

E-PAF 3-SCREEN PROCESS FOR STUDENT NEW HIRES

The adoption of this new process for entering PAF's has significant benefits for you, the new employee, and the University as a whole. This process has been designed to provide you with embedded look up tables, automatic error review, and entry fields tailored to the specific needs of a student new hire.

This design not only saves you time, but provides an electronic approval process that can be tracked and should significantly reduce the time from when you prepare this PAF to it being released for payroll. The reductions in paper handled, time delays avoided, and ease of entry promise real savings.

E-PAF 3-SCREEN PROCESS

The process assumes that you have authorization to hire a student/staff.

Screen 1 accepts SSN, position #, effective date, residence status, and authorization information.

Screen 2 accepts personal, tax and paycheck information.

Screen 3 accepts paid appointments and cost distribution information.

We hope you find this process significantly improved by the time you have processed a few E-PAF.

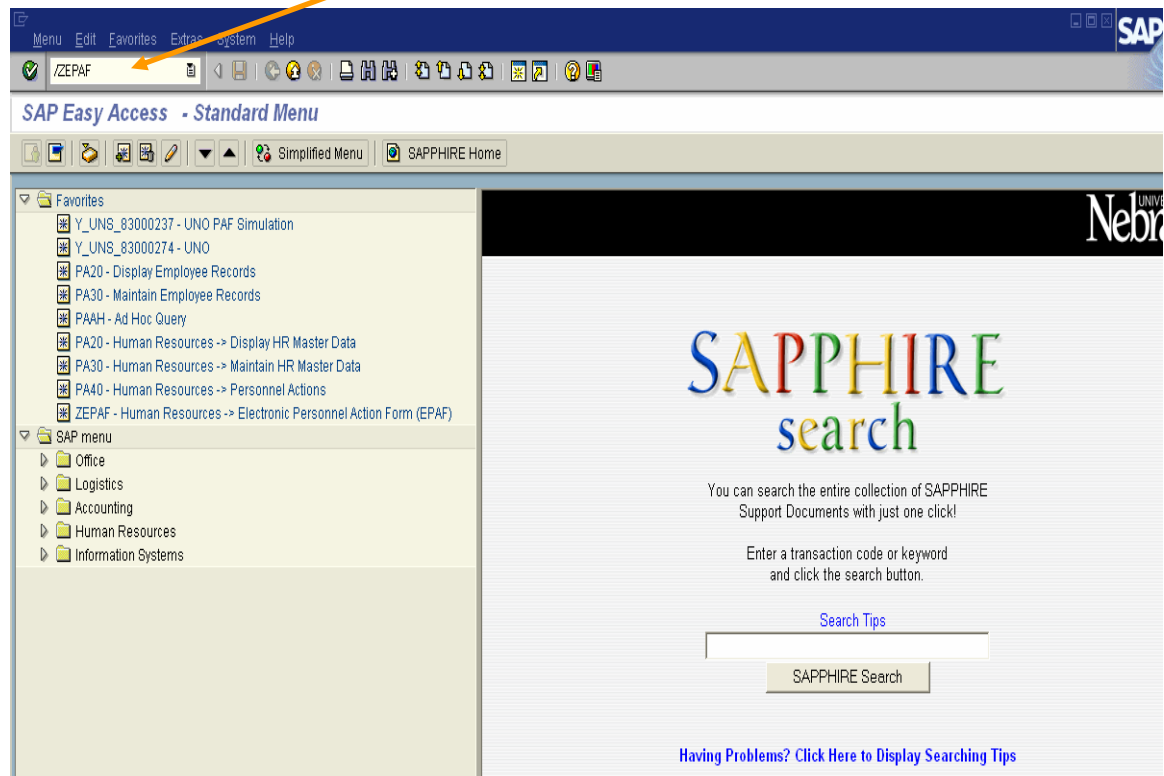
The following set of instructions is designed to assist you enter a student new hire into SAP. While process enhancements have reduced the amount of work you need to complete, please note the following:

1. You will need to collect information related to this hire before beginning the data entry process. A data collection template has been placed in SLUGO Downloads. This tool provides a data entry form to collect all needed information from your department and the employee, and will automatically produce the required supporting documents. Specific instructions for these forms are included in the on-line package.
2. **YOU ARE RESPONSIBLE FOR ENTERING ACCURATE INFORMATION.** A major shift has occurred to you as the initiator. You are entering the information directly into SAP, and since we have streamlined the review process the amount of control and impact you have on this employee's pay is significant.

If you should need any special assistance entering a PAF, please feel free to contact the UNO HR Personnel staff.

ACCESSING THE E-PAF SCREENS

To access the electronic PAF, log into SAP as you would normally. Enter the transaction code “/ZEPAF” in the command box in the upper left of the SAP screen before clicking on the green check mark. Example is shown below:



E-PAF PROCESS – INPUT SCREEN 1

File Goto Extras System Help

Electronic PAF Processing

Comment PAF Report Get Data Park Data Funding Change SAPPHIRE

Social security number 897698749

Primary position 63731

Action effective date 01/23/2007

Residence status Non-Resident ali...

