Student Employment

Electronic Personal Action Form (EPAF) Manual

COLORADO COLLEGE

Office of Student Financial Services
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Before You Get Started

An Electronic Personnel Action Form (EPAF) is the online hiring form used to create, update, or terminate a student employment position in Banner. Submitting an EPAF initiates the hiring process and creates the job record needed for payroll and timekeeping.

For student employees, a New Hire EPAF must be submitted whenever a student is being hired into a position. Once approved, the EPAF creates the student's employment record and activates their electronic timesheet in Self-Service Banner (SSB).

An EPAF can be used to:

- Hire a student employee
- Promote a student employee by both title and pay rate
- Terminate a student employee (i.e., ending their job record)

Why is an EPAF Required?:

The EPAF serves several important functions:
- Establishes the student's employment record in Banner.
- Assigns the position number, supervisor, and funding information.
- Enables the student's electronic timesheet.
- Ensures payroll is processed accurately.
- Provides a record of employment actions for compliance and auditing purposes.

Before Submitting an EPAF:

Before submitting a New Hire EPAF, please ensure:
- The position has been posted in Handshake for the required posting period (5 business days).
- A candidate has been selected.
- The student has completed any required Student Employment paperwork (if applicable).
- The start date entered on the EPAF should be a minimum of ***three days in the future.***
- The correct FOAP and position information are available.

Important Notes
- EPAFs must be fully approved before a student can access their electronic timesheet.
- Standard budget and FTE warnings may appear during submission and can often be ignored if all information has been entered correctly.
- Delays in EPAF submission may result in delays to timesheet access and payroll processing.

Terms and Definitions

Approver: Approvers are the individuals authorized to review and approve a submitted EPAF. For Student Employment, the Assistant Director of Student Employment serves as the approver.

Approver Queue: Once the EPAF has been successfully submitted, it goes into the Approvers Queue.

Originator: The designated departmental personnel authorized to create and submit an EPAF. It is the originators responsibility to make sure all information is accurate before submission (i.e., assuring Job Begin and Effective Date, FOAP details, Job Title, Suffix, is accurate).

EPAF Approval Category: The reason for an update or change. You must select one out of the three approval categories:

- Hiring for Student Employee, **SEHIRE**
- Promotion for Student Employee (Job Title & Hourly Rate), **SE PROM**
- Termination for Student Employee's, **SETERM**

Effective Date: The date that the EPAF will take effect.

- This date must be after the last paid date; if not you will receive an error.
- This date is also the same date as the Job Begin Date and Effective Date.
- This date is the same date as the "Query Date"
- The Date entered on the Effective Date and Job Begin Date is the day that a students timesheet will populate.

Errors: Will not allow the EPAF to progress to the Approver's queue. Errors must be corrected to successfully submit an EPAF for review.

Warnings: Potential problem with the information entered. A warning informs the Originator of potential issues, but will allow the EPAF to process.
These warnings can be ignored:

1. Total FTE for this position is greater than budgeted FTE.
2. Total FTE for this employee exceeds one as of the effective date.
3. Encumbrance has been set to 0, because method is value input.

EPAF Transaction Status Chart

Status	Definition
Waiting	Transaction has been created, but not submitted. A waiting status transaction can be deleted on the Originator Summary Page.
Approved	The transaction/EPAF has been successfully submitted to the Approver. *This does NOT mean the EPAF has been approved, but that is it now in the Approver's Queue.
Return for Correction	Allows the Approver has returned the transaction/EPAF. Check for comment on EPAF from Approver.
Complete	The transaction has been approved and applied to the Banner database. The process is complete. No further action is necessary.
Disapproved	The approver denied the transaction. Check for comment on EPAF from Approver.
Void	It is no longer a valid transaction. The originator of the EPAF and Approver have the ability to void an EPAF. If the Approver has voided the EPAF, check for comment on EPAF from Approver.
In the Queue	The transaction is waiting action. Transactions must be approved/applied. To correct this you will need to enter the EPAF and click Submit.

Troubleshooting Errors

Errors will not allow the EPAF to progress to the approval levels and must be corrected in order to successfully submit the EPAF.

