EPAF Instructions
Graduate Student Assistant Hire

Last Updated: 8/4/15
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. & , . + # @)
  - 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.
  - An exception example is “PO Box” for Post Office

Note: An EPAF may be returned for correction if data integrity guidelines are not met.
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. 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:** Enter the **Date the employee FIRST held this position**. 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.