Authorization to hire received from

Name Diane Mills Date 01/23/2007

Screen 1 Summary

Screen 1 is designed to perform two functions.



- 1.) **Act as a gatekeeper.** It confirms you have a social security number, primary position number, action effective date, authorization for the hire, and the employee's Residence Status. All of these are necessary to process a PAF via SAP workflow. Simply put, the system will not let you continue your PAF until these tests are met.
- 2.) **Collect initial data.** The information entered on this screen is validated by SAP when you hit enter. As a result it can be used to automatically populate information on future screens. For example, quite a bit of information related to the position number is automatically referenced and used on the following screens.

The following fields can be seen on this screen. We have provided a basic description of their function and value for your reference.

Social Security Number

This field captures the social security number, which is a nine-digit code. You can enter the social security number with or without dashes; the system will convert to a XXX-XX-XXXX after you finish this screen. If a person has ever been an employee of the University, they will be rejected as a new hire action.

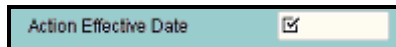
In that case you will need to process their PAF manually outside of the E-PAF workflow or process as a rehire.

Should you wish to exit, and not save, this hire action you may either click  (Cancel) or click  (Exit). Answer the prompts as appropriate.

 A screenshot of a form field labeled "Primary Position" with a dropdown arrow icon on the right.

This reflects the primary position number for a hire action. Should you be hiring a student onto several positions at once, pick the primary position to use on this screen. If you get an error related to Primary Position it means either you have entered the number incorrectly, or the position has not been created in Organizational Management or your position does not belong to the UNO campus. Please contact the Budget office to determine the status of the position number.

NOTE - Once the screen is completed and you hit the enter key, the position description will be displayed. Take a second to review that it matches your intention before you continue with the hiring process.

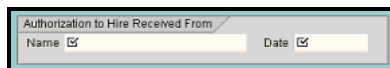
 A screenshot of a form field labeled "Action Effective Date" with a dropdown arrow icon on the right.

Type the date in a MMDDYY format. This field captures the date the hiring action is effective, usually the first day the employee is available for pay.

NOTE – Hitting the F4 key followed by the F2 key will default current date.

 A screenshot of a form field labeled "Residence status" with a dropdown menu showing "Non-Resident ali..." and a dropdown arrow icon.

Click here to select the status of the employee.

 A screenshot of a form field labeled "Authorization to Hire Received From" with sub-fields for "Name" and "Date", each with a dropdown arrow icon.

Before hiring any employee, someone else within the department must authorize the hire. This process is required by our internal auditors to validate separation of duties and avoid possible fraudulent actions.

This field captures the name and the date of the person authorizing this hire. This authorization may be documented for your files in various ways:

- 1.) **On paper.** Examples would include a signed offer letter, or an internal form your department might ask the hiring manager to sign.
- 2.) **Electronically.** E-mail from the hiring manager authorizing the hire.

In ALL hiring actions you will be required to retain a copy of this authorization.

NOTE - For the name, enter the first initial of the first name, and the full last name (J Smith, for example). Filling this field out the same each time eases review.





This button allows you to add comments to this workflow item. When adding a comment please note which screen and item you are commenting on, its current content and what that content should be changed to, and any description needed to explain for those that will be getting the workflow. The more complete your comment, the easier it will be for others to understand and use.