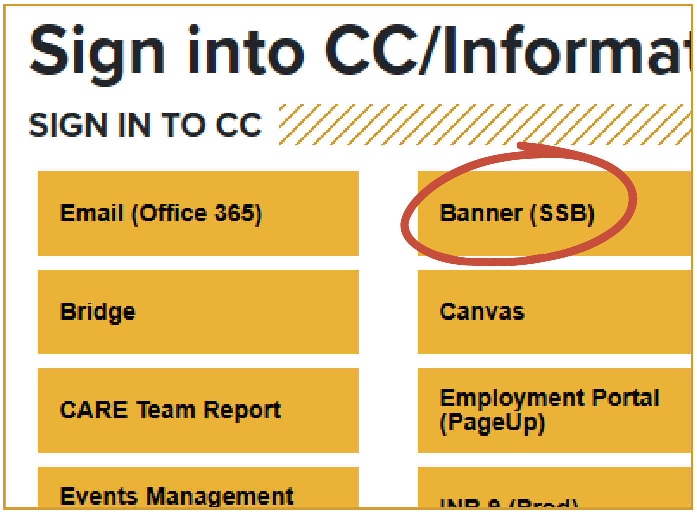
When making updated changes, hit SAVE before trying to re-submit the EPAF.

Warning or Error Messages	Meaning of Error(s) and Solutions
A duplicate transaction, xxxx, for this person exists for this approval category at waiting status.	There is already a transaction started for this student for this position. Check your Originator Summary and delete,void, or update any exsisting waiting status transactions.
ERROR First Name, SSN/SIN, or Birth Date are incomeplete, or sex code invalid. Valid Values M(ale), F(emale), or N(ot available).	The student has not been set up as an employee because of missing student employment paperwork. Direct the student to the Office of Student Financial Services to complete student employment paperwork.
ERROR A Primary Job has not been defined for this employee.	The student does not have a Primary Job. Change the ‘Contract Type’ on the EPAF to ‘Secondary’.
This approval category does not allow creation of a person record.	Student ID does not exist in the Banner System. Check that you have entered the correct student ID number.
There are no active jobs based on the Query Date.	Student ID entered is a valid number, but they do not have an active job for the date entered.
ERROR Eff Date must be greater than Last Paid Date of DD-MMYYYY.	You are trying to change a date that has already been processed for payroll. Enter a date greater than the last paid date or date of submitted student employment paperwork.

ERROR Begin Date must equal Jobs Detail Effective Date.	A transaction for this person already exists. You must delete/void the transaction and create a new transaction under the correct position code or suffix.
ERROR The activity code must be filled in for approval type STLBR.	In the Job Labor Distribution section you must enter INST under the activity field.
ERROR ID is not defined as employee.	The student has not been set up as an employee because of missing student employment paperwork. Direct the student to the Office of Financial Aid and Student Employment to complete these forms.
ERROR Invalid Date for Current Hire Date. Format is MM/DD/YYYY.	Date was not entered correctly. Return to incorrect date and reenter in the correct format of MM/DD/YYYY.
ERROR Not a valid active position.	The position code entered does not exist or has been deactivated. Please contact Student Employment.
ERROR First Labor Dist Effective Date must equal the Job Begin Date.	The effective date entered for the Job Labor Dist section does not equal the Job Begin date entered for the position under the Job Record section.

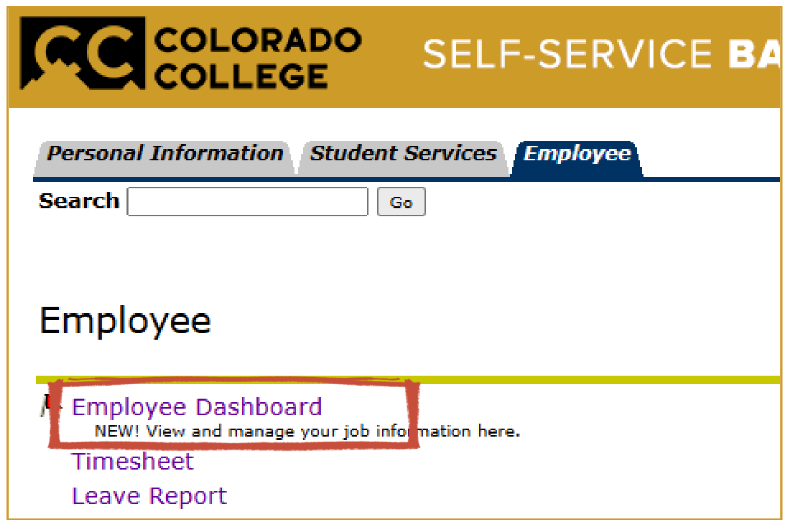
New Hire EPAFs

Step 1:



