EPAF

(Electronic Personnel Action Form)

User’s Guide

Student Employees

SOUTH DAKOTA

SCHOOL OF MINES & TECHNOLOGY

Last Updated: October 2019
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EPAF Person Selection Guide

The first step in starting an EPAF is find the correct name of the person you are doing an EPAF for. Generating Banner IDs for students should **only** be done if the student is **NOT a Board of Regents (BOR) Student**. All SDBOR/SD Mines Students are given a student ID and Banner ID when they register, so it is important to search for the student by name and to verify with their SSN and/or Birthdates. When looking up a person by name, also be mindful of how their name is entered. Some people have 2 first names, or 2 last names. It is important to enter the name correctly when searching. If you are having trouble finding a name, please call Human Resources **before ever generating a new ID**. We can help determine if you need to generate an ID, but that should no longer be necessary in most cases.

1. To find your student, select the magnifying glass icon.

2. Enter the social security number (without dashes) to see if the person has already been assigned an ID number in Banner. If the SSN search does not retrieve a person or you do not know the ID number, search by name.

A thorough search is extremely important, **so duplicate employee records are not created**. Do not assume this is the correct person if searching by name. Always check the General Information/New Hire form for middle name, DOB and SSN.
3. If the individual does not exist in Banner, then click on the back browser. This will take you back to the previous screen where you will need to select the “yellow person” icon. Proceed to #5.

4. If the individual does exist, then click on the ID to select the person.

5. Enter the Query Date for the action you are initiating. This would be the first day of work. (See the Position Budget Request form.) For hourly students, if a new hire starts on March 3, 2015, then enter 03/03/2015. Remember that stipend students need to be set up to start on a payroll date. For salaried students, if the first day of work is August 18, enter 08/22/2015.

6. Approval Category tab: select the correct EPAF action. Additional EPAF definition information is located on page 5 of this guide.
   - TEMSL (salaried) or TEMHR (hourly) - Student HAS NOT held a job within the BOR system before.
   - TEMJS (salaried) or TEMJH (hourly) - Student HAS held a job within the BOR system before.
   - TEMWS (Federal Work Study) - Student HAS NOT held a job.
   - TEMWJ (Federal Work Study) - Student HAS previously held a job.

7. Click on “All Jobs” to show if the student has been employed before.
   a. If no jobs appear, start a Primary EPAF and have the student complete a General Information form. The student must go to Human Resources to complete payroll paperwork on or before their first day of work.
   b. If a job appears, start a Secondary EPAF.
      • If they have been paid within the last year, no Human Resources payroll paperwork is necessary unless the employee needs to update their information (name, address, direct deposit, W-4 allowances).
      • If the employee has not been paid within the last year, the student must go to Human Resources to complete payroll paperwork on or before their first day of work.

8. Select Go. At this point, go to the appropriate page within this guide for step-by-step instructions on filling out each EPAF.
   - TEMSL (salaried) or TEMHR (hourly) or TEMWS (FWS) – Pages 6-14
   - TEMJS (salaried) or TEMJH (hourly) or TEMWJ (FWS) – Pages 16-22
EPAF DEFINITIONS

Select TEMSL or TEMHR or TEMWS if the student HAS NOT held a job within the BOR system before. The student must complete the General Information Form.

Select TEMJS or TEMJH or TEMWJ if the student HAS held a job before. A General Information Form will not need to be completed.

EPAF’S FOR SALARIED EMPLOYEES

TEMSL (Appointment of Primary Salaried Position) Use this if this is a first time student worker as it will create several necessary HR records for the first time worker.

-If the student has two jobs at the same time, the secondary job should be entered as TEMJS (salaried) or TEMJH (hourly).

TEMJS (Appointment of Secondary Salaried Position) Use this if the student has previously held a job. Click on “All Jobs” to see if the student has worked before.

-You may use this to hire a primary or secondary job as long as they have previous employment in the system as it is not necessary to duplicate new hire HR records.

EPAF’S FOR HOURLY EMPLOYEES

TEMHR (Appointment of Primary Hourly Position) Use this if this is a first time student worker as it will create several necessary HR records for the first time worker.

-If the student has two jobs at the same time, the secondary job should be entered as TEMJS (salaried) or TEMJH (hourly).

TEMJH (Appointment of Secondary Hourly Position) Use this if the student has previously held a job. Click on “All Jobs” to see if the student has worked before.

-You may use this to hire a primary or secondary job as long as they have previous employment in the system as it is not necessary to duplicate new hire HR records.

TEMWS (Appointment of Primary Federal Work Study Position) Use this if this is a first time student worker as it will create several necessary HR records for the first time worker.

