NEW HIRE STUDENT WORKER EPAF INSTRUCTIONS

New EPAF Person Selection

ID:	L00######	Jane Q. Student
Query Date:		
Approval Category:	Student Worker NEW Hire, STUNEW	

Position:	**Suffix:**	00

For a NEW student worker, this date MUST be the date provided to you by Student Employment. For rehires, please use the first date the student reports to work (August 1 or after). This <u>same</u> date should be used for the CURRENT HIRE and EFFECTIVE DATES referenced below.

Hire Student

Item	Current Value	New Value	
Employee Status: *(Not Enterable)		Active	Enter SF or SU.
Employee Class Code: *			
Home COAS: *(Not Enterable)		U	
Home Organization: *			Enter your department's org. number.
Current Hire Date: *			

For a NEW student worker, this date MUST be the date provided to you by Student Employment. This MUST be the <u>same</u> date as the QUERY DATE and EFFECTIVE DATE referenced below.

Add Job

Item	Current Value	New Value	
Job Status: *(Not Enterable)		A	
Contract Type: *			Select Primary. If you get an error, select Secondary.
Job Begin Date: MM/DD/YYYY *			
Job Effective Date: MM/DD/YYYY *			These two dates MUST be the SAME and must be the date provided to you by Student Employment. These MUST be the <u>same</u> date as the QUERY DATE referenced above.
Regular Rate (Hourly Rate):	Enter student's hourly rate.		
Hours per Pay: *		20	Change hours if necessary.
Job Change Reason: *(Not Enterable)		NEASS	
Timesheet Orgn:			Enter the timesheet org number of the person who will approve time.

Step: *(Not Enterable)		0
Salary Group: *(Not Enterable)		2014

Labor Distribution

Current Effective Date:

This date SHOULD match the other four dates in green blocks.

COA	Index	Fund	Org	Account	Program	Activity	Location	Project	Cost	%	Encumberance Override End Date

New

Effective Date: MM/DD/YYYY

COA	Index	Fund	Org	Account	Program	Activity	Location	Project	Cost	%	Encumberance Override End Date
U		110000	41210	6115	INS					100	
									Total:	100	

Terminate Job

This should be the LAST day of the student's assignment.

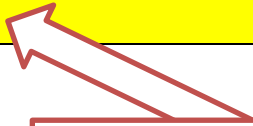| Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY *		
Job Status: *(Not Enterable)		T
Job Change Reason: *(Not Enterable)		TERMA

Please ensure that you choose the appropriate USER NAME as indicated below. Also, the REQUIRED ACTION must be as indicated here.

Routing Queue

Approval Level	User Name		Required Action
38 - (COSTCN) Cost Center Head	YOURDEPTCHAIR	Your Department Chair	Approve
65 - (FIN) Finance	MCBROWN	Margaret Brown	Approve
91 - (SELVL1) Stu. Empl. Level 1	SRSMITH3	Stephanie Smith	Approve
99 - (SELVL2) Stu. Empl. Level 2	SRSMITH3	Stephanie Smith	Apply

Comment

Enter comments if needed.