

EPAF Originator Instructions for Hourly GA

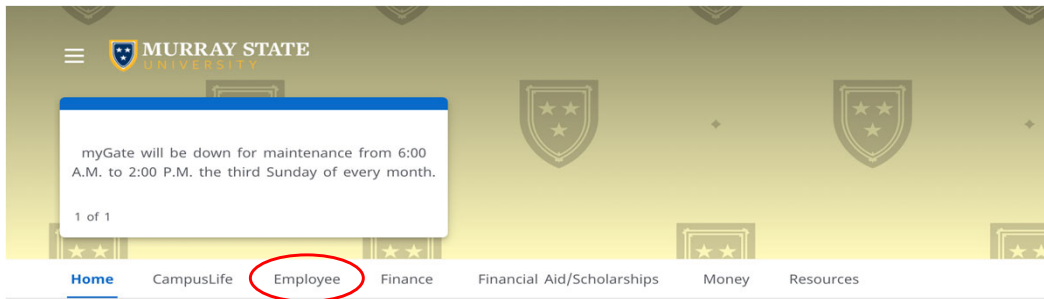
Use for an hourly graduate assistants who have worked for Murray State University in a previous position.

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

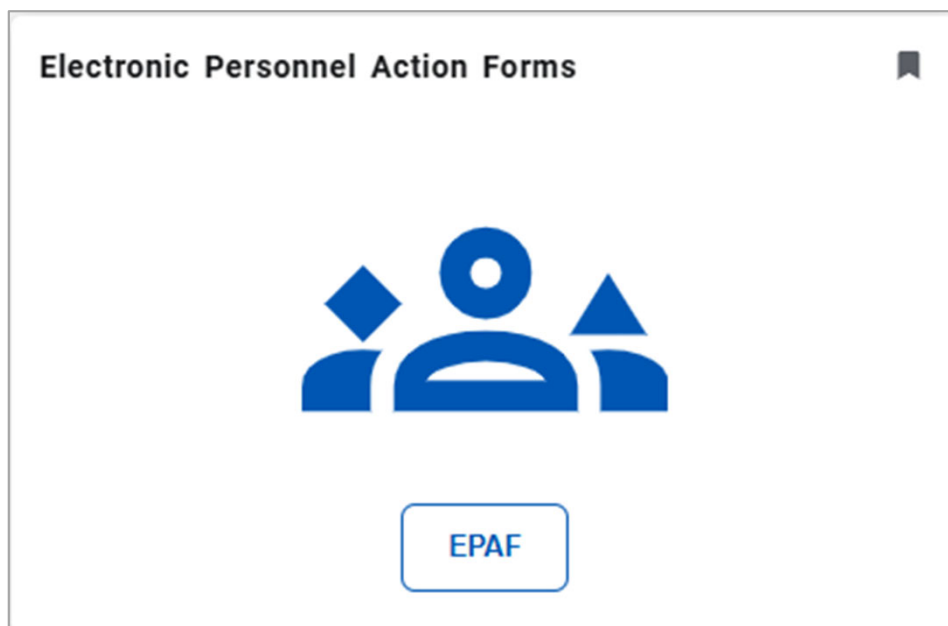
- M-Number
- Date of Hire
- Position Number
- Rate of Pay
- Approver Timesheet Org. (W-Org or T-Org.)
- Termination Date

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 who does not have an active job will need to have a Background Check and I9 completed and submitted to Student Financial Aid before beginning work.

Log into myGate and click on the Employee category.



Click EPAF on the Electronic Personnel Action Form card.



Click New EPAF

EPAF Approver Summary All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.	EPAF Originator Summary Displays only those EPAF transactions that you have originated.
New EPAF Allows you to create a new transaction.	Act as a Proxy Available to all self-service EPAF users who have been given proxy privilege.
EPAF Proxy Records Allows you to specify and authorize one or more users to approve EPAFs in your absence.	

STEP 1: New EPAF Person Select

- **ID:** Enter the student's MSU M-Number.
- Hit **TAB**. Verify student's name.
- **Query Date:** Enter the student's first day of work.
- **Approval Category:** Select Approval Category (EPAF) from drop down menu.
- Click the **GO** button.

New EPAF Person Selection

Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

First Name	Last Name	<input type="checkbox"/> Is an employee	or	ID	or	SSN/SIN/TIN	Search
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Enter or Generate New EPAF

* indicates a required field. Enter an ID or select the link to search for an ID. Enter the Query Date and select the Approval Category. Select Go.