TEMWJ (Appointment of Secondary Federal Work Study Position) Use this if the student has previously held a job. Click on “All Jobs” to see if the student has worked before.

-You may use this to hire a primary or secondary job as long as they have previous employment in the system as it is not necessary to duplicate new hire HR records.

Fund Source Changes:
Please continue to email the payroll office with any fund source change request at this time.

Salary Changes:
Please continue to email the payroll office with any salary change request at this time.

Term Date Changes:
Please continue to email the payroll office with any changes to term dates at this time.
Appointment of Temporary Primary Salaried Position - TEMSL

Appointment of Temporary Primary Hourly Position - TEMHR

Appointment of Temporary Hourly Position for Federal Work Study - TEMWS

NOTE: TEMSL, TEMHR, and TEMWS EPAFs require the same steps and information to process. The difference is whether an hourly rate or annual salary is paid. Use TEMSL, TEMHR or TEMWS (Federal Work Study) if the student has never worked.

Once you have completed the general identification phase and clicked on the “Go” button, you will need to select the position that you are filling.

1. Click on All Jobs to see if the student has previously worked. If a job appears, you will need to change the EPAF type to TEMJS, TEMJH or TEMWJ. If the position number you are using is listed, select the position. If the position number is not listed, enter the position number into Position block; refer to your Department Information Guide for a list of your department’s position numbers.

2. Enter the suffix number into the Suffix block. The suffix number is incremental. If the base job is 00, then the next record the employee uses with the same position number will be suffix 01, then 02, etc.
   - You may reuse the suffix number if the job has ended prior to the current pay period. For example: The student’s job ended on 5/11/14 using position number MS####-00(suffix). Their new job with same position number MS#### begins on 8/22/14. Since this is not in the same pay period, you may reuse the suffix 00.
   - If they started their new position using the same MS#### on 5/12/14, you would need to use suffix-01, 02, etc. as they would have 2 different jobs with the same department during the same payroll period.
3. Make sure the position title drops in.
4. If these steps are missed, you will not be able to submit the form. This is a critical step.
5. Select Go.
NOTE: The examples shown reflect the screens when the employee does not exist in Banner and we are system-generating an ID number. If the person exists, then you will be given the option of selecting the current institutional (IN), mailing, or permanent address in the system. Choose New Record and select the Go button. The screens for existing employees will have two columns: one titled “Current Value” and one titled “New Value”. You can type or copy the info into the “New Value” columns.

General Person Information (Note: The steps below are used when an ID number has to be generated. If the person already exists with an ID number, that information will already be displayed.) See the New Hire Information form the student should have filled out for you.

6. Enter the legal name of the applicant/employee. Enter the name exactly as it appears in the EPAF system.
   - First Name
   - Last Name
   - Middle Name

7. Name Type: Not Selected
8. ID will say Generated or ID# will appear if already created.
9. Birth Date must be MM/DD/YYYY.
10. Citizenship will auto-populate to US due to the number of US Citizens that are hired. If you have a non-US Citizen, select the correct citizenship based on the information provided on the General Info form.
11. An ethnicity must be selected. Unknown or Not Disclosed cannot be used.
12. Select Gender.
13. SSN number must be populated without dashes. If the SSN is not known due to immigration status, contact the HR Office to generate a temporary SSN number.
15. Address From Date must match the hire date. This is the same date you used in #5 on page 4 (Query Date).
16. Address must be populated according to the SDSM&T Institutional Address:
   - Address Line 1: SDSM&T Cashier’s Office
   - Address Line 2: Surbeck Center
   - Address Line 3: 501 E Saint Joseph St
   - City: Rapid City
   - State: SD (will auto-populate)
   - Zip Code: 57701-3995

17. Address Sequence must be left Blank (NULL).
18. Address Type is IN. Do not change this as it indicates Institutional Address.
19. County: Select SD103, SD-Pennington from the dropdown box.
20. Inactive Address must be loaded as a No. This simply means the address is active.
21. Telephone Type is IN. Do not change this as it indicates Institutional Address.
22. Telephone Sequence must be left Blank (NULL).
23. Area code will auto-default as 605.
24. Telephone number should be the number of the department and should be ###-####.
25. Save.
26. Employee Class Code must be the class that is associated to the position. Use the following for the correct code:

- 25 – Graduate Research & Teaching Assistant
- 35 – Federal Work Study Student
- 36 – Student Hourly Regular
- 37 – Student Salaried Regular

27. The Employee Status: Active

28. Current Hire Date must match the query date and the date of the address. It must be loaded as MM/DD/YYYY. This is the same date you used in #5 on page 4 (Query Date).

