

Entering a New Work Study Assignment via EPAF



Navigation bar of the SunGard Higher Education portal. It includes a search bar with the URL http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&ai, a Google search bar, and a list of links: Banner, Banner Test, Banner Timesheet, USER Login, New Hire Form, Office Depot, The University of North Alabama, UNA Homepage, and UNAPortal. There are also icons for Search, Bookmarks, Check, AutoFill, and Sign In. The browser tabs show SunGard Higher Education, The University of North Alabama, and AOL.com - Welcome to AOL.

University of North Alabama

User account information and navigation tabs. On the left, it says "Welcome Laurie F Cates" and "You are currently logged in." On the right, there are icons for E-mail, Calendar, Groups, and Logout. Below these are navigation tabs: My UNAPortal, University Calendar, Tutorial, My Courses, Self Service Banner (highlighted), Self-Service Banner, and BannerINB. The date "July 14" is displayed on the far right.

Navigation tabs for the Employee section. The tabs are: Personal Information, Student, Financial Aid, Employee (highlighted), and Finance. Below the tabs is a search bar with a "Go" button. On the right, there are links for RETURN TO MENU, SITE MAP, and HELP.

Employee

- Time Sheet
 - Non-exempt: time and leave entry
 - Student: time entry
- Leave Report
 - Exempt and faculty leave reporting
- Electronic Personnel Action Forms
- Benefits and Deductions
 - Retirement, health, miscellaneous, beneficiary, Benefit Statement
- Pay Information
 - Direct deposit allocation, earnings and deductions history, or pay stubs
- Tax Forms
 - W4, A4, and W2 Information
- Jobs Summary

Under the **Employee** tab, select **Electronic Personnel Action Forms**.

Navigation bar of the SunGard Higher Education portal. It includes a search bar with the URL http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&ai, a Google search button, and a list of links: Banner, Banner Test, Banner Timesheet, USER Login, New Hire Form, Office Depot, The University of North Alabama, UNA Homepage, and UNAPortal. Below the search bar are icons for Search, Add, Print, Bookmarks, Check, and AutoFill. The bottom of the navigation bar shows the current page title "SunGard Higher Education" and a list of tabs: The University of North Alab..., AOL.com - Welcome to AOL, and a home button.

University of North Alabama

User account and navigation section. On the left, a link for "My Account Content Layout". In the center, a welcome message: "Welcome Laurie F Cates. You are currently logged in." On the right, icons for E-mail, Calendar, Groups, and Logout. Below this is a horizontal menu with tabs: My UNAPortal, University Calendar, Tutorial, My Courses, Self Service Banner (selected), Self-Service Banner, and BannerINB. The date "July 14" is displayed on the far right.

Navigation and search section. A horizontal menu with tabs: Personal Information, Student, Financial Aid, Employee (selected), and Finance. Below the menu is a search bar with the text "Search" and a "Go" button. To the right are links: RETURN TO EMPLOYEE MENU, SITE MAP, and HELP.

Electronic Personnel Action Form

- [EPAF Approver Summary](#)
- [EPAF Originator Summary](#)
- [New EPAF](#)
- [EPAF Proxy Records](#)
- [Act as a Proxy](#)

To begin a new EPAF, click [New EPAF](#).

RELEASE: 8.1

powered by
SUNGARD HIGHER EDUCATION

http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&a

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

Sign In

University of North Alabama

My Account Content Layout

Welcome Laurie F Cates
You are currently logged in.

E-mail Calendar Groups Logout

My UNAPortal University Calendar Tutorial My Courses Self Service Banner Self-Service Banner BannerINB

July 14

Personal Information Student Financial Aid **Employee** Finance

Search Go

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * 

Query Date: MM/DD/YYYY *

Approval Category: *

Go

Enter the student's L number
OR search for the student using
the magnifying glass.

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search Bookmarks Check AutoFill Sign In

SunGard Higher Education X The University of North Alab... AOL.com - Welcome to AOL

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Laurie F Cates
You are currently logged in.

E-mail Calendar Groups Logout

[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Courses](#) [Self Service Banner](#) [Self-Service Banner](#) [BannerINB](#) July 14

Search Criteria

Employee: ☐

Last Name:

Ball

First Name:

Ash%

Or

ID:

Or

SSN/SIN/TIN:

Records per Page:

25

Go

To search for a student's information (after clicking on the magnifying glass), enter all of the last name and part of the first name followed by %. Then click [Go](#).

http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&ar

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

Sign In

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Laurie F Cates
You are currently logged in.

