



RIDER
UNIVERSITY

EPAF Submission Guide

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. This MUST be completed for every new and returning student worker. The link to the form is here: [CLICK HERE](#)



BEFORE YOU SUBMIT AN EPAF PLEASE SUBMIT THE INTENT TO HIRE FORM. [LINKED HERE](#)

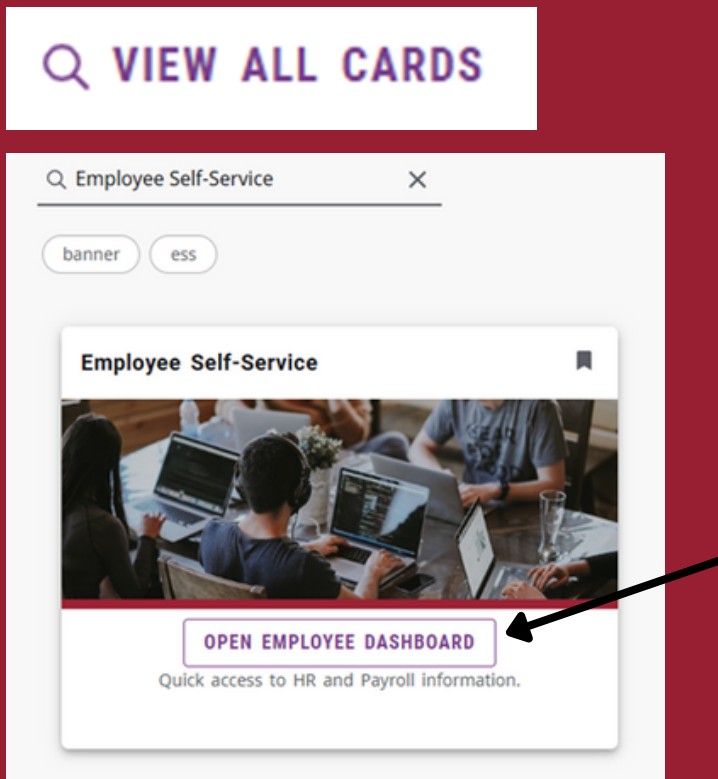
This survey will automatically generate and email the offer letter to the student employee and allows HR to check their I9 status.

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

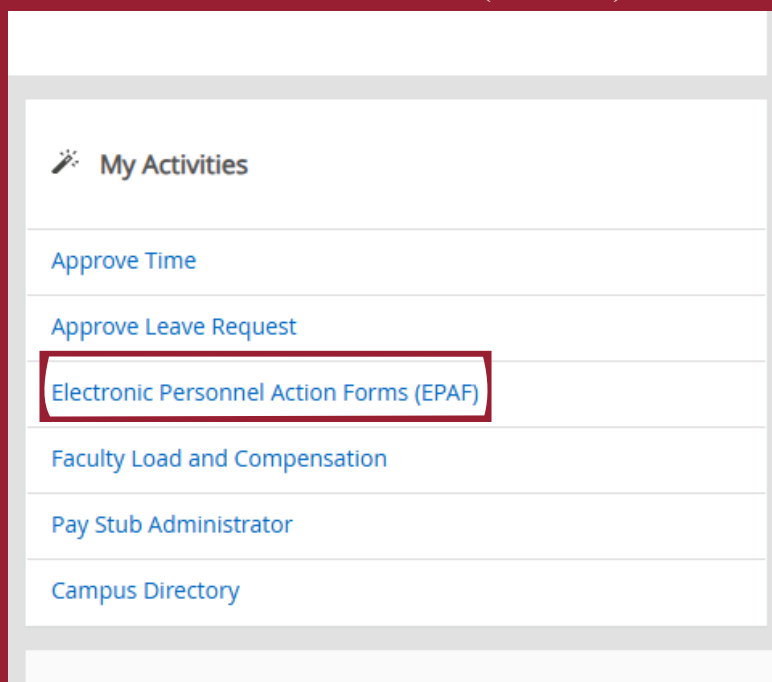
How to Access EPAFs

STEP 1: Access MyRider and click view all cards.

Type in Employee Self Service to access the dashboard and Click on 'Open Employee Dashboard':



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).'

