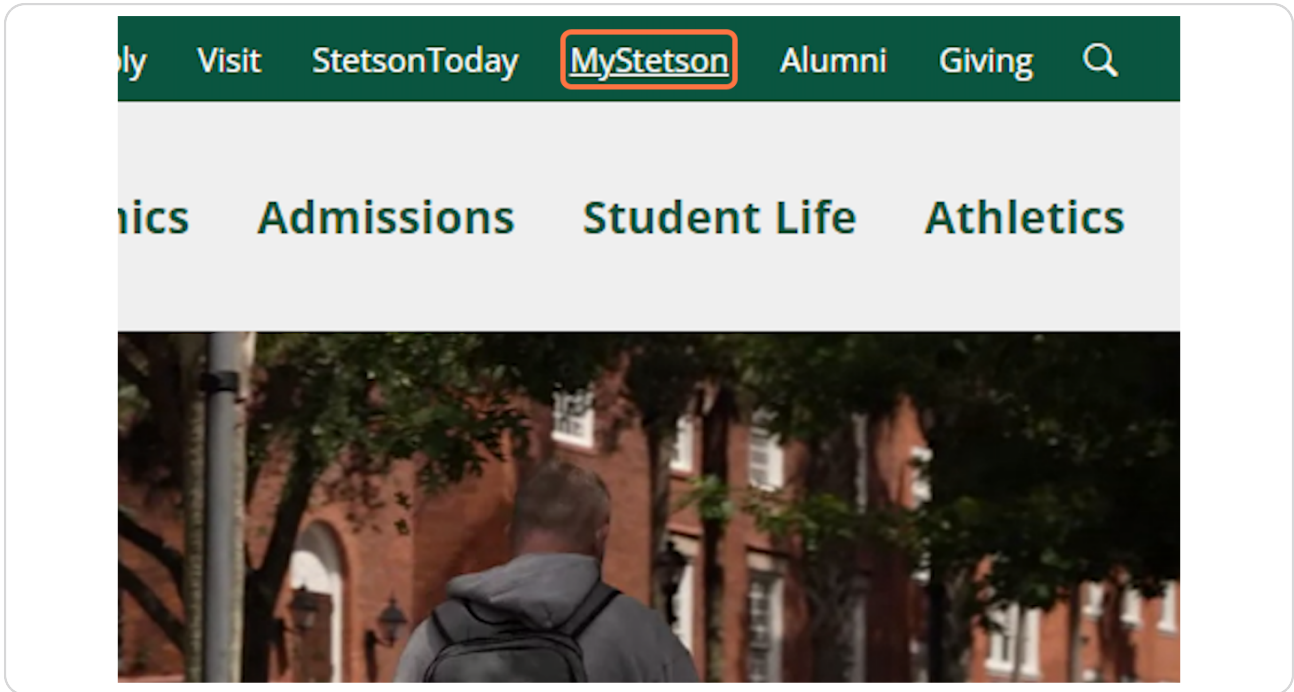


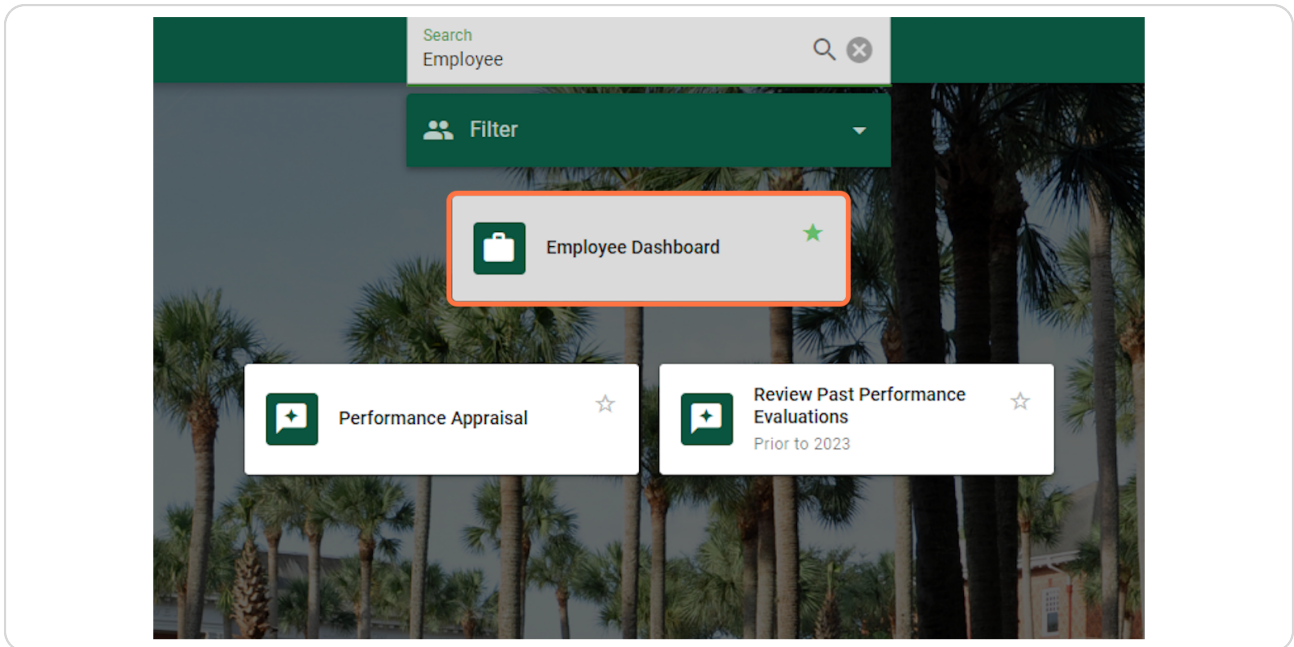
STEP 1

Sign in to your MyStetson



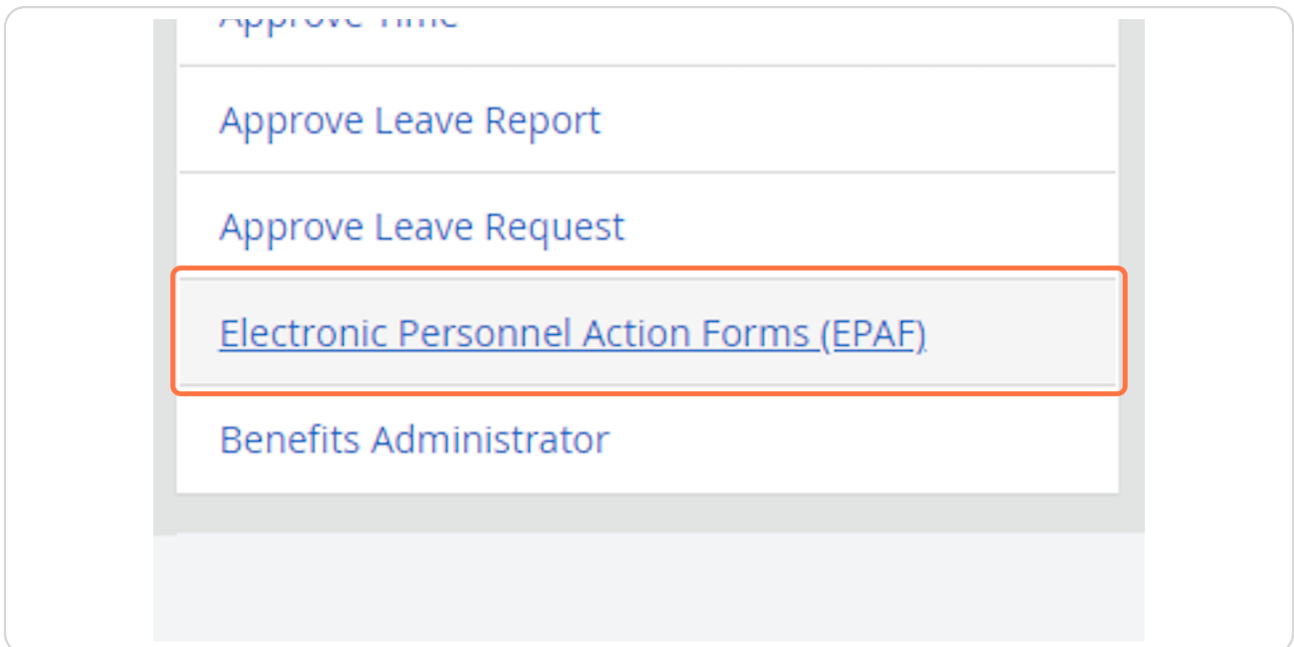
STEP 2

Search and Select "Employee Dashboard"



STEP 3

Click on "Electronic Personnel Action Forms (EPAF)" in the lower right corner of the page (you may need to scroll down)



STEP 4

Click on "EPAF Originator Summary"

The screenshot shows the mySTEFSON logo at the top left. Below it are links for [HELP](#) and [LOGOUT](#). The main heading is "Electronic Personnel Action Form". A list of menu items includes [EPAF Approver Summary](#), [EPAF Originator Summary](#) (highlighted with a red box), [New EPAF](#), [EPAF Proxy Records](#), and [Act as a Proxy](#). A horizontal line separates these from the release information: **RELEASE: 8.18 (DLCH01:B8-ORDS-SSB-PROD-77FF5668DC-CWXNZ)**.

STEP 5

Click on "Default Routing Queue" (center of page)

