1865 RIDER UNIVERSITY

EPAF Submission Guide: *For New students in your department*

Electronic Personnel Action Forms

May 2025

Questions & Answers

Q: What is an EPAF?

An EPAF, or Electronic Personnel Action Form, is a web-based form that processes employee actions.

Q: Where can I find EPAFs?

EPAFs are located on MyRider Employee Self Service. It is located in the same section where you can approve student timecards.

Q: I have never entered an EPAF before, where should I begin?

Before you enter an EPAF, make sure you have filled out the "**Intent to Hire**" form. The "**Intent to Hire**" form is used to generate the offer letter to the student employee and outline additional onboarding requirements. This MUST be completed for every new and returning student worker. The link to the form is here: CLICK HERE

When you receive an "Action Required: Employment Ready for Processing" email, you are ready to submit the EPAF. This email will have a link for you to locate your position number.

BEFORE YOU SUBMIT AN EPAF (“THE CONTRACT”) PLEASE SUBMIT THE INTENT TO HIRE FORM. LINKED HERE

This survey will automatically generate and email the offer letter to the student employee and outline any additional onboarding requirements for the position.

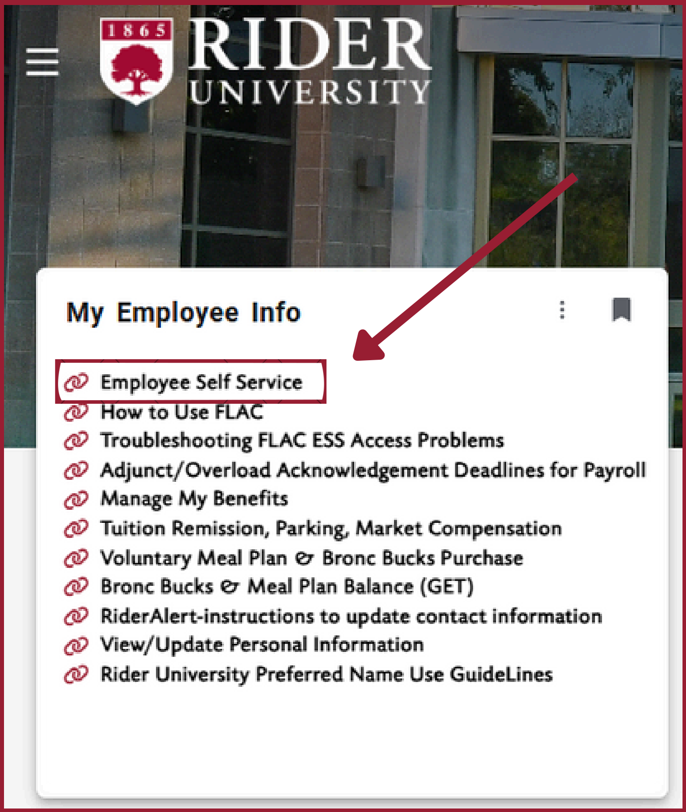
This also allows student employment to check I9 status and any relevant budget information before the contract is submitted to payroll.

When you receive an “Action Required: Employment Ready for Processing” email, you are ready to submit the EPAF. Please note the position number in the body of the email and use this number in the EPAF.

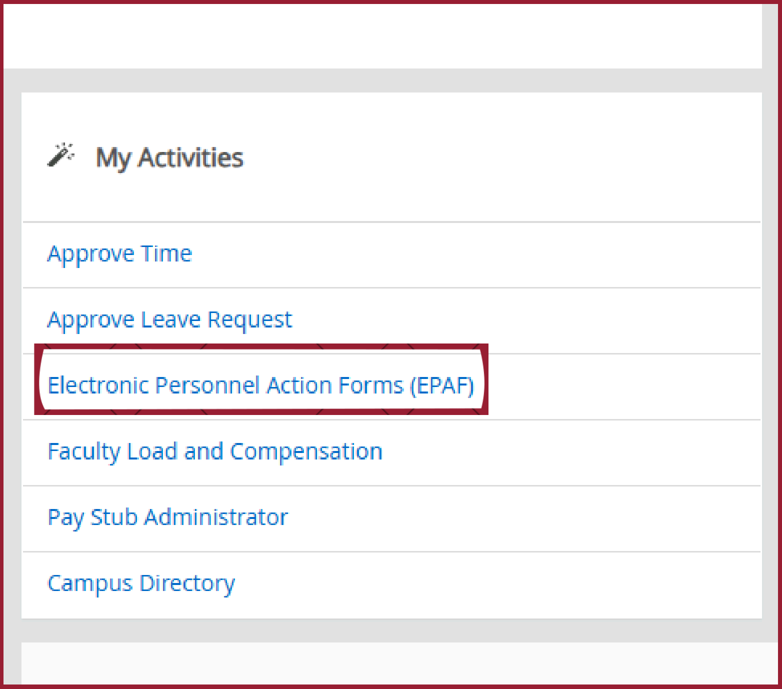
IF YOU ALREADY SUBMITTED THE INTENT TO HIRE FORM AND RECIEVED THE ACTION REQUIRED EMAIL, PLEASE PROCEED WITH THE INSTRUCTIONS ON HOW TO SUBMIT AN EPAF.

How to Access EPAFs

STEP 1: Access MyRider and find the My Employee Info card. Once you're on that page, click on the Employee Self Service link.



STEP 2: On the right side of the Self-Service screen, you'll find a section labeled My Activities. Please click on the link that says 'Electronic Personnel Action Forms (EPAF).'

