

The screenshot shows the myMARIST website interface. At the top, there is a red header with the text "myMARIST" in white. Below the header, there are three navigation tabs: "Welcome", "Human Resources", and "IT Services". The "Human Resources" tab is currently selected. Below the tabs, there is a "Navigation" section with a red underline. Underneath, there is a "Human Resources" section with a list of links: "Pay Information, Forms & Schedules", "2015 United Way Campaign", "Forms", "Policies & Manuals", "Benefits Information", "Recruitment & New Hire Forms", "Performance Management", "Training & Development", "The Newsroom", and "Meet Our Team". A black arrow points from a text box on the left to the "Pay Information, Forms & Schedules" link.

myMARIST

Welcome Human Resources IT Services

Navigation

Human Resources

- Pay Information, Forms & Schedules
- 2015 United Way Campaign
- Forms
- Policies & Manuals
- Benefits Information
- Recruitment & New Hire Forms
- Performance Management
- Training & Development
- The Newsroom
- Meet Our Team

1 → Pay Information, Forms & Schedules

1. Log in to your My.Marist account. Click on the Human Resources tab, then on Pay Information, Forms & Schedules.

The screenshot shows the "Electronic Student Hiring (ePaf)" page. It has a red underline at the top. Below the underline, there is a list of links: "ePAF Approver Summary", "ePAF Originator Summary", "New ePAF", and "Act as Proxy". A black arrow points from a text box on the right to the "Act as Proxy" link.

Electronic Student Hiring (ePaf)

- ePAF Approver Summary
- ePAF Originator Summary
- New ePAF
- 2 → Act as Proxy

2. Click on New ePAF, located on the bottom right corner.

Tip: New ePAFs must be created for the academic year, as well as for the summer term.

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: * 

3. Enter the CWID of the student. Click tab.

Query Date: MM/DD/YYYY *

Approval Category: * 

4. In the Approval Category menu, choose Student Job, SNAGN.

5. Click Go.

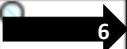
Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Secondary	W41010	00	Tour Guide	4101, Undergraduate Enrollment	Sep 28, 2015	May 13, 2016	Nov 27, 2015	Active
Primary	W43000	00	Student Assistant	4300, Student Financial Services	Jan 10, 2015	May 13, 2016	Dec 25, 2015	Active

Tip: If you notice that your student has at least one other job on campus, as referenced above, you will enter your assignment as Secondary instead of Primary when completing your new ePAF.

ID: Mary J Marist, 10000286
Query Date: Jan 07, 2016
Approval Category: Student Assignment, SNAGN

Begin Student Job, STUJOB

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	W43000	00	Student Worker	4300, Student Financial Services					<input type="radio"/>

 **There are no active jobs based on the Query Date.**

6. Enter Position number followed by a suffix of 00.

7. Click Go.



Tip: A student's position number will always begin with either a W or a C. W represents Work Study eligibility, and C represents Campus Employment eligibility. You can determine a student's eligibility by contacting Student Financial Services. The remainder of the position number will be the four digits of your particular department code, followed by a trailing 0.

* - indicates a required field.

Begin Student Job, W43000-00 Student Worker

Item	Current Value	New Value
Job Status: *(Not Enterable)		A
Contract Type: *		Secondary
Jobs Effective Date: MM/DD/YYYY		08/22/2015
Job Begin Date: MM/DD/YYYY		
Personnel Date: MM/DD/YYYY*		01/07/2016
Title:		Student Assistant
Hours per Pay: *		40.0
Regular Rate: *		9.00
Salary Grade: *		00
Factor: *		19
Pays: *		19
Timesheet Orgn: *		4300
Home Organization:	3002, Payroll	4300
Job Change Reason: *(Not Enterable)		00028
Supervisor Position: (Not Enterable)		
Step: *(Not Enterable)		0

9. Choose applicable dates.

8. Choose Contract Type.

10. Input student's title.

11. Choose hours per biweekly pay period.

12. Choose rate of pay.

13. Enter your Timesheet Orgn and Home Organization codes. These should match your department code.

Tip: Students are allowed to work only 20 hours per week during the academic year between all jobs on campus, but can work up to full time during the summer term.

End Student Job, W43000-00 Student Worker

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		<input type="text" value="05/13/2016"/>
Job Status: *(Not Enterable)		<input type="text" value="T"/>
Job Change Reason: *(Not Enterable)		<input type="text" value="00018"/>
Step: (Not Enterable)		<input type="text" value="0"/>

Defaulted end date information.

Tip: If a student ends employment in your office, please let Student Financial Services know immediately so that records reflect accurate employment information.

Tip: If you do not know your Banner User Name (J or K account), you can click the magnifying glass to locate your information.

Routing Queue

Approval Level	User Name	Required Action
10 - (STUMGR) Student Supervisor	JSDLR Erica P Leman	Approve
20 - (SPAY) Student Payroll	JSCCL Patricia Peabody	Approve
25 - (SFSD) SFS Dir. Employment	JSDLR Erica P Leman	FYI
80 - (SFSA) SFS Assistant	KB6J6 Debra L Gander	Apply
Not Selected		Not Selected

Save and Add New Rows

Comment

Tip: If you are creating an ePAF on behalf of another individual, you will need to enter the other individual's Supervisor ID Number in the Comment box. An employee's SIDN can be found on their timesheet or leave report, consists of 6 digits, and usually begins with the numbers 999.