The screenshot shows a section of the interface with a horizontal line above the text: "cess details of the transaction, or select the link under Transaction to update the transaction". Below this is a "Go" button. Further down, there are navigation links: [New EPAF](#), [Default Routing Queue](#) (highlighted with a red box), [Search](#), and [Superuser or Filter Tran](#). Below these is a link for [Return to EPAF Menu](#). At the bottom, a table header is visible with columns: ID, Transaction, Type of Change, and S.

STEP 6

For Approval Category, select "Hire Student who has never worked on campus as employee, STUD01"

mySTETSON

[HELP](#) [LOGOUT](#)

EPAP Default Routing Queue

Information Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Hire Student who has never worked on campus as employee, STUD01

Approval Queue

Approval Level	User Name
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>

[EPAP Originator Summary](#)

[Return to EPAP Menu](#)

STEP 7

Click on "Go"

ie page refreshes, select the Approval Level, User ID and action.

Hire Student who has never worked on campus as employee, STUD01

Approval Level	User Name
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

STEP 8

Click on the first box and select "81 - (PY-FYI) Payroll FYI"

EPAF Default Routing Queue

Success Icon Your change was saved successfully.
 Information Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID :

Approval Category:

Approval Queue

Approval Level	User Name
<input type="text" value="81 - (PY-FYI) Payroll FYI"/>	<input type="text"/>
<input type="text" value="Not Selected"/>	<input type="text"/>
<input type="text" value="Not Selected"/>	<input type="text"/>
<input type="text" value="Not Selected"/>	<input type="text"/>

[EPAF Originator S](#)

[Return to EPAF](#)

STEP 9

Type "EMENDEZ" under User Name

Default Routing Queue

tion Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Category:

Queue

Level	User Name
<input type="text" value="(PY-FYI) Payroll FYI"/>	<input type="text" value="EMENDEZ"/>
<input type="text" value="ed"/>	<input type="text"/>
<input type="text" value="ed"/>	<input type="text"/>
<input type="text" value="ed"/>	<input type="text"/>

[EPAF Originator](#)

STEP 10

On the right, under Required Action, select "FYI"