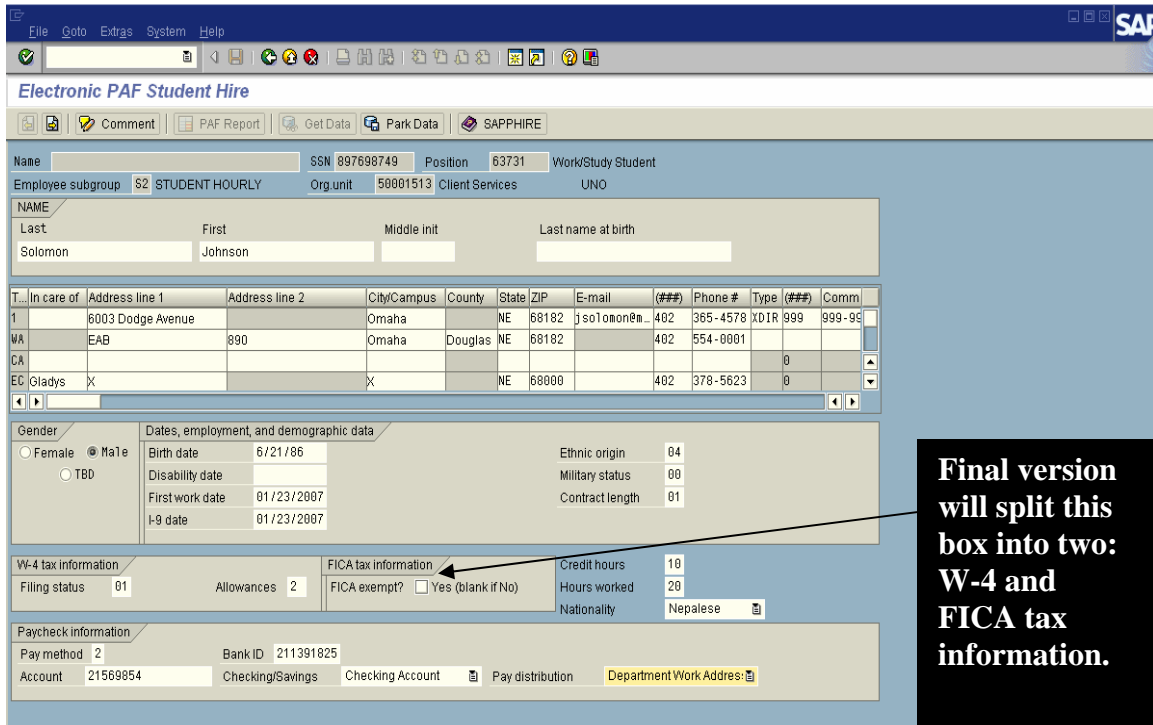


This button allows you to move forward to the next screen. Please understand you will not be able to move forward to the next screen until you have completed all information as required on this screen.

NOTE – Once this screen is saved, you will not be able to return to it.

Should you wish to exit and not save this hire action, you may either click  (Cancel) or click  (Exit). Answer the prompts as appropriate.

E-PAF PROCESS – INPUT SCREEN 2




Final version will split this box into two: W-4 and FICA tax information.

Screen 2 Summary

Screen two collects personal information, such as name, addresses, and birth date. This information is needed to create a complete record for the employee. In addition, screen 2 collects information from their W-4 and pay method so that the appropriate taxes are withheld and pay is delivered to the employee.

The following fields can be seen on this screen. We have provided a basic description of their function and value for your reference.

Name		SSN	897698749	Position	63731	WorkStudy Student
Employee subgroup	S2 STUDENT HOURLY	Org. unit	50001513	Client Services		UNO

You will notice at the top of the data entry screen the above display. While you cannot change any of this information, you should review it prior to completing any fields on this screen. If any of this data is incorrect, you should exit the screen by clicking  (Cancel) and start the process over.

NOTE – SAP is case sensitive. What you type is transported to the SAP tables. When typing, use a combination of upper/lower case.

NAME			
Last	First	Middle init	Last name at birth
Solomon	Johnson		

In these fields you will enter the person's **legal** name. Last name at Birth is sometimes referred to as "maiden name". Only complete "maiden name" field if different than current name.

T...	In care of	Address line 1	Address line 2	City/Campus	County	State	ZIP	E-mail	(###)	Phone #	Type (###)	Comm
		6003 Dodge Avenue		Omaha		NE	68182	jsolomon@...	402	365-4578	DIR 999	999-99
WA		EAB	890	Omaha	Douglas	NE	68182		402	554-0001		
CA											0	
EC	Gladys	X				NE	68000		402	378-5623	0	

In these fields you will enter address and phone information related to this hire. As you can see above, some fields are shaded, while others contain an "X". Shaded fields do not require input – for example, we do not need to capture the County for most types of addresses, as it is not needed for mailing. Field's with an "X" can be completed, but not all are required at UNO. For example, we do not need the mailing address for an emergency contact; we only need a phone number so they can be reached. The following list lays out the types of address you will be entering into the system:

- 1 - Permanent Address.
- WA - Work Address.
- CA - Current Address (if same as permanent, leave blank).
- EC - Emergency Contact (If available, enter In Care Of, Phone and E-mail).

NOTE – You can expand a column width by dragging the column end lines to the right or left.

Gender
<input type="radio"/> Female <input checked="" type="radio"/> Male <input type="radio"/> TBD

Please indicate gender of the employee by selecting the appropriate option.


Birth date	6/21/86
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Please enter the date the new employee was born. SAP allows you to enter this information several ways. A simple way to enter a date is MMDDYY (for example, June 21, 1966 is 062166).

Credit hours	10
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This is the total number of credit hours the employee is registered for during the employment period. This information is needed to determine if this new student hire is subject to FICA tax withholding.

Ethnic origin	04
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This information should be provided by the employee in the Personal Data section of the new hire packet. By clicking on the  icon, you will get a list from which you can select the correct code based on its description. If you know the correct code you can also directly type instead.


Disability date ONLY if the employee had disclosed disability are you required to complete this field, otherwise leave blank. Date should be the date the employee notified you of their disability. SAP allows you to enter this information several ways. A simple way to enter a date is MMDDYY (for example, June 21, 1966 is 062166).