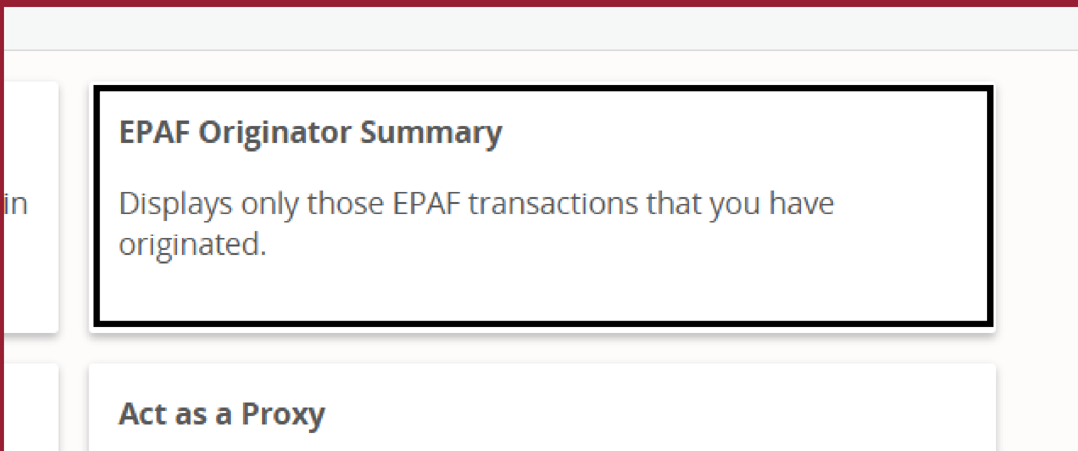


Establishing Approval Queues

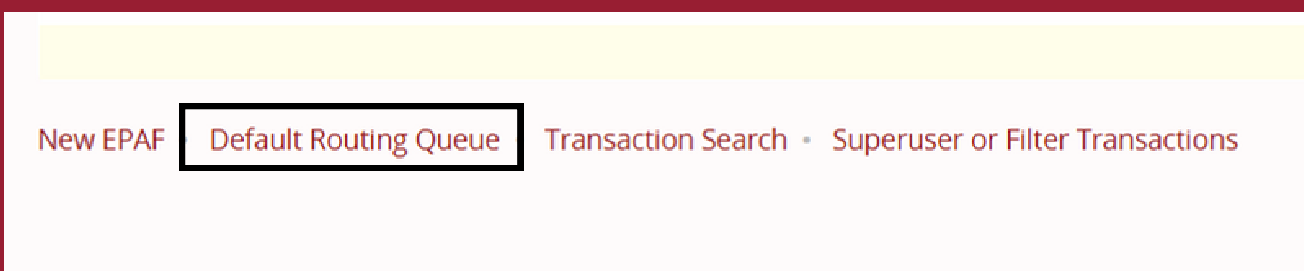
This step only needs to be completed once to establish defaults for all future EPAF submissions.

Set Up Routing Queue for Non-Grant EPAF Submissions

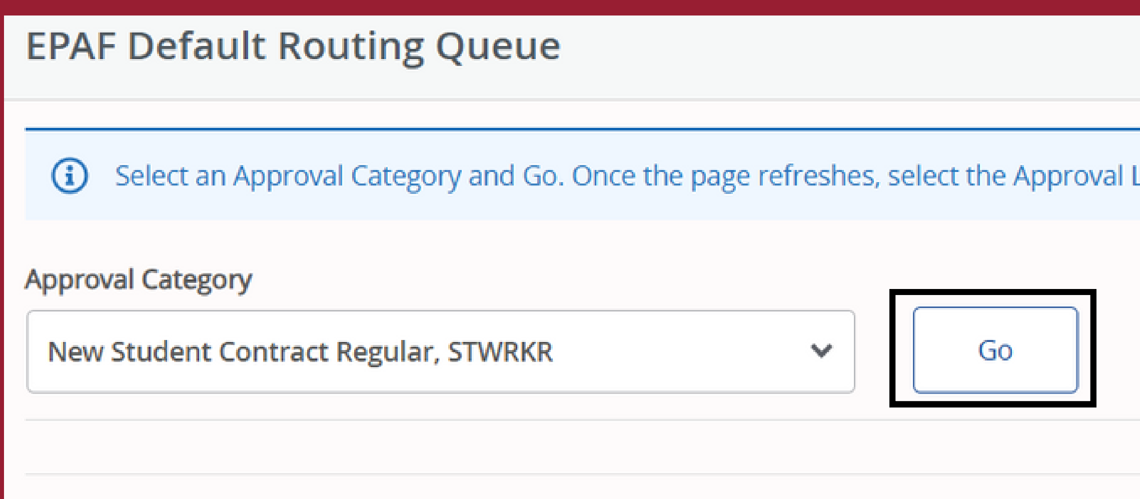
STEP 1: Once in the EPAF application, click on the EPAF Originator Summary tile.



STEP 2: Under the links in the lower half of the screen, click on the 'Default Routing Queue' link.



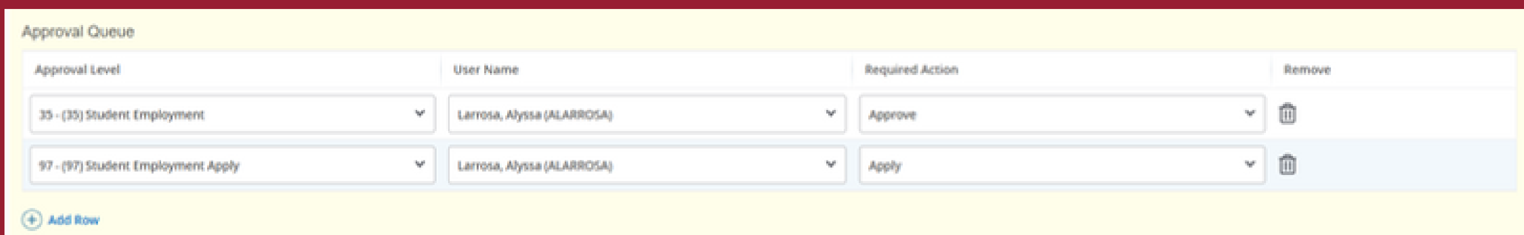
STEP 3: From the Approval Category drop down menu, select New Student Contract Regular, STWRKR. Select GO.



