

Creating an EPAF for Job Assignments (Student/Hourly)

Log onto Pipeline
Go to Employee tab
Resources
Banner Self Service
Electronic Personnel Action Form
New EPAF

New EPAF Person Selection

Enter an ID, select the link to search for an ID. Enter the desired Effective Date and select the Approval Category. Then Select Go.

[Detailed Directions](#)
[Video Tutorial](#)

Enter Student/Hourly K# here

* - indicates a required field.

ID: *

Or Search for K# here

Effective Date: MM/DD/YYYY* 07/25/2018

Approval Category: * Not Selected

Go

Once you're at the new EPAF screen, enter employee's K#. Hit "tab" on your keyboard and a name should populate (if not, please contact HR). Next select the effective date of the assignment. Followed by the correct approval category.

***It is extremely important that the correct effective date and approval category are selected. HR cannot fix an error made at this stage nor can it be edited later on.**

ID: *

Effective Date: MM/DD/YYYY* 07/25/2018

Approval Category: *

Go

Select "GO"

Rehire - Individual has been employee by SBCC prior
New - Individual has never been employed by SBCC

Select appropriate Approval Category.
Student Job - Must be enrolled in minimum 6 units.
Hourly Job - Enrollment not required

Not Selected

(Rehire) Hourly Job, H001
(Rehire) Student Job - General, S001
(Rehire) Student Job - Federal Work Study, S002
(Rehire) Student Job - International, S003
(Rehire) Hourly Reader, H002
(Rehire) Student Reader, S004
End Job Assignment, 0004
Change Payrate (Step), C001
Change Supervisor, C002
Change Budget (FOAPAL), C003

Hit "Go"

New EPAF Job Selection

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID:
Query Date: Jul 25, 2018
Approval Category: Hourly Job Assignment, H001

Hourly Job, HRLYJB Select Position # Search

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job									<input checked="" type="radio"/>
	Primary	C99976	00	Human Resources Tech II	4606, Human Resources	Aug 07, 2017		Jul 31, 2018	Active	<input type="radio"/>

All Jobs

Go

Select the magnifying glass in the search area.

The **"New Position Selection"** screen should appear.

Position Number can remain blank. Employee Class should highlight "All." COA highlight "All." Select your Budget Organization. Hit "GO." Search results should populate near the bottom. Select Position.

Search Criteria

Position Number:

Employee Class:
 All
 AI, Adjunct - Instruction
 AN, Adjunct - Non Instr

COA:
 All
 1, Santa Barbara City College

Budget Organization:
 All
 0000, Non-Departmental
 0206, Accounting Education

Select **your** Budget Organization.

Go Select "Go" to see search results below

[Jump to Bottom](#)

[Return to EPAF Menu](#)

Search Results

Position	Title	Employee Class	COA	Budget Organization	Begin Date	End Date
HI8963	Reader	HS, Hourly Staff- Non Instruct	1	0628, Graphic Design & Photography	Jan 01, 2014	

***Selections differ based on department.**

That should take you back to the "New EPAF job Selection" screen. Enter suffix.

Make sure New Job is selected

Enter Suffix

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job	HI8963	00	Reader	0628, Graphic Design & Photography					<input checked="" type="radio"/>
	Primary	C99976	00	Human Resources Tech II	4606, Human Resources	Aug 07, 2017		Jul 31, 2018	Active	<input type="radio"/>

All Jobs

Go

Select "GO"

***Suffixes for Hourly versus Students**

- Students use a Letter and Number combination
- Hourly use a two number combination

F= fall

S= spring

X= summer

Y= intersession for International Students (Please note*International Students must be rehired and approved through EPAF system for each semester AND for each intersession)

Student- F0(F,zero)

Hourly- 00(double zero)

PLEASE NOTE** if they have more than one job in SAME department, the number ascends. It is your responsibility to find out if your student has more than one job on campus (especially important if same Dept.) so, you can create the suffix correctly and not cancel your colleague's job for same student that is already in place. If someone is a rehire, select active jobs box so you can see all jobs they are currently active in. This will allow you to see if someone in your Dept. has already hired them. Each semester you MUST choose "NEW JOB" so you are able to enter the correct suffix.

(Student with 2 jobs)

Job #1 with Professor X in Biology- F0

Job #2 with Professor Y in Biology- F1

(Hourly with 2 jobs)

Job #1 with Professor X in English- 00

Job #2 with Professor Y in English- 01

Hit "GO."

Here's the body of your **EPAF**.

Required Fields*

- Timesheet Org(4 digit budget org)
- Step
- Supervisor K#
- Position title of employee

Item	Current Value	New Value
Employee Class Code: *		HS
Timesheet Org: *	Enter 4 Digit Budget Org	
Salary Group: *(Not Enterable)	2019	
Step: *		Select Amount ▾
Jobs Effective Date: MM/DD/YYYY*		07/25/2018
Supervisor ID: *	Search Supervisor K#	
Title: *		Select a Postion Title ▾
Job Begin Date: MM/DD/YYYY	Do NOT adjust date	07/25/2018
Contract Type:		Not selected ▾
Job Status: *(Not Enterable)	A	
Job Change Reason: *(Not Enterable)	START	
Pays: *(Not Enterable)	1	
Factor: *(Not Enterable)	1	

Select Steps 1-6.
Steps 7-11 are designated for certificated areas

Set to Primary. Use Secondary if employee already has an active job on campus.

*Effective date will automatically match the effective date entered on the first **"New EPAF Job Selection"** screen

*Other fields should not be edited including "Job Begin Date"

Budget Line

Your budget line should default to the correlated Position #. However, you may need to edit the account #.

- Hourly, Instructional 242000
- Hourly, NON-Instructional 232000
- Student, Instructional 242100
- Student, NON-Instructional 232100
- Hourly Reader 242200
- Student Reader 242250

New
Effective Date: MM/DD/YYYY

Use account number guide above

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
1		12092	0424	299999	060200					100.00
Total:										100.00

Routing Queue

Routing queue for New hires must include 2 levels and Required Action:

Level 40- Dept Mgr/Dean Required Action = Approve

Level 99- Human Resources Required Action = Apply

Routing queue for Rehires must include 3 levels and Required Action:

Level 40- Dept Mgr/Dean Required Action = Approve

Level 99- Human Resources) Required Action = Approve

Level 100- Final Processing (Automatic/Job Scheduler (BANWORX)) Required Action = Apply

-If you have a Federal Work Study student you will need to be sure it is routed to Elsa Chavez

Level 20- Financial Aide- Elsa Chavez Required Action = Approve

-If you have an International student you MUST choose Rosemary Santillan or Carola Smith

Level 10- International Students Required Action = Approve

Use Routing Queue Guide above

Click on magnifying glass and scroll down to appropriate Dean's name. Hit select

Use Routing Queue Guide above

Approval Level	User Name	Required Action
99 - (SUPER) Human Resources		Approve
100 - (FINAL) Final Processing		Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and then Submit

Your transaction will let you let you know when you have **successfully submitted** an EPAF.

Click [HERE](#) to get to New EPAF screen