submit the ePAF to the approval queues or make any changes in Banner. It simply changes the transaction status to *Cancel* and remains view only.
- **Disapproved** If an approver disapproves the ePAF it is returned to the originator’s History tab. Approvers are asked NOT to use this option.

**Error messages** will stop the ePAF from submitting to the approvers. **Errors must be corrected.**

<table>
<thead>
<tr>
<th>Error</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name, SSN, Birth Date, Sex Code or Ethnic Code incomplete.</td>
<td>OHR must enter the employee’s information in Banner prior to the submission of the ePAF.</td>
</tr>
<tr>
<td>Job Effective Date cannot be prior to Job Begin Date.</td>
<td></td>
</tr>
<tr>
<td>Begin Date cannot be later than Jobs Effective Date.</td>
<td></td>
</tr>
<tr>
<td>Begin Date must equal the first Jobs Detail Effective Date.</td>
<td></td>
</tr>
<tr>
<td>Date cannot be prior to the Base Job Begin Date of XX/XX/XXXX</td>
<td></td>
</tr>
<tr>
<td>Begin Date must equal the first Jobs Detail Effective Date.</td>
<td></td>
</tr>
<tr>
<td>New Effective Date cannot be after Employee’s Termination Date.</td>
<td></td>
</tr>
<tr>
<td>Future dated Job record must be deleted before ending job.</td>
<td></td>
</tr>
</tbody>
</table>

**Warning messages** will not stop the ePAF from submitting to the approvers. **Warnings must be reviewed.**

<table>
<thead>
<tr>
<th>Warning</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encumbrance has been set to 0, because method is Hours Input.</td>
<td>All new ePAFs will receive this warning, additional action is NOT required. Continue to <em>Save and Submit</em>.</td>
</tr>
<tr>
<td>Changes will not be made to any initialized time entry records.</td>
<td>If labor distribution, rate of pay, work schedule, etc. is changed and their time record has been extracted, the ePAF changes will not be reflected on the current time record in Banner.</td>
</tr>
<tr>
<td>Future changes exist – starting on MM/DD/YYYY</td>
<td>One or more ePAF dates are older than the dates on the employee’s current record in Banner. Call OHR for assistance.</td>
</tr>
</tbody>
</table>
New Hire: Graduate Assistantship Worksheet

Questions?
General ePAF questions: training@wichita.edu or ext. 5800
Graduate Assistant employment: epaf@wichita.edu or ext. 3065
Payroll for position codes: Payroll@wichita.edu or ext. 3074

Required:
Reporting Services, HR-EPAF Reports

ePAF Graduate Assistantship Appointment Pre-Processing Guide

Prior to creating the ePAF:
- Review the Guide (pages 2-3) at the beginning of this document.
- Use the GA Hourly Rate Calculator to verify the salary is not below the minimum rate of pay.
- Complete this worksheet prior to creating the ePAF in Banner Self Service.

ORIG00140 Enrollment/Employment Verification Report

If the I9 is blank or more than three (3) years old, the student is to complete hiring paperwork and personally deliver it to OHR for entry into Banner before the ePAF is entered.

New Hire or Additional Job ePAF?
- If the student does not have a position listed on the Enrollment/Employment Verification Report, use the Graduate Assistantship New Hire ePAF.
- If the student has a position listed, use the Graduate Assistantship Additional Job ePAF.

ORIG00120 Positions by Organization Report

Verify the correct position number and funding. Details on page 6.
Questions? Contact Payroll at ext. 3074

ORIG00160 ePAF Job Begin Date

Enter the graduate assistant’s myWSU ID and the position number they are being hired into. For example, 995635.
- If a date is listed on the report, enter it into the Job Begin Date, otherwise, enter the Query Date.

ORIG00180 Grant Start-End Dates by Organization Code

After selecting the organization code (70XXXX), the starting and ending dates for each grant are listed.

New ePAF Person Selection

When locating a person, use Search (magnifying glass) or enter the myWSU ID on New ePAF Person Selection.
To Search, click the magnifying glass and enter the criteria.