[E-mail](#) [Calendar](#) [Groups](#) [Logout](#)

[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Courses](#) [Self Service Banner](#) [Self-Service Banner](#) [BannerINB](#) July 14

[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#) [Finance](#)

Search [Go](#)

Person Search Results

To choose a person, select a link under ID.

ID	Last Name	First Name	Middle Name	Birth Date	Name Type
L00544963	Ball	Ashley	Nikkole	Aug 10, 1989	Student Name STUD

1 - 1 of 1

[EPAF Person Search](#)
[Return to EPAF Menu](#)

Select the student by clicking his/her ID.

Navigation bar of the SunGard Higher Education portal. It includes a search bar with the URL http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&ar, a Google search bar, and a list of links: Banner, Banner Test, Banner Timesheet, USER Login, New Hire Form, Office Depot, The University of North Alabama, UNA Homepage, and UNAPortal. There are also icons for Search, Bookmarks, Check, AutoFill, and Sign In. The browser tabs show SunGard Higher Education, The University of North Alabama, and AOL.com - Welcome to AOL.

University of North Alabama

Navigation bar for the University of North Alabama portal. It includes a "My Account Content Layout" link, a "Welcome Laurie F Cates" message with "You are currently logged in.", and icons for E-mail, Calendar, Groups, and Logout. The main navigation tabs are: My UNAPortal, University Calendar, Tutorial, My Courses, Self Service Banner, Self-Service Banner, and BannerINB. The date "July 14" is displayed on the right.

Navigation bar for the Employee section. It includes tabs for Personal Information, Student, Financial Aid, Employee, and Finance. Below the tabs is a search bar with a "Go" button. On the right, there are links for RETURN TO EMPLOYEE MENU, SITE MAP, and HELP.

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and

* - indicates a required field.

ID: * L00544963 Ashley Nikkole Ball

Query Date: MM/DD/YYYY * 07/14/2009

Approval Category: * Not Selected

Go

Enter the **Query Date**. This will be the date the student's assignment is to begin.


Navigation bar of the SunGard Higher Education portal. It includes a search bar with the URL http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&ai, a Google search bar, and a list of links: Banner, Banner Test, Banner Timesheet, USER Login, New Hire Form, Office Depot, The University of North Alabama, UNA Homepage, and UNAPortal. There are also icons for Search, Check, AutoFill, and Sign In. The browser tabs show SunGard Higher Education, The University of North Alabama, and AOL.com - Welcome to AOL.

University of North Alabama

Navigation bar of the University of North Alabama portal. It includes a "My Account Content Layout" link, a "Welcome Laurie F Cates" message, and a "You are currently logged in." status. There are icons for E-mail, Calendar, Groups, and Logout. The main navigation bar includes links for My UNAPortal, University Calendar, Tutorial, My Courses, Self Service Banner, Self-Service Banner, and BannerINB. The date July 14 is displayed.

Navigation bar of the Employee section. It includes tabs for Personal Information, Student, Financial Aid, Employee, and Finance. There is a search bar with a "Go" button and links for RETURN TO EMPLOYEE MENU, SITE MAP, and HELP.


New EPAF Person Selection

 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category.

* - indicates a required field.

ID: * 

Query Date: MM/DD/YYYY *

Approval Category: * 

Next, click the drop down arrow and select **Student Hire and End Job**.

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search Bookmarks Check AutoFill Sign In

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Laurie F Cates
You are currently logged in.

E-mail Calendar Groups Logout

[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Courses](#) [Self Service Banner](#) [Self-Service Banner](#) [BannerINB](#) July 14

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or se

ID: Ashley Nikkole Ball, L00544963

Query Date: Aug 01, 2009

Approval Category: Student Hire, STHIRE

Add Student Job, JOBADD

Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	<input type="text"/>	<input type="text"/>							

There are no active jobs based on the Query Date.

All Jobs

Next Approval Type

Go

Enter the position number and suffix. If you do not know what position number to choose, click the magnifying glass.

The suffix for all assignments is 00.

http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&a

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

Sign In

University of North Alabama

My Account Content Layout Welcome Laurie F Cates You are currently logged in.

E-mail Calendar Groups Logout

My UNAPortal University Calendar Tutorial My Courses Self Service Banner Self-Service Banner BannerINB July 14

New Position Selection

Enter search criteria and select Go. Then select the link under Position to select

Search Criteria

Position Number:

Employee Class:

PM, Part Time Regular Monthly
SF, Student Federal Work Study

COA:

All
U, UNA University Chart

Budget Organization:

49004, Student Marketing
49210, Dept of Student Financial Services

Go

To search for a position, select the proper employee class (SF for Federal Work Study, SU for University Work Study, etc.). Select U for University Chart of Accounts, and then select the "org" to which the position is assigned.

http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&a

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

Sign In

University of North Alabama

My Account Content Layout

Welcome Laurie F Cates
You are currently logged in.