29. Home COAS is always S.

30. Home Organization is alpha-numeric and can be found on Your Department Information Sheet.

31. Distribution Orgn: will be the same as Home Organization (#30 above).

32. Location Code: SDSMT

33. District Code: Leave as Not Selected

34. College Code must be populated with the administrative area to which the position belongs. (Think about who you report to on the Executive Council if you need help determining your College Code.)

35. Save.
Job Detail Information

Employee Job Detail Salary - Step 3 (NBAJOBS), MG9986-00 ECE Grad Research Assistant

<table>
<thead>
<tr>
<th>Item</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Type:</td>
<td>Not selected</td>
</tr>
<tr>
<td>Job Begin Date: MM/DD/YYYY</td>
<td></td>
</tr>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY</td>
<td></td>
</tr>
<tr>
<td>Personnel Date: MM/DD/YYYY</td>
<td></td>
</tr>
<tr>
<td>Job Status:</td>
<td>Active</td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Annual Salary:</td>
<td></td>
</tr>
<tr>
<td>Step:</td>
<td></td>
</tr>
<tr>
<td>FTE:</td>
<td></td>
</tr>
<tr>
<td>Employer Code:</td>
<td>Not Selected</td>
</tr>
<tr>
<td>Job Change Reason:</td>
<td>Not Selected</td>
</tr>
<tr>
<td>Timesheet Orgn:</td>
<td></td>
</tr>
<tr>
<td>Supervisor ID:</td>
<td></td>
</tr>
<tr>
<td>Supervisor Position:</td>
<td></td>
</tr>
<tr>
<td>Supervisor Suffix:</td>
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<tr>
<td>Hours per Day:</td>
<td></td>
</tr>
<tr>
<td>Hours per Pay:</td>
<td></td>
</tr>
<tr>
<td>Factor:</td>
<td></td>
</tr>
<tr>
<td>Pays:</td>
<td></td>
</tr>
<tr>
<td>Time Entry Method:</td>
<td>Not Selected</td>
</tr>
</tbody>
</table>

36. Contract Type should be populated for Primary Job.
37. Job Begin Date must match the hire date. If hourly, use date of appointment. If salaried, use payroll dates.
38. Jobs Effective Date must match the Query Date (hire date, date entered in step #37 above). If hourly, use date of appointment. If salaried, use payroll dates.
39. Personnel Date can be populated to match what the first day should be. Such as contract dates that are different from payroll dates.
40. Job Status: Active
41. Title. Update title to reflect working title, be as specific as possible. Ex. “UG Stdnt Grader/dept/supervisor.” You may abbreviate if necessary. For Grad Assistantships, make sure to enter type of assistantship/dept/supervisor last name. EX: GRA/CBE/Winter
42. Regular Rate (hourly): enter hourly rate. Annual Salary (salaried): enter total max $ amount.
43. Step: 0
44. FTE (Full Time Equivalent). This cannot exceed two decimals. For all student hourly students, the FTE is 0. All salaried students must be calculated using the references charts on pages 26, 27 or 28 of this guide depending on type of work.
45. Employer Code: SDMT
46. Job Change Reason: AB000
47. Timesheet Organization: for timesheet routing and security. Timesheet approver must have access to this organization in order to be able to approve the timesheet. Refer to Your Department Information Sheet for the correct timesheet org.
48. Supervisor’s ID must be populated. Refer to Your Department Information Sheet.
49. Supervisor’s Position: Enter their position number (ME# # # #) from Your Department Information Sheet.
50. Supervisor’s Suffix: 00
51. Hours per Day must be populated. All salaried students must be calculated using reference charts on page 26, 27 or 28 of this guide depending on type of work. For hourly students, enter a reasonable estimate.
52. Hours per Pay: For salaried students, calculate using the reference charts on page 26, 27 or 28 of this guide depending on type of work. For hourly students, enter a reasonable estimate for the total monthly hours.
53. Factor: The number of monthly paychecks the student will receive. For a 9-month contract the Factor would equal “9”. If contract is for less than one month, then Factor would equal “1”.
   - **Hourly** positions may begin and end at any time during the pay period.
   - **Grad Assistantships** must be issued according to the dates published by the Graduate Office and Payroll. For Grad Assistantships, use the following:
     - 9 month: 8/22-5/21 (factor/pays: 9)
     - Fall semester: 8/22-12/21 (factor/pays: 4)
     - Winter break: 12/22-1/21 (factor/pays: 1)
     - Spring: 1/22-5/21 (factor/pays: 4)
     - Summer I: 5/22-6/21 (factor/pays: 1)
     - Summer II: 6/22-8/21 (factor/pays: 2)
     - Less than one semester: use payroll dates. (Stipend must be more than or equal to the BOR minimum rates.)