Query Date Instructions

- The Query Date is the date the ePAF takes effect in Banner HR / Payroll. It becomes the Jobs and Labor (funding) Effective Date.
- Review the Pay Period Start and End dates. Timekeepers can review the dates on PTRCALN. Dates are also posted on the EmpHelp cube.
- Determine the date the ePAF is to take effect.
- Can the ePAF be approved and applied at least two business days prior to the pay period’s timekeeping completion deadline?
  - If it can, enter the Pay Period Start Date.
  - If not, enter the next Pay Period Start Date.

If the wrong Query Date was entered, delete/exit the ePAF and START OVER.

Click on the drop down arrow and select the appropriate approval category.

Advance to next page.

New Job Selection

UGRA and Mill Levy Position Numbers & Funding

<table>
<thead>
<tr>
<th>Type of Graduate Appointment</th>
<th>Funding</th>
<th>Position</th>
<th>Suffix</th>
<th>Acct</th>
<th>Org Code</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTA Direct</td>
<td>Mill Levy</td>
<td>995736</td>
<td>00</td>
<td>1150</td>
<td>101990</td>
<td>D10105</td>
</tr>
<tr>
<td>GTA Assisting</td>
<td>Mill Levy</td>
<td>995946</td>
<td>00</td>
<td>1120</td>
<td>101990</td>
<td>D10105</td>
</tr>
<tr>
<td>GRA Assists faculty in research or creative activity</td>
<td>Mill Levy</td>
<td>994825</td>
<td>00</td>
<td>1130</td>
<td>101990</td>
<td>D10105</td>
</tr>
<tr>
<td>GSA Assists non-teaching and non-research activities</td>
<td>Mill Levy</td>
<td>995829</td>
<td>00</td>
<td>1140</td>
<td>101990</td>
<td>D10105</td>
</tr>
<tr>
<td>GRA Assists faculty in research or creative activity</td>
<td>UGRA ONLY</td>
<td>994822</td>
<td>00</td>
<td>1131</td>
<td>101992</td>
<td>D10106</td>
</tr>
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</table>

Continued on next page
New Hire: Graduate Assistantship Worksheet, continued

Name and ID: [Redacted]  Transaction: [Redacted]  Query Date: Mar 04, 2012
Transaction Status: [Redacted]  Approval Category: Grad Assistant New Hire, GANEWH

Save

Base Employment Record, 997103-00 Graduate Assistant

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Status: (Not Enterable)</td>
<td>A</td>
</tr>
<tr>
<td>Employee Class Code: *(Not Enterable)</td>
<td>GA</td>
</tr>
<tr>
<td>Employee Group Code: *(Not Enterable)</td>
<td>SGRD</td>
</tr>
<tr>
<td>Home COAs: (Not Enterable)</td>
<td></td>
</tr>
<tr>
<td>Home Organization:</td>
<td>1</td>
</tr>
<tr>
<td>Distribution COA: (Not Enterable)</td>
<td></td>
</tr>
<tr>
<td>Distribution Orgn:</td>
<td></td>
</tr>
<tr>
<td>Current Hire Date: MM/DD/YYYY*(Not Enterable)</td>
<td>03/04/2012</td>
</tr>
</tbody>
</table>

Base Job, 997103-00 Graduate Assistant

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Begin Date: MM/DD/YYYY*</td>
<td>03/04/2012</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Primary</td>
</tr>
</tbody>
</table>

