

## Directions for using the *Electronic Payroll/Personnel Authorization Form (EPAF) Students Channel*

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### Adding the *Electronic Payroll/Personnel Authorization Form: Students Channel*

1. The *Payroll/Personnel Authorization Form: Students Channel* will automatically appear for all supervisors in the **work tab**, after you have completed the mandatory training session in Blackboard and passed the corresponding quiz.
2. It is typically located in the right column and is second from the top, right under *Employment Details Channel*.

The screenshot shows a web form titled "Payroll/Personnel Authorization Form: Students". The main heading is "EPAF FOR HIRING STUDENT EMPLOYEES". The form contains the following fields and options:

- Student's A-Number: [text input]
- Academic Year: [dropdown menu showing 2016]
- Organization: [text input]
- Reason:  Hire / Re-Hire,  One-Time Payment
- [Create New PA button]
- [Check PA Status link]

Two callout boxes with arrows pointing to the form:

- IMPORTANT:** Make sure you select the correct Academic Year.  
e.g.: the Fall 2016 semester is in Academic Year 2017.
- Org number from FOAP

## Creating and Submitting a New Personnel Action Form

1. To create a new Electronic Payroll/Personnel Authorization Form (EPAF) use the *Payroll/Personnel Authorization Form: Students Channel* in the **work tab** of MyIIT.

1. Enter the student's Banner CWID (AXXXXXXXX). The Legacy CWID will not be accepted.
2. Select the academic year in which the PA will be active.
3. Enter the Org code the Hiring Department's uses for time sheet approval.
4. Select the reason.
5. Click "Create New PA" button.

2. The EPAF will open in a new window. You may need to the disable pop-up window blocker.
3. The information that was entered in the *Payroll/Personnel Authorization Form: Students Channel* will be automatically inserted into the form.

### Payroll/Personnel Authorization Form

The EPAF is automatically date-stamped on the day the EPAF is created.

The student information section is automatically populated based on the Banner CWID entered in the *Payroll/Personnel Authorization Form: Students Channel*. If the Student Employment Office (SEO) has received the student documents and entered them into Banner there will be a check next to the document title.

**Verify that the student information is correct before moving onto the *Conditions of Employment* section.**

4. Complete the Conditions of Employment section. Hourly wage must be greater than or equal to the minimum wage.

**Conditions of Employment**

Reason:	New Hire	Employee Type:	Student Employee	Job4Hawks:	<input type="text" value="0"/>
Academic Year:	2016	Start Date:	<input type="text" value="01/31/2016"/>	End Date:	<input type="text" value="05/31/2016"/>
Hiring Organization:	2008	Position Control #:	<input type="text" value="S98901 - Student Assistant"/>	Position numbers starting with <b>S</b> are non-FWS positions Position numbers starting with <b>W</b> are FWS positions	
Hourly Wage \$	<input type="text"/>	The "Position Control #" will start with:			

This is the position # from the job posting in *Jobs4Hawks*.

The start date will default to the 1<sup>st</sup> day of the next payroll cycle.  
Click [here](#) to see the payroll calendar.

- **S** for non-FWS positions
- **W** for FWS positions
- If you are trying to hire a student for a FWS position, the FWS position will not appear if the student has not accepted the FWS award amount OR the fund does not have any money in it.

**Conditions of Employment**

Reason:	New Hire	Employee Type:	Student Employee	Job4Hawks:	<input type="text" value="0"/>
Academic Year:	2016	Start Date:	<input type="text" value="05/08/2016"/>	End Date:	<input type="text" value="05/31/2016"/>
Hiring Organization:	5130	Position Control #:	<input type="text" value="S99760 - Student Assistant"/>	Position numbers starting with <b>S</b> are non-FWS positions Position numbers starting with <b>W</b> are FWS positions	
Hourly Wage \$	<input type="text"/>	Job Description:	<input type="text" value="Describe the student's job duties in one or two sentences. (Example: Primary duties include ordering supplies, event support, and data entry.)"/>		
FWS Present:	<input checked="" type="checkbox"/>	FWS Accepted:	<input checked="" type="checkbox"/>	FWS Amount \$	2500
				FWS Estimate Remaining \$	2500

If the student does not have a social security number on file, you will be asked to enter a short job description which will be used for the social security letter.

5. Enter the FOAP that this position will be charged to and the percentage of the total payment that will be charged to each FOAP entered.
- a. If multiple FOAPs will be charged for this position, enter the percentage that will be charged to each. They must add up to 100.
  - b. If you don't know your FOAP, contact your department's budget administrator.

6. Enter the Banner CWID or @iit.edu email address for Approvers 1 and 2.

Approvers	
<b>This Payroll/Personnel Authorization form must be approved by all of the following</b> (Enter A# or Email address)	
<b>Supervisor / Approver 1</b> <small>The Supervisor will be the primary time sheet approver. For other time sheet approvers add the individual as a time sheet approval proxy</small>	
A# or Email: <input type="text"/>	Muqadas Munir - A20035192 [mmunir@iit.edu]
<b>Approver 2</b>	
A# or Email: <input type="text"/>	- []

7. The information for the person that prepared the EPAF will be automatically added based on the MyIIT account that was used to open the form.
8. When all required information has been entered click the “Proceed to Review Page” button at the bottom of the form.
9. The completed EPAF will be available for final review before submission. To make changes select “Back to Edit Form” button. If the information is correct select “Save and Send to Workflow” button.
10. When the EPAF has been successfully submitted a confirmation webpage will appear.