E-mail Calendar Groups Logout

My UNAPortal University Calendar Tutorial My Courses Self Service Banner Self-Service Banner BannerINB

July 14

New Position Selection

Enter search criteria and select Go. Then select the link under Position to select

Search Criteria

Position Number:

Employee Class:

PM, Part Time Regular Monthly
SF, Student Federal Work Study

COA:

All
U, UNA University Chart

Budget Organization:

49004, Student Marketing
49210, Dept of Student Financial Services

Go

Hint: Once you have clicked inside any one of these boxes, you can begin typing the first few characters of your choice to avoid having to scroll through all of the choices.

http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&a

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search Bookmarks Check AutoFill Sign In

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Laurie F Cates
You are currently logged in.

[E-mail](#) [Calendar](#) [Groups](#) [Logout](#)

[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Courses](#) [Self Service Banner](#) [Self-Service Banner](#) [BannerINB](#)

July 14

Search Criteria

Position Number:

Employee Class:

All
E1, Admin Executive

COA:

All
U, UNA University Chart

Budget Organization:

All
20000, Presidents Office

[Go](#)

Once you have found the appropriate position, click on the position number to select it.

Search Results

Position	Title	Employee Class	COA	Budget Organization	Begin Date	End Date
SF9953	Student WS Fed - SFS	SF, Student Federal Work Study	U	49210, Dept of Student Financial Services	Oct 01, 2006	

[Return to EPAF Menu](#)

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Laurie F Cates
You are currently logged in.

E-mail Calendar Groups Logout

[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Courses](#) [Self Service Banner](#) [Self-Service Banner](#) [BannerINB](#) July 14

Enter or search for a new position number and enter the

The suffix for all assignments is 00.

ID: Ashley Nikkole Ball, L00544963
Query Date: Aug 01, 2009
Approval Category: Student Hire, STHIRE

Add Student Job, JOBADD

Search Type	Position	Suffix	Title	Time Sheet Org
	New Job	SF9953	00	Student WS Fed - 49210, Dept of S SFS Services



There are no active jobs based on the Query Date.

All Jobs

Next Approval Type

Go

Once the position number and suffix have been entered, click [Next Approval Type](#) and continue clicking this box until it disappears. *With each click, the EPAF form is being built.*

After the [Next Approval Type](#) box disappears, click [Go](#).

http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&ar

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

University of North Alabama

My Account
Content Layout

My UNAPortal

Save

NOTE: If the student has worked in the past, information will show under **Current Value**. You must enter **New Value** information to update or start the student's employment. Certain information will automatically populate.

Self Service Banner Self-Service Ba

Enter the Appropriate Employee Class Code.
SF: Federal Work Study,
SU: University Work Study
SG: Graduate Student

Hire Student, SF995300 Student WS Fed - SFS

Item	Current Value	New Value
Employee Status: (Not Overrideable)	Active	A
Employee Class Code:	SF, Student Federal Work Study	<input type="text"/>
Home COAS: (Not Overrideable)	U	U
Home Organization:	49210, Dept of Student Financial Services	<input type="text"/>
Distribution COA: (Not Overrideable)	U	U
Distribution Orgn:	49210, Dept of Student Financial Services	<input type="text"/>
Current Hire Date: MM/DD/YYYY	08/04/2008	<input type="text"/>

Enter the Organization number to which the student will be assigned.

Enter the start date of the assignment.

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search Bookmarks Check AutoFill Sign In

SunGard Higher Education x The University of North Alab... AOL.com - Welcome to AOL

University of North Alabama

[My Account](#) [Content Layout](#) **Welcome Laurie F Cates** You are currently logged in. E-mail Calendar Groups Logout

My UNAPortal **University C** **Service Banner** **Self-Service Banner** **BannerINB** July 14

All blanks must be supplied with information.

Save

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Transaction History](#)

Hire Student, SF995300 Student WS Fed - SFS

Item	Current Value	New Value
Employee Status: (Not Overrideable)	Active	<input type="text" value="A"/>
Employee Class Code:	SF, Student Federal Work Study	<input type="text" value="SF"/>
Home COAS: (Not Overrideable)	U	<input type="text" value="U"/>
Home Organization:	49210, Dept of Student Financial Services	<input type="text" value="49210"/>
Distribution COA: (Not Overrideable)	U	<input type="text" value="U"/>
Distribution Orgn:	49210, Dept of Student Financial Services	<input type="text" value="49210"/>
Current Hire Date: MM/DD/YYYY	08/04/2008	<input type="text" value="08/01/2009"/>

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Laurie F Cates
You are currently logged in.