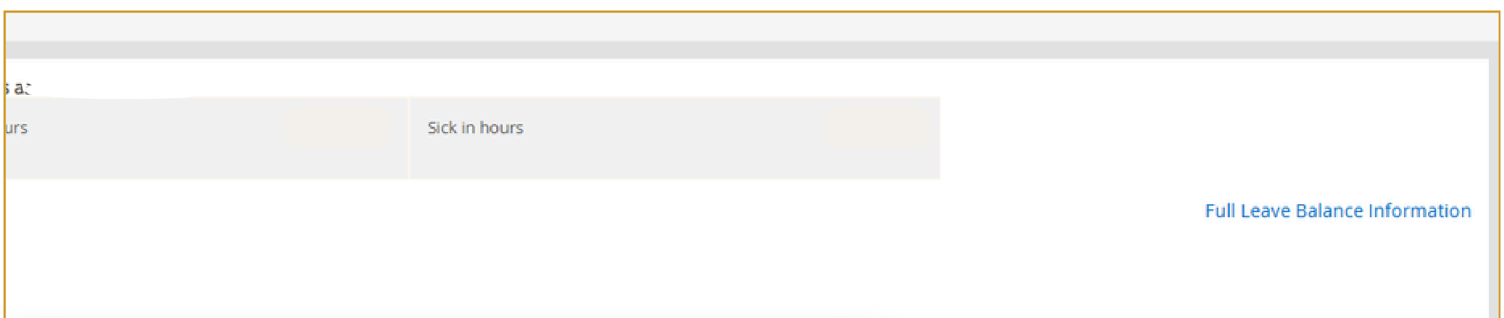
Navigate to the CC Sign in Page and select Single Sign On Banner (SSB).

Step 2:



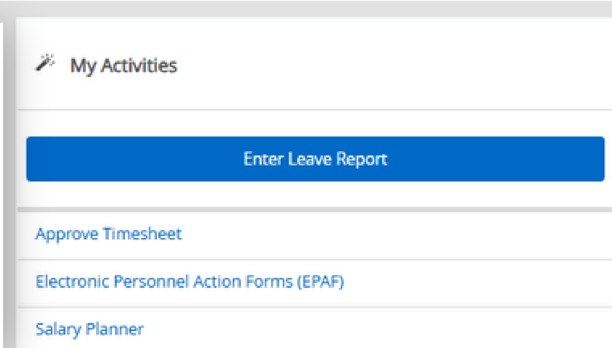
Under the Employee Tab, Select Employee Dashboard.

Step 3:

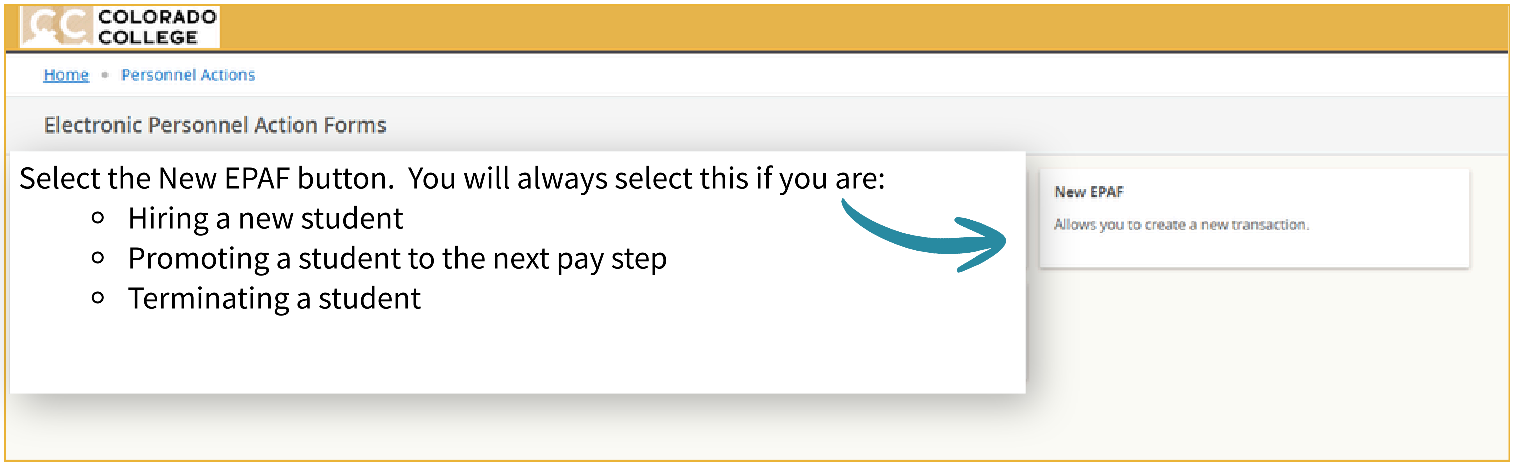


Select the EPAF option located on the right side of your Employee Dashboard homepage.

If you do not see this option, contact *studentemployment@coloradocollege.edu* *to set up your permissions*



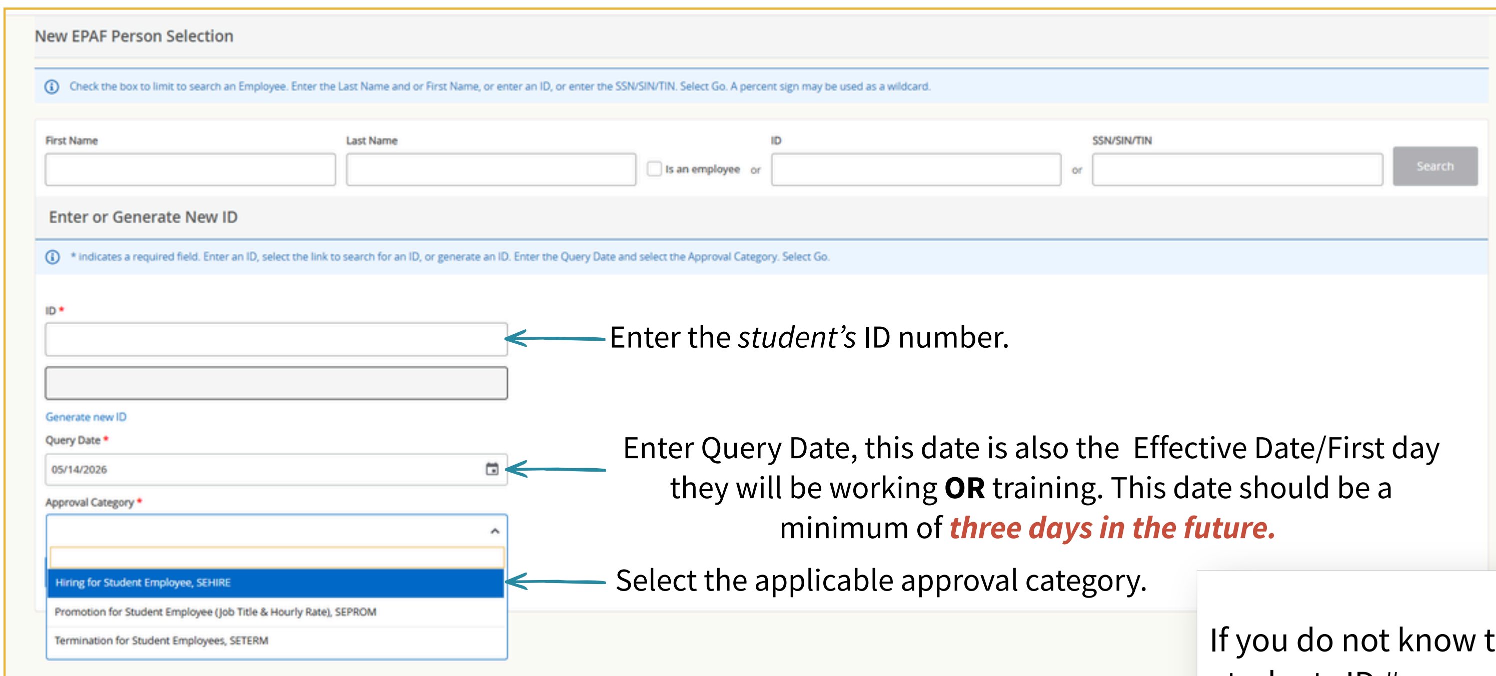
Step 4:



Select the New EPAF button. You will always select this if you are:

- Hiring a new student
- Promoting a student to the next pay step
- Terminating a student

Step 5:



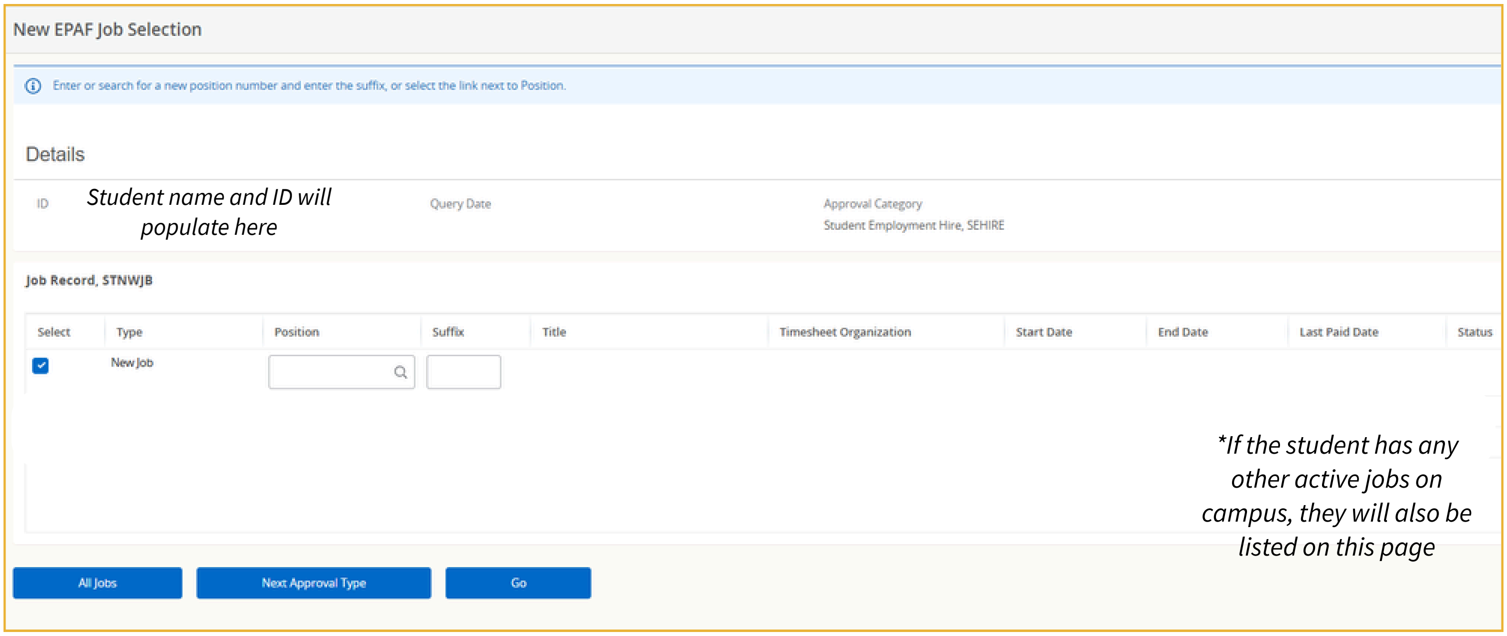
Enter the *student's* ID number.

Enter Query Date, this date is also the Effective Date/First day they will be working **OR** training. This date should be a minimum of ***three days in the future.***

Select the applicable approval category.