Jobs Exempt, 997103-00 Graduate Assistant

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY*(Not Enterable)</td>
<td>03/04/2012</td>
</tr>
<tr>
<td>Personnel Date: MM/DD/YYYY*</td>
<td>03/04/2012</td>
</tr>
<tr>
<td>Job Status: (Not Enterable)</td>
<td>A</td>
</tr>
<tr>
<td>FTE: *(Not Enterable)</td>
<td></td>
</tr>
<tr>
<td>Job Change Reason:</td>
<td>HIREV, Hire Vacant Position</td>
</tr>
<tr>
<td>Salary Group:</td>
<td>FY12A</td>
</tr>
<tr>
<td>Step: (Not Enterable)</td>
<td></td>
</tr>
<tr>
<td>Annual Salary:</td>
<td>1500.00</td>
</tr>
<tr>
<td>Pays:</td>
<td></td>
</tr>
<tr>
<td>Factor:</td>
<td></td>
</tr>
<tr>
<td>Hours per Pay:</td>
<td></td>
</tr>
<tr>
<td>Timesheet COA: (Not Enterable)</td>
<td></td>
</tr>
<tr>
<td>Timesheet Orgn:</td>
<td></td>
</tr>
<tr>
<td>Supervisor ID:</td>
<td></td>
</tr>
<tr>
<td>Supervisor ID: (Capital Letters)</td>
<td></td>
</tr>
</tbody>
</table>

Home Organization  Where work is performed
Distribution Orgn  Funding organization code
Job Begin Date  See Special Instructions.
Contract Type  Primary, if error occurs change to Secondary
Personnel Date  Query Date or first day of work Printed on appointment notice
Job Change Reason  See Special Instructions.
Salary Group  Current fiscal year is defaulted In this example, FY12A
Annual Salary  Total salary for the term Do not enter a $ or comma
Pays = Factor  # of pay periods between the Pay Period Start and End date
Hours per Pay (period)  Valid entries: 10, 20, 32 or 40
Timesheet Orgn  Timesheet organization code
Supervisor ID  See Special Instructions.

Special Instructions

Employees can have multiple positions but each position has an original Job Begin Date. Run the report ORIG00160 ePAF Job Begin Date in Reporting Services. Enter the person’s myWSU ID and the position used on the New Hire ePAF. If a date is listed on the report, enter it into Job Begin Date. Otherwise, enter the Query Date.

Review the I9 Date in Reporting Services:
ORIG00140 Enrollment/ Employment Verification Report

HIREV  Hire Vacant (Adds the person to the State payroll system)
REHIR  Rehire (Person exists in the State payroll system)

If the I9 Date is blank or If person is currently employed at The Sunflower or ICAA (Athletics) and is being hired by a university department.
If I9 Date is not blank.

Acct  Position  Supervisor
1150  GTA  Graduate Teaching Assistant  Direct  Department Chair or Graduate Coordinator
1120  GTA  Graduate Teaching Assistant  Indirect  Faculty Member
1130 or 1031  GRA  Graduate Research Assistant  Department Chair or Graduate Coordinator
1140  GSA  Graduate Staff Assistant  Faculty Member or Principal Investigator

Unit Representative, Chair or Coordinator

Continued on next page
New Hire: Graduate Assistantship Worksheet, continued

Jobs Labor Distribution

The Fund, Organization, Account and Program codes are defaulted from the position number.

- If the position is funded by one organization and one fund and the codes are incorrect, verify the correct position number was entered on the ePAF.
  - If the position number is incorrect, delete the ePAF and start over.
  - If the position number is correct, contact Payroll at ext. 3074 for assistance.

- If the position is funded by more than one organization or fund code, refer to Positions by Organization on page 6 for additional information.

Jobs Labor Distribution, 997103-00 Graduate Assistant

Jobs Effective Date: 03/04/2012

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New Effective Date: MM/DD/YYYY 03/04/2012

Grad Student Termination, 997103-00 Graduate Assistant

Jobs Effective Date: MM/DD/YYYY

Personnel Date: MM/DD/YYYY

Job Status: (Not Enterable)

Job Change Reason: *(Not Enterable)

Approval Level

If funding includes organization codes 70XXXX, 103050 or LAS funds, see page 7.

Comment

Required Entry:

Enter the course information and for all Graduate Teaching Assistantship (GTA) appointments (account code 1150).

If using UGRA funding and the money is used for research by a GRA, enter the UGRA project title. For example:

- Anxiety sensitivity in people who stutter
- Influence of status quo bias for type face selection
- Study of Floral Arrangements in Southeast Wichita

Save Submit Delete

- Save the ePAF.

- Click Submit and review any Warning Messages. Banner will add the ePAF to the Routing Queue for approval after all Error Messages are resolved.

