EPAF Originator Instructions for Hourly GA Job

Use for hourly graduate assistants who have worked for Murray State University in a previous position.

The Electronic Personnel Action Form, or EPAF, will take the place of paper Personnel Action Forms. In order to enter an Electronic Personnel Action Form (EPAF), please have the following information compiled.

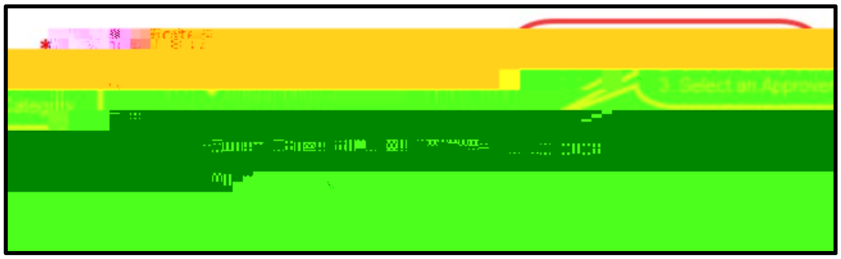
- Student M-Number
- Date of Hire
- Position Number
- Rate of Pay
- Approver Timesheet Org. (W-Org or T-Org.)
- Termination Date

Please Note: Student Financial Aid will check for the student's PeopleAdmin Application, Background Check, and I9 before approving the student's EPAF. Any student who does not have an active job will need to have a Background Check and I9 completed and submitted to Student Financial Aid before beginning work.

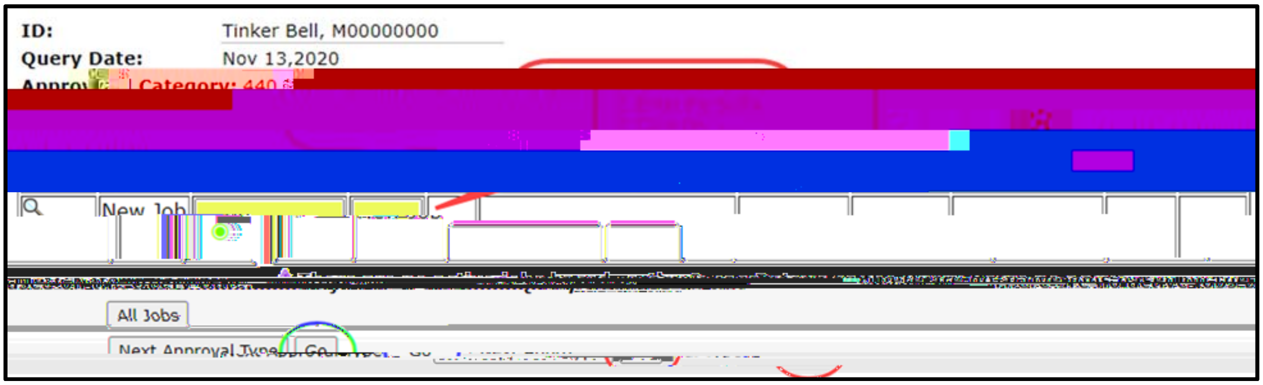
Log into myGate and click on the Employee Tab. Go to the Personnel Action Notices channel and click on Create a New EPAF.

STEP 1: New EPAF Person Selection

- **ID:** Enter the student's MSU M-Number.
- Hit **TAB**. Verify student name.
- **Query Date:** Enter the student's first day of work.
- **Approval Category:** Select the Approval Category (EPAF) from drop down menu.
- Click the **GO** button.



STEP 2: New EPAF Job Selection



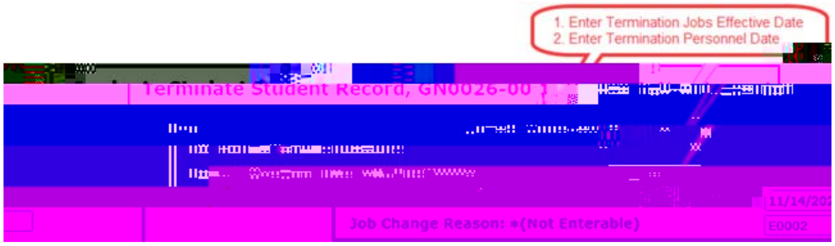
ID: Tinker Bell, M00000000

Query Date: Nov 13,2020

- **Position:** Enter the correct position number for which the student will be hired.
- **Suffix:** Enter the correct suffix for this position.
- Hit the **TAB** button.
- Click the **GO** button.

STEP 5: Termination Record

- **Jobs Effective Date:** Enter the last day to be paid.
- **Personnel Date:** Enter the last day of work.