<u>STEP 4:</u> From each User Name drop down, set up the approvers as follows:

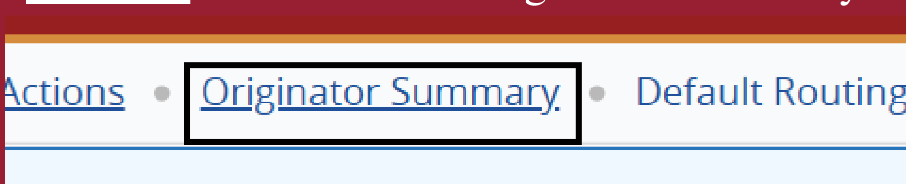
- (35) Student Employment Approve: Alyssa Larrosa
- (97) Student Employment Apply: Alyssa Larrosa

Select ‘Save Changes’

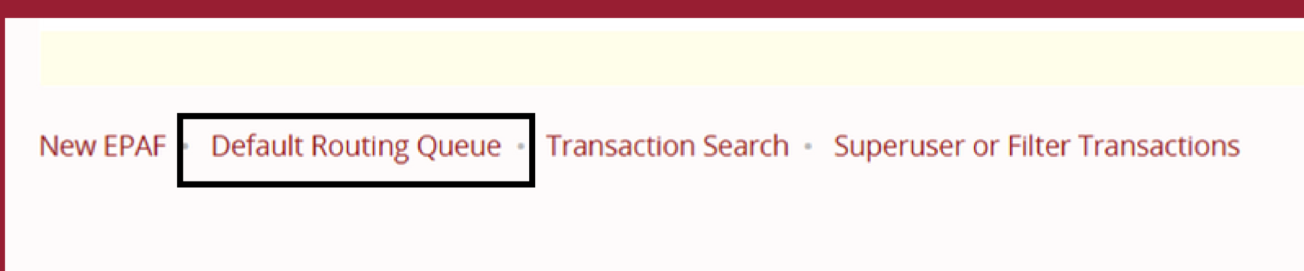


<u>Set Up Routing Queue for Grant EPAF Submissions</u>

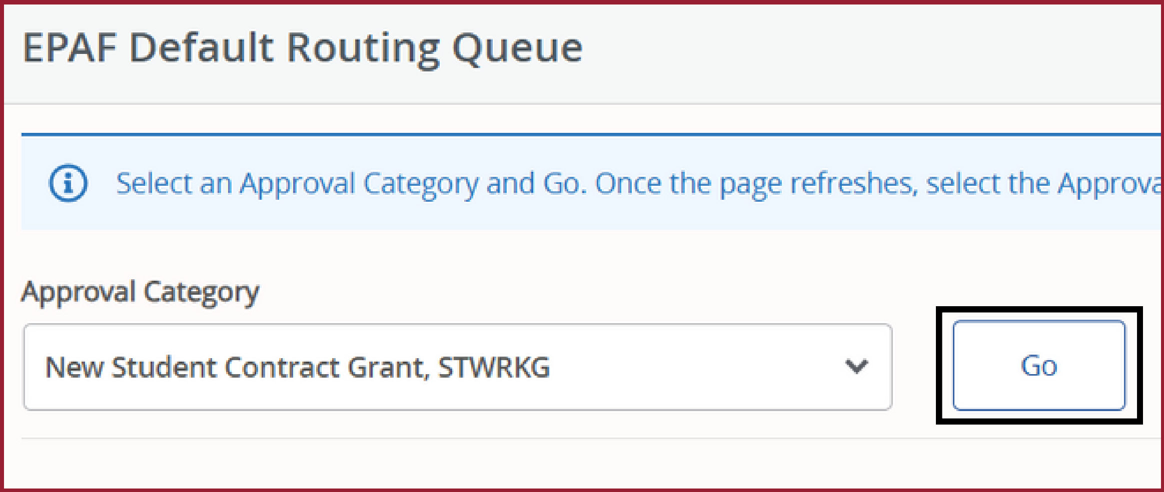
<u>STEP 1:</u> Click on the ‘Originator Summary’ link at the top of the page.



<u>STEP 2:</u> Under the links in the lower half of the screen, click on the ‘Default Routing Queue’ link.



STEP 3: From the Approval Category drop down menu, select New Student Contract Grant, STWRKG. Select GO.

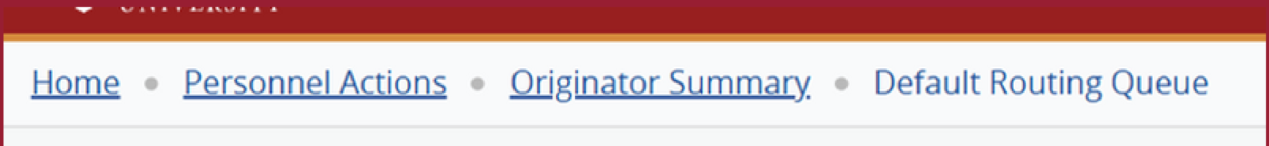


STEP 4: From each User Name drop down, set up the approvers as follows:

- Student Employment Approve: Alyssa Larrosa
- Grants Office Approve: Debbie Butler
- Student Employment Apply: Alyssa Larrosa

Select 'Save Changes'

