

Student Information for EPAF Originator

Date: \_\_\_\_\_

EPAF Transaction Number: \_\_\_\_\_

1. Student information

- a. Full Name \_\_\_\_\_
- b. Campus ID # \_\_\_\_\_ Banner #A \_\_\_\_\_
- c. Student Status: Grad Student or Undergraduate? (Accelerated are UG) / Major \_\_\_\_\_
- d. International student? Yes or No
  - i. International students can work a maximum of 20 hours per week.
  - ii. Does the student have a Social Security Number yet? Yes or No

2. Position Title: \_\_\_\_\_

- a. Person in charge of index and/or supervisor: \_\_\_\_\_
- b. Office location and phone number: \_\_\_\_\_

3. EPAF Information

- a. Query Date: \_\_\_\_\_ (must be the same as Start Date)
- b. Approval Category: \_\_\_\_\_
  - i. TEMJS (salaried rehire) TEMSL (salaried new hire) TEMJH (hourly rehire) TEMHR (hourly new hire)
- c. Job position number and suffix: (MS#####-##/MG#####-##): \_\_\_\_\_
- d. Verify if the student has been employed on campus within the last year. (Search for student and click All Jobs in EPAF System.)
  - i. Previous job with dept. or campus? Yes or No
  - ii. Dates for previous job: \_\_\_\_\_
  - iii. If it has been over one year, the student must complete payroll paperwork with HR.
- e. Is the student working elsewhere on campus this semester? Yes or No
  - i. Where & hours: \_\_\_\_\_
  - ii. There are certain caps on total hours worked, which depend on student status.
  - iii. Working an average of 30+ hours per week, requires ACA health insurance benefits to be paid.
- f. Status will determine if this position is PRIMARY or SECONDARY. (Circle one.)

4. Fund information / Index Number & Name: \_\_\_\_\_

- a. Current Job / Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
  - i. Student **CANNOT** work until all payroll paperwork and approval processes are completed.
  - ii. Does work run through Winter or Summer breaks? Yes or No
    - 1. Check payroll requirements for hours and taxes (HR Benefits) that will change when school is not in session.
- b. Hourly or Stipend? \_\_\_\_\_
- c. Rate of pay: \_\_\_\_\_
- d. Average hours per week: \_\_\_\_\_
- e. Total hours the student can work in a semester: ( c. x weeks remaining ) \_\_\_\_\_
- f. Maximum Pay for the semester: ( c. x e. ) \_\_\_\_\_
- g. Total budget amount in account for funding labor: \_\_\_\_\_
  - i. Is Max Pay ( f. ) higher than Total Budget ( g. )? Yes or No
  - ii. What will be considered for the HR Benefits of this student? \_\_\_\_\_
  - iii. Must factor in benefits and payroll taxes. Since the percentage of benefits and taxes is paid in addition to what the student is paid, the student can't be paid the total budgeted amount.
- h. Confirm everyone knows the total budget amount for labor in the fund. \_\_\_\_\_
  - i. **If the account holder exhausts the account funding and leaves index short of funds for labor then person in charge will be subject to formal personnel discipline procedure.**

5. Other notes that may be pertinent to this student or this position: \_\_\_\_\_