If you do not know the students ID #, you can search by their legal first and last name.

Step 6:



6a.: Enter the position code that the student is being hired into.
If you do not know this code- click the magnifying glass icon. Search by employee class (SS) and your departments ORG code. This will populate the student position number(s) that are attached to the departments ORG code.

6b.: Enter the applicable Suffix:

00 = Student is being hired in a department they have never worked for previously.

01 = Student is being hired for a new position in a department they currently work for.

6c.: Once everything is entered, select the 'Go' button.

Step 7:

Electronic Personnel Action Form

Details

Name and ID | Transaction | Transaction Status | Approval Category: Hiring for Student Employee, SEHIRE

Query Date

ⓘ Enter the information for the EPAF and either Save or Submit.

New Student Employee Record

Current Hire Date *

I9 Form Indicator (Not Enterable): Received

Home Organization (Not Enterable): 180051

Home COAS (Not Enterable): T

Employee Class Code (Not Enterable): SS

Employee Status (Not Enterable): A

Confirm that 'current hire date' is the first day the student is working **OR** training. This date should be a minimum of ***three days in the future.***

I9 Form Indicator must be either showing as 'Received or Temporary'. If blank, student employment paperwork has not been processed. **EPAF will be sent back to supervisor if this field is blank.**

Note: The 'Not Enterable" fields are things you do not have to worry about editing!

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Home • Personnel Actions • New Personnel Action

Job Record, CS0002-01 Student Worker

Job Begin Date *

Jobs Effective Date *

Title *

Salary Grade (Not Enterable): 1

Step *

Timesheet Orgn *

Contract Type *: Secondary

Job Change Reason (Not Enterable): 00001

Job Status (Not Enterable): A

Workers Comp Code (Not Enterable): P

Accrue Leave (Not Enterable): Y

'Job Begin Date' and 'Job Effective Date' must match 'Current Hire Date' in the section above. If it does not, you will receive an error message.

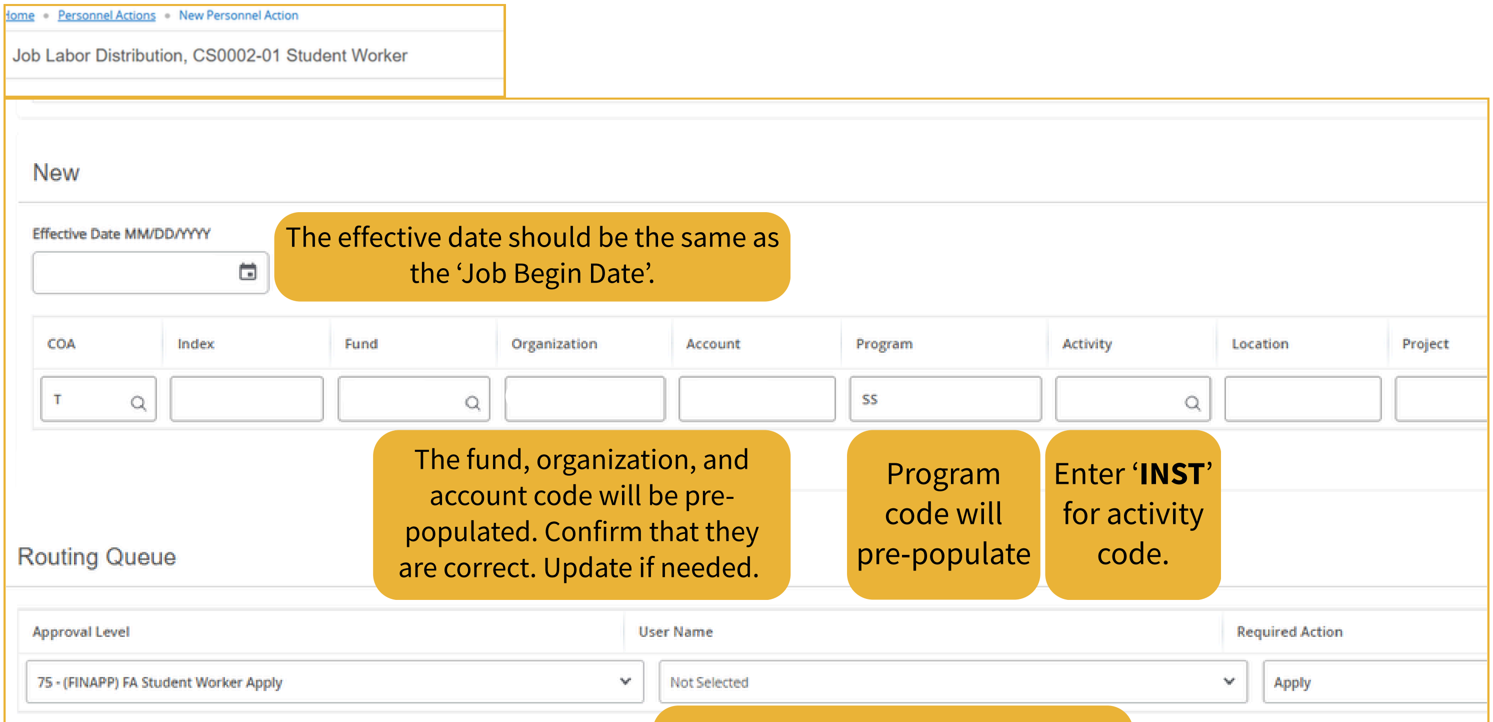
Enter the title the student is being hired for.

