

## **Quick Guide**

### **Electronic Personal Action Form (EPAF)**

#### *Instructions to “Hire” a Student Employee*

1. Log in to Banner Information System > Employee Menu > Personnel Action Form Menu
2. Select “Create New Action Form” to hire a student employee.
3. Click the magnifying glass to search for the student.
4. Enter the student’s Last Name and First Name, ID, or SSN and click “Go.” (Use % for wildcard search)
5. Click the highlighted ID number of the student that you wish to hire.
6.
  - a. Enter the Current Hire Date.
  - b. Click the drop down arrow by the Approval Category and select “Hire a student employee, HIRSTU.”
  - c. Click “Go.”
7. Select the position that you would like to hire for and click “Go.”
8. If you would like to change the Title or Regular [pay] Rate, feel free to do so.
9. Click “Save.”
10. Click “Submit” to submit the form to the Approver.
11. Resolve any errors that may show. Click “Save” and then, “Submit” again.