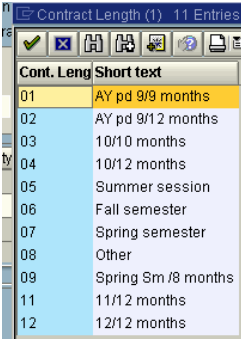
Hours worked These are the number of hours the employee plans to work in an average week.

Military Status This information should be provided by the employee in the Personal Data section of the new hire packet. By clicking on the  icon, you will get a list from which you can select the correct code based on its description. If you know the correct code you can also directly type instead.

First work date This date is the first date the employee will be reporting to work. SAP allows you to enter this information several ways. A simple way to enter a date is MMDDYY (for example, June 21, 1966 is 062166).

I-9 date This is the date the employer signed the I-9 form. SAP allows you to enter this information several ways. A simple way to enter a date is MMDDYY (for example, June 21, 1966 is 062166).

Contract length This field collects the timeframe of the employee hire, as well the timing and method of payment. By clicking on the  icon, you will be provided a list options to choose from as shown at the right. The list provides a description of the 12 options that are available. If you are not familiar with these terms, please contact UNO HR Personnel staff to confirm which is appropriate for this specific hiring action.



Cont. Leng	Short text
01	AY pd 9/9 months
02	AY pd 9/12 months
03	10/10 months
04	10/12 months
05	Summer session
06	Fall semester
07	Spring semester
08	Other
09	Spring Sm /8 months
11	11/12 months
12	12/12 months

W-4 tax information **Allowances** **FICA tax information** Yes (blank if No) On this series of fields you will capture tax information based on the W-4 form and credit hours.

Filing Status - Once you highlight this field, a drop down menu of options to select from will appear. Please select the appropriate choice based on the filing status reflected on the W-4. For example: 01 for single. If you know the correct code you can also directly type instead.


Exemptions (Allowances) - While you are not expected to audit this information, please note you are only allowed to enter up to nine exemptions. This is to protect the University from persons trying to avoid withholding by overstating their exemptions. Should you have a case where an employee has entered more than 9 exemptions, please put 9 in as the answer, and add a comment indicating this has been adjusted. If the employee claims exemptions from withholding enter “97”, this is the only exception to the 9 exemptions or less rule. Field can be left blank if no exemptions.

FICA Exempt – In general students should be registered for half time (6 hrs for undergraduates and 4 hours for graduate) or greater to be eligible for exemption from FICA. Left click this box if the student is exempt from FICA.

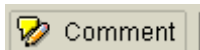
NOTE – Additional information on FICA can be found in the Payroll Memo/Policy stored in SLUGO.

Paycheck information	
Pay method: 2	Bank ID: 211391825
Account: 21569854	Checking/Savings
Checking Account	Pay distribution
Department Work Address:	


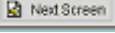
This series of questions pulls data from either the direct deposit form, or the Direct Deposit Nonparticipation Form completed by the employee. A description of the fields follows:

- Pay Method:** Indicate if direct deposit or payroll check. By clicking on the  icon, you will bring up a list from which you can select the desired code. If you know the correct code, you can also directly type the information into this field.
- Bank ID:** Bank Route Transit number, shown on the direct deposit form. This is always nine digits in routing number. Check the instructions on how to locate the number on a check or deposit slip.
- Account:** Bank account number, extra zeros must be included. Instructions for Direct Deposit form explain where to find the information on a check or deposit slip.
- Control Key:** Indicates if savings or checking account.
- Pay Dist :** Indicates where payroll stub will be delivered to the employee. For a UNO campus employee on direct deposit, the payroll stub will be delivered to department. But we strongly encourage you to use ESS to print out your pay stub.

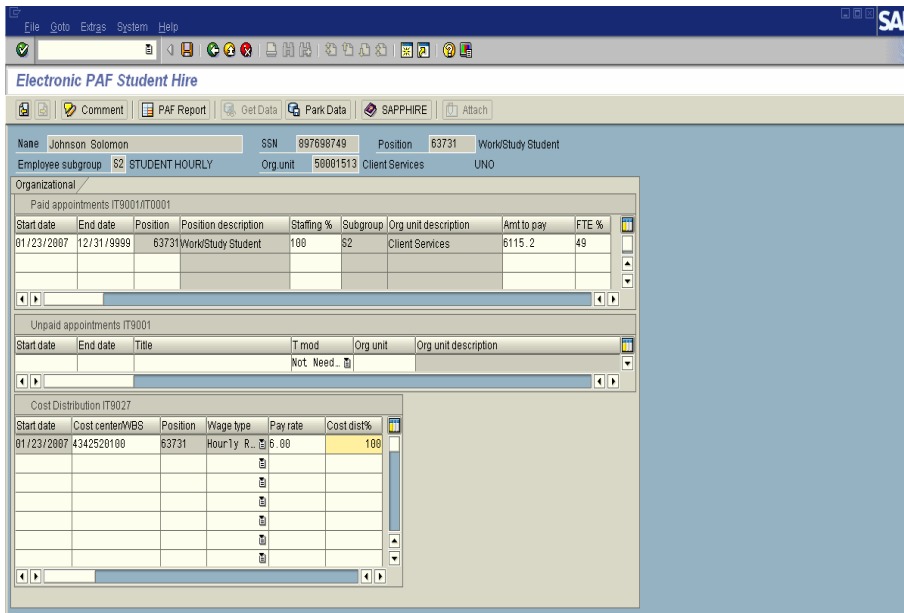
NOTE – You will notice that after hitting the enter key (after fully completing the screen) the name of the bank entered will be displayed to the right of the bank ID field. Use the moment BEFORE moving to the next screen to compare this name to the bank shown on the Direct Deposit form to make sure they match. We want the pay to reach the employee so be careful.