## Electronic Payroll Authorization

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### THANK YOU

Your Payroll Form has been Submitted.  
PA #1403.  
You can consult the status of your PAs [here](#).

## Approving a Personnel Action Form

1. Approvers 1 and 2 listed in the EPAF will receive an email notification from seo1@iit.edu with instructions to approve or deny the request.
  - a. To approve or reject this position, go to the workflow channel, which can be accessed through the Work tab in your MyIIT portal.



2. Click on “show Entire Worklist” to see the full list of PAs awaiting your attention.
3. The list will look like this.



4. Click on the red text to see details of the PA.  
See the example of the payroll authorization details on the next page.

Example of payroll authorization in Workflow Channel requiring approval:

Payroll Authorization Form

[Workflow Help](#)

Student Information

<b>CWID:</b>	<b>Last Name:</b>
<b>Email:</b>	<b>First Name:</b>
<b>Federal Work-Study Present:</b> Y	<b>Work-Study Amount:</b> 2500
<b>Work-Study Accepted:</b> Y	

Status of Required Paperwork (for reference)

<b>SSN on file?:</b> Y	<b>Direct Deposit Entered:</b> N
<b>International Student?:</b> N	<b>Visa type:</b> XX
<b>I-9 on file?:</b> N	<b>W-4 on file?:</b> N
<b>Confidentiality agreement on file?:</b> N	

Payroll Information

<b>Position Control Number:</b> W99999 - FWS Student Assistant	<b>Reason or Description:</b> New Hire
<b>Pay Rate:</b> 10.00	<b>Employee Class:</b> SW
<b>Requested Start Date:</b> 31-Jan-2016	<b>End Date:</b> 31-May-2016
<b>Organization:</b>	<b>Department:</b>
<b>Campus:</b> MAIN	

FOAP Information

Fund ID	Fund Name	Org ID	Org Name	Account ID	Account Name	Prog ID	Prog Name	Percent
100000	Unrestricted Fund			6309	Student Salaries CWS	2451	Federal Work Study	100

Approver Information

<b>Supervisor/Approver 1 Name:</b>	<b>Supervisor/Approver 1 CWID:</b>	<b>Supervisor/Approver 1 Email</b>
<b>Approver 2 Name:</b>	<b>Approver 2 CWID:</b>	<b>Approver 2 Email:</b>
<b>Approver 3 Name:</b>	<b>Approver 3 CWID:</b>	<b>Approver 3 Email:</b>

Preparer Information

<b>PA ID:</b> 1661	<b>Academic Year:</b> 2016
<b>Name:</b>	<b>CWID:</b>
<b>Email:</b>	<b>Phone:</b>
<b>Prepared Date:</b> 27-Jan-2016	

Please approve or reject this form for this position and student.  
**Clicking APPROVE confirms that you have read this form in its entirety, approve its contents, and have approval from your department budgetary authority.** Click COMPLETE to submit the form.

\* Please approve or reject this from

Approved

Rejected

Student Employment policies, supervisor responsibilities, deadlines, training documents, forms, and more are available on the [Student Employment Website](#).

**5. Review the information before approving or rejecting.**

6. To approve, select "approved" and click **Complete**. ("Save and Close" does NOT submit.)

- When a PA is rejected the approver will be prompted to comment why the PA was denied and submit their decision.

Please approve or reject this form for this position and student.

Clicking **APPROVE** confirms that you have read this form in its entirety, approve its contents, and have approval from your department budgetary authority. Click COMPLETE to submit the form.

\* Please approve or reject this from \_\_\_\_\_

Approved  
 Rejected

Student Employment policies, supervisor responsibilities, deadlines, training documents, forms, and more are available on the [Student Employment Website](#).

\* Rejection Reason:

- Position/hire not authorized
- Insufficient budget or funding
- Position not posted correctly
- No job description present
- Incorrect information
- Other
- Duplicate PA (SEO rejection only)
- Incorrect dates (SEO rejection only)
- Past posting deadline (SEO rejection only)
- Insufficient information (SEO rejection only)

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- When both Approvers have approved the PA, it is submitted to the SEO for final approval.
- The preparer and both approvers will receive an email notification that the PA has been approved or denied.

## Checking the Status of EPAF

1. To check the status of an EPAF, go to the Payroll/Personnel Authorization Form: Students Channel in the **work** tab.

2. Click on the “Check PA Status” link on the bottom left hand corner of the channel.
3. The **Student EPAF Report** will be generated.

### STUDENT EPAF REPORT

Show  entries Search:

PA Id	PA Reason	Prepared Date	Preparer (Email - Phone)	Student (Email - A#)	Position Control	Organization	PA Status	Fed to Banner Date	Details
1403	New Hire	2016-01-27	Muqadas Munir (mmunir@iit.edu - 5675194)		S98901 - Student Assistant		In Progress		

4. In the “PA Status” column of the report you can see where the PA is in the process.
5. You can also click on the “PA ID” and see details of the PA.