



Staff New Hire

EPAF Approval Category:

SH Staff New Hire, SHNW1

SM Staff New Hire, SMNW1

MO Staff New Hire, MONW1

In Step 1, use the New Hire Approval Category appropriate to the new employee's E-Class, if he/she has never been employed at USF.

TIP: If you submit a Staff Assignment EPAF (e.g. SMASN) and receive the following error message, this signals that more information is required.

Errors and Warning Messages

Type	Message Type	Description
Student Assignments	ERROR	*ERROR* First Name, SSN, Birth Date, Sex Code or Ethnic Code incomplete.
Student Assignments	ERROR	*ERROR* First Name, SSN, Birth Date, Sex Code or Ethnic Code incomplete.
Student Assignments	ERROR	*ERROR* ID is not defined as an employee. Establish Employee record.

If you encounter this error, delete the Staff Assignment EPAF and create another using the appropriate Staff New Hire Approval Category.

Step 1 Define Employee, Query Date, and Approval Category

[RETURN TO EMPLOYEE MENU](#) [SITE M.](#)

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Minnie M Mouse, 20159551
 Query Date: Jul 21, 2008
 Approval Category: MO Staff Assignment, MOASN

New Job

Position:

Suffix:

There are no active jobs based on the Query Date.

- In the **New EPAF Person Selection** Screen, provide employee's **CWID** or search for employee using the magnifying glass icon.
- **Query Date** is the begin date for the new employee's assignment (please see Appendix on Query Date(s) for more detailed information).
- Select the appropriate Staff New Hire **Approval Category** (pictured on previous page) according to payroll cycle.
- Click "Go".

Step 2 Job Selection

- In the **New EPAF Job Selection** screen, input the employee's new **Position** number and **Suffix**.
- Click "Create".
- NOTE: If under the "Existing Jobs" heading near the bottom left of the screen, there are listed position #'s and job information (e.g. a pre-existing position # R99999-00), then abort this New Hire EPAF as this signals that the staff member's employment record has already been established. Instead, enter the employee's new assignment under the appropriate Staff Assignments approval category (e.g. SHASN).

Step 3 Enter Main Job Information

Item	New Value
ID:	GENERATED
Name Type:	LEGL, Legal
Last Name:	Riveter
First Name:	Rosie
Middle Name:	D
SSN:	111111111
Birth Date: MM/DD/YYYY	06/19/1979
Citizenship:	Y, Citizen
Ethnicity:	7, Unspecified
Gender:	Not Available
Address From Date: MM/DD/YYYY	08/01/2008
Address Type:	PR, Permanent Residence (Home)
Address Sequence No.:	
Address Line 1:	
Address Line 2:	
City:	
State:	Not Selected
ZIP or Postal Code:	
Employee Class Code:	
Home COAS:	S

Any data in Current Value must be entered in the New Value fields.

Name Type is "Legal."

Ethnicity is for the employee's self-disclosure. Leave at "7" and allow HR to update, unless an ethnicity is shown in the Current Value column, then match Current Value.

Address Type should default to "PR, Permanent Residence (Home)." If after submitting the EPAF however, you receive an error message that reads "Address of this type already exists," change the Address Type to "CO, Campus Office" and enter the text "TBD" in Address Line 1, "San Francisco" in the City field, and the ZIP Code 94117.

- The first open field within the EPAF is **Name Type**. This should default to "LEGL, Legal".
- **Citizenship** should default to "Y, Citizen." If the employee is not a citizen, select the appropriate status from the drop-down menu.

<input type="text" value="1"/>	1	Home Organization should indicate "1".
<input type="text" value="521001"/>	521001	Distribution Orgn is where the employee's check will be distributed.
<input type="text" value="P54111"/>	P54111	
Current Hire Date: MM/DD/YYYY	<input type="text" value="08/01/2008"/>	Timesheet Organization (or Payroll Organization, abbrev. P-ORG) links the employee's jobs record to their E-Timesheet and, in turn, their E-Timesheet to their specific supervisor/timesheet approver. This does not apply to stipend assignments.
First Work Date: MM/DD/YYYY	<input type="text" value="08/01/2008"/>	
Job Begin Date: MM/DD/YYYY	<input type="text" value="08/01/2008"/>	
Jobs Effective Date: MM/DD/YYYY	<input type="text" value="08/01/2008"/>	Factor, Pays and Contract Begin and Contract End Date fields should ALL be left blank except when entering stipend or staff teaching assignments, which are discussed below.
Step:	<input type="text" value="0"/>	
Contract Type:	<input type="text" value="Not selected"/>	
Contract Begin Date: MM/DD/YYYY	<input type="text"/>	
Contract End Date: MM/DD/YYYY	<input type="text"/>	
Factor:	<input type="text"/>	
Pays:	<input type="text"/>	
Regular Rate:	<input type="text"/>	
Annual Salary:	<input type="text" value="45000"/>	
FTE:	<input type="text" value="1.00"/>	
Appointment Percent:	<input type="text" value="100.00"/>	
Title:	<input type="text"/>	
Job Change Reason: (Not Overrideable)	<input type="text" value="NEWHR"/>	

- Enter "1" in the **Home Organization** field.
- Enter **Distribution Orgn** code where the employee's check should be distributed.
- Enter the employee's Payroll Organization # (P-ORG) in the **Timesheet Organization** field.
- **Contract Begin Date** is reserved for stipends and staff teaching assignments. It should always equal the first date of a pay period.
- **Contract End Date** is reserved for stipends and staff teaching assignments. It should always equal the last date of the final pay period of the assignment.
- The **Factor** and **Pays** fields should specify the number of pay periods across which a stipend is to be paid. These two fields should always be equivalent. Example: If a stipend begins on 07/06/2008 and ends on 08/05/2008, the **Factor** and **Pays** should both equal 2, as the time period specified covers 2 pay periods (07/06-07/20 & 07/21-08/05).
- If the employee is paid an hourly rate, enter this amount in the **Regular Rate** field and leave **Assign** and **Annual Salary** blank.
- If the employee is paid an **Annual Salary**, enter this amount and leave **Regular Rate** field blank.

For instructions on **Steps 4-7**, including:

- Confirming or Revising FOAP
- Defining Approval Routing Queue
- Adding Comments
- Saving, Confirming & Submitting your EPAF

please refer to the section of this guide entitled Part II "EPAFs for Faculty and Staff."