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

Save

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15. Click Save.

14. Choose the pertinent individuals for your routing queue.

Student Supervisor:

You

Student Payroll:

Any individuals listed in the magnifying glass menu

SFS Dir of Employment:

Erica Leman

SFS Assistant:

Debra Gander

Electronic Personnel Action Form

✔ Your change was saved successfully. ←

💬 Enter the information for the EPAF and either Save or Submit

Name and ID:	Mary J Marist, 10000286		
Transaction:	52658	Query Date:	Jan 07, 2016
Transaction Status:	Waiting		
Approval Category:	Student Job, SNAGN		

Note whether or not your changes have been saved successfully.

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↑
16. Click Submit.

Tip: Occasionally, errors or warnings may occur. Warnings will never hinder an ePAF from processing, and you may proceed as normal. Errors will always hinder an ePAF from processing, and you should rectify any errors before allowing a student to work. A list of common errors and their resolutions are listed at the end of this document. Should you encounter an error that is not listed in this guide, please feel free to contact Student Financial Services for resolution. After you believe you have rectified the error, you must click both Save and Submit again to continue the new ePAF process.

Electronic Student Hiring (ePaf)

[ePAF Approver Summary](#)
[ePAF Originator Summary](#)
[New ePAF](#)
[Act as Proxy](#)



17. Go back out to your My.Marist account, and click on ePAF Approver Summary.

Marist, Mary J.	10000286	52658	Student Job	Jan 07, 2016	Jan 07, 2016	Approve	<input type="checkbox"/>	Comments
Student Worker, W43000-00								



18. Upon logging into your Approver Summary, you will see a list of all of the ePAFs you have created. Click on the hyperlinked student's name.

Upon clicking on the student's name, all of the information input on the new ePAF will be populated. Scroll towards the bottom of the screen where the following statement is housed. This document is the New York State Labor Law Section 195(1), which is a requirement for every New York State employee.

As a non-exempt employee of the College you are eligible for overtime pay. Your overtime rate of pay will be equal to your regular rate of pay times 1.5 or \$_____



19. Input the student's rate of pay multiplied by 1.5.

Bi-weekly pay schedule - every other Friday. Please see the payroll calendar at <http://www.marist.edu/payroll/pdfs/bipayrollsched.pdf>

I hereby certify that I have read the above and the information contained in this form is true and accurate to the best of my knowledge and belief. Any false statements knowingly made are punishable as a Class A misdemeanor (Section 210.45 of the New York State Penal Law).

Date: _____ Preparer's Signature: _____



20. Sign and date as the preparer.

Employee Acknowledgement: I hereby acknowledge that I have been notified of my wage rate, overtime rate, and designated pay day on the date set forth below. I told my employer what my primary language is.

Check One:

- I have been given this pay notice in English because it is my primary language.
- My primary language is _____. I have been given this notice in English because the NYS Department of Labor does not yet offer pay notice in my primary language.



21. Review this form with your student. Ensure that they check off one of the language options.

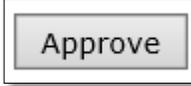
Date: _____ Employee's Signature: _____



22. Ensure that the student signs and dates as the employee.

A duplicate signed copy of this form is to be provided to the employee. Original must be kept by the employer.

23. Give a copy of this document to the student, and send the original to Student Financial Services.



24. Click Approve.



You have completed your new ePAF!

This new record will be forwarded to Payroll and then Student Financial Services for processing. Once the ePAF has been processed, a new timesheet will be available for your student. This process typically takes 24 to 48 hours, but may be longer during peak times of year.

ePAF Errors

Errors and Warning Messages		
Type	Message Type	Description
End Student Job	ERROR	*ERROR* New Effective Date cannot be after Employee's Termination Date.
Begin Student Job	ERROR	*ERROR* New Effective Date cannot be after Employee's Termination Date.
Begin Student Job	ERROR	*ERROR* Job Begin Date cannot be after Employee's Termination Date.

* - indicates a required field.

Meaning:

The student has worked on campus before, but their I-9 had to be temporarily terminated due to the length of time that the student has been unemployed on-campus.

Resolution:

The supervisor should speak with Student Employment to determine whether or not the student's I-9 can be re-activated. The student should not be permitted to work until Student Employment has cleared the student.

ePAF Errors

Errors and Warning Messages

Type	Message Type	Description
Begin Student Job	ERROR	*ERROR* This employee already has a primary job.

* - indicates a required field.

Meaning:
The student has another job on-campus.

Resolution:
Select "Secondary" from the Contract Type drop-down menu, as referenced below. Once this change has been made, please remember to Save, Submit, and Approve the ePAF again.

Item	Current Value	New Value
Job Status: *(Not Enterable)	Terminated	A
Contract Type: *	Secondary	Secondary ▼



ePAF Errors

Errors and Warning Messages		
Type	Message Type	Description
Begin Student Job	ERROR	*ERROR* Unable to complete initial edit execution (Oracle Error -1001).
Begin Student Job	ERROR	*ERROR* Invalid Employee Class Code.

* - indicates a required field.

Meaning:

The student has not completed their new hire paperwork, and must not be allowed to work until cleared through SFS.

Resolution:

The supervisor should alert the student that they must visit SFS with valid forms of ID to complete their new hire paperwork.
Once the student completes this update with SFS, you should be able to Save, Submit, and Approve the ePAF.