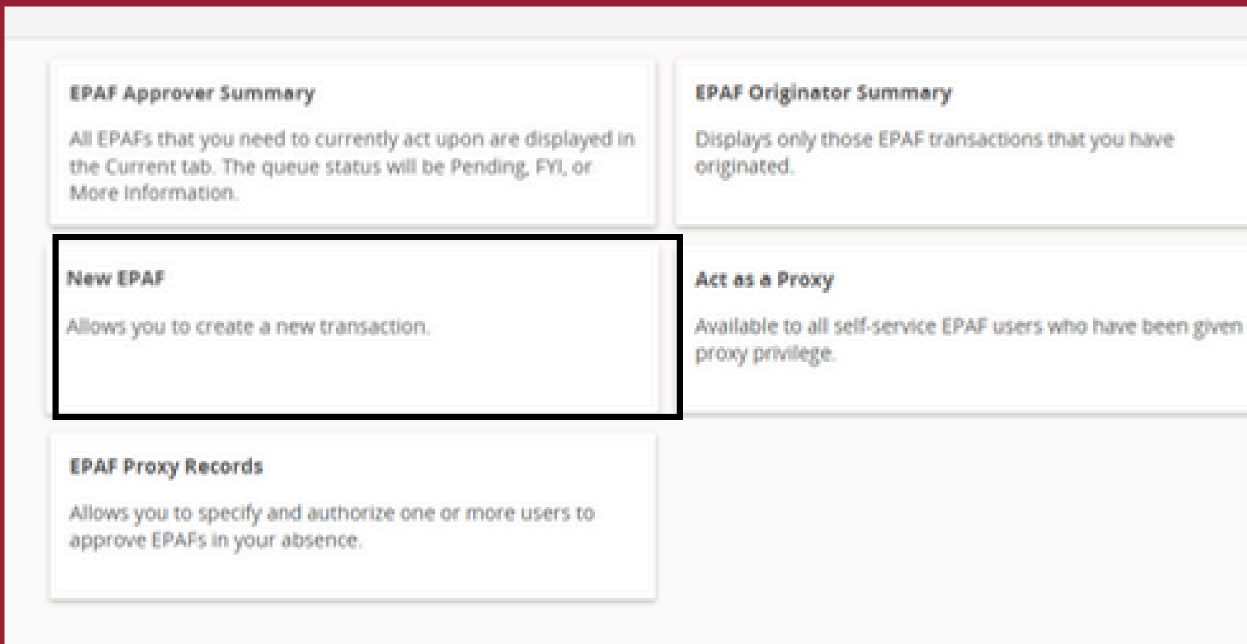
STEP 5: Click the 'Personnel Actions' link to return back to the main screen.



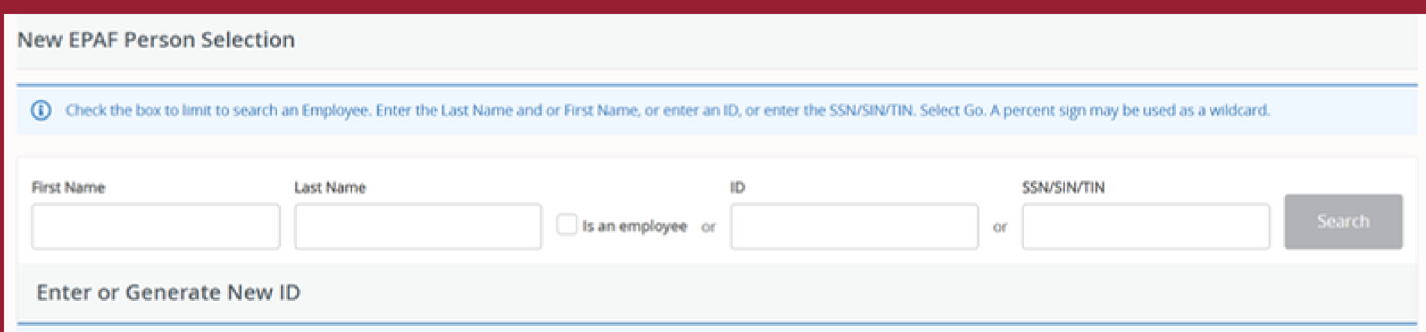
<u>Submitting an EPAF for new students</u>

Pleae follow the below steps for students who have never worked in your department before.

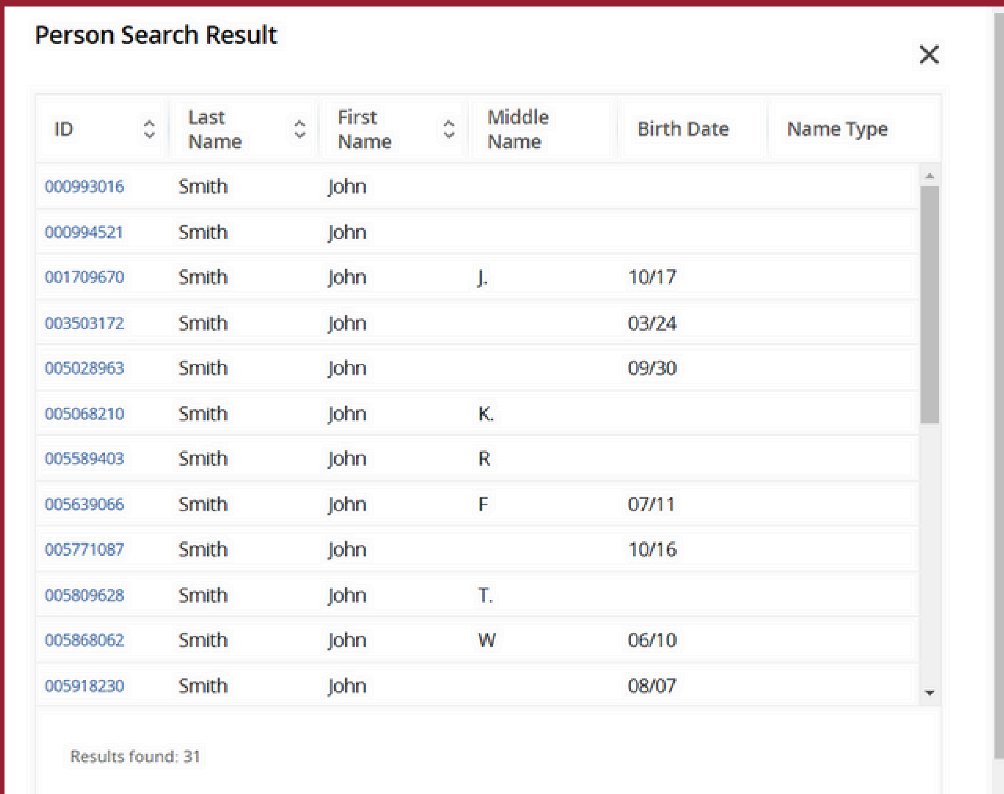
<u>STEP 1</u>: Click the New EPAF tile.