ID *

M00146359

Racer, Little

Generate new ID

Query Date *

03/21/2026

Approval Category *

R440 Restricted Hourly Grad Asst Job, R440

Go

1. Enter M-number, hit TAB
2. Check or Edit Query Date
3. Select an Approver Category

BE SURE to enter the correct Query Date and Approval Category. Entering either incorrectly will cause the EPAF to have to be voided and re-entered.

STEP 2: New EPAF Job Selection

- **Position:** Enter the correct position number for which the student will be hired.
- **Suffix:** Enter the correct suffix for this position.
- Click the **GO** button.

New EPAF Job Selection

Details

ID: Racer, Little, M00146359 Query Date: 03/21/2026 Approval Category: R440 Restr. Hrly GA Job, R440

Grad Assistant Hourly Job, GAHRJB

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input checked="" type="checkbox"/>	New Job	GS0044	00	N00286 GA-Service Hourly	N00286, Rifle-Restricted Initiatives-Donor				

All Jobs **Next Approval Type** **Go**

STEP 3: The EPAF Form

- **Jobs Effective Date:** Enter the first day the employee will be paid.
- **Personnel Date:** Enter the student's first day of work.
- **Regular Rate:** Enter the student's rate of pay.
- **Timesheet Orgn:** Enter the W-Org or T-Org (Approver Org.).
- **Shift:** Indicates the student's campus work location. Defaults as "1" for MSU main campus.
- **Contract Type:** Enter "P" for primary job. Enter "S" for all secondary jobs.
- **Job Begin Date:** Enter the student's job begin date.
- **Job Location:** Select the primary work location from the drop down menu. (If the correct work location is not available in the drop down menu, contact the Payroll Office.)

Grad Assistant Hourly Job. GS0044-00 N00286 GA-Service Hourly

Job Status (Not Enterable) *

A

Jobs Effective Date *

03/21/2026

Personnel Date *

03/21/2026

Employee Class Code (Not Enterable) *

GH

Job Change Reason (Not Enterable) *

E0001

Regular Rate *

15.00

Timesheet COA (Not Enterable) *

1

Timesheet Orgn *

W00198

Shift *

1

Premium Pay Code (Not Enterable) *

ST

Contract Type *

Primary

Job Begin Date *

03/21/2026

Job Location *

MURRAY, Murray

STEP 4: Labor Distribution

Double check the Labor Distribution fields. If incorrect, call the budget office at 4214 before proceeding.

New

Effective Date MM/DD/YYYY
03/21/2026

Effective Date must be the same as Jobs Effective Date

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
1		N00286	N00286	611501	50540					100		

+ Default from Index + Add Row

Fund, Organization, Account and Program codes default in based on the position number

STEP 5: Termination Record

- **Jobs Effective Date:** Enter the last day to be paid.
- **Personnel Date:** Enter the last day of work.

Terminate Student Record, GS0044-00 N00286 GA-Service Hourly

Job Status (Not Enterable) *
T Old Value:

Jobs Effective Date *
04/30/2026 Old Value:

Personnel Date *
04/30/2026 Old Value:

Job Change Reason (Not Enterable) *
E0002 Old Value:

STEP 6: Approval Routing Queue

- **Approval Levels:** Enter the appropriate User Name for each mandatory Approval Level.
 - Only Restricted EPAFs will require Grant's approval.
- Click **SAVE** button.

Select an approver for each of the mandatory approval levels.

Routing Queue

Approval Level	User Name	Required Action	Remove
10 - (FINMGR) Financial Manager		Approve	
20 - (DDDH) Dean, Director, Dept Head		Approve	
70 - (VPAAVP) VPAA	KFISTER - Fister, Katherine R.	Approve	
75 - (GRANTS) Restricted FOAPALS (Grants)	RTHOMPSON31 - Smith, Rebecca L. ⚡	Approve	
80 - (STEMPL) Student Financial Aid	WCAIN - Cain, Wendy	Approve	
95 - (PAYROL) Payroll Apply	SJENNINGS - Jennings, Stephanie	Apply	

+ Add Row

STEP 7: Comments

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

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

Comments

Add Comment

Remaining Characters : 4000

Delete Save Submit

STEP 8: Save and Submit

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

Delete Save Submit

- **Submit:** Once saved, click **SUBMIT**.

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

✔ The transaction has been successfully submitted.

Racer, Little N00286 GA-Service Hourly, GS0044-00	M00146359	132713	R440 Restricted Hourly Grad Asst Job	02/06/2026	03/21/2026	Pending
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Note Transaction
Number

Pending status
reflects successful
submission.