54. Pays will be the same as Factor.

55. Time Entry Method:
   - Payroll time entry – used for all **salaried** employees or when paying a stipend.
   - Employee time entry via Web – used for all **hourly** employees, entering hours on a timesheet.
   - Note: All Federal Work Study students will be hourly

56. Save.

**Employee Job Labor Distributions**

57. Enter the FOAPAL (Fund, Organization, Account, Program, Activity, Location) if it has changed. When using an index code that will auto-populate the FOAPAL string, you may need to re-enter the account code. Please refer to page 27 of this guide for a list of student account codes.

   If this is a **Federal Work Study position**, you will need to include the FWS Index Code for 75% of the funding source found on your Department Information Sheet. Enter the Department Index Code for the remaining 25%.

   If this is a **foundation funded position**, you will need to use the Foundation Clearing Account associated with the appropriate department. This number can be found on the Accounting Crosswalk and needs to be entered as **account name and number** in the comment section at the end of the EPAF.

   To change the index code, **highlight and delete** the information already in the cell, and enter the correct Index. Then click on the **Default from Index** button. (This will update the FOAPAL)

58. Click Save and Add New Rows.
Employee Job Default Earnings

59. Enter Default Earning codes for a **salaried** worker:
   - Effective Date is the same as the Jobs Effective Date (matches #8 above).
   - Earnings Code: REG
   - Hours or Unit per Pay is the same as Hours Per Pay in NBAJOBS (matches #21 above).
   - End Date of the day after the last pay period of their contract. For example, if their contract ran from 4/22/15 to 6/21/15, the end date would be 6/22/15. (see example below)

![Current Effective Date Earnings Hours or Units Per Pay Deemed Hours Special Rate Shift End Date Table]

60. Click Save and Add New Rows.

Temporary Employee Termination (Please note these are **TERMINATION** dates)

61. Enter **Termination** Jobs Effective Date for this job.
62. The Personnel Date should be the same as **Termination** Jobs Effective date but can be changed to match what the last day should be. Such as contract dates that are different from payroll dates.
63. Job Status: Terminated
64. Job Change Reason: TV012
65. Save.
Routing Queue

Routing Queue

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 - (BUDGET) Budget</td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>105 - (HR) Human Resources</td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>150 - (BPC) Shared Payroll Center</td>
<td></td>
<td>Apply</td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
<td>Not Selected</td>
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<tr>
<td>Not Selected</td>
<td></td>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
<td>Not Selected</td>
</tr>
</tbody>
</table>

Save and Add New Rows

66. Enter the appropriate Approval Levels for your department and select the appropriate Required Action; refer to page 24 of this guide.

67. You must have at least one 45, 50 or 55 approver level.

68. Add other required approvals like 149, 80, 60 if grad, etc.

69. TEMWS and TEMWJ: Approval Level 65 is for Federal Work Study students. Monica Darrow is the approver.

70. If there is a queue that pre-populates, the User Name must be entered. Others could be populated if desired.

71. To find User Name, click the magnifying glass and select the correct person. Do not type in the name.

72. Once finished adding all approvers, click Save and Add New Rows.

Comments

Comment

73. Enter Comments which support the action. This cannot be discriminatory. Anything that is recorded can be pulled into reports.

- Please enter any Foundation account #’s/titles, salary calculations, Tuition remission amounts, etc. to support your EPAF.
- For hourly student’s, you must include the max dollar amount.
- If Federal Work Study, type “Federal Work-Study award amount is $---.

74. Once completed, click the Save button.

75. Click the Submit button, either at the top or bottom of the page.

76. If there are errors, they will be generated at the top.

77. Warnings allow the system to continue. Errors must be corrected.

78. If an error occurs: fix, save again, and then submit. The error will still be listed until after clicking the Submit button.

79. You will get a message at the top when the transaction has been submitted successfully.

To create another new EPAF, click on Back to HR Tab and then click on Create New PAF.
Payroll Dates and Begin Work Information:

Shared Payroll applies EPAFs from the 1st through the 18th of the month at 11am and 4pm CST. However, it is recommended that all EPAFs be submitted by the originator no later than the 13th of the month to allow the EPAF time to move through the approval and review process.

The student cannot begin working before the EPAF has been approved by Human Resources. If the EPAF is approved and applied between the 1st and 18th of the month, the originator will receive a notification email from SDSMT-EPAF_Admin@sdbor.edu notifying that the EPAF has been approved. Once this email is received, the originator must forward it on to the Hiring Manager.