[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Cou](#)

Current Hire Date: MM/DD/YYYY 08/04/2008

Add Student Job, SF9953-00 Student WS Fed - SFS

Item	Current Value	New Value
Job Status: (Not Overrideable)		<input type="text" value="A"/>
Contract Type:		<input type="text" value="Not selected"/>
Job Begin Date: MM/DD/YYYY		<input type="text" value="08/01/2009"/>
Jobs Effective Date: MM/DD/YYYY		<input type="text" value="08/01/2009"/>
Regular Rate:		<input type="text"/>
Hours per Pay:		<input type="text" value="20"/>
Job Change Reason:		<input type="text" value="NEASS, New Assignment"/>
Timesheet Orgn:		<input type="text"/>

Labor Distribution, SF9953-16 Student WS Fed - SFS

Next, specific job information will be entered. If there is no **Current Value** information for this section, select **Primary** for **Contract Type**. If the student already has a job assignment (as detailed in **Current Value**), select **Secondary** for **Contract Type**.

The **Job Begin Date** and **Jobs Effective Date** will default to date entered earlier in the process as the **Query Date**. This may be changed if necessary.

Navigation bar of the SunGard Higher Education portal. It includes a search bar with the URL http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&a, a Google search bar, and a list of links: Banner, Banner Test, Banner Timesheet, USER Login, New Hire Form, Office Depot, The University of North Alabama, UNA Homepage, and UNAPortal. There are also icons for Search, Add, Print, Bookmarks, Check, AutoFill, and Sign In. The browser tabs show SunGard Higher Education, The University of North Alabama, and AOL.com - Welcome to AOL.

University of North Alabama

User navigation and utility area. On the left, a link for "My Account Content Layout". In the center, a welcome message: "Welcome Laurie F Cates. You are currently logged in." On the right, icons for E-mail, Calendar, Groups, and Logout. Below this is a horizontal menu with tabs: My UNAPortal, University Calendar, Tutorial, My Courses, Self Service Banner (selected), Self-Service Banner, and BannerINB. The date "July 14" is displayed on the far right.

Current Hire Date: MM/DD/YYYY 08/04/2008

Add Student Job, SF9953 00 Student WS Fed - SFS

Item	Current Value	New Value
Job Status: (Not Overrideable)		<input type="text" value="A"/>
Contract Type:		<input type="text" value="Primary"/>
Job Begin Date: MM/DD/YYYY		<input type="text" value="08/01/2009"/>
Jobs Effective Date: MM/DD/YYYY		<input type="text" value="08/01/2009"/>
Regular Rate:		<input type="text" value="8.00"/>
Hours per Pay:		<input type="text" value="20"/>
Job Change Reason:		<input type="text" value="NEASS, New Assignment"/>
Timesheet Orgn:		<input type="text" value="49210"/>

Enter the hourly rate of pay (no \$ sign). The new minimum wage (\$7.25) will default in, but the field is editable.

Enter the number of hours per week. 20 will default in, but the field is editable.

Labor Distribution, SF9953 00 Student WS Fed - SFS

Navigation bar of the SunGard Higher Education portal. It includes a search bar with the URL http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&ai, a Google search bar, and a list of links: Banner, Banner Test, Banner Timesheet, USER Login, New Hire Form, Office Depot, The University of North Alabama, UNA Homepage, and UNAPortal. Below the links is a row of icons for Google, Search, a plus sign, a printer, a star for bookmarks, a checkmark for ABC Check, and an AutoFill icon. At the bottom of the navigation bar are tabs for SunGard Higher Education, The University of North Alabama, and AOL.com - Welcome to AOL.

University of North Alabama

User account and navigation section. On the left, a link for "My Account Content Layout". In the center, a welcome message: "Welcome Laurie F Cates. You are currently logged in." On the right, icons for E-mail, Calendar, Groups, and Logout. Below this is a horizontal menu with tabs: My UNAPortal, University Calendar, Tutorial, My Courses, Self Service Banner (selected), Self-Service Banner, and BannerINB. The date "July 14" is displayed on the far right.