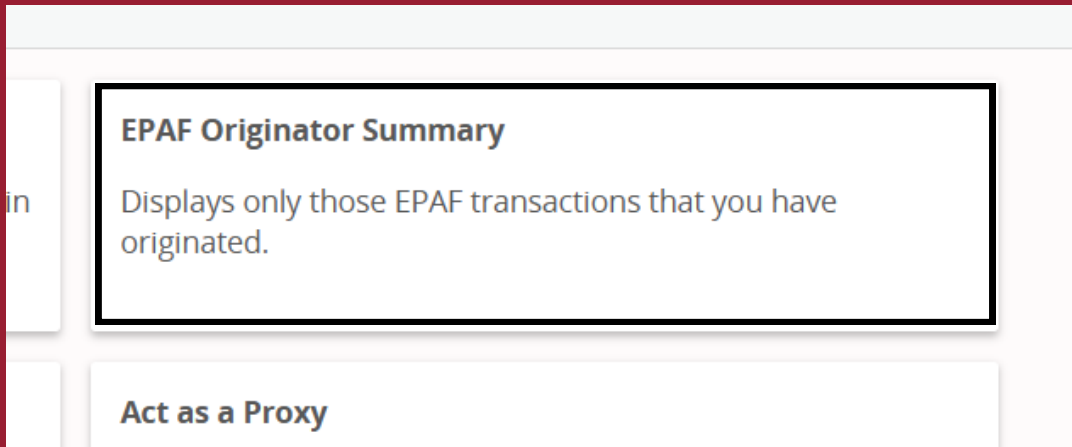


Establishing Approval Queues

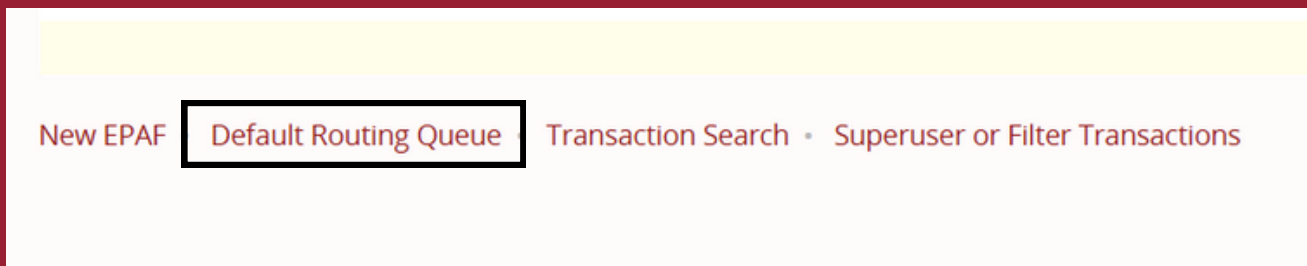
This step only needs to be completed once to establish defaults for all future EPAF submissions.

Set Up Routing Queue for Non-Grant EPAF Submissions

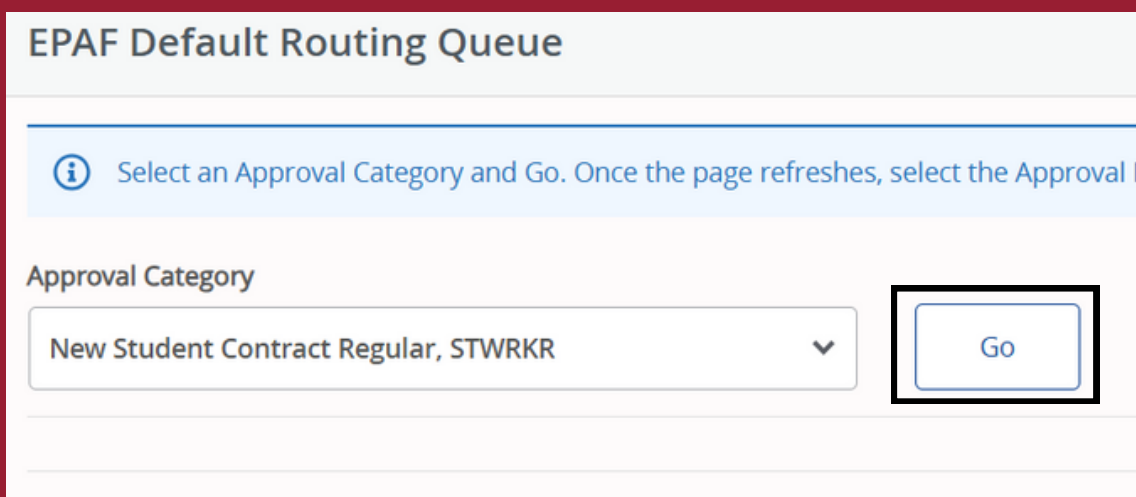
STEP 1: Once in the EPAF application, click on the EPAF Originator Summary tile.