This button allows you to add comments to this workflow item. When adding a comment please note which screen and item you are commenting on. It should be current content and what that content should be changed to, and any description needed to make the comment meaningful. The more complete your comment, the easier it will be for others to understand and use.

Once you have completed the screen, hit  (Enter) so SAP can validate the information. If any data is missing, or incorrect, the system will give you an edit message indicating data to be corrected. Continue to hit enter until edit message indicates to proceed to the next screen. Please click  button, and this will allow you to move to the last data entry screen for your hiring action.

E-PAF PROCESS – INPUT SCREEN 3



Screen 3 Summary

Screen three captures data related to the appointment and its cost distribution. It also collects data used in evaluating graduate hires.

The following fields can be seen on this screen. We have provided a basic description of their function and value for your reference.

Paid appointments IT9001/IT0001								
Start date	End date	Position	Position description	Staffing %	Subgroup	Org unit description	Amt to pay	FTE %
01/23/2007	12/31/9999	63731	WorkStudy Student	100	S2	Client Services	6115.2	49

The appointment section includes both shaded and unshaded boxes. The shaded boxes are completed automatically based on the primary position entered on screen 1. The unshaded boxes require your input and are described below. Each line represents an additional appointment, but the first line must correspond with the primary position initially entered.

Additional lines should be used for other positions for this employee.

Start Date	Appointment begin date.
End Date	Appointment end date.
Staffing %	Percent of effort for a position compared to all positions held (one position would equal 100%).
Amt to Pay	Total amount to be paid for the appointment period.
FTE %	Percentage of time expected to work based on a 40 hour week.

Start date	Cost center/WBS	Position	Wage type	Pay rate	Cost dist%
01/23/2007	4342520100	63731	Hourly R...	6.00	100

The cost distribution fields provide the allocation of the payroll expense by cost center. It includes both shaded and unshaded boxes. The shaded boxes are completed automatically based on the position previously entered on screen 1. The unshaded boxes require inputs from you and are described below. Each line represents an additional appointment, but the first line must correspond with the position initially entered in screen number one.

- Start Date Pay Start date (same as Action effective date).
- Cost Center Ten digit funding source (convert WBS to phantom number).
- Wage Type Payment type (hourly defaults to 1001).
- Pay Rate Hourly or salaried amount to be paid to the employee.
- Cost Distribution Percentage of cost assigned to each funding source.

In case the student hire is a graduate student, please collect the level (Doctorate or Masters based on a pull down menu), area of degree program, and Advisor. For Advisor enter first name and last name. While this information will not go into SAP, Graduate Studies will use it in the review process.

NOTE – Fellowship payments require the name of the fellowship be added in the comments section on section 3 before saving the action.

Once you have completed the screen, hit enter so SAP can validate the information. If any data is missing or incorrect the system will give you an edit indicating data to be corrected. Continue to hit enter until edit message indicates to proceed to the next screen. Please hit the button. This will allow you to complete data entry on your hire action.



This button allows you to add comments to this workflow item. When adding a comment please note which screen and item you are commenting on, Its the current content, what that content should be changed to, and any description needed to explain this to others that will receive the workflow. The more complete your comment, the easier it will be for others to understand and use.

NOTE – This is your last chance to add comments.



This button may only be selected after screen 3 has been completed. The button will allow you to return to screen 2 if you need to make any changes on screen 2.



This button will allow you to print an Electronic PAF of the information you have entered for your own review.

