EPAF & WTE HIRING GUIDELINES FOR NEWLY APPPOINTED STUDENTS AND TEMPORARY EMPLOYEES **BANNER WTE BANNER WTE Verify employee BANNER WTE BANNER WTE Verify employee Provide training Approve** has access to DEPARTMENT entered all time **Banner Self** timesheet to employee for pay period **EPAF** Service **Fully process** 7 days prior to end of the pay period Receive notification No later than if candidate approved By Wednesday 5 business days after the end of to begin working before the end of each pay period the pay period **EMPLOYEE** By Monday **BANNER WTE BANNER WTE** after the **Submit timesheet Enter time daily** end of each pay period HUMAN RESOURCES **EPAF Review & Approval Process** PAYROLL approved timesheet **END**