EPAF & WTE HIRING GUIDELINES FOR NEWLY APPOINTED STUDENTS AND TEMPORARY EMPLOYEES

**Overview**

**DEPARTMENT**
- EPAF
  - Fully process 7 days prior to end of the pay period
  - No later than 5 business days before the end of the pay period

**BANNER WTE**
- Verify employee has access to Banner Self Service
- Provide training to employee
- Verify employee entered all time for pay period
- Approve timesheet

**END**
- Enter time daily
  - By Monday after the end of each pay period

**EMPLOYEE**
- Receive notification if candidate approved to begin working
- Submit timesheet
  - By Wednesday after the end of each pay period

**HUMAN RESOURCES**
- EPAF
  - Review & Approval

**PAYROLL**
- Process approved timesheet
  - END