- To remove the ePAF, click Delete.
Change of Status: Graduate Assistantship Worksheet

Questions?
General ePAF questions: training@wichita.edu or ext. 5800
Graduate Assistant employment: epaf@wichita.edu or ext. 3065
Payroll for position codes: Payroll@wichita.edu or ext. 3074

Getting Started
Use the Change of Status ePAF if the graduate assistant has a change to their position such as rate of pay or funding source. For terminations, use the Graduate Student Termination ePAF.

Pre-Processing
Refer to the ePAF Graduate Assistantship Appointment Pre-Processing Guide, located at the beginning of this document. Be sure to use the GA Hourly Rate Calculator and complete the Approval Types worksheet below.

Reporting Services
ORIG00140 Enrollment/Employment Verification Report
Verify the graduate assistant's name, position number, eligibility, etc.

ORIG00120 Positions by Organization Code
Verify the correct position number and funding.

ORIG00200 Payroll Distribution Report
When changing the salary, run this report to locate information required to calculate the new amount.

ORIG00180 Grant Start-End Dates by Organization Code
After selecting the organization code (70XXXX), the starting and ending dates for each grant are listed.

New ePAF Person Selection
When locating a graduate assistant, use the Search (magnifying glass) or enter the myWSU ID on New ePAF Person Selection.

To Search, click the magnifying glass and enter the criteria.

Query Date Instructions
Can the ePAF be approved and applied at least two business days prior to the pay period’s timekeeping completion deadline?
If it can, enter the Pay Period Start Date.
If not, enter the next Pay Period Start Date.

The Graduate School will not approve ePAFs until registration opens for the term of appointment.

If the wrong Query Date was entered, delete/exit the ePAF and START OVER.
Click on the drop down arrow and select the appropriate approval category.
Advance to next page.

Existing Jobs Selection
Locate the student’s correct position number to be changed.
Select the correct radio button on the right and click Go to continue.

Calculate Salary Change
If the graduate assistant received a pay check in Banner for the current term, use this formula to calculate the new Annual Salary, Pays and Factor on the Change of Status ePAF. For changes to past terms, contact Payroll, ext. 3074.

Document information in Comments.

New Salary Amount – Salary Received To Date = Change of Status Annual Salary
Remaining number of pay periods in the Term = Pays and Factor

Example
Graduate Assistant was hired for the term (10 pays) with an annual salary of $3,600. After 3 pay periods, the GA was given a retroactive raise for the total amount of $5,100.
1. Locate the Total Pay on Payroll Distribution Report in Reporting Services HR – ePAF Reports. In this example, the amount is $1,080.
2. Using the formula above, calculate the Change of Status Annual Salary: $5,100 - $1,080 = $4,020.
3. Calculate Change of Status Pays and Factors: 10 pay periods in the term - 3 pay periods. 10 – 3 = 7

Continued on next page
Electronic Personnel Action Form

Enter the information for the ePAF and either Save or Submit.

Name and ID: [INPUT]
Transaction: [INPUT]
Transaction Status: [INPUT]
Approval Category: Grad Assistant Chng of Status, GACHNG

The Query Date is the date the change becomes effective.

Change of Status: Graduate Assistantship Worksheet, continued

Special Instructions

Supervisor ID
(Granville Letters)

Jobs Labor Distribution

The Fund, Organization, Account and Program codes are defaulted from the position number.

- If the position is funded by one organization and one fund and the codes are incorrect, verify the correct position number was entered on the ePAF.
  - If the position number is incorrect, delete the ePAF and start over.
  - If the position number is correct, contact Payroll at ext. 3074 for assistance.

- If the position is funded by more than one organization or fund code, refer to Positions by Organization on page 6 for additional information.

Percent column must total 100.00

Do not change the Effective Date! It is defaulted from the Query Date.
Change of Status: Graduate Assistantship Worksheet, continued

**Approval Level**

*If funding includes organization codes 70XXXX, 103050 or LAS funds, see page 7.*

**Comment**

**Required Entry:**

Enter the course information and for all Graduate Teaching Assistantship (GTA) appointments (account code 1150).