Enter either a **'1' or '2'** (Step 1: $15.16, Step 2: $15.56).

Enter timesheet organization code.

Select either 'Primary' or Secondary' for Contract Type:
Primary: Select if this is a students first and only active position.
Secondary: Select if the student already holds an active job on campus.

Step 8:



The effective date should be the same as the 'Job Begin Date'.

The fund, organization, and account code will be pre-populated. Confirm that they are correct. Update if needed.

Program code will pre-populate

Enter '**INST**' for activity code.

Select 'RLANE2024' for username.

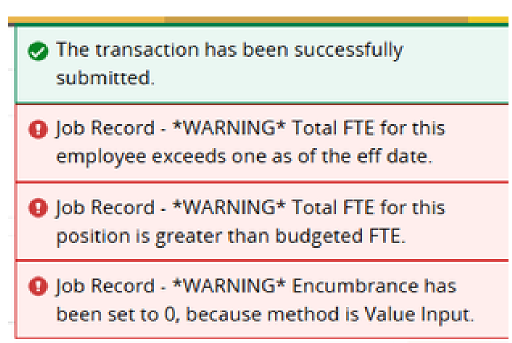
Step 9:

Leave any applicable comments you may need Student Employment to know.

When terminating students or promoting students into Pay Step 2, a comment of rationale is required.

9a: Click the save button at the bottom of the screen. Look for the message at the top right of the screen stating "The transaction has been successfully submitted".

Note: *These warnings can be ignored!*



Promotion EPAFs

Promotional EPAF's follow the same screenshot instructions as New Hire EPAFs, except:

1. You will select "Promotion for Student Employee" in the Approval Category.
2. The Query Date entered in Step 5 must be the first day of the next pay period. **Promotional changes cannot become effective in the middle of a pay period**, so please ensure the date you enter falls within the upcoming pay period.

Example:

If today's date is 06/04/2026 and you would like a promotional change to take effect as soon as possible, the earliest effective date you may enter is 06/07/2026. This is because 06/04/2026 falls within the 05/24/2026–06/06/2026 pay period. Entering 06/07/2026 ensures the promotion is effective at the start of the next pay period (06/07/2026–06/20/2026).

To reference the payroll calendar, please click HERE.