	Required Action
	FYI
	Not Selected
	Not Selected
	Not Selected
	Not Selected
	Not Selected
	Not Selected
	Not Selected

STEP 11

In the second row, select "89 - (SE-RVW) Student Employment Review"

EPAF Default Routing Queue

Success Icon Your change was saved successfully.
 Information Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID a

Approval Category: Hire Student who has never worked on campus as employee, STUD01

Approval Queue

Approval Level	User Name
81 - (PY-FYI) Payroll FYI	EMENDEZ Eva Guadalupe M
89 - (SE-RVW) Student Employment Review	
Not Selected	
Not Selected	

[EPAF Originator S](#)

[Return to EPAF](#)

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STEP 12

Type "STUEMPUSR" under User Name

Your change was saved successfully.
select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Category:

	User Name	
Approval Category: <input type="text" value="FYI"/>	<input type="text" value="EMENDEZ"/>	Eva Guadalupe Mendez
Approval Category: <input type="text" value="Student Employment Review"/>	<input type="text" value="STUEMPUSR"/>	
Approval Category: <input type="text"/>	<input type="text"/>	
Approval Category: <input type="text"/>	<input type="text"/>	

[EPAF Originator Summary](#)

[Return to EPAF Menu](#)

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STEP 13

Under Required Action, select "Approve"

	Required Action
	<input type="text" value="FYI"/>
	<input type="text" value="Approve"/>
	<input type="text" value="Not Selected"/>
	<input type="text" value="Not Selected"/>
	<input type="text" value="Not Selected"/>
	<input type="text" value="Not Selected"/>
	<input type="text" value="Not Selected"/>

STEP 14

In the third row, select "90 - (SE-APL) Student Employment Apply"

Success Icon Your change was saved successfully.
Information Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Hire Student who has never worked on campus as employee, STUD01 [Go]

Approval Queue

Approval Level	User Name	
81 - (PY-FYI) Payroll FYI	EMENDEZ	Eva Guadalupe M
89 - (SE-RVW) Student Employment Review	STUEMPUSR	Sam Tuempusr
90 - (SE-APL) Student Employment Apply		
Not Selected		

Save and Add New Rows

[EPAF Originator S](#)

[Return to EPAF](#)

RELEASE: 8.21 (DLCH01:B8-ORDS-SSB-PROD-77FF5668DC-CWXNZ)

STEP 15

Type "CRMCLALLEN" under User Name

Your change was saved successfully.
select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Category: Hire Student who has never worked on campus as employee, STUD01 [Go]

Queue

Approval Level	User Name	
Payroll FYI	EMENDEZ	Eva Guadalupe Mendez
Student Employment Review	STUEMPUSR	Sam Tuempusr
Student Employment Apply	CRMCLALLEN	

View Rows

[EPAF Originator Summary](#)

[Return to EPAF Menu](#)

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STEP 16

Under Required Action, select "Apply"

	Required Action
	FYI ▼
	Approve ▼
	Apply ▼
	Not Selected ▼
	Not Selected ▼
	Not Selected ▼
	Not Selected ▼

STEP 17

After all 3 rows have been entered, click on "Save and Add New Rows"

Approval Queue

Approval Level	User Name
81 - (PY-FYI) Payroll FYI ▼	EMENDEZ
89 - (SE-RVW) Student Employment Review ▼	STUEMPUSR
90 - (SE-APL) Student Employment Apply ▼	CRMCLALLEN
Not Selected ▼	

Save and Add New Rows

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STEP 18

Complete the same steps for the next Approval Category. Select "Hire existing Student Employee into a new Position, STUD02"

The screenshot shows the mySTETSON interface. At the top left is the logo. Below it are links for HELP and LOGOUT. The main heading is "EPAPF Default Routing Queue". There are two success messages: "Success Icon Your change was saved successfully." and "Information Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action." Below these is a form for "Approval Category:" with a dropdown menu showing "Hire existing Student Employee into a new Position, STUD02" and a "Go" button. Underneath is a table titled "Approval Queue" with columns "Approval Level" and "User Name". The table has four rows, each with a "Not Selected" dropdown and a search icon. At the bottom left is a "Save and Add New Rows" button. At the bottom right are links for "EPAPF Originator Summary" and "Return to EPAPF Menu".

