How To REHIRE or CHANGE Hourly Student or Temp Job

- 1. Go to Employee Self Service Banner: https://portal.msutexas.edu:9040/pls/PROD/twbkwbis.P_WWWLogin
- 2. Enter your User ID (always use a Capital M) and PIN and click the Login button. If you've forgotten your PIN, click on the Forgot PIN button.



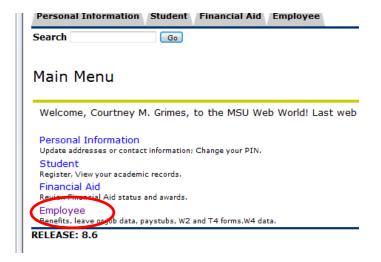
Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

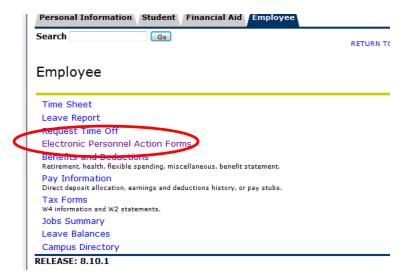
To protect your privacy, please Exit and close your browser when you are finished.

User ID:		
PIN:		
Login	Forgot PIN?	\mathcal{I}
RELEASE.	1.6	•

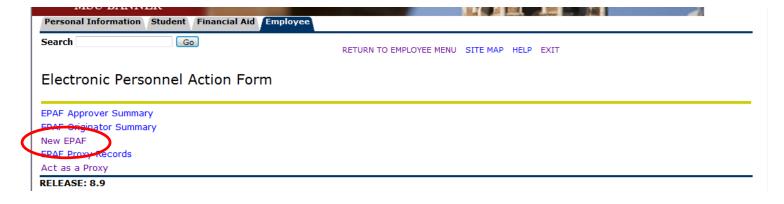
3. Once logged in, click on EMPLOYEE.



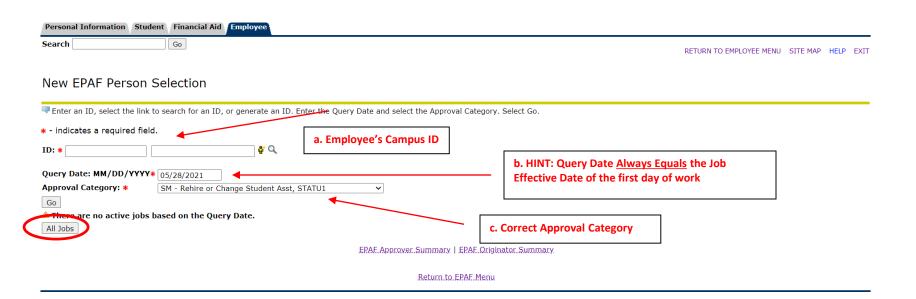
4. Once on the Employee tab, Click on Electronic Personnel Action Forms.



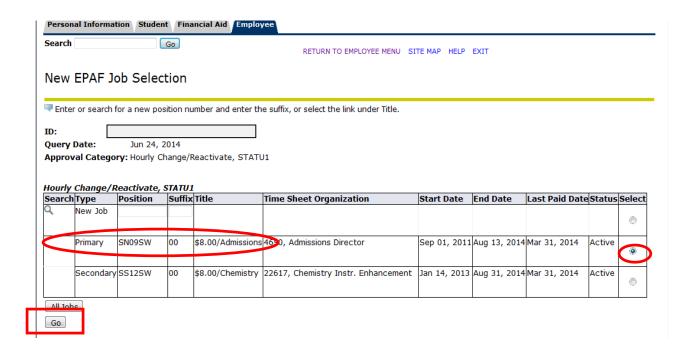
5. Click on NEW EPAF.



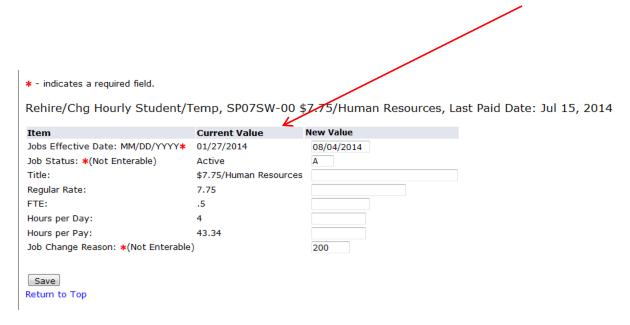
- Enter the employee's Campus ID or click on the search icon (magnifying glass) to search for the employee you are creating the EPAF for.
- Enter the end date you want the CHANGE to take effect in the Query Date field. Please note that the Query Date field always defaults to today's date, therefore it is very important that you enter the actual DATE the CHANGE will take place in this field.
- Choose Approval Category: Rehire/Chg Hourly Student, STATU1, or Rehire/Chg Part Time Hourly Temp, STATTP
- Click "All Jobs" to ensure that all active positions are displayed.