Electronic PAF Student Hire

Electronic PAF

PERSONNEL DATA/ACTION FORM

Last Name: Solomon Last Name at Birth:
 First Name: Johnson Middle Initial:
 Birth Date: 06/21/1986 Gender: Male
 Credit Hours Enrolled: 10 Residency Status: A

PERMANENT HOME ADDRESS

Street: 6003 Dodge Avenue Street Addr 2:
 City: Omaha State: NE Zip: 68182
 Phone: 402 365-4578 E-mail: JSOLOMON@MAIL.UNOMAHA.EDU

WORK ADDRESS

Building: EAB 890 County: Douglas
 Campus/City: Omaha State: NE Zip: 68182
 Phone: 402 554-0001 E-mail:

CURRENT HOME ADDRESS

Street: Street Addr 2:
 City: State: Zip:
 Phone: E-mail:

EMERGENCY CONTACT ADDRESS

Name: Gladys
 Street: X Street Addr 2:
 City: X State: NE Zip: 68000
 Phone: 402 378-5623 E-mail:

BANK PAYCHECK INFORMATION

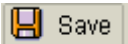
Pay Method: 2 Bank ID: 211391825
 Account #: 21569854 Control key: 01
 Pay Dist Station: DEPT

ADDITIONAL PERSONAL DATA

Ethnic Origin: 04 Military Status: 00
 Disability: Disability Date:

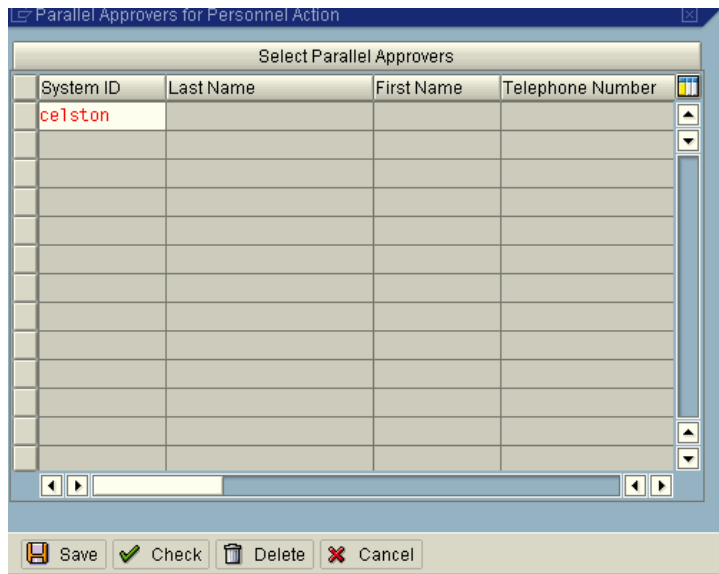
GRADUATE DEGREE PROGRAM INFORMATION

No Graduate Information to display.

- Click the  Save (Save) icon to complete the process. Once you have saved the record, you will not be able to modify it.

Parallel Validation Process

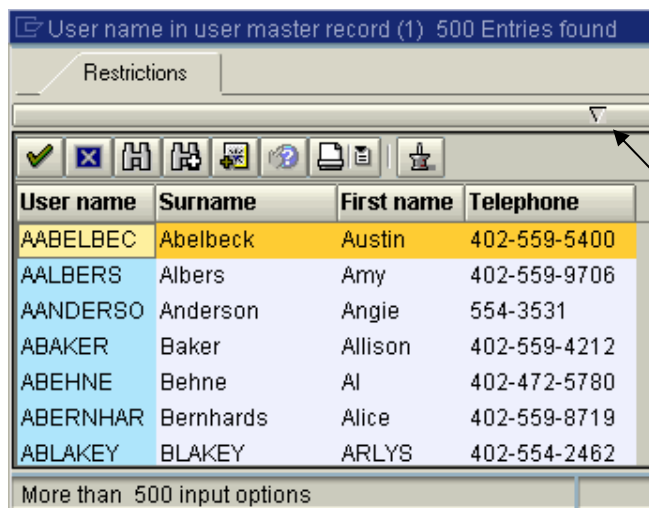
The final step for completing the E-PAF process is to provide a list of parallel approvers and validate the data one last time.




The parallel approvers are the person(s) who will receive a copy of the PAF data via E-mail. Just as today, your department will still have persons review and approve this hiring action, such as your business manager and/or department head.

With the parallel approval process, each reviewer will receive a copy of the PAF at the same time. They will only respond to Data Entry if they have changes or concerns about the new hire.

The screen above will appear once you complete and save screen 3. You can assign as many or as few parallel approvers as needed by your management. At least one person is required.



If you do not know the SAP ID of your parallel approver, you may select the  icon to do a search. A table will pop up, similar to the one shown to the left, which will allow you to search for specific persons.