STEP 19

Click on "Go"

This is a close-up screenshot of the "Go" button from the previous step. The button is highlighted with a red box. Above the button is a dropdown menu with the text "new Position, STUD02". Below the button is a table with three rows, each with two columns, which is partially visible.

STEP 20

In the first row, select the Approval Level, type "EMENDEZ," and select "FYI" in Required Action

ult Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Category: Hire existing Student Employee into a new Position, STUD02

je

	User Name	
roll FYI	EMENDEZ	
Student Employment Review		
Student Employment Apply		

Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

STEP 21

In the second row, select the Approval Level, type "STUEMPUSR," and select "Approve" in Required Action

ult Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Category: Hire existing Student Employee into a new Position, STUD02

je

	User Name	
roll FYI	EMENDEZ	Eva Guadalupe Mendez
Student Employment Review	STUEMPUSR	
Student Employment Apply		

Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

STEP 22

In the third row, select the Approval Level, type "CRMCLALLEN," and select "Apply" in Required Action

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Category:

je

	User Name	
Yearroll FYI	EMENDEZ	Eva Guadalupe Mendez
Student Employment Review	STUEMPUSR	Sam Tuempusr
Student Employment Apply	CRMCLALLEN	

Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

[EPAF Originator Summary](#)

STEP 23

After all 3 rows have been entered, click on "Save and Add New Rows"

90 - (SE-APL) Student Employment Apply	CRMCLALLEN
Not Selected	
Not Selected	
Not Selected	
Not Selected	

Success Icon Mandatory Levels defaulted from Electronic Approval Category Form

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STEP 24

Complete the same steps for the last Approval Category. Select "Rehire a Student Employee into Previously-held Position, STUD03"

mySTETSON

[HELP](#) [LOGOUT](#)

EPAF Default Routing Queue

Success Icon Your change was saved successfully.
 Information Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Rehire a Student Employee into Previously-held Position, STUD03

Approval Queue

Approval Level	User Name	
81 - (PY-FYI) Payroll FYI	EMENDEZ	Eva Guadalupe Mendez
89 - (SE-RVW) Student Employment Review	STUEMPUSR	Sam Tuempusr
90 - (SE-APL) Student Employment Apply	CRMCLALLEN	Casey Renee McLallen
Not Selected		
Not Selected		
Not Selected		
Not Selected		

STEP 25

Click on "Go"

ie page refreshes, select the Approval Level, User ID and action.

Rehire a Student Employee into Previously-held Position, STUD03

Z	Eva Guadalupe Mendez
JSR	Sam Tuempusr
.LLEN	Casey Renee McLallen

STEP 26

In the first row, select the Approval Level, type "EMENDEZ," and select "FYI" in Required Action

ult Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Category:

je

	User Name	
roll FYI	<input type="text" value="EMENDEZ"/>	Eva Guadalupe Mendez
Student Employment Review	<input type="text"/>	
Student Employment Apply	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	

Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

STEP 27

In the second row, select the Approval Level, type "STUEMPUSR," and select "Approve" in Required Action

ult Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Category:

je

	User Name	
roll FYI	<input type="text" value="EMENDEZ"/>	Eva Guadalupe Mendez
Student Employment Review	<input type="text" value="STUEMPUSR"/>	
Student Employment Apply	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	

Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

STEP 28

In the third row, select the Approval Level, type "CRMCLALLEN," and select "Apply" in Required Action