- Select the employee's position you are reactivating or making the change to. (If your employee has more than 1 job on campus, it is important that you **select the right one!**
- Click "Go"

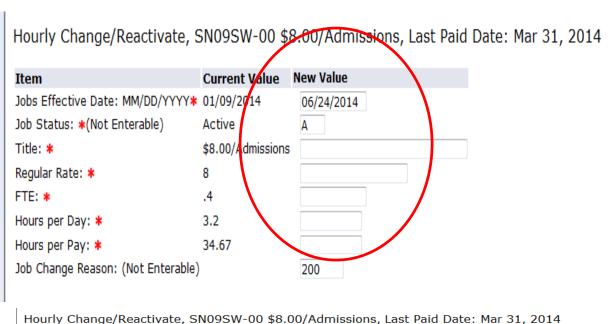


• In the REHIRE EPAF, notice your employee's current pay history is listed under the Current Value section. If you are **REHIRING** and **DO NOT** need to make changes to the hours or rate of pay, you can SAVE and SUBMIT. All your information from the previous hire, will transfer over to the current date of hire.



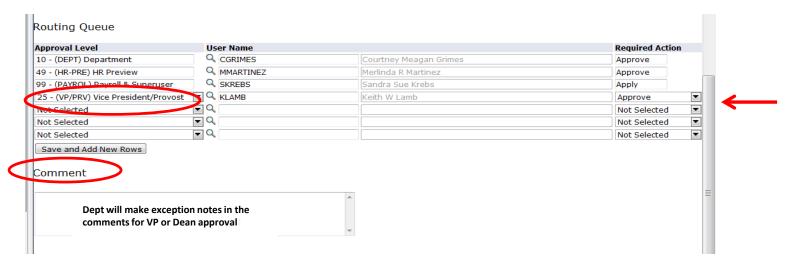
• I need to **Rehire**, **BUT** need to make changes. For this example, we made a change to the RATE of Pay for this student.

Please refer to Payroll's EPAF semi-monthly (orange) reference chart for FTE and hours calculations.



New Value Item Current Value Jobs Effective Date: MM/DD/YYYY* 01/09/2014 06/24/2014 Job Status: *(Not Enterable) Active \$8.00/Admissions \$8.50/Admissions Title: * **Include CHANGES under the NEW VALUE** Regular Rate: * 8.50 FTE: * .4 .4 Hours per Day: * 3.2 3.2 Hours per Pay: * 34.67 34.67 Job Change Reason: (Not Enterable) 200 TIP: We highly recommend changing the rate of pay on the 1st or 16th of the month.

• Complete the mandatory routing queue.



*PLEASE NOTE: YOUR AVP, VP or DEAN MUST be added to your Routing Queue for APPROVAL IF:

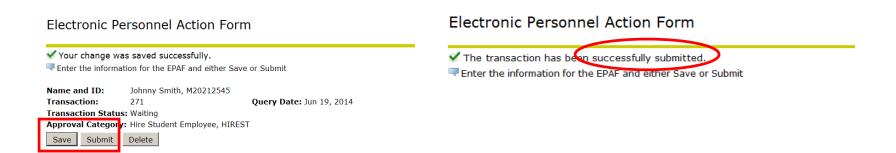
- Hours are over 20 per week
- Rate of pay is more than minimum wage plus \$3.50
- GPA is below 2.0

If you fail to include, your EPAF will be returned for correction



Very Important: In the comments section, indicate any information that could be relevant. Once comments are "saved", they cannot be changed. Be careful with articulating comments. An EPAF user can make multiple comments to the EPAF and comments can be attached to the EPAF at any approval level.

• Click **Save** and **Submit** to finalize your hire and to send your EPAF for approval.





If errors occur, review the Errors and Warning Messages Section at top of the EPAF. (Ignore the Warning Messages, correct the Error Messages) If no errors exist, your transaction has successfully submitted.

Return to the EPAF Originator Summary and click on your History Tab to view the status of your EPAF.