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 autopopulate 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.

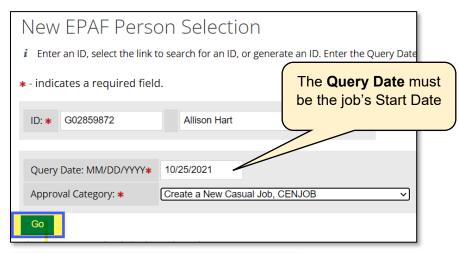
Position: Enter employee's Position Number (locate in **NBIPORG**)

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

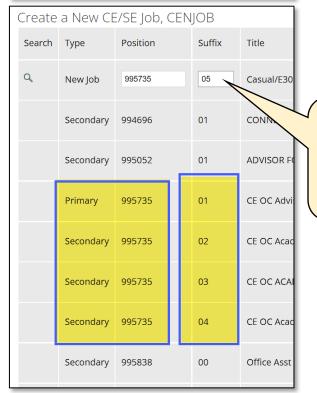
If there is a previous job listed with the SAME Position Number, enter the new suffix number. It will be the next highest number for that Position Number. For example, if the highest existing Suffix Number for that Position Number is **04**, the new Suffix Number for your new job record will be **05**.

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

Click Go.







In this case, the new Suffix Number

for Position

995735 will be **05.**

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Field	What to Enter
Timesheet Orgn.	Your department's Org Code. (Example : V40100) (Use magnifying glass to look it up)
Contract Type	If this is employee's FIRST job at PCC, select Primary. Otherwise, select Secondary.
Total Encum Hrs Total Contract Hrs Encumbrance Hrs Job Location	Enter maximum number of hours employee is authorized to work. O Defaults to Max hours for <i>type</i> of Position Number used (Casual or Student) O All 3 fields should be identical. Use dropdown menu to select primary
Step	Iocation Applicable to Student only.
Grade	Applicable to Casual only. Enter one of the following: CLER = Clerical/Administrative SERV = Service Assist./ Maint. TECH = Technical Assist. PROF = Professional MGMT = Management
Regular Rate	Hourly pay rate (i.e. 16 for \$16/hr)
Title	In all CAPs, type in Job Title (i.e. WRC OFFICE HELP)

Ue New Value C C40316 10/25/2021 10/25/2021 Secondary 599 599 EP001 CA, Cascade Campus CLER 15.00 OFFICE HELP

Current Value New Value

06/11/2022

06/11/2022

EP002

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.



Routing Queue

HRIS Audit – your HRIS Specialist

Authorized Signature - employee's supervisor

Applier- HR – HR Systems Manager (Julie Kinney)

Click Save

Click Submit



Job End Date: MM/DD/YYYY*

Job Status: **★**(Not Enterable)

Jobs Effective Date: MM/DD/YYYY*

Job Change Reason: (Not Enterable)

Encumbrance Hours: (Not Enterable)