Current Hire Date: MM/DD/YYYY 08/04/2008

08/01/2009

Add Student Job, SF9953-00 Student WS Fed - SFS

Item	Current Value	New Value
Job Status: (Not Overrideable)		A
Contract Type:		Primary
Job Begin Date: MM/DD/YYYY		08/01/2009
Jobs Effective Date: MM/DD/YYYY		08/01/2009
Regular Rate:		8.00
Hours per Pay:		20
Job Change Reason:		NEASS, New Assignment
Timesheet Orgn:		49210

Enter the [Timesheet Orgn](#). This cannot be searched and selected using the magnifying glass. This is a unique identifier assigned by Human Resources to each Timesheet Approver. If you are unsure as to what your [Timesheet Orgn](#) is, please contact Human Resources.

Labor Distribution, SF9953-00 Student WS Fed - SFS

http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&ar

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

Sign In

University of North Alabama

My Account Content Layout Welcome Laurie F Cates You are currently logged in.

E-mail Calendar Groups Logout

My UNAPortal University Calendar Tutorial My Courses Self Service Banner Self-Service Banner BannerINB July 14

Labor Distribution, SF9953-00 Student V

Current

Effective Date: 08/01/2009

COA Index Fund Organization Account Program

New

Effective Date: MM/DD/YYYY 08/01/2009

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
U		210900	49210	6141	SCH					100.

Based on the position selected, the appropriate budget information should automatically populate. If you see a problem with the budget information, please contact Human Resources.

University of North Alabama

[My Account](#) [Content Layout](#) **Welcome Laurie F Cates**
You are currently logged in.

E-mail Calendar Groups Logout

My UNAPortal **University Calendar** **Tutorial** **My Courses** **Self Service Banner** **Self-Service Banner** **BannerINB** July 14



Save and Add New Rows

End Job, SF9953 00 Student WS Fed - SFS

Next, enter the end date for the assignment.

Item	Current Value	New Value
------	---------------	-----------

Jobs Effective Date: MM/DD/YYYY

Job Status: (Not Overrideable)

Job Change Reason: (Not Overrideable)

T

TERMA

Routing Queue

Approval Level	User Name	Required Action
66 - (CONT) Controller	<input type="text"/>	<input type="text"/> FYI
67 - (FIN) Finance	<input type="text"/>	<input type="text"/> FYI
00 - (FINAID) Financial Aid	<input type="text"/>	<input type="text"/> Approve

http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&a

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

Sign In

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Laurie F Cates
You are currently logged in.

[E-mail](#) [Calendar](#) [Groups](#) [Logout](#)

[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Courses](#) [Self Service Banner](#) [Self-Service Banner](#) [BannerINB](#) July 14



Save and Add New Rows

End Job, SF9953-16 Student WS Fed - SFS

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY		05/14/2010
Job Status: (Not Overrideable)		T
Job Change Reason: (Not Overrideable)		TERMA

The other information will automatically populate.

Routing Queue

Approval Level	User Name	Required Action
66 - (CONT) Controller	<input type="text"/>	FYI
67 - (FIN) Finance	<input type="text"/>	FYI
68 - (FINAID) Financial Aid	<input type="text"/>	Approve

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Laurie F Cates
You are currently logged in.

E-mail Calendar Groups Logout

[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Courses](#) [Self Service Banner](#) [Self-Service Banner](#) [BannerINB](#) July 14



Save and Add New Rows

End Job, SF9953-16 Student WS Fed - SFS

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY		05/14/2010
Job Status: (Not Overrideable)		T
Job Change Reason: (Not Overrideable)		TERMA

Enter approver names by clicking the magnifying glass by each [Approval Level](#).

Routing Queue

Approval Level	User Name	Required Action
66 - (CONT) Controller	<input type="text"/>	FYI
67 - (FIN) Finance	<input type="text"/>	FYI
68 - (FINAID) Financial Aid	<input type="text"/>	Approve



https://selfserve.una.edu/?fieldcodenm=ruser&fielddescnm=ru...

Valid Values

Search: Go

**User Names,
67 - Finance**

Rhodes, Terri L. (TLRHODES)