Due to payroll deadlines, if Human Resources approves the EPAF between the 18th and the end of the month, the EPAF may not be applied until the 1st of the following month. The student employee may begin working once the EPAF is approved by the final approver (Human Resources). In this instance, the originator and/or Hiring Manager can view the status of the EPAF.
Appointment of Temporary Secondary Salaried Position - TEMJS

Appointment of Temporary Secondary Hourly Position - TEMJH

Appointment of Temporary Hourly Position for Federal Work Study - TEMWJ

NOTE: Both TEMJS, TEMJH, and TEMWJ EPAFs require the same steps and info to process. The difference is whether an hourly rate or annual salary is paid. Use TEMJS, TEMJH or TEMWJ (Federal Work Study) if the student has previously had a job.

Once you have completed the general identification phase and clicked on the “Go” button, you will need to select the position that you are filling.

1. Click on All Jobs for a list of the student’s previous jobs. If the position number you are using is listed, select the position. Make sure the position has ended or will end before this new position begins. Check Dates! If no jobs appear, you will need to change the EPAF type to TEMSL, TEMHR or TEMWS. If the position number is not listed, enter the position number into Position block; refer to your Department Information Guide for a list of your department’s position numbers.

2. Enter the suffix number into the Suffix block. The suffix number is incremental. If the base job is 00, then the next record the employee uses with the same position number will be suffix 01, then 02, etc.
   - You may reuse the suffix number if the job has ended prior to the current pay period. For example: The student’s job ended on 5/11/14 using position number MS####-00(suffix). Their new job with same position number MS#### begins on 8/22/14. Since this is not in the same pay period, you may reuse the suffix 00.
   - If they started their new position using the same MS#### on 5/12/14, you would need to use suffix-01, 02, etc. as they would have 2 different jobs with the same department during the same payroll period.

3. Make sure the position title drops in.

4. If these steps are missed, you will not be able to submit the form. This is a critical step.

5. Select Go.
Job Detail Information

*When this page populates, review each step to make sure the appropriate position number and title appear at each step. If they do not appear, your EPAF will error out and you will have to delete it and start over.

6. Contract Type should be populated for Primary Job or Secondary Job.
7. Job Begin Date must match the original hire date. If they have held this position before, then you would use the begin date of the original appointment. You can find this date in the “Current Value” column; highlight and drag it over.
8. Jobs Effective Date must match the Query Date (hire date, date entered in step #7 above). If hourly, use date of appointment. If salaried, use payroll dates.
9. Personnel Date can be populated to match what the first day should be. Such as contract dates that are different from payroll dates.
10. Job Status: Active
11. Title: Update title to reflect working title, be as specific as possible. Ex. “UG Stdnt Grader/ Dept/supervisor.” You may abbreviate if necessary. For Grad Assistantships, please make sure to enter type of assistantship/dept/supervisor last name. EX: GRA/CBE/Winter
12. Regular Rate (hourly): enter hourly rate. Annual Salary (salaried): enter total max $ amount.
13. Step: 0
14. FTE (Full Time Equivalent). This cannot exceed two decimals. For all student hourly workers, the FTE is 0. All salaried students must be calculated using reference charts on pages 26, 27 or 28 of this guide depending on type of work.
15. Employer Code: SDMT
16. Job Change Reason: AB000
17. Timesheet Organization: for timesheet routing and security. Timesheet approver must have access to this organization in order to be able to approve the timesheet. Refer to Your Department Information Sheet for the correct timesheet org.
18. Supervisor’s ID must be populated. Refer to Your Department Information Sheet.
19. Supervisor’s Position: Enter their position number (ME# ## #) from Your Department Information Sheet.
20. Supervisor’s Suffix: 00
21. Hours per Day: All **salaried** students must be calculated using reference charts on page 26, 27 or 28 of this guide depending on type of work. For **hourly** students, enter a reasonable estimate.

22. Hours per Pay: For **salaried** students, calculate using the reference charts on page 26, 27 or 28 of this guide depending on type of work. For **hourly** students, enter a reasonable estimate for the total monthly hours (based off of the hours per day).

23. Factor: The number of monthly paychecks the student will receive. For a 9-month contract the Factor would equal “9”. If contract is for less than one month, then Factor would equal “1”.
   - **Hourly** positions may begin and end at any time during the pay period.
   - **Grad Assistantships** must be issued according to the dates published by the Graduate Office and Payroll. For Grad Assistantships, use the following:
     - 9 month: 8/22-5/21 (factor/pays: 9)
     - Fall semester: 8/22-12/21 (factor/pays: 4)
     - Winter break: 12/22-1/21 (factor/pays: 1)
     - Spring: 1/22-5/21 (factor/pays: 4)
     - Summer I: 5/22-6/21 (factor/pays: 1)
     - Summer II: 6/22-8/21 (factor/pays: 2)
     - Less than one semester: use payroll dates. (Stipend must be more than or equal to the BOR minimum rates.)