<u>STEP 2:</u> Enter the student's first and last name OR search for them by their Bronc ID.



STEP 3: If several students have the same name, you can confirm you've chosen the right student by checking their Bronc ID. If you're uncertain about your selection, please reach out to Student Employment or Student Payroll rather than making a random choice.



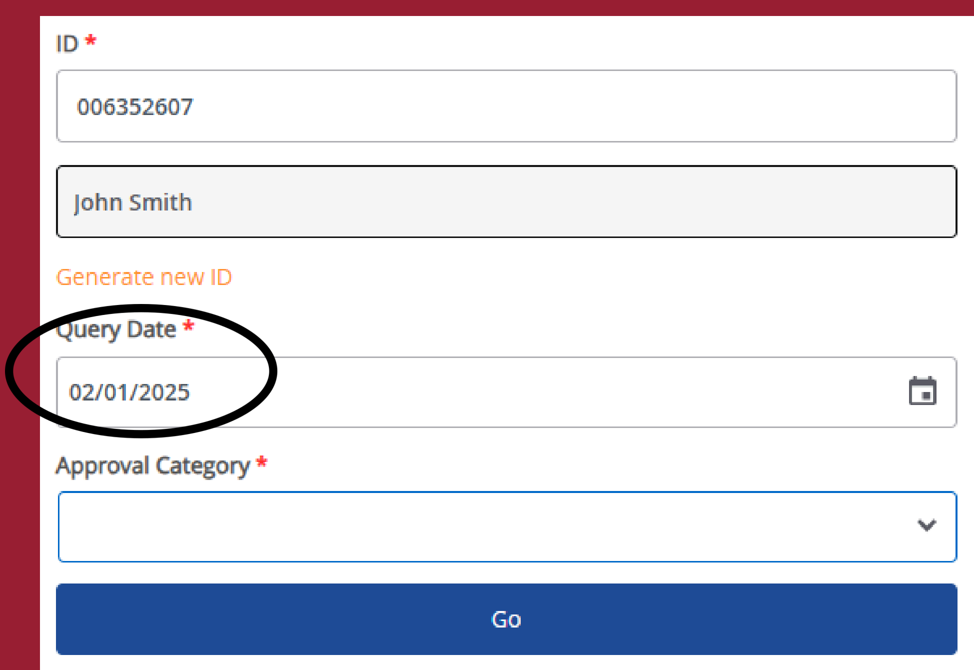
Person Search Result

ID	Last Name	First Name	Middle Name	Birth Date	Name Type
000993016	Smith	John			
000994521	Smith	John			
001709670	Smith	John	J.	10/17	
003503172	Smith	John		03/24	
005028963	Smith	John		09/30	
005068210	Smith	John	K.		
005589403	Smith	John	R		
005639066	Smith	John	F	07/11	
005771087	Smith	John		10/16	
005809628	Smith	John	T.		
005868062	Smith	John	W	06/10	
005918230	Smith	John		08/07	

Results found: 31

STEP 4: Once the student is selected, you will need to enter the Query Date.

- Enter the students start date in the Query Date field. (Date must be in MM/DD/YYYY format)



PLEASE MAKE SURE THE QUERY DATE IS THE START DATE OF YOUR EMPLOYEE. IT SHOULD MATCH THE DATE YOU ENTERED ON THE INTENT TO HIRE FORM

STEP 5: There are two different EPAFs you can submit. Please be sure that you are submitting under the correct category to prevent delays or errors.

- New Student Contract Regular, **STWRKR**

If the student worker position you are submitting an EPAF for is **NOT** funded by a grant, or other restricted fund, please use this category.

- New Student Contract Grant, **STWRKG**

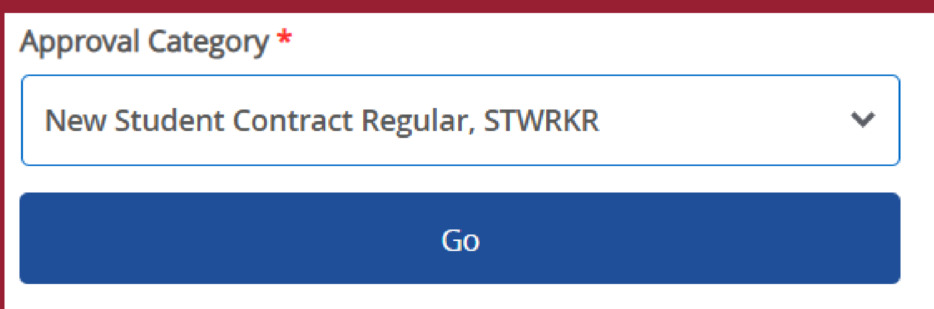
If the student worker position you are submitting an EPAF for **IS** funded by a grant, or other restricted fund, please use this category. **Please use position number 786080**. If you have questions about your grant, please contact Debbie Butler (dbutler@rider.edu)

The following guide contains instructions for each category of approval (Regular or Grant). Please be sure to read each step in its entirety.

