



RIDER
UNIVERSITY

EPAF Submission Guide: For returning students in your department

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.

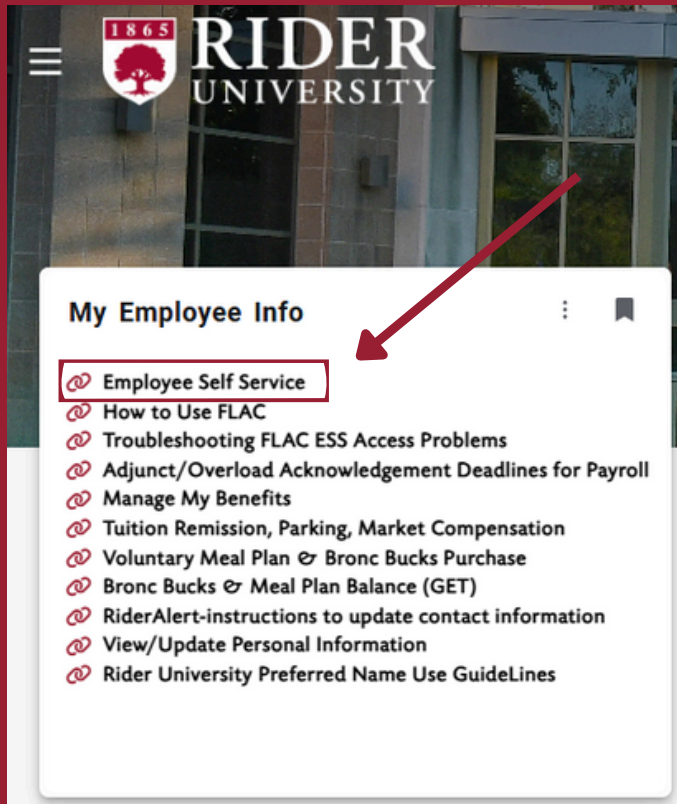
This also allows student employment to check I9 status and any relevant budget information before the contract is submitted to payroll.

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.

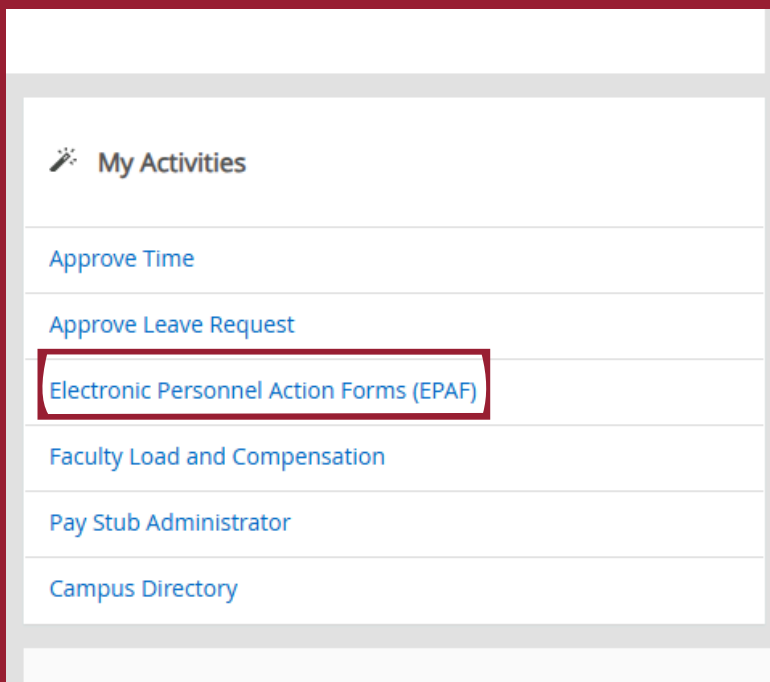
IF YOU ALREADY SUBMITTED THE INTENT TO HIRE FORM AND RECIEVED THE ACTION REQUIRED EMAIL, PLEASE PROCEED WITH THE INSTRUCTIONS ON HOW TO SUBMIT AN EPAF.