24. Pays will be the same as Factor.

25. Time Entry Method:
   - Payroll time entry – used for all **salaried** employees or when paying a stipend.
   - Employee time entry via Web – used for all **hourly** employees, entering hours on a timesheet.
   - Note: All Federal Work Study students will be hourly

26. Save.
Employee Job Labor Distributions

27. Enter the FOAPAL (Fund, Organization, Account, Program, Activity, Location) if it has changed. When using an index code that will auto-populate the FOAPAL string, you may need to re-enter the account code. Please refer to page 25 of this guide for a list of student account codes.

If this is a Federal Work Study position, you will need to include the FWS Index Code for 75% of the funding source found on your Department Information Sheet. Enter the Index Code for the remaining 25%.

If this is a foundation funded position, you will need to use the Foundation Clearing Account associated with the appropriate department. This number can be found on the Accounting Crosswalk and needs to be entered as account name and number in the comment section at the end of the EPAF.

To change the index code, highlight and delete the information already in the cell, and enter the correct Index. Then click on the Default from Index button. (This will update the FOAPAL)

28. Click Save and Add New Rows.

Employee Job Default Earnings

29. Enter Default Earning codes for an hourly worker:

- Effective Date is the same as the Jobs Effective Date (matches #8 above).
- Earnings Code: EPF, Employee Personal Action Form
- Hours or Unit per Pay: 1
- End Date of the next day. If the job Effective date is 06/12/2015, the end date for this purpose would be 06/13/2015. (see example below)
30. Enter Default Earning codes for a *salaried* worker:
   - Effective Date is the same as the Jobs Effective Date (matches #8 above).
   - Earnings Code: REG
   - Hours or Unit per Pay is the same as Hours Per Pay in NBAJOBS (matches #21 above).
   - End Date of the day after the last pay period of their contract. For example, if their contract ran from 4/22/15 to 6/21/15, the end date would be 6/22/15. (see example below)

![Table](image)

31. Click Save and Add New Rows.

**Temporary Employee Termination** (Please note these are TERMINATION dates)

Temporary Employee Termination - Step 6 (NBAJOBS), MG9986-00 ECE Grad Research Assistant

![Temporary Employee Termination](image)

32. Enter **Termination** Jobs Effective Date for this job.
33. The Personnel Date should be the same as **Termination** Jobs Effective date but can be changed to match what the last day should be. Such as contract dates that are different from payroll dates.
34. Job Status: Terminated.
35. Job Change Reason: TV012
36. Save.
Routing Queue

Routing Queue

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 - (BUDGET) Budget</td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>105 - (HR) Human Resources</td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>150 - (BPO) Shared Payroll Center</td>
<td></td>
<td>Apply</td>
</tr>
<tr>
<td>Not Selected</td>
<td>Not Selected</td>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
<td>Not Selected</td>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
<td>Not Selected</td>
<td>Not Selected</td>
</tr>
<tr>
<td>Save and Add New Rows</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

37. Enter the appropriate Approval Levels for your department and select the appropriate Required Action; refer to page 24 of this guide.

38. You must have at least one 45, 50 or 55 approver level.

39. Add other required approvals like 149, 80, 60 if grad, etc.

40. TEMWS and TEMWJ: Approval Level 65 is for Federal Work Study students. Monica Darrow is the approver.

41. If there is a queue that pre-populates, the User Name must be entered. Others could be populated if desired.

42. To find User Names, click the magnifying glass and select the correct person. Do not type in the name.

43. Once finished adding all approvers, click Save and Add News Rows.

Comments

Comment

44. Enter Comments which support the action. This cannot be discriminatory. Anything that is recorded can be pulled into reports.

- Please enter any Foundation account #’s/titles, salary calculations, Tuition remission amounts, etc. to support your EPAF.
- For hourly student’s, you must include the max dollar amount.
- If Federal Work Study, type “Federal Work-Study award amount is $----.

45. Once completed, click the Save button.

46. Click the Submit button, either at the top or bottom of the page.

47. If there are errors, they will be generated at the top.

48. Warnings allow the system to continue. Errors must be corrected.

49. If an error occurs: fix, save again, and then submit. The error will still be listed until after clicking the Submit button.