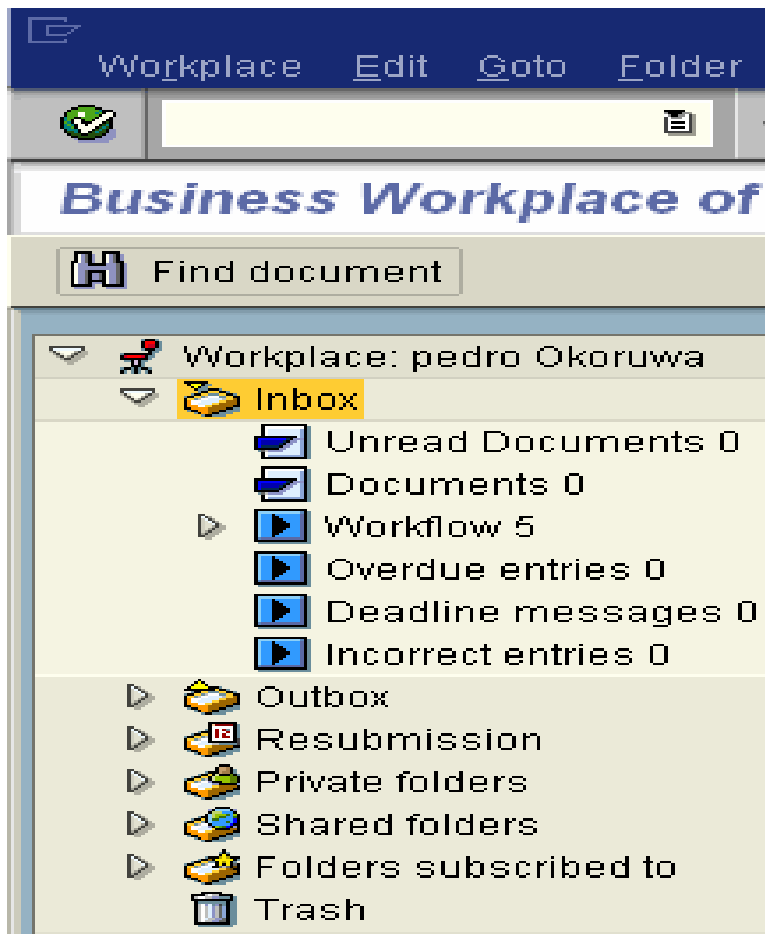
Once you have entered all parallel approvers, select the  Save (Save) to finish.


NOTE – You CANNOT make yourself a parallel approver.

You may now enter hours worked on this employee. Payroll for this employee will not process and a check will not be produced until Data Entry has finalized the new hire action.

Accessing the SAP Inbox

As soon as you log into SAP, the Business Workplace is sometimes your default screen. Click on your Inbox to reveal the contents.



NOTE – Your Inbox will open each time you open SAP. You can click the  (exit) to close the Inbox and access other transactions.

In this example, there are six records in my inbox with the first one selected. You can see the new employee just hired displayed as needing to be validated. To validate you must double click the record to open it in details view.

Clas...	Stat...	Title	Date received	Attachments	Author
		Validate employee 00068735 Johnson Solomon action	01/31/2007		
		Validate employee 00068734 MAWIS BEACON action	01/29/2007		
		Validate employee 00068733 Bob Warren action	01/29/2007		
		Validate employee 00068730 Johnson Bottleneck action	01/16/2007		
		Validate employee 00068728 Joppa Woods action	01/11/2007		
		Validate employee 00068727 Jane Doe action	01/12/2007		

Double click the record to go to, the detail.

Tells you name, position number, and action required.

Date received

Attachments are noted

This will bring up a detail screen as shown below:

Validate employee 00068735 Johnson Solomon action

Choose one of the following alternatives

- [Display/Review Employee Hire](#)
- [Display Administrative Personnel Data Report](#)
- [Print Workitem Text & Checklist](#)
- [Release Employee](#)
- [Cancel and keep work item in inbox](#)

Description

Below is the student hire action recently submitted by you. Please review all information for accuracy. Should you find any errors, include a note using the 'Create Attachment' icon. In the attachment note identify all items needing correction, their correct value, and any necessary description explaining the changes.

Once your review is complete, click the 'Release Employee' button. The release process will send the hire data to the Parallel Approvers previously identified and subsequently for payroll release.

Required Manual Forms to Attach

Please ensure that you have attached:

- > W-4 Employee's Withholding Allowance Certificate
- > University of Nebraska Multiple Direct Deposit Form with supporting documentation
- > I-9 Employment Eligibility Verification with supporting documentation.
- > Work study authorization form

[Hiring Details](#)

Name: Johnson Solomon

Objects and attachments

- [Employee: 00068735](#)

The top third of the screen has several buttons which you can click individually to display their contents.

Display/Review Employee Hire

Personnel Data/Action Form		Page 1 of 1																																																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Personal Information</th> </tr> </thead> <tbody> <tr><td>Name:</td><td>Solomon, Johnson</td></tr> <tr><td>Personnel #:</td><td>00068735</td></tr> <tr><td>Position:</td><td>00063731</td></tr> <tr><td>Description:</td><td>Work/Study Student</td></tr> <tr><td>Gender:</td><td>Male</td></tr> <tr><td>Birthdate:</td><td>06/21/1986</td></tr> <tr><td>Residence:</td><td>Non-Resident alien</td></tr> </tbody> </table>	Personal Information		Name:	Solomon, Johnson	Personnel #:	00068735	Position:	00063731	Description:	Work/Study Student	Gender:	Male	Birthdate:	06/21/1986	Residence:	Non-Resident alien	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Bank Information</th> </tr> </thead> <tbody> <tr><td>Bank ID:</td><td>211391825 Digital Federal Credit Union</td></tr> <tr><td>Account:</td><td>21569854</td></tr> <tr><td>Pay Method:</td><td>Direct Deposit</td></tr> <tr><td>Pay Dist:</td><td>DEPT</td></tr> <tr><td>Control Key:</td><td>01 Checking</td></tr> </tbody> </table>	Bank Information		Bank ID:	211391825 Digital Federal Credit Union	Account:	21569854	Pay Method:	Direct Deposit	Pay Dist:	DEPT	Control Key:	01 Checking																																								
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Review the PDF for completeness.