1. Enter Termination Jobs Effective Date
2. Enter Termination Personnel Date

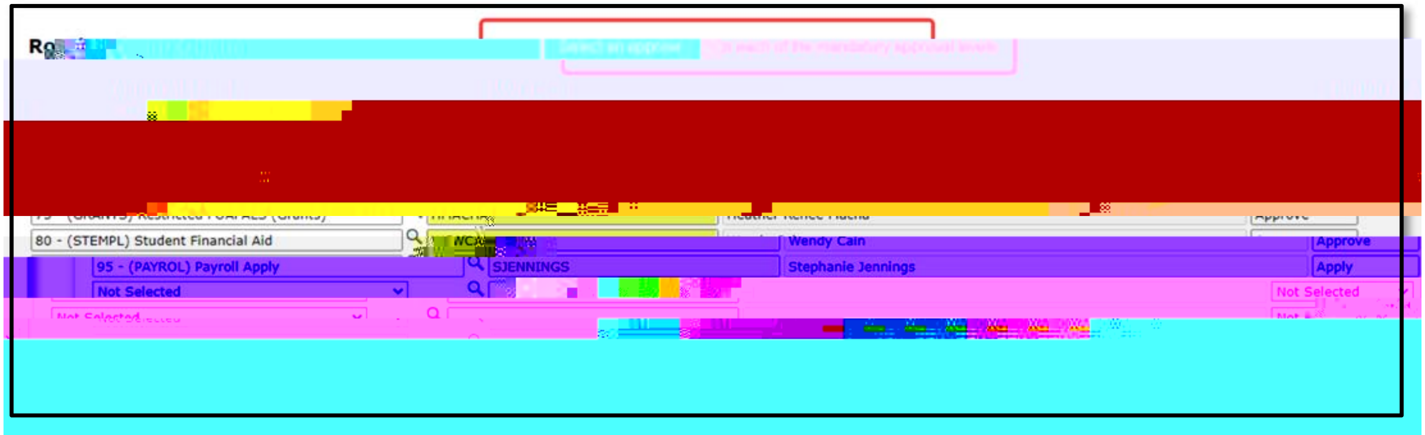
Terminate Student Record, GN0026-00

Job Change Reason: *(Not Enterable)

11/14/20

E0002

STEP6: Approval Routing Queue



80 - (STEMPL) Student Financial Aid | WCA | Wendy Cain | Approve

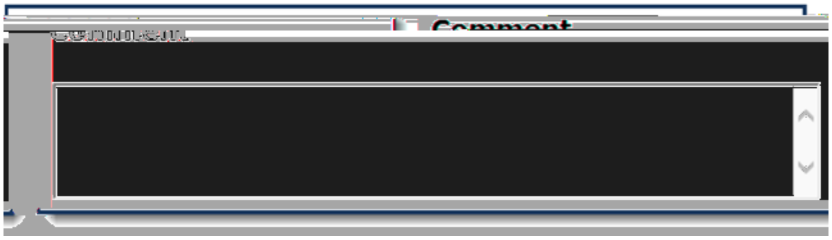
95 - (PAYROL) Payroll Apply | SJENNINGS | Stephanie Jennings | Apply

Not Selected | | | Not Selected

- **Approval Levels:** Enter the appropriate User Name for each mandatory Approval Level.
- Click **Save and Add New Rows**.

STEP 7: Comments

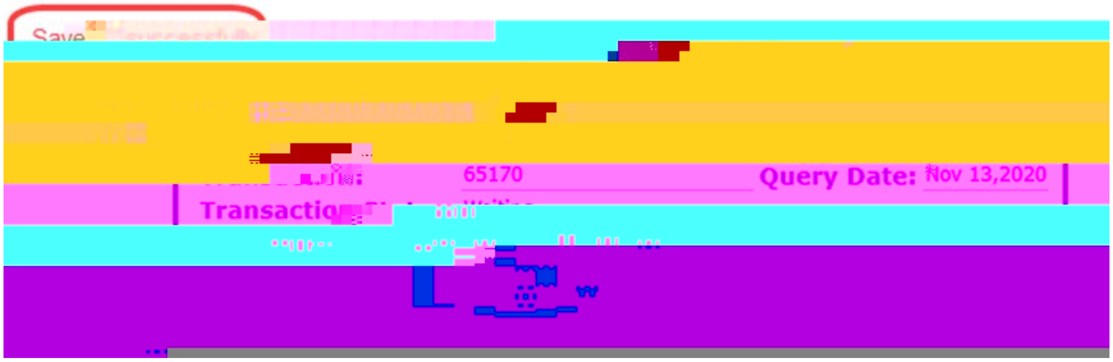
Comments added to the EPAF cannot be deleted once they have been saved.



- Enter any comments and information you want approvers to have access to.
- Click the **SAVE** button.

STEP 8: Save and Submit

After the EPAF has been completely filled out and saved, you will receive a message that the EPAF was saved successfully.

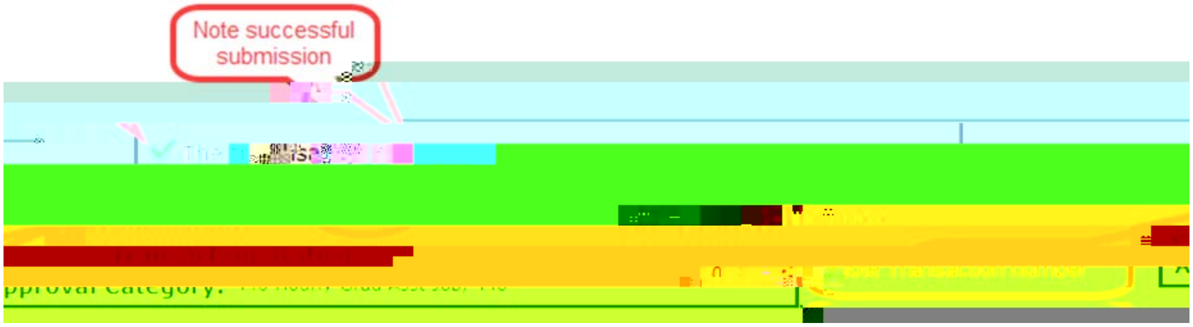


65170

Query Date: Nov 13,2020

Transaction

- **Submit:** Once saved, click **SUBMIT**.

An EPAF Originator will receive the following message once the EPAF has been successfully submitted.