EPAF Instructions
Graduate Student Assistant Hire

Last Updated: 5/10/2017
DATA INTEGRITY

Data integrity is very important when entering EPAF information.

Please adhere to the following guidelines:

• All required fields in the EPAF must be populated.
• No symbols or punctuation may be used in the EPAF (e.g. & , . + # @)
  o With the exception of the dot after the name’s prefix (e.g. Mr., Ms., Dr., etc.)
• All fields are case sensitive. Do not use All Caps in any field.
  o An exception example is “PO Box” for Post Office

Note: An EPAF may be returned for correction if data integrity guidelines are not met.
Entry Date

Enter the **Begin Date of the Contract**.

**EMPLOYEE INFORMATION**

*Home Organization:* Enter the employee’s home organization. (Required)

*Distribution Orgn:* Enter the check distribution organization. The distribution org is the organization number of the department where the employee can pick up his/her paycheck. (Required)

*Current Hire Date:* Enter the date of the **Begin Date of the Contract** in which the employee signed. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)

**JOB INFORMATION**

*Contract Type:* Defaults to Primary. *Note:* Only select ‘Secondary’ if the employee has another active position when submitting the EPAF. Otherwise, contact Human Resources before submitting the EPAF. (Required)

*Job Location:* Select the state or country in which the employee will be performing duties for this position. (Required)

*Workers Comp Code:* Select the Worker’s Comp Code that best describes the nature of the employee’s work for this position. This field defaults to 8868, **Professional-Clerical Staff** but can be changed. Descriptions of available Worker’s Comp Codes are below. (Required)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6836</td>
<td>Marina Operators</td>
</tr>
<tr>
<td>7380</td>
<td>Drivers and Garage Employees</td>
</tr>
<tr>
<td>8868</td>
<td>Professional-Clerical Staff – Any office-related work</td>
</tr>
<tr>
<td>9101</td>
<td>Manual Labor – Facilities, Security Guards, Food Service Areas, Shipping Receiving, Coaches</td>
</tr>
</tbody>
</table>
Job Begin Date: For employees having the position number for the first time, enter the date the employee starts work. For employees who previously had the position number, leave blank. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)

Jobs Effective Date: Enter the Begin Date of the Contract. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)

Personnel Date: Enter the date the employee starts working. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)

Factor: Enter the number of bi-weekly periods between the first Jobs Effective Date and the Jobs Effective Date in the Job Termination section. 2 weeks equals 1 pay factor. 1 week equals 0.5 of a pay factor. (Required) (Take the number of weeks worked from the contract and divide by 2)

Pays: Same as number entered for factor. (Required)

Annual Salary: Enter the amount to be paid for the appointment (Total Stipend amount). Do not enter $ before the amount. (Required)

Hours per Day: Defaults to 4. Hours per Day = Hours per Pay divided by 10. (Required)

Hours per Pay: Defaults to 40. Change only if the employee will be working less than 40 hours per pay for this position. (Take the number of hours per week from the contract and multiply by 2.) (Required)

FTE (Full time equivalency): Defaults to 0.5. FTE = Hours per Pay / 80. (Required)

Timesheet Orgn: Enter the employee’s time sheet org. Example: Suzie Q is the approver for John D’s time. Suzie Q approves time sheet org 10001A. Therefore, John D’s time sheet org will be 10001A. (Required)

JOB DEFAULT EARNINGS

Effective Date: Same as Jobs Effective Date from the Job Information section. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009. (Required)

Earnings: Enter REG, Regular Pay. (Required)

Hours or Units Per Pay: Same as Hours per Pay entered in Job Information section. (Required)

JOB TERMINATION

Jobs Effective Date: Enter the End Date of the Contract. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)

Personnel Date: Enter the date on which the employee actually stops working OR the end date of the Contract. The date must be entered in the format MM/DD/YYYY e.g. 08/23/2009 (Required)
ROUTING QUEUE

Enter the Banner ID of an approver for each approval level or click on the magnifying glass to search for and select an approver’s Banner ID.

Graduate Student Assistant Hire EPAF Approval Level Descriptions

25 – Graduate Programs
90 – Human Resources

COMMENT

Enter comments to be seen by approvers and Human Resources.

Click the Save button to save the EPAF. NOTE: An EPAF does not have to be submitted as soon as it is saved. You can exit the EPAF and return later to make changes or submit it.
Click the **Submit** button to submit the EPAF for approval.