If changing the stipend, enter the new stipend amount for all GTA appointments; include the date the change took place.

*Use comments to document the reason and details on any retroactive change.*

If using UGRA funding and the money is used for research by a GRA, enter the UGRA project title.

For example: Anxiety sensitivity in people who stutter

---

**Save**

- **Save** the ePAF.
- Click **Submit** and review any Warning Messages. Banner will add the ePAF to the Routing Queue for approval after all Error Messages are resolved.
- To remove the ePAF, click **Delete**.

---

**Submit**

**Delete**
Additional Job: Graduate Assistantship Worksheet

Questions?

General ePAF questions: training@wichita.edu or ext. 5800  Graduate Assistant employment: epaf@wichita.edu or ext. 3065  Payroll for position codes: Payroll@wichita.edu or ext. 3074

Preprocessing

**ePAF Graduate Assistantship Appointment Pre-Processing Guide**

- Review the Guide (pages 2-3) at the beginning of this document.
- Use the **GA Hourly Rate Calculator** to verify the salary is not below the minimum rate of pay.
- Complete this worksheet prior to creating the ePAF in Banner Self Service.

Reporting Services

**ORIG00140 Enrollment/Employment Verification Report**

- If the I-9 Date is **blank or more than three (3) years old**, the student is to complete hiring paperwork and personally deliver it to OHR for entry into Banner before the ePAF is entered.

New Hire or Additional Job?

- **New Hire or Additional Job?**
  - If the student **does not** have a position listed, use the Graduate Assistantship **New Hire** ePAF.
  - If the student **has** a position listed, use the Graduate Assistantship **Additional Job** ePAF.

Additional Reports

**ORIG00120 Positions by Organization Code**

- Verify the correct position number and funding.

**ORIG00160 ePAF Job Begin Date**

- Enter the graduate assistant’s myWSU ID and the position number they are being hired into. For example, 995700.

**ORIG00180 Grant Start-End Dates by Organization Code**

- After selecting the organization code (70XXXX), the starting and ending dates for each grant are listed.

New ePAF Person Selection

When locating a student, enter the myWSU ID on **New ePAF Person Selection** or use **Search** (magnifying glass).

To **Search**, click the magnifying glass and enter the criteria.

Query Date Instructions

- The **Query Date** is the date the ePAF takes effect in Banner HR / Payroll. It becomes the Jobs Effective Date.
- Review the Pay Period Start and End Dates. Dates are posted in the EmpHelp cube.
- Determine the date the ePAF is to take effect.
- Can the ePAF be approved and applied at least two business days prior to the pay period’s timekeeping completion deadline?
  - If it can, enter the **Pay Period Start Date**.
  - If not, enter the **next** Pay Period Start Date.

- If the wrong Query Date was entered, delete/exit the ePAF and START OVER.
  - Click on the drop down arrow and select the appropriate approval category.
  - Advance to next page.

New Job Selection

- Enter the **position number** and press **Tab**.
- The **Suffix** is always two zeros (00).
- Click **Go** to continue.

One Time Pay

When processing an **Additional Job** ePAF for a current graduate assistant, review the funding information on **Positions by Organization Report**. If the organization, fund and account codes for the *Primary (current)* and Secondary (Additional Job) are the same, use a **different or new position number**. The information on the Additional Job ePAF will **overlay** the current ePAF. Enter 1 in **Hours per Pay** to reflect the number of payments.

Review the Reporting Services **Positions by Organization Report**. If a different position with the same funding is not listed for the organization code, contact Payroll (ext. 3074) for assistance.