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).'

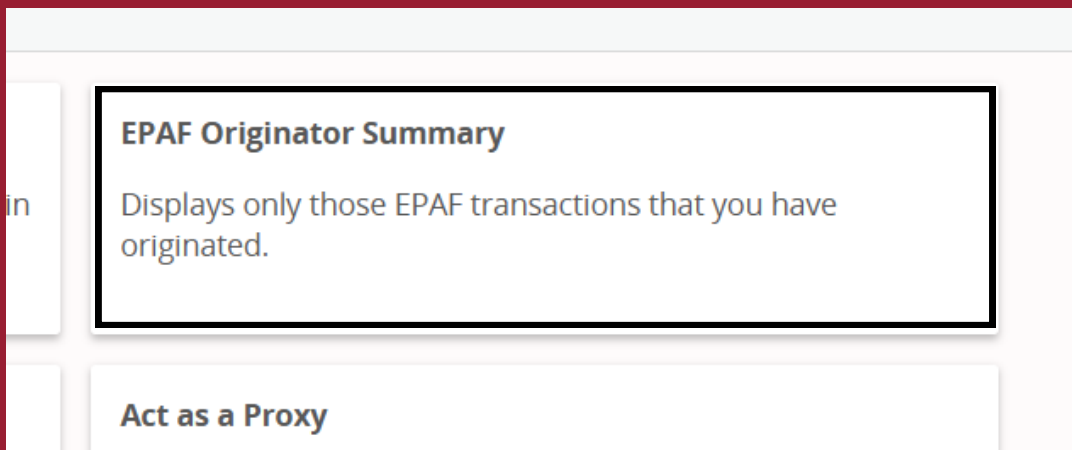


Establishing Approval Queues

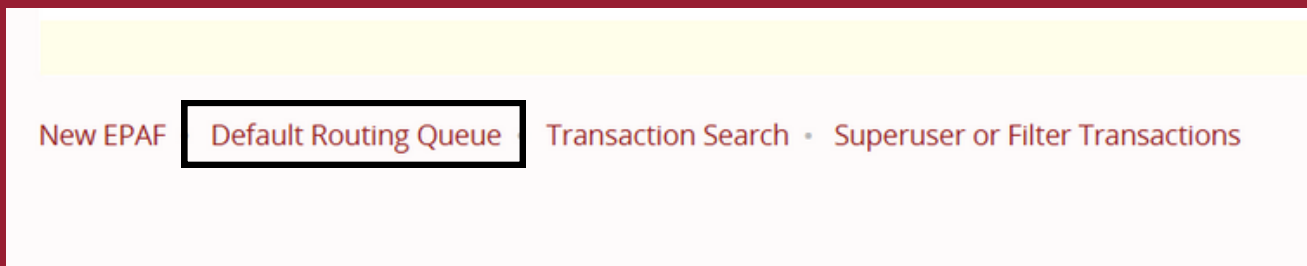
This step only needs to be completed once to establish defaults for all future EPAF submissions.