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:

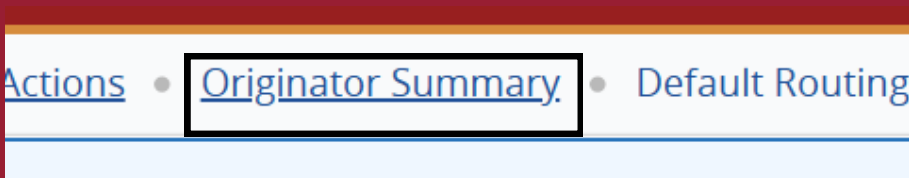
- (35) Student Employment Approve: Jenna Muller
- (97) Student Employment Apply: Jenna Muller

Select ‘Save Changes’

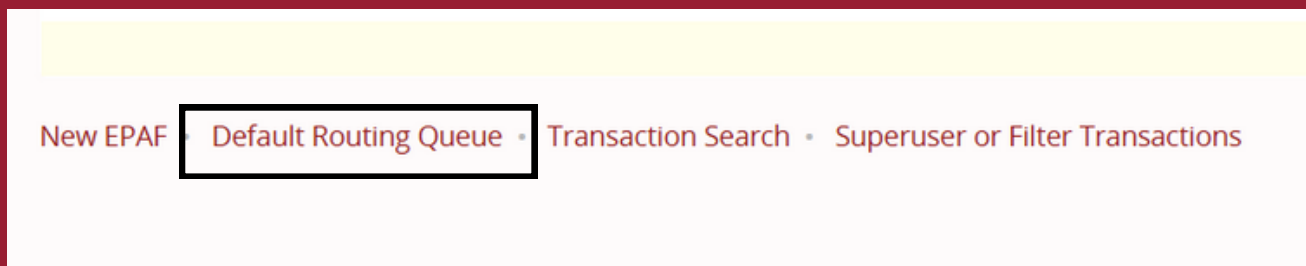
Approval Queue			
Approval Level	User Name	Required Action	Remove
35 - (35) Student Employment ▼	Muller, Jenna E. (MULLERJE) ▼	Approve ▼	
97 - (97) Student Employment Apply ▼	Muller, Jenna E. (MULLERJE) ▼	Apply ▼	

Set Up Routing Queue for Grant EPAF Submissions

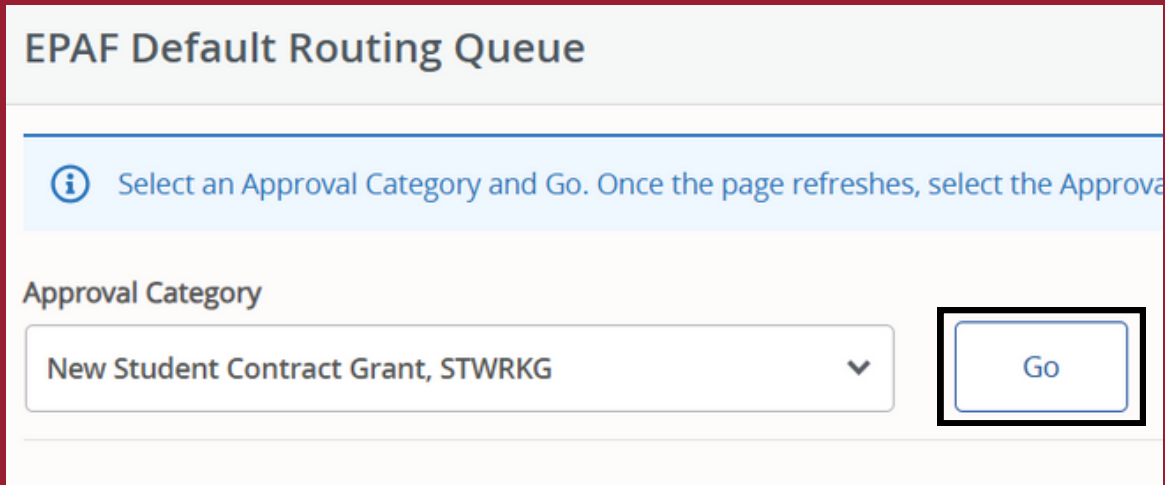
STEP 1: Click on the ‘Originator Summary’ link at the top of the page.



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.



EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approva

Approval Category

New Student Contract Grant, STWRKG

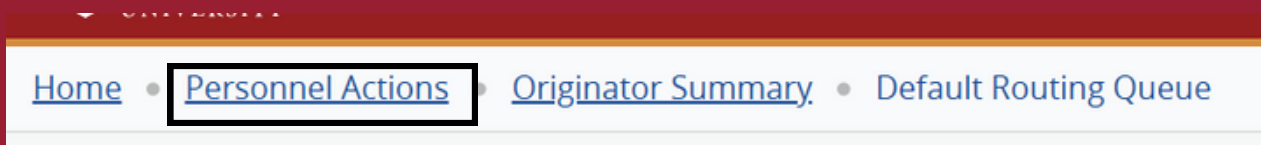
Go

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

- Student Employment: Jenna Muller
- Grants Office: Debbie Butler
- Student Employment Apply: Jenna Muller

Select 'Save Changes'

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



Home • Personnel Actions • Originator Summary • Default Routing Queue


Submitting an EPAF

STEP 1: Click the New EPAF tile.

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.

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	<input type="checkbox"/> Is an employee	or	ID	or	SSN/SIN/TIN	Search
<input type="text"/>	<input type="text"/>			<input type="text"/>		<input type="text"/>	

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

Start Date is the same as Query Date

Use date from Intent to Hire form

Query Date *

02/01/2025

Approval Category *

Go

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.

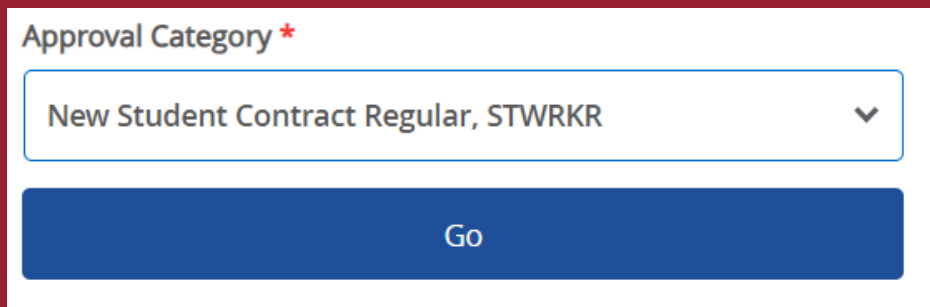
- New Student Contract Grant, **STWRKG**

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.

New Student Contract Regular, STWRKR

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

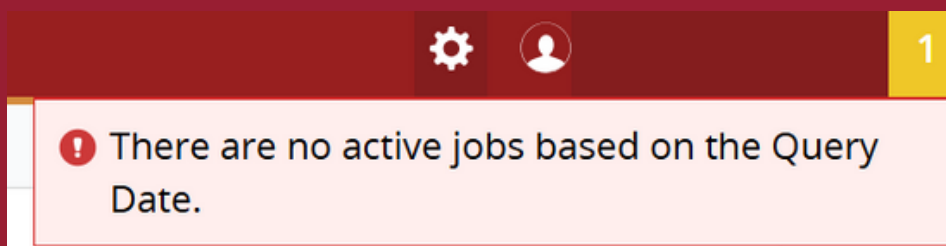


Approval Category *

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.
If you were assigned a different suffix number, then enter that number instead

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.

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 email you receive 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.****

****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.

The screenshot shows a form with four fields. The first field is labeled 'Home COAS (Not Enterable) *' and contains the letter 'R'. The second field is labeled 'Home Organization *' and is empty. The third field is labeled 'Distribution COA (Not Enterable) *' and contains the letter 'R'. The fourth field is labeled 'Distribution Orgn *' and is empty. There are magnifying glass icons at the end of the 'Home Organization' and 'Distribution Orgn' fields. Two black arrows point from the text 'These numbers should be the same. If it is filled in, you can leave it.' to these two magnifying glass icons.

These numbers should be the same.
If it is filled in, you can leave it.

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 single field labeled 'First Work Date *'. The field is empty and has a calendar icon on the right side.

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 labeled 'Contract Type *'. The menu is open, showing a list of options. The first option is 'Not Selected'. Below it is a blue bar with the text 'Not Selected'. Below that is 'Remove'. At the bottom are 'Primary' and 'Secondary', both of which are circled in black.

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 updated if the student received a raise. Please make sure it matches what you entered in the Intent to Hire.

Regular Rate *

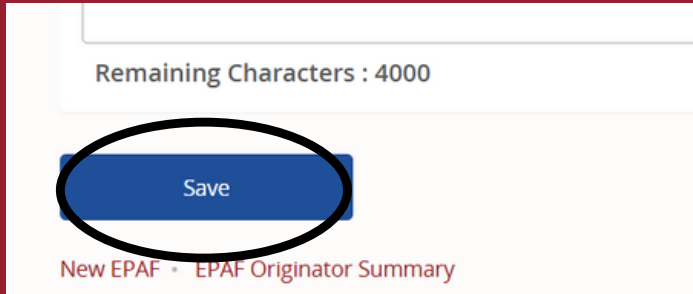
STEP 11: THIS DATE MUST BE UPDATED TO THEIR NEW START DATE.