Display Administrative Personnel Data Report

This button will bring up the master data review screen. This allows you to review the PAF at the lowest level of detail. This may be needed as part of your review process, but generally you should be able to complete the review by looking at the next section of the screen.

Personnel Hire/Rehire Information		Additional Information	
Name:	Solomon, Johnson	Residence:	Non-Resident alien
Personnel #:	00068735	Pay Dist:	Direct Deposit
Position:	00063731	Contract Len:	01 A.Y. pd 9/9 months
Job Title:	Work/Study Student	Leave Plan:	DB BMV Not Eligible V/SL
Rpts to Posin:	none / not found	Benefits %:	NE Not Eligible
Pay Grade:	HOURLY		

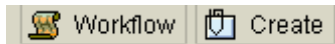
Date Specifications			
First working day	01/23/2007	9 Date	01/23/2007

Appointments					
Begin Date	End Date	Position	Job Code/Description	Bud Salary	FTE
Subgroup		Organizational Unit			
01/23/2007	12/31/9999	00063731	49195500 /Work/Study Student	6,115.20	49.00
S2 STUDENT HOURLY			50001513 Client Services UIO		

Cost Distribution						
Begin Date	Cost Object	Position	Description	W Type	Pay Rate	Dist %
01/23/2007	4342520100	00063731	Work/Study Student	1001	6.000	100.00

Unpaid Appointments				
Begin Date	End Date	Title	T Mod Desc	Organizational Unit/Description

Comments



Click to create attachment. You can add any pertinent information as text that will be saved with this record.

Create Document: Header

Class:

Title:

Details

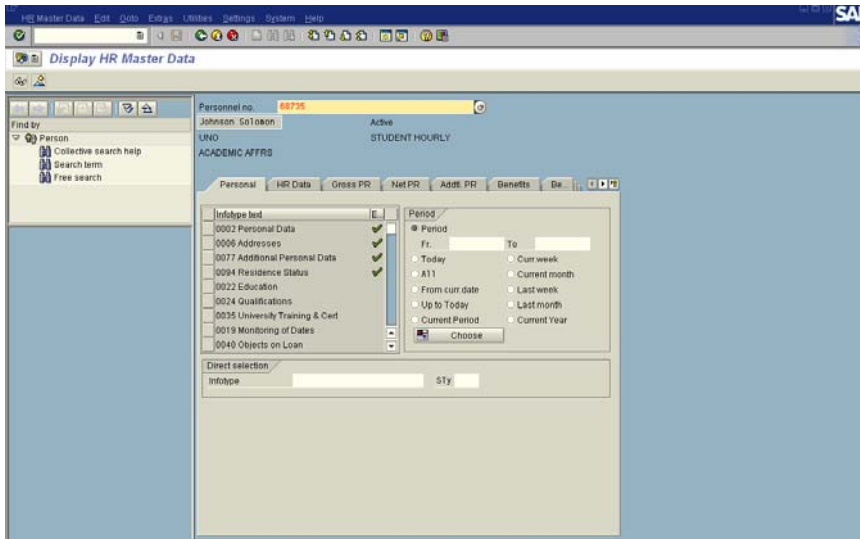
NOTE – You can also attach a Word or Excel file to your record. The standard preference now is for attachments to be in PDF format only.

Once created, your attachments will be displayed in the attachment section at the bottom of the screen.

Objects and attachments

- Employee: 00068735

Click on Employee Personnel Number to view the HR Master Data.



Cancel and keep work item in inbox

This button will bring you back to the business workplace without taking any action on the new hire. But remember that although you are not taking further action on this hire, you can no longer delete. You will have to send an email message to HR Personnel Staff about this change of mind.

The next section of the screen provides a summary of the information entered on the PAF, and any comments you added during your filling out the initial three screens.

Should you find any error, you will need to note what is wrong and how to correct the error in an attachment, as you cannot go back to modify the item once you have exited the input screens.

You are done and the PAF is now in workflow, where it will be reviewed by the appropriate parties and released into SAP for payroll. Along the way you will receive updates in your inbox related to this item.

Only one step remains before HR can process this PAF. You will need to submit to HR a copy of all legally required documents. These documents are part of the initial new employee hire package.

NOTE – Supplemental information can be added through a PDF update process. Examples of information to add would include: Fax numbers, Education/Certifications, Object on Loans and Training.