

STIPEND-PAID (GA OR UNIVERSTIY) STUDENT WORKER EPAF INSTRUCTIONS

New EPAF Person Selection

ID:	L00#####	Jane Q. Student
Query Date:		
Approval Category:	GA/SU Stipend Hire (GAHIRE)	

Position:	Suffix:	00
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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). This same date should be used for the CURRENT HIRE and EFFECTIVE DATES referenced below.

Hire Student

Item	Current Value	New Value
Employee Status: *(Not Enterable)	<input type="text"/>	Active
Employee Class Code: *	<input type="text"/>	
Home COAS: *(Not Enterable)	<input type="text"/>	U
Home Organization: *	<input type="text"/>	
Current Hire Date: *	<input type="text"/>	

Enter SG or SU

Enter your department's org. number.

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). This MUST be the same date as the QUERY DATE and EFFECTIVE DATE referenced below.

Add Job

Item	Current Value	New Value
Job Effective Date: MM/DD/YYYY	<input type="text"/>	
Contract Type: *	<input type="text"/>	P
Job Status: *(Not Enterable)	<input type="text"/>	A
Job Change Reason: *(Not Enterable)	<input type="text"/>	NEASS

Select Primary. If you get an error, select Secondary.

Regular Rate (Monthly Rate):

Hours per Pay: *(Not Enterable)

Factor: *

Pays: *

Step: *(Not Enterable)

Salary Group: *(Not Enterable)

Enter the **monthly** stipend amount the student should receive.

Enter the number of months the student will receive the stipend. Enter the same number in BOTH blanks.

Labor Distribution

Current Effective Date:

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

COA	Index	Fund	Org	Account	Program	Activity	Location	Project	Cost	%	Encumbrance Override End Date
New											
Effective Date: MM/DD/YYYY				<input type="text"/>							
COA	Index	Fund	Org	Account	Program	Activity	Location	Project	Cost	%	Encumbrance Override End Date
U		110000	41210	6115	INS					100	
Total:										100	

End Job

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY *	<input type="text"/>	<input type="text"/>
Job Status: *(Not Enterable)	<input type="text"/>	<input type="text" value="T"/>
Job Change Reason: *(Not Enterable)	<input type="text"/>	<input type="text" value="TERMA"/>

This should be the **LAST day of the last month** the student will be paid for. If you end this prior to the last day of the last month of the assignment, the student WILL NOT receive the full monthly stipend for that month.

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
37 - (HRLVL1) HR Level 1	SRSMITH3	Stephanie Smith	Approve
38 - (COSTCN) Cost Center Head	YOURDEPTCHAIR	Your Department Chair	Approve
41 - (DEAN) Dean	YOURDEAN	Your Dean	Approve
65 - (FIN) Finance	MCBROWN	Margaret Brown	Approve
67 - (FINAID) Financial Aid	HLITTRELL1	Hannah Littrell	FYI
91 - (SELVL1) Student Emp. Level 1	SRSMITH3	Stephanie Smith	Approve
99 - (SUPER) Superuser/Applier	SRSMITH3	Stephanie Smith	Apply

Comment

Student's total number of enrolled hours per semester: (example: 6 hours Fall; 9 hours Spring)
 Total academic year stipend amount: (example: \$5,400) \$600 X 9 months

Comments are REQUIRED and must include the student's total number of enrolled hours for each semester covered by the tuition scholarship AND the total academic year stipend amount. TIP: The FACTORS multiplied by the MONTHLY RATE MUST equal the academic year stipend amount.