50. You will get a message at the top when the transaction has been submitted successfully.

To create another new EPAF, click on Back to HR Tab and then click on Create New PAF.
Payroll Dates and Begin Work Information:

Shared Payroll applies EPAFs from the 1st through the 18th of the month at 11am and 4pm CST. However, it is recommended that all EPAFs be submitted by the originator no later than the 13th of the month to allow the EPAF time to move through the approval and review process.

The student cannot begin working before the EPAF has been approved by Human Resources. If the EPAF is approved and applied between the 1st and 18th of the month, the originator will receive a notification email from SDSMT-EPAF_Admin@sdbor.edu notifying that the EPAF has been approved. One this email is received, the originator must forward it on to the Hiring Manager.

Due to payroll deadlines, if Human Resources approves the EPAF between the 18th and the end of the month, the EPAF may not be applied until the 1st of the following month. The student employee may begin working once the EPAF is approved by the final approver (Human Resources). In this instance, the originator and/or Hiring Manager can view the status of the EPAF.
SDSMT ROUTING QUEUES –

All approval levels below are required for each EPAF with the exception of: 60 (Graduate School) and 65 (Federal Work Study).

<table>
<thead>
<tr>
<th>Type</th>
<th>All: TEMSL and TEMHR, TEMJS and TEMJH, TEMWS and TEMWJ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Level</td>
<td>Name</td>
</tr>
<tr>
<td>45 or 50 HM/HMA</td>
<td>appropriate for department</td>
</tr>
<tr>
<td>55 Administration</td>
<td>appropriate dept. head/director</td>
</tr>
<tr>
<td>60 Graduate School (if assistantship)</td>
<td>Rachel Howard</td>
</tr>
<tr>
<td>65 Financial Aid (if Federal Work Study)</td>
<td>Monica Darrow</td>
</tr>
<tr>
<td>75 Budget (if grant funded)</td>
<td>Karmen Aga</td>
</tr>
<tr>
<td>75 Budget (if state funded)</td>
<td>Cheryl Cox</td>
</tr>
<tr>
<td>80 Executive Council (if state funded)</td>
<td>appropriate representative</td>
</tr>
<tr>
<td>80 Executive Council (if grant funded)</td>
<td>Ralph Davis</td>
</tr>
<tr>
<td>105 Human Resources</td>
<td>Sherry Schell</td>
</tr>
<tr>
<td>149 Information Copy</td>
<td>Tammy Merkwan (always FYI)</td>
</tr>
<tr>
<td>150 Shared Payroll Center (to be applied)</td>
<td>ZZ_RIS</td>
</tr>
</tbody>
</table>

**Budget/Executive Note:**

*Use both if State & Grant funded*
EPAF Cheat Sheet

**Job Change Reason Codes:**
AB000 – Hire Temporary Appointment
TV012 – Completion of Student Appointment

**Account Codes:**
611040 – Graduate Assistantships
611110 – Student Labor
611115 – Student Tech Fellows
611120 – Dorm Res Asst. & Counselors
611130 – Federal Work Study

**Employee Classes:**
25 – Graduate Research & Teaching Assistant
35 – Federal Work Study Students
36 – Student Hourly Regular
37 – Student Salaried Regular

**Institutional Address:**
SDSM&T Cashier’s Office
Surbeck Center
501 E Saint Joseph St
Rapid City, SD 57701-3995

**Payroll Dates:**
Start on the 22nd of each month and run through the 21st of the next month. Payroll dates are used for all salaried students.
## FTE, HOURS PER DAY, HOURS PER PAY

for Salaried Students **Other Than Grad Assistantships** *(see pg.28 for GRA’s)*

<table>
<thead>
<tr>
<th>FTE (Percent of Time)</th>
<th>Hours Per Day</th>
<th>Hours Per Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>5%</td>
<td>1.0</td>
<td>8.66</td>
</tr>
<tr>
<td>10%</td>
<td>1.0</td>
<td>17.33</td>
</tr>
<tr>
<td>15%</td>
<td>1.3</td>
<td>26.00</td>
</tr>
<tr>
<td>20%</td>
<td>1.6</td>
<td>34.67</td>
</tr>
<tr>
<td>25%</td>
<td>2.0</td>
<td>43.33</td>
</tr>
<tr>
<td>30%</td>
<td>2.4</td>
<td>52.00</td>
</tr>
<tr>
<td>35%</td>
<td>2.8</td>
<td>60.67</td>
</tr>
<tr>
<td>40%</td>
<td>3.2</td>
<td>69.33</td>
</tr>
<tr>
<td>45%</td>
<td>3.6</td>
<td>78.00</td>
</tr>
<tr>
<td>50%</td>
<td>4.0</td>
<td>86.67</td>
</tr>
<tr>
<td>55%</td>
<td>4.4</td>
<td>95.33</td>
</tr>
<tr>
<td>60%</td>
<td>4.8</td>
<td>104.00</td>
</tr>
<tr>
<td>65%</td>
<td>5.2</td>
<td>112.66</td>
</tr>
<tr>
<td>70%</td>
<td>5.6</td>
<td>121.33</td>
</tr>
<tr>
<td>75%</td>
<td>6.0</td>
<td>130.00</td>
</tr>
<tr>
<td>80%</td>
<td>6.4</td>
<td>138.66</td>
</tr>
<tr>
<td>90%</td>
<td>7.2</td>
<td>156.00</td>
</tr>
<tr>
<td>100%</td>
<td>8.0</td>
<td>173.33</td>
</tr>
</tbody>
</table>
Credit Hour Formulas for GTA's