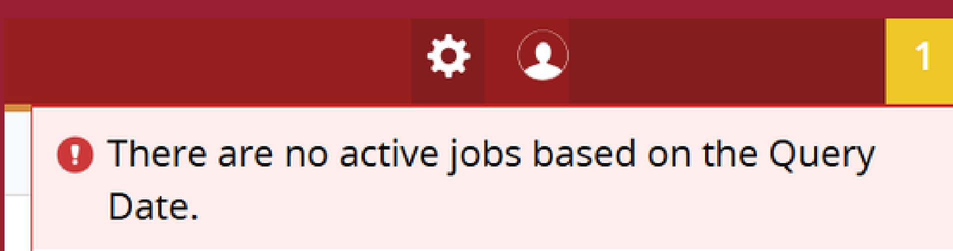
****If you are rehiring a student into a position they have worked in before, please view the other submissions guide "EPAF SUBMISSION GUIDE FOR RETURNING STUDENTS"**

New Student Contract Regular, STWRKR

STEP 1: Choose the approval category New Student Contract Regular,STWRKR. Then select GO.

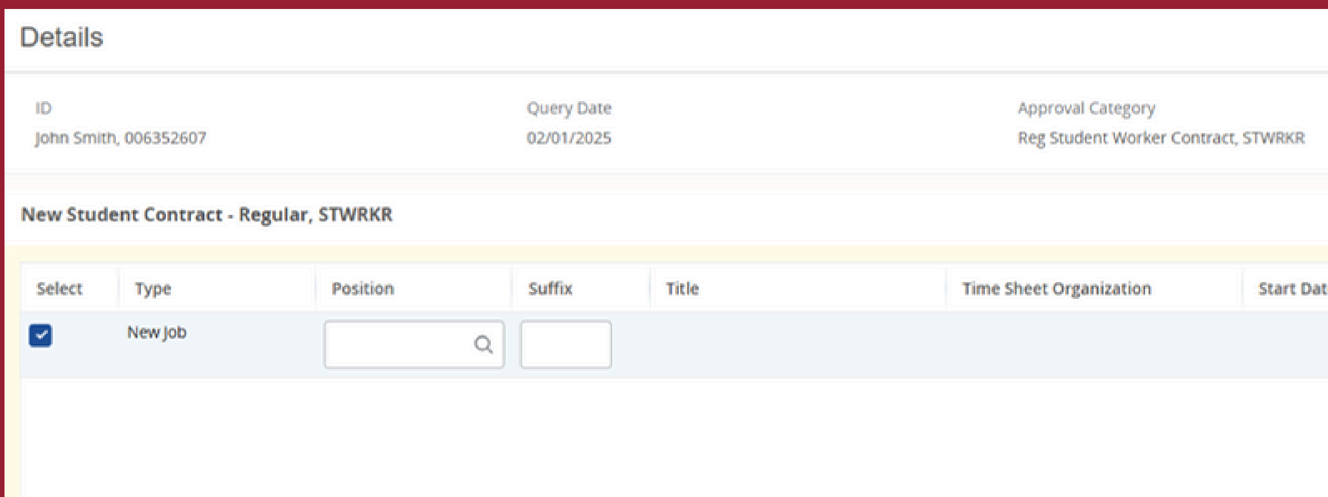


IMPORTANT NOTE: If the student does not have any currently active positions this message will appear. Please disregard this warning and continue with the next steps.

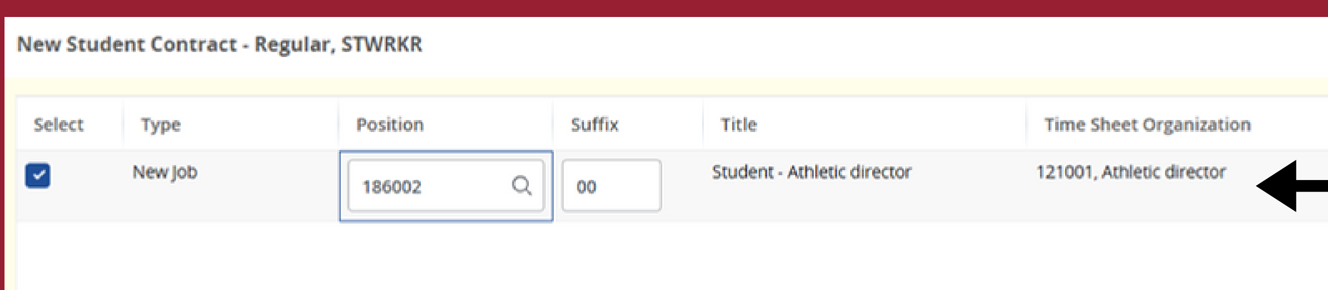


STEP 2:

Enter the position number, followed by the suffix. The suffix should be 00. **Only enter suffix 01 if the student is working under the same position number with two different jobs & different pay rates.



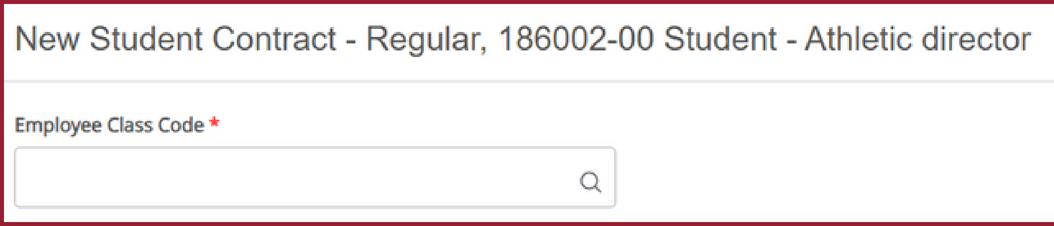
STEP 3: Once you input the position number, the title and organization code will be displayed on the screen. If you don't already have the organization number, please make sure to take note of it. The organization code will be needed later when filling out other information.



