

# EPAF Quick Sheet - Casual and Student

## Preliminary Steps:

- Employee must already have a G Number
- Employee must already have an Active status in *PEAEMPL*

## Accessing the EPAF Form:

MyPCC → **Employee** tab →  
**Banweb Main Menu** → **Employee Services** tab → Electronic Personnel Action Form → New EPAF

## New EPAF Person Selection

**ID:** Enter G Number and hit Tab to auto-populate Name field

**Query Date:** Enter employee's first day

**Approval Category:** CENJOB for Casual  
 SENJOB for Student

Click **Go**

## New EPAF Job Selection

Click **All Jobs** to pull up past jobs

## Create a New CE/SE Job.

**Position:** Enter employee's Position Number (locate in **NBIPORG**)

**Suffix:** Review the list of previous jobs and Position Numbers – are there previous jobs with the same Position Number as the new job?

If there is a previous job listed with the SAME Position Number, enter the new suffix number. It will be the next highest number for that Position Number. For example, if the highest existing Suffix Number for that Position Number is **04**, the new Suffix Number for your new job record will be **05**.

If there is NO job with the same Position Number, enter '01' into the Suffix field.

Click **Go**.

Search	Type	Position	Suffix	Title
Q	New Job	995735	05	Casual/E30
	Secondary	994696	01	CONN
	Secondary	995052	01	ADVISOR F
	Primary	995735	01	CE OC Adv
	Secondary	995735	02	CE OC Acad
	Secondary	995735	03	CE OC ACA
	Secondary	995735	04	CE OC Acad
	Secondary	995838	00	Office Asst

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Field	What to Enter
<b>Timesheet Orgn.</b>	Your department's Org Code. ( <b>Example:</b> V40100) (Use magnifying glass to look it up)
<b>Contract Type</b>	If this is employee's FIRST job at PCC, select Primary. Otherwise, select Secondary.
<b>Total Encum Hrs</b> <b>Total Contract Hrs</b> <b>Encumbrance Hrs</b>	Enter maximum number of hours employee is authorized to work. <ul style="list-style-type: none"> <li>○ Defaults to Max hours for <i>type</i> of Position Number used (Casual or Student)</li> <li>○ All 3 fields should be identical.</li> </ul>
<b>Job Location</b>	Use dropdown menu to select primary location
<b>Step</b>	Applicable to <b>Student</b> only. <ul style="list-style-type: none"> <li>○ Enter Level 1, 2, or 3</li> <li>○ Refer to Student Salary Schedule under Compensation</li> </ul>
<b>Grade</b>	Applicable to <b>Casual</b> only. <a href="#">Enter one of the following:</a> <ul style="list-style-type: none"> <li>○ CLER = Clerical/Administrative</li> <li>○ SERV = Service Assist./ Maint.</li> <li>○ TECH = Technical Assist.</li> <li>○ PROF = Professional</li> <li>○ MGMT = Management</li> </ul>
<b>Regular Rate</b>	Hourly pay rate (i.e. 16 for \$16/hr)
<b>Title</b>	In all CAPs, type in Job Title (i.e. WRC OFFICE HELP)

Current Value New Value

C40316

10/25/2021

10/25/2021

Secondary ▾

599

599

599

EP001

CA, Cascade Campus ▾

CLER

15.00

OFFICE HELP

Item	Current Value	New Value
Job End Date: MM/DD/YYYY*		06/11/2022
Jobs Effective Date: MM/DD/YYYY*		06/11/2022
Job Status: *(Not Enterable)		T
Job Change Reason: (Not Enterable)		EP002
Encumbrance Hours: (Not Enterable)		0.00

## Terminate a Job

Job End Date: defaults to end of Fiscal Year. Update if job ends prior to end of Fiscal Year only.

Approval Level	User Name	Required Action
20 - (HRIS) HRIS Audit	MMLEE Michelle M Lee	Approve
80 - (AUTHSG) Authorized Signature	JSANDQUI Jackie L Sandquist	Approve
90 - (APPLY) Applier - HR	JKINNEY Julie B Kinney	Apply

## Routing Queue

HRIS Audit – your HRIS Specialist

Authorized Signature – employee's supervisor

Applier- HR – HR Systems Manager (Julie Kinney)

Click **Save**

Click **Submit**

Approval Category: [dropdown]

Save Submit Delete