Set Up Routing Queue for Non-Grant EPAF Submissions

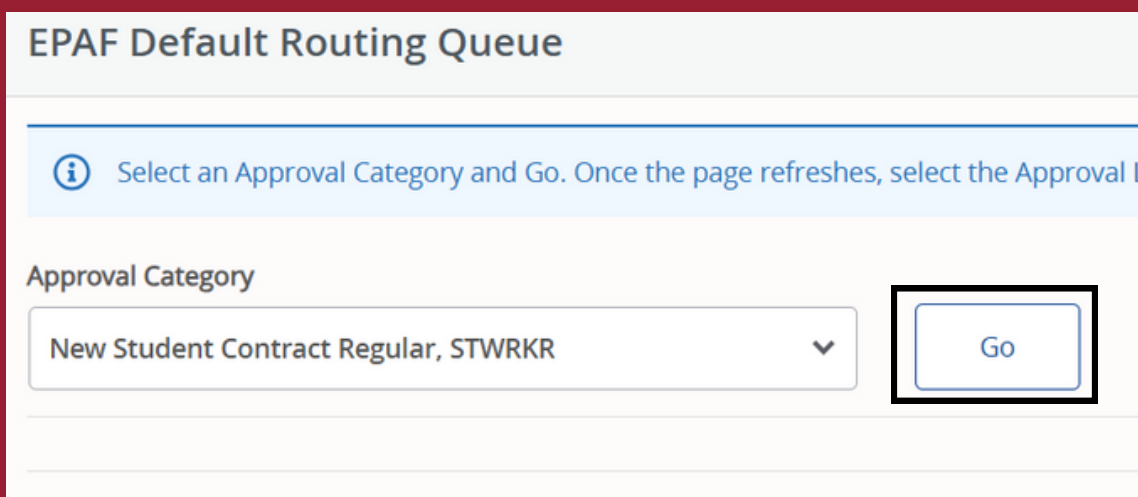
STEP 1: Once in the EPAF application, click on the EPAF Originator Summary tile.



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.



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

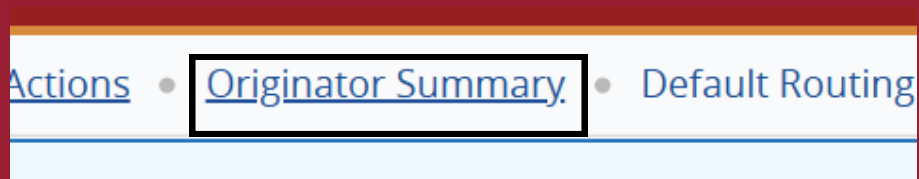
- (35) Student Employment Approve: Alyssa Larrosa
- (97) Student Employment Apply: Alyssa Larrosa

Select 'Save Changes'

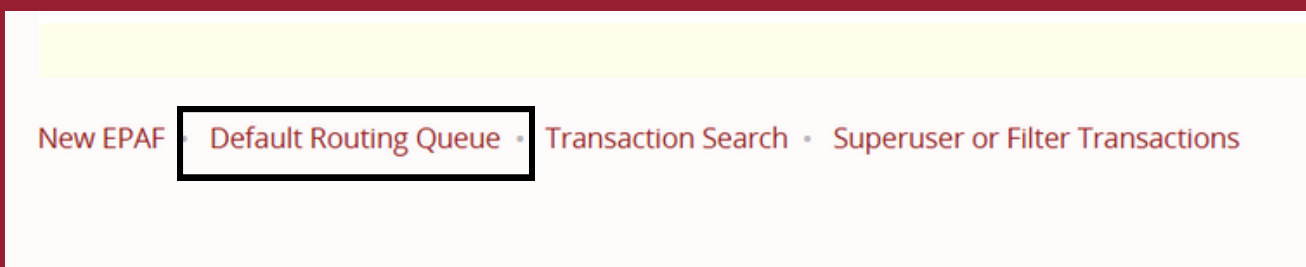
Approval Queue			
Approval Level	User Name	Required Action	Remove
35 - (35) Student Employment	Larrosa, Alyssa (ALARROSA)	Approve	
97 - (97) Student Employment Apply	Larrosa, Alyssa (ALARROSA)	Apply	
+ Add Row			