Select

Exit Window

RELEASE: 8.1

Save

boot&uP_sparam=activeTab&a

The University of North Alabama UNA Homepage UNAPortal

Check AutoFill Sign In

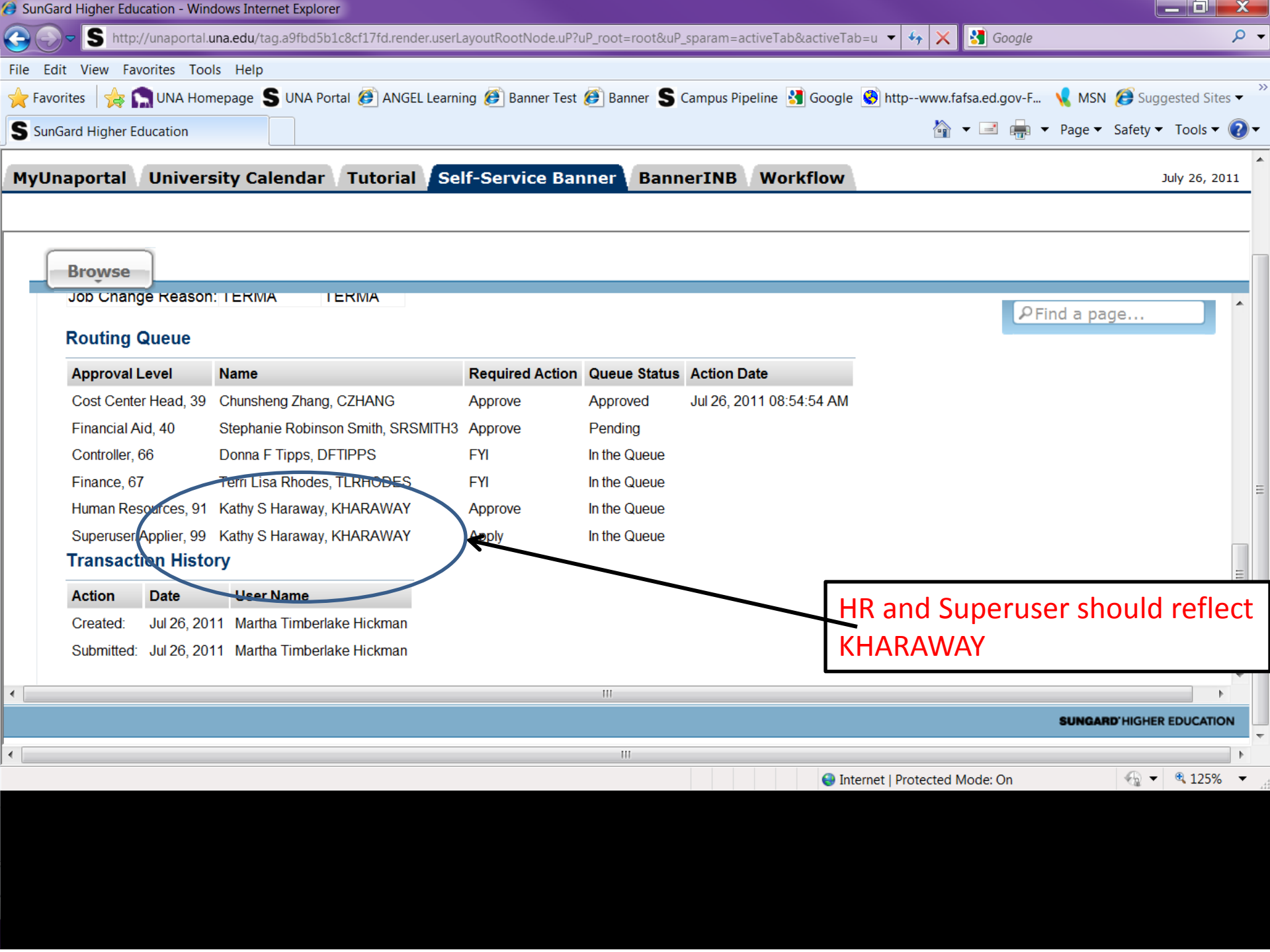
come to AOL

E-mail Calendar Groups Logout

Self-Service Banner BannerINB July 14

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#)

Select the name in each list and click **Select** in the box.



Browse

Job Change Reason: TERMA TERMA

Find a page...

Routing Queue

Approval Level	Name	Required Action	Queue Status	Action Date
Cost Center Head, 39	Chunsheng Zhang, CZHANG	Approve	Approved	Jul 26, 2011 08:54:54 AM
Financial Aid, 40	Stephanie Robinson Smith, SRSMITH3	Approve	Pending	
Controller, 66	Donna F Tipps, DFTIPPS	FYI	In the Queue	
Finance, 67	Terr Lisa Rhodes, TLRHODES	FYI	In the Queue	
Human Resources, 91	Kathy S Haraway, KHARAWAY	Approve	In the Queue	
Superuser Applier, 99	Kathy S Haraway, KHARAWAY	Apply	In the Queue	

Transaction History

Action	Date	User Name
Created:	Jul 26, 2011	Martha Timberlake Hickman
Submitted:	Jul 26, 2011	Martha Timberlake Hickman

HR and Superuser should reflect
KHARAWAY

SUNGARD HIGHER EDUCATION

Internet | Protected Mode: On

125%

University of North Alabama

[My Account](#) [Content Layout](#) **Welcome Laurie F Cates**
You are currently logged in.