Jobs Effective Date *

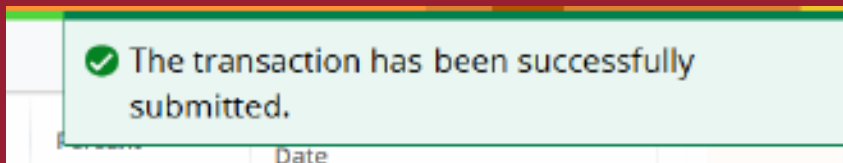
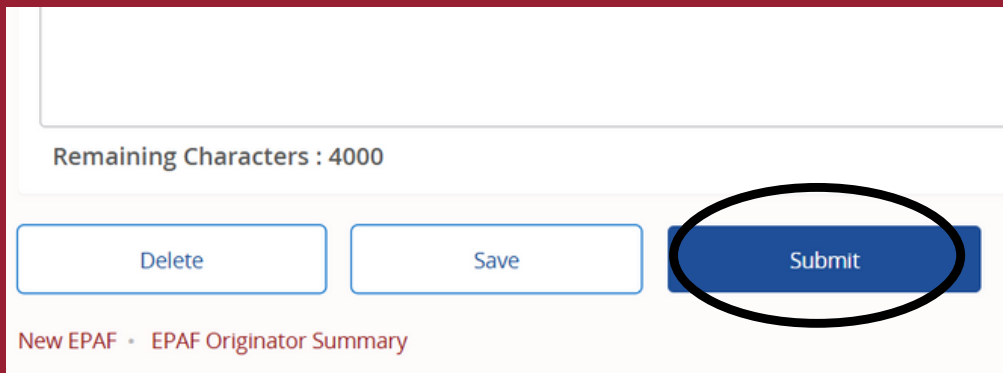
STEP 12: Enter the Supervisor's Bronc ID in the Supervisor ID box.

Supervisor ID *

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



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



The job has now been submitted for approval. HR will review your entry to approve it. Once it is approved, the student will then be able to access their timesheet within 24 hours.

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).

Please use position number 786080 for student worker grant funded positions.

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.

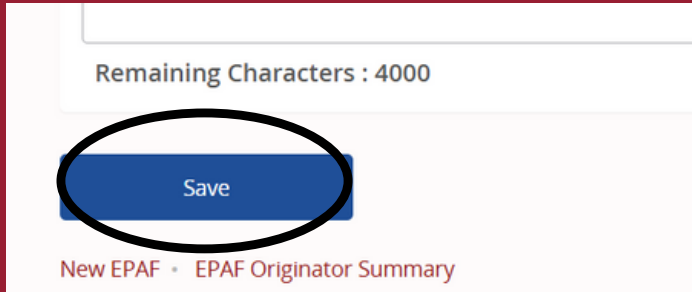
The screenshot shows a 'New' form with the following fields and values:

COA	Index	Fund	Organization	Account	Program	Activity
R		11310	461001	621001	500	

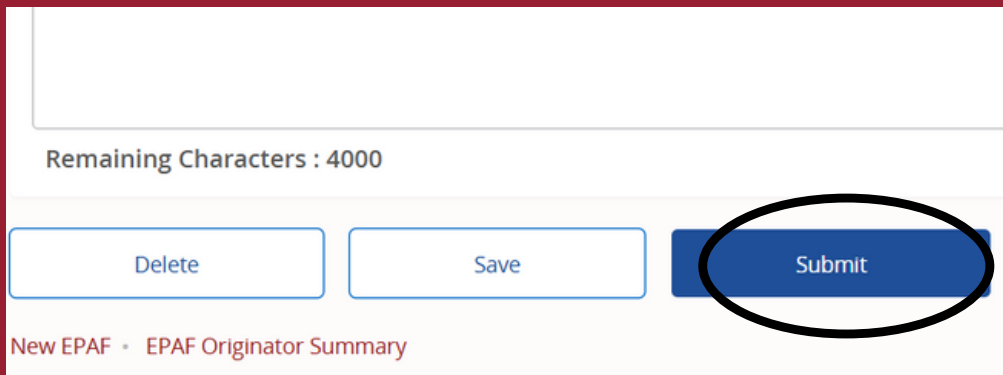
Below the table, there are two buttons: '+ Default from Index' and '+ Add Row'. A black bracket is drawn under the 'Default from Index' button.

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.