Set Up Routing Queue for Grant EPAF Submissions

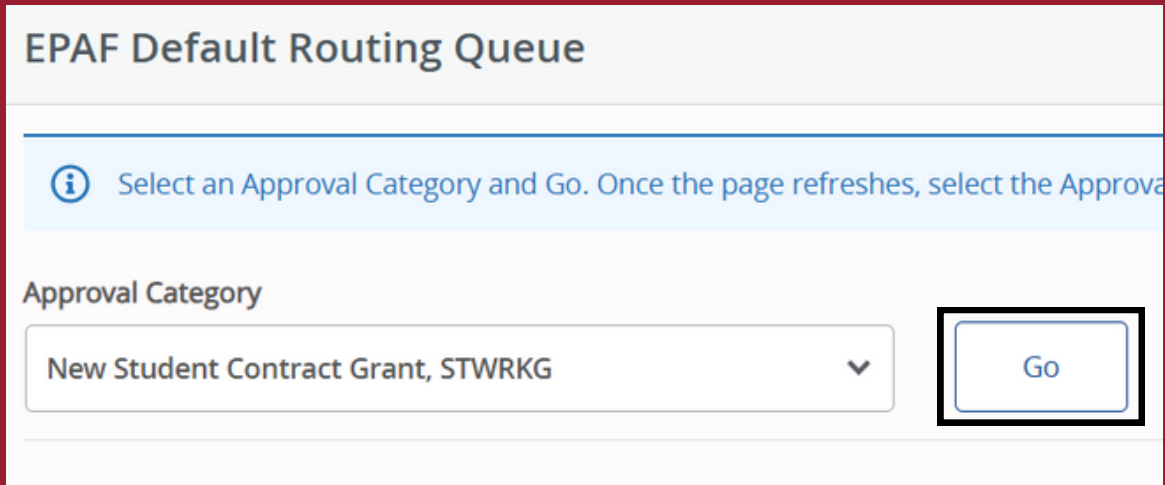
STEP 1: Click on the 'Originator Summary' link at the top of the page.



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 Grant, STWRKG. Select GO.

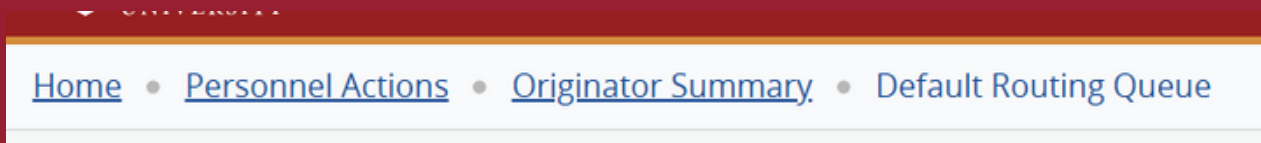


STEP 4: From each User Name drop down, set up the approvers as follows:

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

Select 'Save Changes'

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



Submitting an EPAF, for returning students

STEP 1: Click the New EPAF tile.

The screenshot shows a dashboard with five tiles. The 'New EPAF' tile is highlighted with a red border. The tiles are as follows:

- EPAF Approver Summary**: All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.
- EPAF Originator Summary**: Displays only those EPAF transactions that you have originated.
- New EPAF**: Allows you to create a new transaction.
- Act as a Proxy**: Available to all self-service EPAF users who have been given proxy privilege.
- EPAF Proxy Records**: Allows you to specify and authorize one or more users to approve EPAFs in your absence.

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

The screenshot shows the 'New EPAF Person Selection' form. It includes a help message and input fields for searching by name or ID/SSN.

New EPAF Person Selection

Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

First Name: Last Name: ☐ Is an employee or ID: or SSN/SIN/TIN:

Enter or Generate New 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 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)

ID *

006352607

John Smith

Generate new ID

Query Date *

02/01/2025

Approval Category *

Go

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**

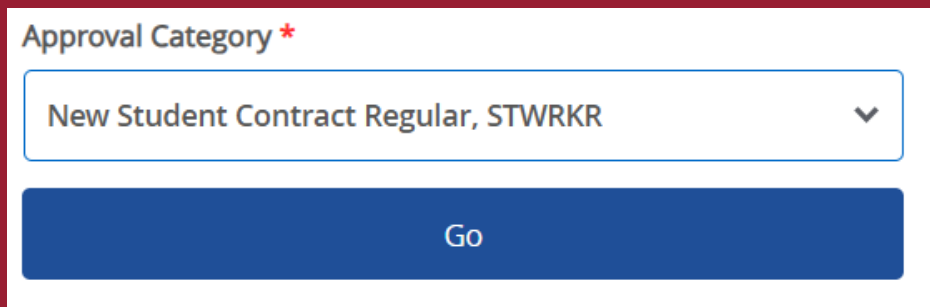
If the student worker position you are submitting an EPAF for **IS** funded by a grant, or other restricted fund, please use this category. Please use position number 786080. If you have questions about your grant, please contact Debbie Butler (dbutler@rider.edu)

