EPAFOriginator Instructions for Student Job

Use for students who have worked for Murray State University in a previous position.

The Electronic Personnel Action Form, or EPAF, will take the place of paper Personnel Action Forms. In order to enter an Electronic Personnel Action Form (EPAF), please have the following information compiled.

- x Student M-Number
- x Date of Hire
- x Position Number
- x Rate of Pay

- x Approver Timesheet Org. (W-Org or T-Org.)
- x Termination Date

Please Note: Student Financial Aid will check for the student s PeopleAdmin Application, Background Check, and I9 before approving the student s EPAF. Any student not have an active job will need to have a Background Check and I9 completed and submitted to Financial Aid before beginning work.
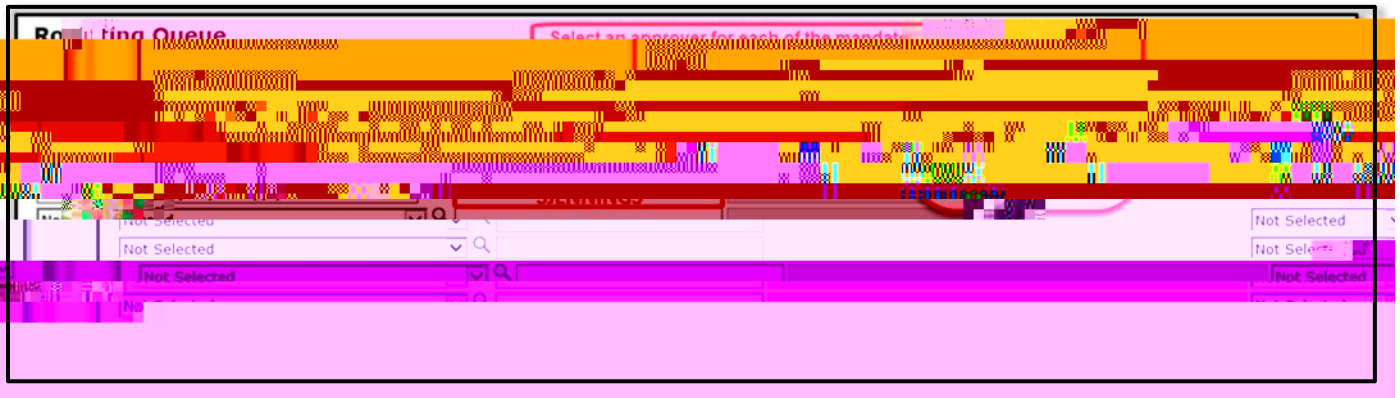
Log into myGate and click on the Employee Tab. Go to the Personnel Action Notices channel and click on Create a New EPAF.

STEP 5: Termination Record

x Jobs Effective Date:Enter the last
   day to be paid.
x Personnel Date:Enter the last day of
   work.
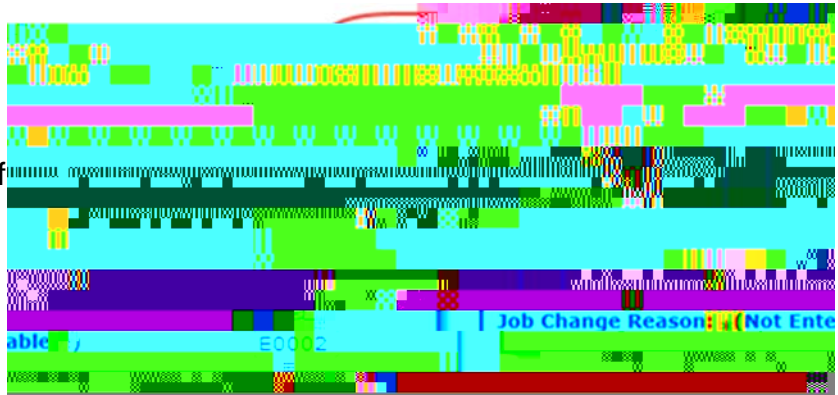
STEP6: Approval Routing Queue

x Approval Levels: Enter the appropriate User Name for each mandatory Approval Level.
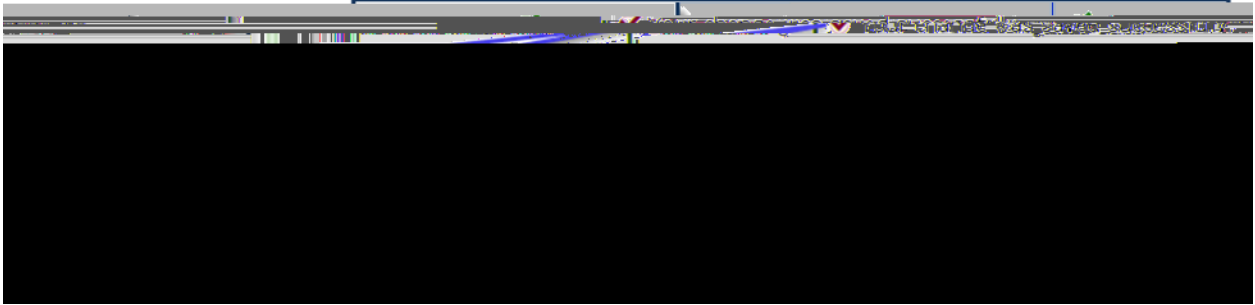x Click Save and Add New Rows.

STEP 7: Comments

Comments added to the EPAF cannot be deleted once they have been saved.

x Enter any comments and information you want approvers to have access to.
x Click the SAVE button.

STEP 8: Save and Submit

After the EPAF has been completely filled out and save, you will receive a message that the EPAF was saved successfully.

x   Submit: Once saved, click SUBMIT.

An EPAF Originator will receive the following message once the EPAF has been successfully submitted.