E-mail Calendar Groups Logout

[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Courses](#) **[Self Service Banner](#)** [Self-Service Banner](#) [BannerINB](#) July 14

Save and Add New Rows

Comment

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Transaction History](#)

Navigation bar of the SunGard Higher Education portal. It includes a search bar with the Google logo, a list of links (Banner, Banner Test, Banner Timesheet, USER Login, New Hire Form, Office Depot, The University of North Alabama, UNA Homepage, UNAPortal), and a set of tabs (My UNAPortal, University Calendar, Tutorial, My Courses, Self Service Banner, Self-Service Banner, BannerINB). The date July 14 is displayed on the right.

University of North Alabama

User navigation and account information. On the left, a link for "My Account Content Layout". In the center, a welcome message: "Welcome Laurie F Cates" and "You are currently logged in.". On the right, icons for "E-mail", "Calendar", "Groups", and "Logout". Below these are the same set of tabs as above: "My UNAPortal", "University Calendar", "Tutorial", "My Courses", "Self Service Banner", "Self-Service Banner", and "BannerINB".

Test Comment

Enter any comments you w
regarding the assignment.

Click [Save](#).

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Transaction History](#)

Save

[Return to Top](#)

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Laurie F Cates
You are currently logged in.

E-mail Calendar Groups Logout

[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Courses](#) [Self Service Banner](#) [Self-Service Banner](#) [BannerINB](#) July 14

[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#) [Finance](#)

Search

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#)

Electronic Personnel Action Form

☒ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID: Ashley Nikkole Ball, L00544963

Transaction: 191

Query Date: Aug 01, 2009

Transaction Status: Waiting

Approval Category: Student Hire and End Job, STHIRE

You will be returned to the top of the form. Then click [Submit](#).

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Laurie F Cates
You are currently logged in.

[E-mail](#) [Calendar](#) [Groups](#) [Logout](#)

[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Courses](#) [Self Service Banner](#) [Self-Service Banner](#) [BannerINB](#) July 14


[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#) [Finance](#)

Search

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#)

Electronic Personnel Action Form

☒ The transaction has been successfully submitted.

 Enter the information for the EPAF and either Save or Submit

Name and ID: Ashley Nikkole Ball, L00544963

Transaction: 191

Query Date: Aug 01, 2009

Transaction Status: Pending

Approval Category: Student Hire and End Job, STHIRE

You will receive a message regarding the submission of the EPAF.

[Approval Types](#) | [Account Distribution](#) | [Comments](#) | [Routing Queue](#) | [Transaction History](#)

http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&a

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search Bookmarks Check AutoFill Sign In

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

University of North Alabama

My Account Content Layout Welcome Laurie F Cates You are currently logged in. E-mail Calendar Groups Logout

My UNAPortal University Calendar Tutorial My Courses Self Service Banner Self-Service Banner BannerINB July 14

Personal Information Student Financial Aid Employee Finance

Search RETURN TO EMPLOYEE MENU SITE MAP HELP

Electronic Personnel Action Form

[EPAF Approver Summary](#)
[EPAF Originator Summary](#)
[New EPAF](#)
[EPAF Proxy Records](#)
[Act as a Proxy](#)

RELEASE: 8.1

To check the status of the EPAF, select [EPAF Originator Summary](#).

by
SUNGARD HIGHER EDUCATION

Navigation bar of the SunGard Higher Education portal. It includes a search bar with the URL http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&ai, a Google search bar, and a list of links: Banner, Banner Test, Banner Timesheet, USER Login, New Hire Form, Office Depot, The University of North Alabama, UNA Homepage, and UNAPortal. There are also icons for Search, Bookmarks, Check, AutoFill, and Sign In. The browser tabs show SunGard Higher Education, The University of North Alabama, and AOL.com - Welcome to AOL.

University of North Alabama

User account information and navigation tabs. The user is logged in as Laurie F Cates. Navigation tabs include: My UNAPortal, University Calendar, Tutorial, My Courses, Self Service Banner (selected), Self-Service Banner, and BannerINB. The date July 14 is displayed.

Search


[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#)

EPAF Originator Summary

Current **History**

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status:

 No transactions found in your queue.

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)

[Return to EPAF Menu](#)

Click on **History** tab.

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search Check AutoFill Sign In

SunGard Higher Education x The University of North Alab... AOL.com - Welcome to AOL

University of North Alabama

[My Account](#) [Content Layout](#) **Welcome Laurie F Cates**
You are currently logged in.

