



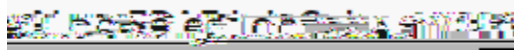
- Departments can verify enrollment in Banner via the Registration Query Form (SFAREGQ or SFAREGF)
- Departments can verify submission of Hiring Forms in Banner by contacting E1s Processing.  
The [redacted] shows whether the I-9 has been completed.  
Click on the United States Regulatory Tab.  
The [redacted] shows all other supplemental hiring documents received.

3. Enter [redacted] under New EPAF Person Selection

Enter [redacted] and [redacted], Click [redacted].  
Click [redacted] and Select [redacted] of rehire, MUST be 1<sup>st</sup> or 16<sup>th</sup>.  
Click down arrow to [redacted].  
Click [redacted].

The screenshot shows the 'New EPAF Person Selection' form. At the top, there is a header 'New EPAF Person Selection'. Below it, there is a field for 'ID \*' with a blue box covering the text. To the right of this field is a link that says 'Generate new ID'. Below the ID field is a 'Query Date \*' field with a calendar icon and the date '10/16/2020'. Below that is an 'Approval Category \*' dropdown menu with the selected option 'Rehire Same Position/Student, RHIRSS'. At the bottom right of the form is a blue 'Go' button.

4. List of active jobs will appear.  
Select button for position to rehire.  
If position does not show, Click [redacted] to view all jobs.  
Click [redacted].



### Rehire same position - NBAJOBS, RHIREC

Select	Type	Position	Suffix	Title
750150	REGULAR STUDENT		Primary	

- Employee status will default.  
 Enter .  
 Enter only this position is .  
 Select the area for the Budget Code of the position.

- SH – Student Hourly Regular
- SS – Student Hourly Summer
- ST – Community Service Work Study
- WS – Work Study Students – Federal

### PEAEMPL same position/student

Employee Status Emp

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Employee Class Code Employee Class Code

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- Select [redacted] for Contract Type.  
Click [redacted] and Select [redacted] and [redacted] of rehire.

Job Status [redacted] will default.

Job Change Reason [redacted] will default.

Step [redacted] will default.

Enter [redacted].

Enter the [redacted] that belongs to the position.

Enter the [redacted].

The screenshot shows a web form with the following fields and values:

- Contract Type \***: Primary
- Effective Date \***: 10/16/2020
- Personnel Date \***: 01/01/2015
- Job Status \***: A
- Job Change Reason \***: RHIRE
- Step \***: 0
- Budget Code WTE \***: 10.00
- WTE Approver UIN \***: [redacted]

If you choose the incorrect Contract Type, you will receive an error message when submitting.

7. Click down arrow to either enter or select username for approval level of Department (approver).  
Click down arrow to either enter or select username for approval level of Payroll.  
Enter a comment regarding rehire if necessary.  
Click



8. Select to finish if change was saved successfully.  
There will be an error message in red with details if your change did not Save or Submit successfully.