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 hiring a new student into a position they have never worked in before, please view the other submission guide “EPAF SUBMISSION GUIDE FOR NEW STUDENTS”**

New Student Contract Regular, STWRKR

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

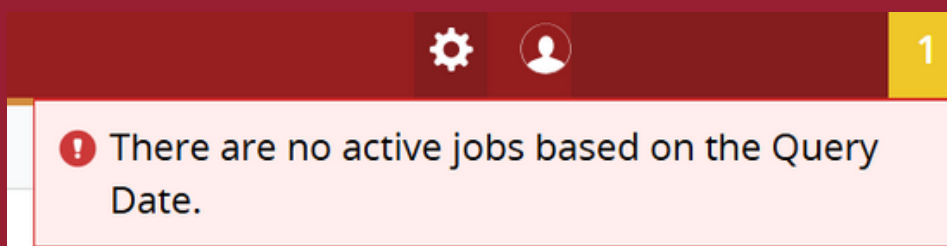


Approval Category *

New Student Contract Regular, STWRKR ▼

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.



⚙️ 👤 1

! There are no active jobs based on the Query Date.

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.

Details

ID

John Smith, 006352607

Query Date

02/01/2025

Approval Category

Reg Student Worker Contract, STWRKR

New Student Contract - Regular, STWRKR

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date
<input checked="" type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>			

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.

New Student Contract - Regular, STWRKR

Select	Type	Position	Suffix	Title	Time Sheet Organization
<input checked="" type="checkbox"/>	New Job	<div>186002</div>	<div>00</div>	Student - Athletic director	121001, Athletic director

STEP 4: Please click the “All Jobs” button to locate your position.

All Jobs

Go

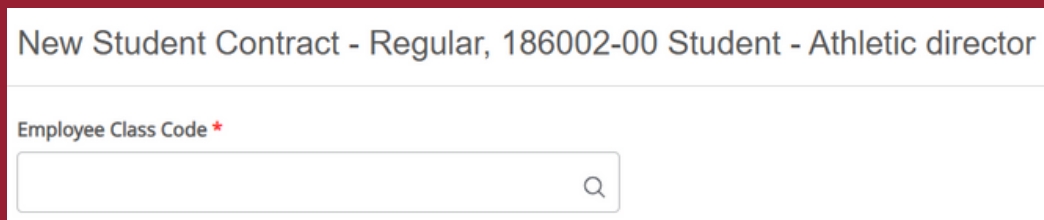
STEP 4: If the student is **RETURNING** to the same position number:
Simply select the check box on the left side of the correct position. Select Go.

***PLEASE DOUBLE CHECK THAT THE ACTION REQUIRED EMAIL, EITHER CONFIRMS OR DOES NOT STATE FWS. FWS STATUS CAN CHANGE YEAR TO YEAR, SO PLEASE MAKE SURE THE POSITION YOU ARE CHOOSING MATCHES WHAT WAS PROVIDED. IF IT DOES NOT MATCH, YOU HAVE TO ENTER THE POSITION NUMBER IN THE NEW JOB BOX.**

Select	Type	Position	Suffix
<input checked="" type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Secondary	286002	00
<input type="checkbox"/>	Primary	486012	00

STEP 5: 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.**



New Student Contract - Regular, 186002-00 Student - Athletic director

Employee Class Code *

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 there is already an E-Class code in this box, please ensure it is correct. For example, a student could be FWS funded in year 1 (SW EClass), and then not in year 2 (SI EClass).**

****Pay close attention to the third digit if you are entering a returning student. Students can switch from Federal Work Study to institution-funded, or vice versa.**

On the last page of these instructions, there is more information on this specific situation.