3. A statement of rationale and clear justification is required within the comment box on the EPAF. **EPAFs will be returned if there is no statement provided.**

Termination EPAFs

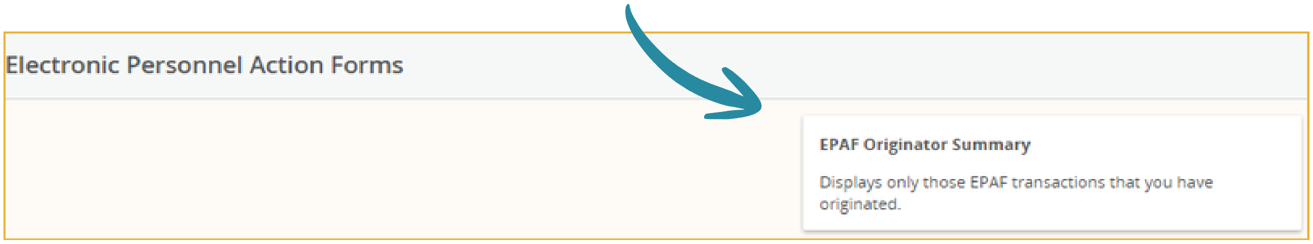
Termination EPAF's follow the same screenshot instructions as New Hire EPAFs, except:

1. You will select "Termination for Student Employee" in the Approval Category.
2. The Query Date in Step 5 will be the students last working day, **which must be after the last paid date. The last paid date will display on the EPAF in Step 7.**
3. A statement of rational and clear justification is required within the comment box on the EPAF. **EPAFs will be returned if there is no statement provided.**

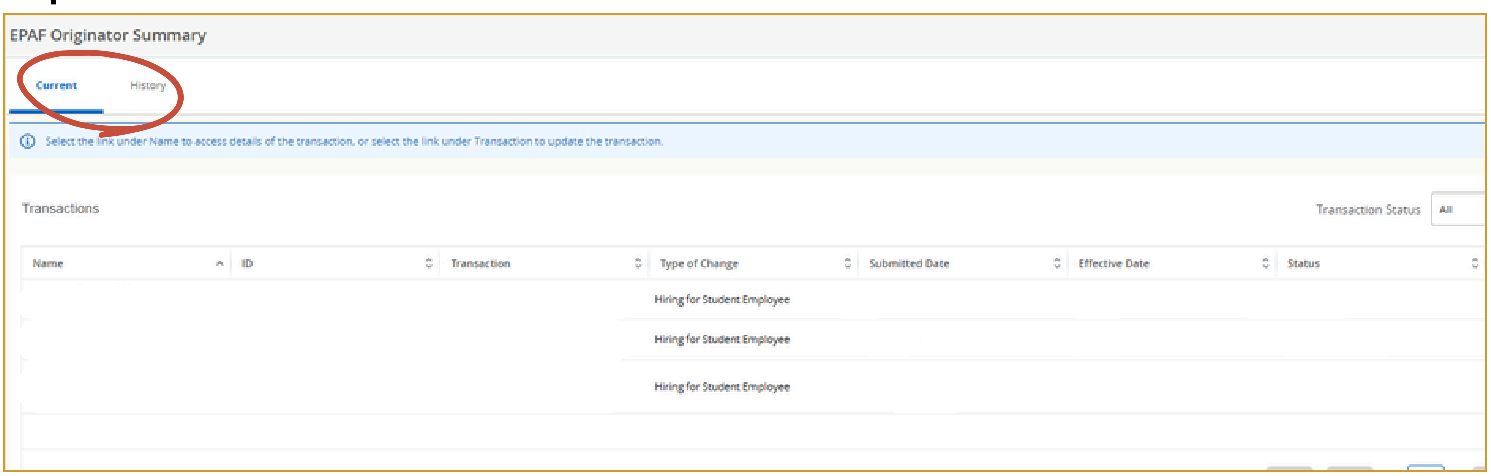
Accessing Originator Summary

The Originator Summary is where you can go to access EPAF's you are working on or have previously submitted for approval.

Step 1:
Navigate to 'Sign into CC', go to the Employee Dashboard and select the EPAF option *(i.e., following Steps 1-3).*
You should have a 'EPAF Originator Summary' option.



Step 2:



2a: The first tab, 'Current', will display all EPAF's that have not been submitted for approval, but have been created. You will often see the status column displayed at 'Waiting'- this is a common status meaning that the EPAF has not been submitted.

2b. The second tab, 'History', will display all EPAF's that have been successfully submitted to the Approver. Common statuses that you will see in the status column are 'Approved, Completed, Voided, etc.'

For the full list of Transaction Status, please refer back to Page 5.