E-mail Calendar Groups Logout

My UNAPortal **University Calendar** **Tutorial** **My Courses** **Self Service Banner** **Self-Service Banner** **BannerINB** July 14

Personal Information **Student** **Financial Aid** **Employee** **Finance**

Search

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#)

EPAF Originator Summary

Current **History**

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status:

To view all originated EPAFs,
select **All** and **Go**.

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)

1 - 22 of 22

EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
------	----	-------------	----------------	----------------	----------------	--------------------	-------

http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&ar

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

Sign In

University of North Alabama

My Account Content Layout Welcome Laurie F Cates You are currently logged in.

E-mail Calendar Groups Logout

My UNAPortal University Calendar Tutorial My Banner BannerINB July 14

Uchenna R. Student WS Univ - Sociology, SU9984-15			End Job					Warnings
Austin, David A. Student WS Univ - J Hart Grant, SU9909-15	L00541007	12	Student Hire and End Job	Jun 16, 2009	Jun 09, 2009	Completed		
Ball, Ashley N. Student WS Fed - SFS, SF9953-16	L00544963	191	Student Hire and End Job	Jul 14, 2009	Aug 01, 2009	Pending	**Comments	
Bonner, Ciesha N. Student WS Univ - SRC, SU9931-16	L00520461	13	Student Hire and End Job	Jun 16, 2009	Aug 01, 2009	Completed		
Campbell, Joseph N. Student Univ - SOAR				Jun 18, 2009	Jun 01, 2009	Completed	**Comments	Warnings

You may view the overall status of the EPAF here.

By clicking on the student's name, you can view the EPAF and see exactly whose queue it is in.

University of North Alabama

SU9984-15							
Austin, David A. Student WS Univ - J Hart Grant, SU9909-15	L00541007	12	Student Hire and End Job				
Ball, Ashley N. Student WS Fed - SFS, SF9953-16	L00544963	191	Student Hire and End Job	Jul 14, 2009	Aug 01, 2009	Pending	**Comments
Bonner, Ciesha N. Student WS Univ - SRC, SU9931-16	L00520461	13	Student Hire and End Job	Jun 16, 2009	Aug 01, 2009	Completed	
Campbell, Joseph N. Student Univ - SOAR Counselor, SU9880-15	L00500618	14	Student Hire and End Job	Jun 18, 2009	Jun 01, 2009	Completed	**Comments Warnings
Chow, Cassandra M	L00500432	5	Student Hire and End Job	Jun 16, 2009	Aug 24, 2009	Completed	Warnings

To view any comments associated with the EPAF, click [Comments](#). Note that ****** indicates comments do exist for the EPAF.

**Name and ID:****Transaction:**

10693

Job and Suffix:

SF9995-00, Student Fed - English

Approval Category:

Student Hire, STHIRE

Previous Comments**Date:**

Jun 10, 2011 08:53:55 AM

Made by:

Stephanie Robinson Smith, SRSMITH3

Comments:

Student completed NH paperwork but failed to date I-9 form. Student has been notified and will complete when she returns to campus in August.

Enter Comment

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search Check AutoFill Sign In

SunGard Higher Education x The University of North Alab... AOL.com - Welcome to AOL

University of North Alabama

My Account Content Layout Welcome Laurie F Cates You are currently logged in. E-mail Calendar Groups Logout

My UNAPortal University Calendar Tutorial BannerINB July 14

SU9984-15							
Austin, David A. Student WS Univ - J Hart Grant, SU9909-15	L00541007	12	S			Completed	
Ball, Ashley N. Student WS Fed - SFS, SF9953-16	L00544963	191	Student Hire and End Job	Jul 14, 2009	Aug 01, 2009	Pending	**Comments
Bonner, Ciesha N. Student WS Univ - SRC, SU9931-16	L00520461	13	Student Hire and End Job	Jun 16, 2009	Aug 01, 2009	Completed	
Campbell, Joseph N. Student Univ - SOAR Counselor, SU9880-15	L00500618	14	Student Hire and End Job	Jun 18, 2009	Jun 01, 2009	Completed	**Comments Warnings
Chow, Cassandra M	L00500432	5	Student Hire and End Job	Jun 16, 2009	Aug 24, 2009	Completed	Warnings

When the EPAF has been completed, you will see the status update here. The student may begin working once this has taken place.

EPAF Tips

- **Query Date-** The query date should be reflective of the student's job begin date.
- **Suffix-** The suffix for all position numbers is 00
- **Rehiring a student for the new academic year-** Change the contract type from "Primary" to "Secondary"
- **Leave the field for Job Begin Date "Blank".**