STEP 4: You will now be prompted to fill out the employee information, starting with employee class code (E-Class).

- If the student is funded by Federal Work Study(FWS), their E-Class is **SW**
- If the student is **NOT** funded by Federal Work Study, their E-Class is **SI**

- **The Action required email will state in the subject line and body of the paragraph if the student is federal work study.**



If the position number has a 7 as the third numerical value (ie. xx7xxx), the student is Federal Work Study.(E-CLASS=SW)

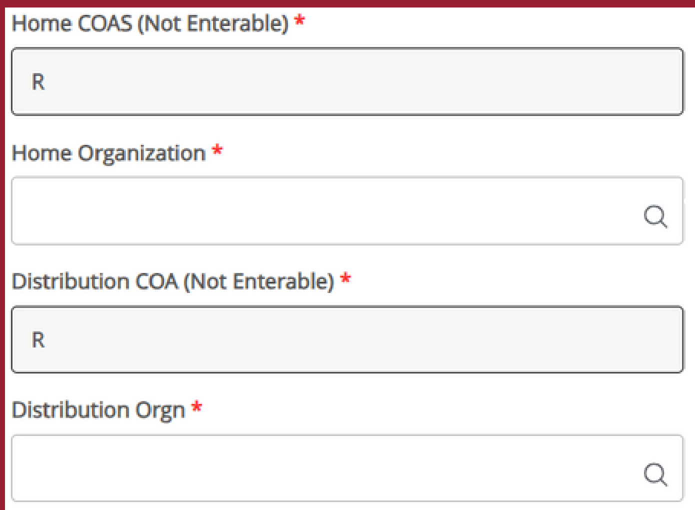
If the position number has a 6 as the third numerical value (ie. xx6xxx), the student is Institution Funded (E-CLASS=SI)

****If the student has already worked on campus before, the next section may already have information filled out. If it does, please <u>do not</u> overwrite the information.**

<u>STEP 5:</u> Enter the Organization code (6-digits) for where the position resides under Home Org and Distribution Org.

Hint: This was shown when entering the position number.

*Note: Some boxes are grayed out. Those can **<u>NOT</u>** be updated.*

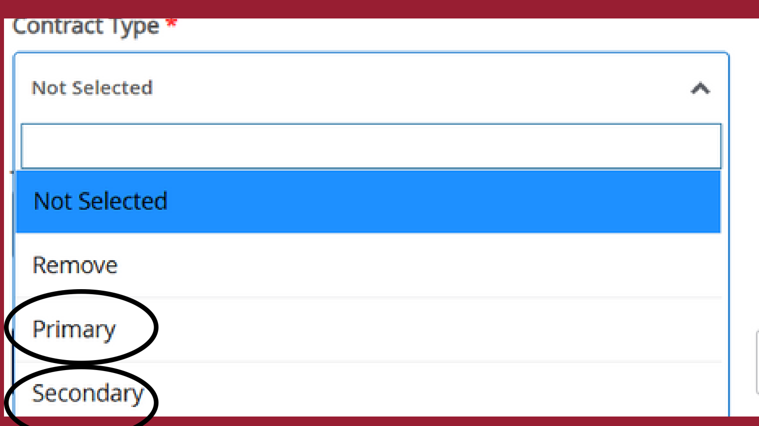


These numbers should be the same. If it is filled in, you can leave it (even if it is not your ORG)

<u>STEP 6:</u> If this box is empty, please enter the first day the student will be working. This should be equal to the query date (Start Date) that was used in the previous page and matches the intent to hire.

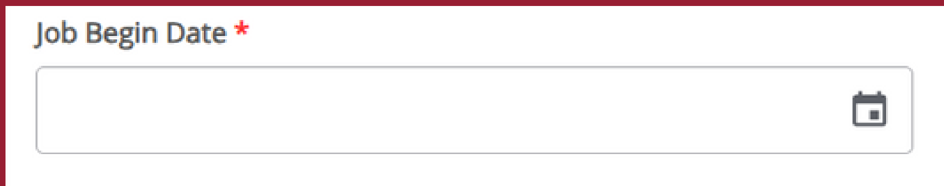
If information is already there, do not override.

STEP <u>7:</u> From the Contract Type drop down menu, select whether this is the Primary or Secondary position for the student. If you select Primary, and the student already has another job, you will receive an error messages when trying to submit. If you receive this error, please switch the contract type to Secondary.



please do not choose any option other than primary or secondary

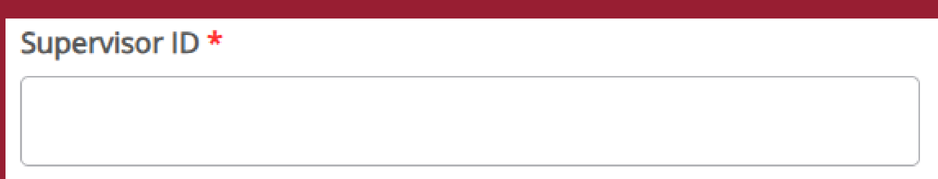
STEP 8: Enter the student's Job Begin Date, which is their start date. **If information is already there, do not edit.**



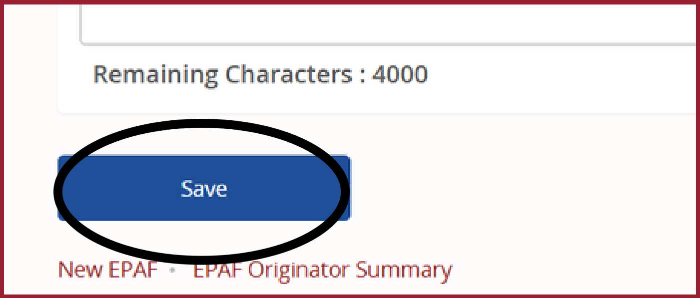
STEP 9: Enter the student's hourly rate in the Regular Rate box. When entering hourly wage information do not include "$". This wage must match the wage in the intent to hire.