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Category:

je

	User Name	
<input type="text" value="Enrollment FYI"/>	<input type="text" value="EMENDEZ"/>	Eva Guadalupe Mendez
<input type="text" value="Student Employment Review"/>	<input type="text" value="STUEMPUSR"/>	Sam Tuempusr
<input type="text" value="Student Employment Apply"/>	<input type="text" value="CRMCLALLEN"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	

Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

[EPAF Originator Summary](#)

STEP 29

After all 3 rows have been entered, click on "Save and Add New Rows"

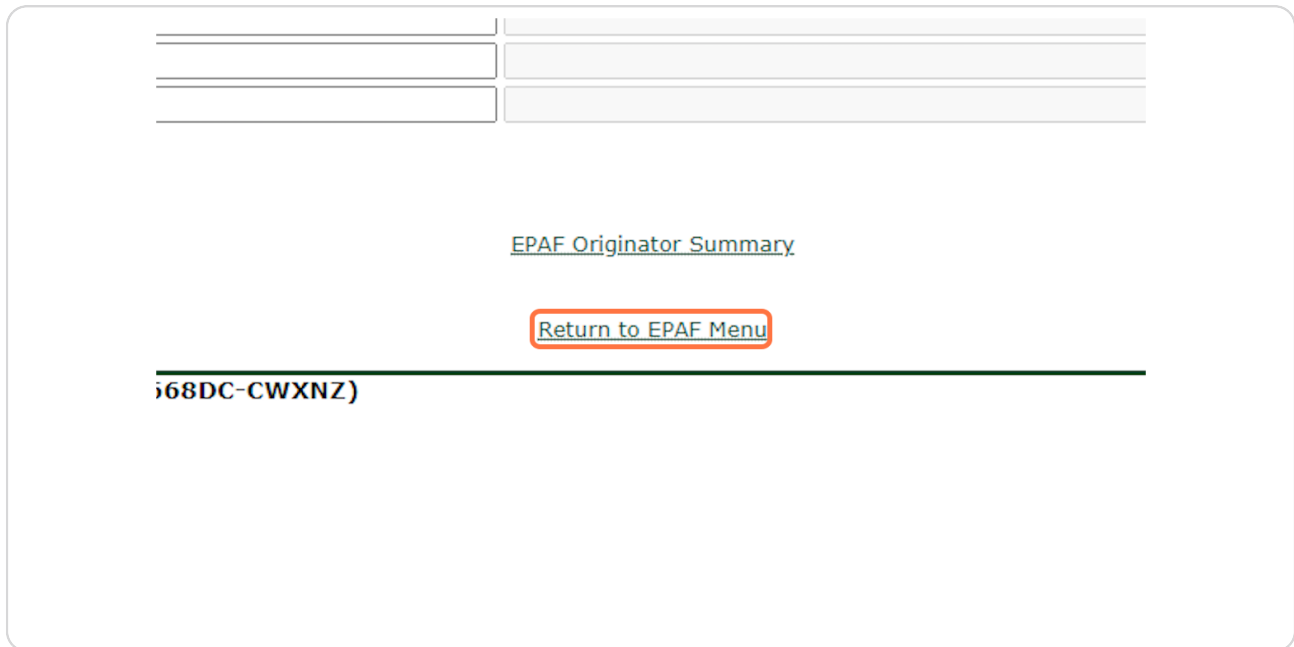
<input type="text" value="90 - (SE-APL) Student Employment Apply"/>	<input type="text" value="CRMCLALLEN"/>
<input type="text" value="Not Selected"/>	<input type="text"/>
<input type="text" value="Not Selected"/>	<input type="text"/>
<input type="text" value="Not Selected"/>	<input type="text"/>
<input type="text" value="Not Selected"/>	<input type="text"/>

Success Icon Mandatory Levels defaulted from Electronic Approval Category Form

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STEP 30

Click on "Return to EPAF Menu"



STEP 31

You should now be able to start the EPAF hiring process. Instructions can be found on the Supervisor Resources Page.