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

STEP 6: 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 **NOT** be updated.*

The screenshot shows a form with four fields. The first field, 'Home COAS (Not Enterable) *', is a grayed-out text box containing the letter 'R'. The second field, 'Home Organization *', is a search box with a magnifying glass icon. The third field, 'Distribution COA (Not Enterable) *', is a grayed-out text box containing the letter 'R'. The fourth field, 'Distribution Orgn *', is a search box with a magnifying glass icon.

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

STEP 7: 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 above. **If information is already there, do not override.**

The screenshot shows a form with a single field, 'First Work Date *', which is a date picker with a calendar icon.

STEP 8: 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.

The screenshot shows a dropdown menu for 'Contract Type *'. The menu is open, showing a list of options: 'Not Selected' (highlighted in blue), 'Remove', 'Primary', and 'Secondary'. The 'Primary' and 'Secondary' options are circled in red.

please do not choose any option other than primary or secondary

STEP 9: Enter the student's Job Begin Date, which is their first day worked in that job. **If information is already there, do not override.**

Job Begin Date *

STEP 10: Enter the student's hourly rate in the Regular Rate box. When entering hourly wage information do not include "\$".

This will already be filled in but must be upated if the student recieved a raise. Please make sure it matches what you entered in the intent to hire.

Regular Rate *

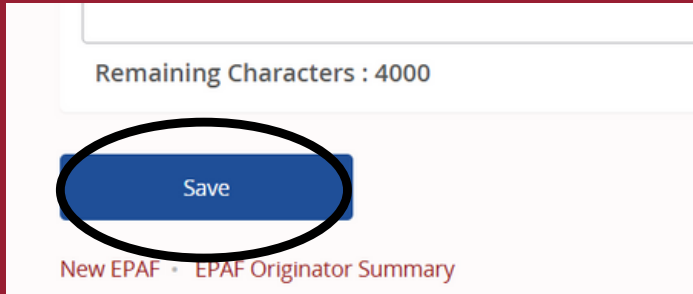
STEP 11: THIS DATE MUST BE UPDATED TO THEIR NEW START DATE.

Jobs Effective Date *

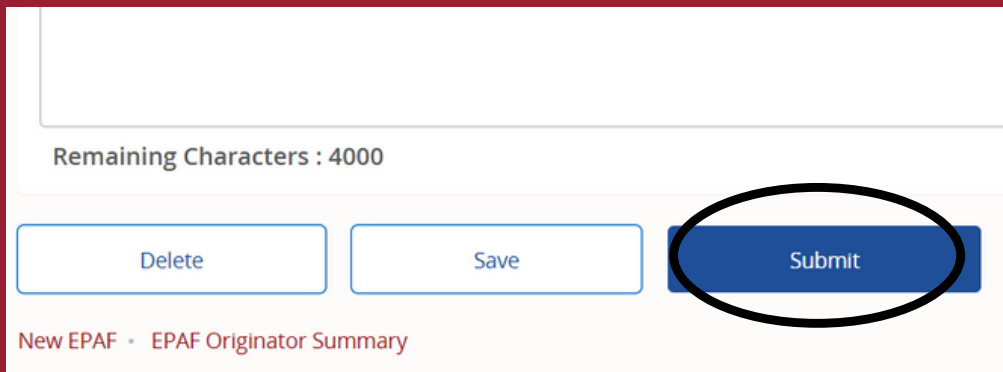
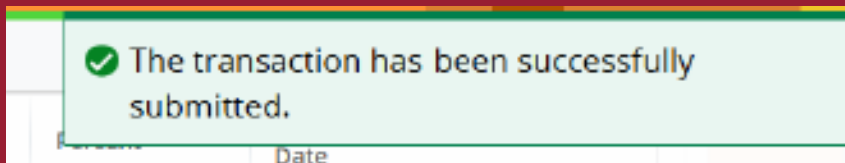
STEP 12: Enter the Supervisor's Bronc ID in the Supervisor ID box.

Supervisor ID *

STEP 13: Once complete, scroll to the bottom of the page and click the 'Save' button.

A screenshot of a web form titled "New EPAF • EPAF Originator Summary". At the top, it says "Remaining Characters : 4000". Below this, there is a blue button with the word "Save" in white text. The button is circled with a black oval. The background of the form is light gray.

