

- Departments can verify enrollment in Banner via the Registration Query Form (SFAREGQ or SFAREGF)
- Departments can verify submission of Hiring Forms in Banner by contacting E1s Processing.
PEAEMPL: The Employee Form shows whether the I-9 has been completed.
Click on the United States Regulatory Tab.
PPACMNT: The Comment Form shows all other supplemental hiring documents received.

3. Enter UIN under New EPAF Person Selection

OR

Enter First Name and Last Name, Click Search.

Click Calendar and Select Effective Date of rehire, MUST be 1st or 16th.

Click down arrow to select Approval Category.

Click Go.

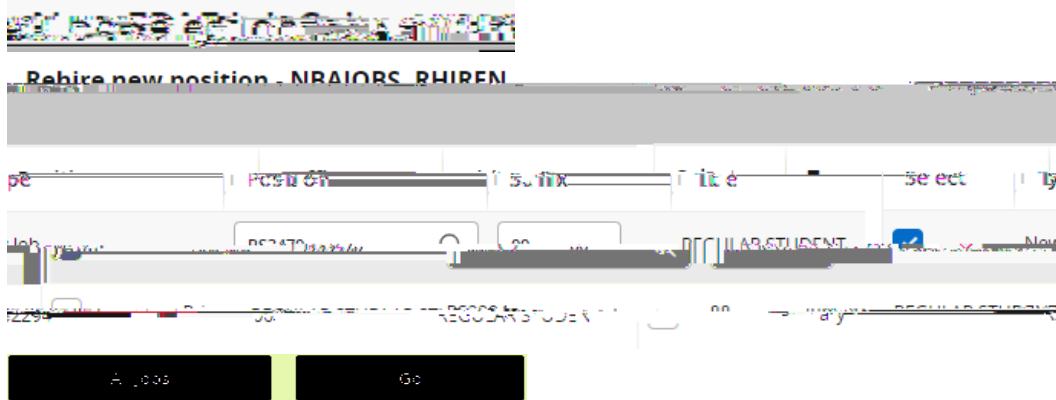
The screenshot shows the 'New EPAF Person Selection' form in the Banner HR system. The form has a white header with the title 'New EPAF Person Selection'. Below the header, there are several input fields: 'ID *' with a blue highlight, 'First Name' with a blue highlight, 'Last Name' with a blue highlight, 'Effective Date' with a calendar icon and the date '10/16/2020', and 'Approval Category' with a dropdown arrow. At the bottom of the form is a large pink 'Go' button.

4. List of active jobs will appear.

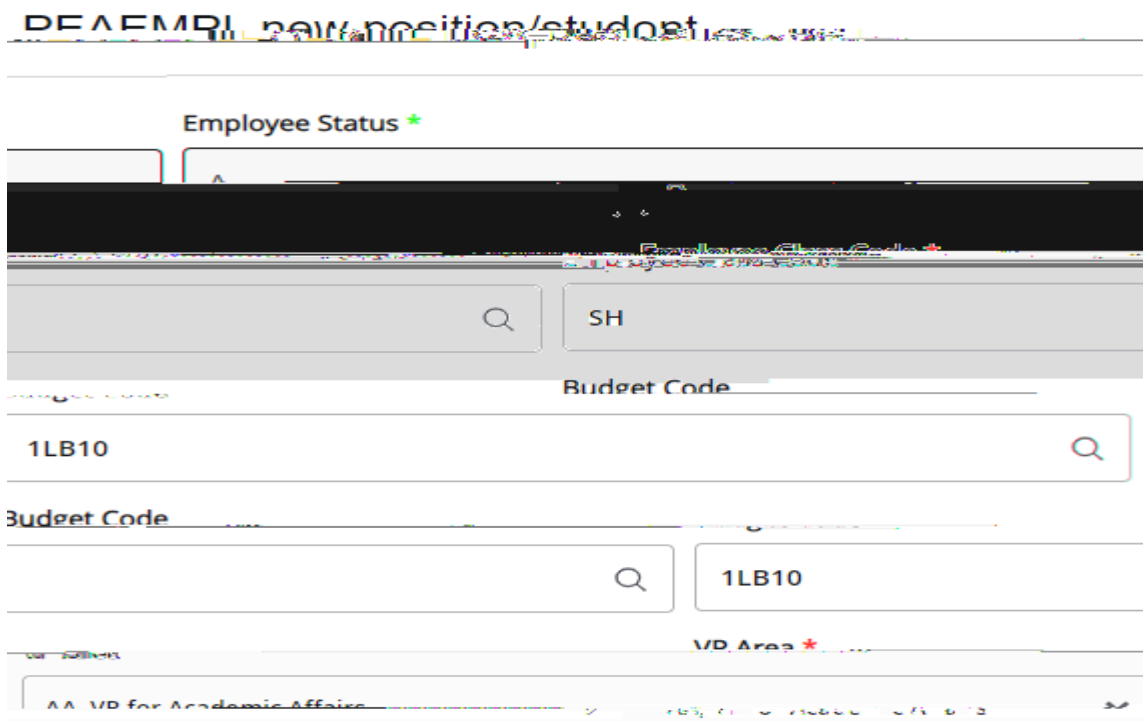
Enter Position # and Suffix, 00 next to New Job

Select button for new position to rehire.

Click Go.



5. Employee status "A" will default.
 Enter Employee Class Code.
 Enter Budget Codes only if this position is primary .
 Select the VP area for the Budget Code of the primary position.
 Enter Employee Class Code as follows:
 SH – Student Hourly Regular
 SS – Student Hourly Summer
 ST – Community Service Work Study
 WS – Work Study Students – Federal



6. Click Calender and Select Effective Date of rehire.
Select Primary or Secondary for Contract Type.
Click Calender and Select Effective Date and Personnel Date of rehire.
Both dates must be the same.

7. Click down arrow to either enter or select username for approval level of Department (approver).
Click down arrow to either enter or select username for approval level of Payroll.
Enter a comment regarding rehire if necessary.
Click Save.

The screenshot shows a web form titled "Routing Queue". At the top, there are several input fields, including one for "Approver" with a dropdown arrow and another for "Payroll" with a dropdown arrow. Below these is a "Comments" section with a text input field and a "Save" button. A character count "Remaining Characters: 1000" is visible above the input field. The "Save" button is green and located at the bottom right of the form.

8. Select Submit to finish if change was saved successfully.
Note: There will be an error message in red with details if your change did not Save or Submit successfully. Ignore ALL warning messages.