<table>
<thead>
<tr>
<th>Type of Graduate Appointment</th>
<th>Funding</th>
<th>Position</th>
<th>Suffix</th>
<th>Acct</th>
<th>Org Code</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTA Direct</td>
<td>Mill Levy</td>
<td>995736</td>
<td>00</td>
<td>1150</td>
<td>101990</td>
<td>D10105</td>
</tr>
<tr>
<td>GTA Assisting</td>
<td>Mill Levy</td>
<td>995946</td>
<td>00</td>
<td>1120</td>
<td>101990</td>
<td>D10105</td>
</tr>
<tr>
<td>GRA Assists faculty in research or creative activity</td>
<td>Mill Levy</td>
<td>994825</td>
<td>00</td>
<td>1130</td>
<td>101990</td>
<td>D10105</td>
</tr>
<tr>
<td>GSA Assists non-teaching and non-research activities</td>
<td>Mill Levy</td>
<td>995829</td>
<td>00</td>
<td>1140</td>
<td>101990</td>
<td>D10105</td>
</tr>
<tr>
<td>GRA Assists faculty in research or creative activity</td>
<td><strong>UGRA ONLY</strong></td>
<td>994822</td>
<td>00</td>
<td>1131</td>
<td>101992</td>
<td>D10106</td>
</tr>
</tbody>
</table>

**UGRA and Mill Levy Position Numbers & Funding**

Continued on next page
Special Instructions

Employees can have multiple positions but each position has an original Job Begin Date.

Run ePAF Job Begin Date in Reporting Services. Enter the student’s myWSU ID and the position used on the New Hire ePAF. If a date is listed on the report, enter it into Job Begin Date; otherwise, enter the Query Date.

<table>
<thead>
<tr>
<th>Supervisor ID</th>
<th>Position</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1150</td>
<td>GTA Graduate Teaching Assistant Direct</td>
<td>Department Chair or Graduate Coordinator</td>
</tr>
<tr>
<td>1120</td>
<td>GTA Graduate Teaching Assistant Indirect</td>
<td>Faculty Member</td>
</tr>
<tr>
<td>1130 or 1131</td>
<td>GRA Graduate Research Assistant</td>
<td>Faculty Member or Principal Investigator (PI)</td>
</tr>
<tr>
<td>1140</td>
<td>GSA Graduate Staff Assistant</td>
<td>Unit Representative, Chair or Coordinator</td>
</tr>
</tbody>
</table>

Continued on next page
Jobs Labor Distribution

The Fund, Organization, Account and Program codes are defaulted from the position number.

- If the position is funded by one organization and one fund and the codes are incorrect, verify the correct position number was entered on the ePAF.
  - If the position number is incorrect, delete the ePAF and start over.
  - If the position number is correct, contact Payroll at ext. 3074 for assistance.

- If the position is funded by more than one organization or fund code, refer to Positions by Organization on page 8 for additional information.

---

Current
Effective Date: 03/04/2012

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New
Effective Date: MM/DD/YYYY 03/04/2012

<table>
<thead>
<tr>
<th>COA</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project</th>
<th>Cost</th>
<th>Percent</th>
<th>Encumbrance</th>
<th>Override</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<td>7</td>
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<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
</tbody>
</table>

Total: 100.00

---

Do not change the Effective Date! It is defaulted from the Query Date.

Percent column must total 100.00

Grad Student Termination, 994385-00 Grad Teaching Assist - Indirec

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY*</td>
<td>05/12/2012</td>
<td></td>
</tr>
<tr>
<td>Personnel Date: MM/DD/YYYY*</td>
<td>05/12/2012</td>
<td></td>
</tr>
<tr>
<td>Job Status: (Not Enterable)</td>
<td></td>
<td>T</td>
</tr>
<tr>
<td>Job Change Reason: *(Not Enterable)</td>
<td></td>
<td>POEND</td>
</tr>
</tbody>
</table>

Approval Level

If funding includes organization codes 70XXXX, 103050 or LAS funds, see page 7.

Comment

Required Entry:

Enter the course information and for all Graduate Teaching Assistantship (GTA) appointments (account code 1150).

If using UGRA funding and the funds are used for research by a GRA, enter the UGRA project title. For example:

- Anxiety sensitivity in people who stutter
- Influence of status quo bias for type face selection
- Study of Floral Arrangements in Southeast Wichita

Comment

<table>
<thead>
<tr>
<th>Course Subject</th>
<th>Course Number</th>
<th>CRN</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UGRA project title:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Phthalocyanine based PDR drugs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Save Submit Delete

- Save the ePAF.
- Click Submit and review any Warning Messages. Banner will add the ePAF to the Routing Queue for approval after all Error Messages are resolved.
- To remove the ePAF, click Delete.
Termination: Graduate Assistantship Worksheet

Questions?
General ePAF questions: training@wichita.edu or ext. 5800
Graduate Assistant employment: epaf@wichita.edu or ext. 3065
Payroll for position codes: Payroll@wichita.edu or ext. 3074

Getting Started
To end a graduate assistant’s exempt position within the organization.

