

NOT CURRENTLY EMPLOYED

First, I will need to open up NIDA. I can do that by going to the main Andrews webpage, then under Faculty Staff at the top, click on NIDA Lookup. Once in, I will need to do two things here:

- x Obtain my student's ID number.
- x Confirm t

In the New Position Selection Screen, I will go to the Budget Organization column and click on the drop-down arrow and type in my department's four-digit orgn number, or search for my department by name. Once it comes up, I will click on it and then press the Go button to the right.

A list of all the active positions in my department will appear. The student positions will be sorted at the top (position code will start with a number). If there are multiple student positions listed, I will review the titles and then click on the appropriate position to select. If there is not a title/job that seems to fit, please send an email to hrasstdir@andrews.edu for assistance.

Once I click/select the position, it will take me back to the prior screen. Next, I will go to the Suffix field and enter 99. This will be a place holder that an automatic process will correct before it is applied. Then click on the Go button at the bottom.

This will now take me to the EPAF screen.

Once, I've entered a grade, then I enter the appropriate hourly rate. Again, I need to ensure that

Once I have completed filling out the EPAF fields and routing queue and any comments, I need to click Save at the bottom. I need to make sure no errors pop up at the top. If there are, I need to correct it and RE-SAVE (otherwise, my entries and correction are not saved). If I ever need to stop in the middle of completing a new EPAF, I can always click Save and come back to finish it later.

Important: I will always need to remember to SAVE any new EPAFs or updates to an EPAF. Saving does NOT submit the EPAF, but just saves it. Likewise, submitting does not Save any changes I've made since the last time I saved.

If I am ready to submit my EPAF, then I will click on the Submit button that appears after the initial save is done. Then I'm done! It will now be routed to the person indicated in the Immediate Supervisor approval level for approval. This EPAF will now appear under the History tab in the EPAF originator summary. I can get to the EPAF originator summary by clicking [here](#).

Both the immediate supervisor approver and/or the HR applier may notice corrections that need to be made on the EPAF and can return it to me for correction. I will receive notification of this and will need to make the correction, SAVE, and submit the EPAF again.

FYI on notifications: I will be notified if any (additional) comments are entered and once the EPAF is applied, i.e., job has been created and the student may begin working. The student will also receive an email notification indicating that they can begin working.