STEP 14: Next, hit submit. (If you do not hit Submit, then it will not be processed).

A screenshot of the same web form as in Step 13. Below the "Save" button, there are two more buttons: "Delete" and "Submit". The "Submit" button is blue with white text and is circled with a black oval. The "Delete" and "Save" buttons are light gray with blue borders and blue text. The background of the form is light gray.A screenshot of a green success message box with a white checkmark icon. The text inside the box says "The transaction has been successfully submitted." Below the message box, there is a table with a header row containing "Date".

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.

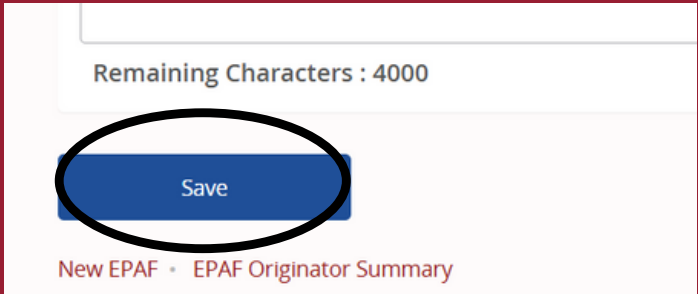
The screenshot shows a 'New' form with the following fields and values:

Effective Date MM/DD/YYYY	COA	Index	Fund	Organization	Account	Program	Activity
04/03/2025	R		11310	461001	621001	500	

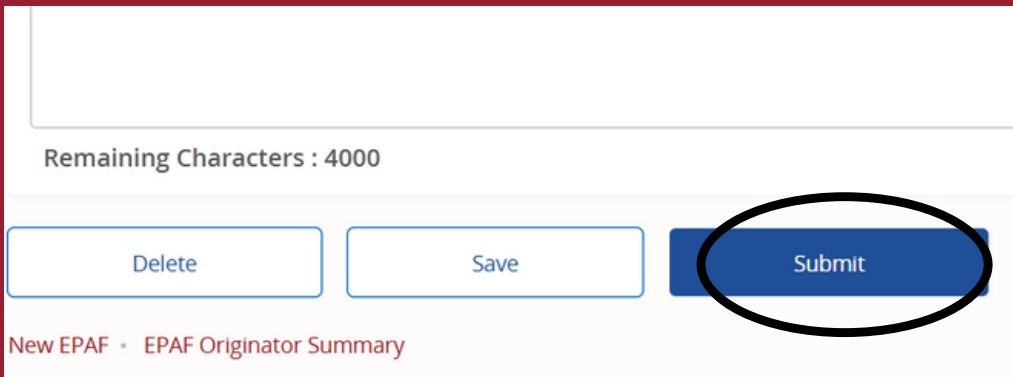
Below the form, there are two buttons: '+ Default from Index' and '+ Add Row'. A bracket is drawn under the 'Default from Index' button.

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.



MORE INFORMATION REGARDING FEDERAL WORK STUDY VS NON FEDERAL WORK STUDY POSITION NUMBERS

Q: I am entering a student who has worked in the past. They had Federal Work Study funds (xx7xxx), but the position number provided by student employment now has a 6 (xx6xxx) as the third digit. How do I handle this?

A: If you notice they used to be paid out of a position with a "7" (xx7xxx), but the new position number you were given has a "6" (xx6xxx) you will have to enter them as a new job. You should not reactivate the old job that has a "7" (xx7xxx) associated with it. You will have to enter a new position number with the "6" (xx6xxx) and update their Employee Class from SW to SI.

Q: I am entering a student who has worked in the past. They had Institution funds (xx6xxx), but their new job position now has a 7 (xx7xxx) as the third digit. How do I handle this?

A: Similarly to the situation above, it is the same process. You will enter their new position number from student employment. You will not reactivate their old job position with the "6" (xx6xxx). You will have to enter a new position number with the "7" (xx7xxx) and update their Employee class from SI to SW.