➢ GA positions are exempt, payment will continue until the position is terminated!
➢ Contact the Payroll Office and request removal of the Personnel Termination Date. New Hire and Additional Job ePAFs require the Personnel Termination Date.
➢ Graduate Assistant Termination ePAFs will not process until the date is removed.

Graduate declined position
What happens if the graduate assistant declines the position after the ePAF was created?
If the ePAF was submitted for approval but not applied by HR in the overnight process (approval level 95), the originator can void the ePAF:
• Locate the ePAF on the ePAF Originator Summary, History tab.
• Return the ePAF for correction. The ePAF is moved to the originator’s Current tab and can be voided.

If the ePAF has been approved and applied (completed), the originator must request cancellation of the ePAF:
• email payroll@wichita.edu and epafgs@wichita.edu.
• in the subject line, include the graduate assistant’s name, myWSU ID, and “cancel ePAF”.
• In the body of the email, include the:
  o reason for the request. For example, Graduate assistant declined the position.
  o originator’s name and phone extension.

Locate grant end date
Reporting Services
ORIG00180 Grant Start – End Dates by Organization Code
After selecting the organization code (70XXXX), the starting and ending dates for the grant are listed.

New ePAF Person Selection
When locating a graduate assistant, use Search (magnifying glass) or enter the myWSU ID on New ePAF Person Selection.
To Search, click the magnifying glass and enter the criteria.

Query Date Instructions
Can the ePAF be approved and applied at least two business days prior to the current pay period’s timekeeping completion deadline?
If it can, enter the Pay Period End Date.
If not, enter the next Pay Period End Date.

*** If the termination ePAF will not be completely processed in time to stop an overpayment, contact Human Resources or Payroll ASAP. ***
If the wrong Query Date was entered, delete/exit the ePAF and START OVER.
Click on the drop down arrow and select the appropriate approval category.

Existing Job Selection
Select the correct graduate assistant’s position to be terminated and click Go to continue.

Continued on next page
Electronic Personnel Action Form

Enter the information for the ePAF and either Save or Submit.

Name and ID:  Muhammad Azeem Ahmed, F974Q693
Transaction:  Query Date:  Mar 17, 2012
Transaction Status:  Last Paid Date: Feb 04, 2012
Approval Category:  Grad Assistant Termination, GATERM

Save

- - indicates a required field.

Grad Student Termination, 996078-00 Graduate Assistant, Last Paid Date: Feb 04, 2012

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs Effective Date</td>
<td>12/25/2011</td>
<td>03/17/2012</td>
</tr>
<tr>
<td>Personnel Date</td>
<td>NN/DD/YYYY</td>
<td>NN/DD/YYYY</td>
</tr>
<tr>
<td>Job Status</td>
<td>(Not Enterable)</td>
<td>Active T</td>
</tr>
<tr>
<td>Job Change Reason</td>
<td># (Not Enterable)</td>
<td>REHER POEND</td>
</tr>
</tbody>
</table>

Jobs Effective Date
Pay Period End Date
Personnel Date
Last day of work,
Pay Period End Date
or
Grant End Date

Approval Level If funding includes organization codes 70XXXX, 103050 or LAS funds, see page 7.

Comment

Required Entry:
Enter the course information for all Graduate Teaching Assistantship (GTA) appointments (account code 1150).

<table>
<thead>
<tr>
<th>Comment</th>
<th>Course Subject</th>
<th>Course Number</th>
<th>CRN</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

Save Submit Delete

- Save the ePAF.
- Click Submit and review any Warning Messages. Banner will add the ePAF to the Routing Queue for approval after all Error Messages are resolved.
- To remove the ePAF, click Delete.