<table>
<thead>
<tr>
<th>Effort</th>
<th>Number of credits hours</th>
<th>FTE</th>
<th>Hours per Day</th>
<th>Hours per Pay &amp; REG on Default Earnings - 1 Pay Period</th>
<th>Hours per Pay &amp; REG on Default Earnings - 2 Pay Periods</th>
<th>Hours per Pay &amp; REG on Default Earnings - 3 Pay Periods</th>
<th>Hours per Pay &amp; REG on Default Earnings - 4 Pay Periods</th>
<th>Hours per Pay &amp; REG on Default Earnings - 9 Pay Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4 time*</td>
<td>1</td>
<td>0.12</td>
<td>1</td>
<td>36</td>
<td>18</td>
<td>12</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>1/4 time*</td>
<td>2</td>
<td>0.12</td>
<td>1</td>
<td>72</td>
<td>36</td>
<td>24</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>1/2 time</td>
<td>3</td>
<td>0.25</td>
<td>2</td>
<td>108</td>
<td>54</td>
<td>36</td>
<td>27</td>
<td>27</td>
</tr>
<tr>
<td>1/2 time</td>
<td>4</td>
<td>0.25</td>
<td>2</td>
<td>144</td>
<td>72</td>
<td>48</td>
<td>36</td>
<td>36</td>
</tr>
<tr>
<td>3/4 time</td>
<td>5</td>
<td>0.37</td>
<td>3</td>
<td>x</td>
<td>108</td>
<td>72</td>
<td>54</td>
<td>54</td>
</tr>
<tr>
<td>3/4 time</td>
<td>6</td>
<td>0.37</td>
<td>3</td>
<td>x</td>
<td>126</td>
<td>84</td>
<td>63</td>
<td>63</td>
</tr>
<tr>
<td>Full time</td>
<td>7</td>
<td>0.37</td>
<td>3</td>
<td>x</td>
<td>144</td>
<td>96</td>
<td>72</td>
<td>72</td>
</tr>
<tr>
<td>Full time</td>
<td>8</td>
<td>0.50</td>
<td>4</td>
<td>x</td>
<td>162</td>
<td>108</td>
<td>81</td>
<td>81</td>
</tr>
</tbody>
</table>

*Effort is for reference only. GTA's must be calculated using credit hours.

* 1/4 time can only be used when combined with another position for a minimum half time appointment.

Calculation Notes:

Hours per pay based on 2.25 hours per credit per week for 16 weeks per semester or 36 weeks per academic year.

*Fall and Spring example:* 5 credit hours * 2.25 hours * 16 weeks = 180 hours for the entire appointment; then divide the total hours for the appointment over the appropriate number of pay periods 180/4= 45 hours per pay

*Academic year (9 month) example:* 5 credit hours *2.25 hours *36 weeks = 405 hours for the entire appointment; then divide the total hours for the appointment over the appropriate number of pay periods 405/9= 45 hours per pay
**FTE, HOURS PER DAY, HOURS PER PAY**

for GRA Salaried Students

Note: This should not be used for GTA’s as they require the credit hour calculation on page 21.

<table>
<thead>
<tr>
<th>Level of Effort</th>
<th>FTE</th>
<th>Hours Per Day</th>
<th>Hours Per Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>¼ Time</td>
<td>.12</td>
<td>1.0</td>
<td>21.67</td>
</tr>
<tr>
<td>** ¼ Time can “Only” be used if splitting a half time assistantship**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Half Time</td>
<td>.25</td>
<td>2.0</td>
<td>43.33</td>
</tr>
<tr>
<td>¾ Time</td>
<td>.37</td>
<td>3.0</td>
<td>64.13</td>
</tr>
<tr>
<td>Full Time</td>
<td>.50</td>
<td>4.0</td>
<td>86.67</td>
</tr>
</tbody>
</table>