STEP 10: Enter the student's start date in the Jobs Effective Date box**. If there is a date here, please update it with the new start date that matches the query date/intent to hire.**

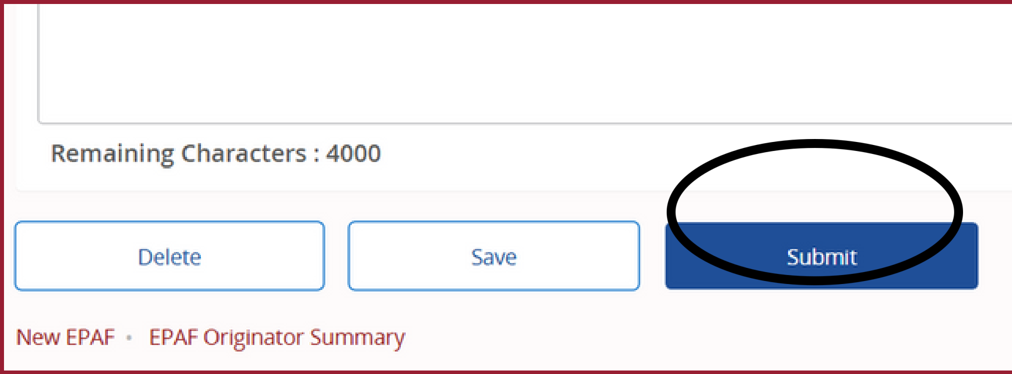
STEP 11: Enter the Supervisor's Bronc ID in the Supervisor ID box.



STEP 12: Once complete, scroll to the bottom of the page and click the 'Save' button.



STEP 13: Next, hit submit. (If you do not hit Submit, then it will not be processed).



The job has now been submitted for approval. Student Employment will review your entry to approve it. Once it is approved, the student will then be able to access their timesheet.

If the submission is declined, you will be notified of what changes need to be made.

New Student Contract Grant, STWRKG

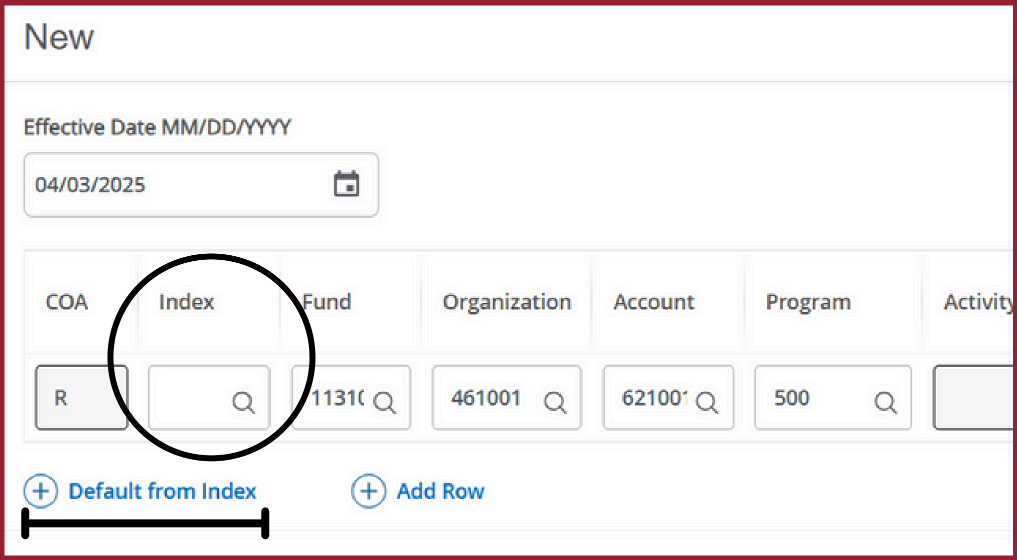
If the position is funded by a grant, follow all steps through adding the Supervisor ID (Step 12).

Position numbers for grants are either please use position number 786080 for student worker positions, or 686022 for graduate assistants

Under the 'New' section, please enter the Index(all letters) and then click 'Default from Index'.

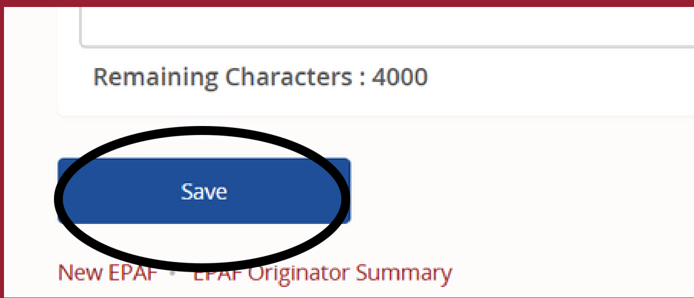
IMPORTANT: Please be sure to note the account number, as you will need it in the next step. (Account number is 621001 for undergrad accounts. Account number is 621002 for graduate accounts.)

If you are unsure of the grant information needed, please reach out to Debbie Butler for further assistance.



STEP 1: After clicking the Default from Index link, the Account code will go away. Please be sure to re-enter it.

STEP 2: Once complete, scroll to the bottom of the page and click the 'Save' button.



STEP 3: Next, hit submit.