

# EPAF INFORMATION 2024-2025

**REHIRE (STUREH)** – **ONLY** when hiring for the **MATCHING** job position that has been held by the student within your department before. (ex: you have decided to rehire/renew their employment to match what you previously submitted an EPAF for)

*Has nothing to do with previous employment within another department on campus.*

**NEW HIRE (STUNEW)** – If hiring a student that has completed the New Hire Process with Human Resources (Adobe New Hire Packet, provided proper IDs/Documents, been E-Verified), and has **NOT** worked on campus before.

***OR***

Student that has worked with your department before (or another department on campus) BUT has **NEVER** been assigned THIS specific job position number.

## **FOR UWS:**

You may begin submitting EPAFS now if you are hiring students for the 2024-2025 Academic Year. However, please note that these EPAFs will not take priority over Summer EPAFs. Please see the information below for the dates that you should use when submitting the EPAFs.

## **FOR FWS:**

**THE UPDATED FWS FUNDS ARE NOT EFFECTIVE UNTIL JULY 1, 2024.** Position numbers must be manually updated before FWS EPAFs can be successfully submitted. Since we cannot update the position numbers or budgets until AFTER July 1, our plan is to have them no later than July 3. After the position numbers and budgets have been updated, supervisors that are planning to hire students in FWS positions for the 2024-2025 Academic Year will be able to do so.

**NOTE:** IF YOU SUBMIT AN EPAF AND STILL GET THE **ERROR** INDICATING **INDEX XXXFWS DOES NOT ALLOW OVERRIDE OF FUND**, SCROLL DOWN TO **LABOR DISTRIBUTION** AND UPDATE THE FUND # TO 2109**15**. SAVE YOUR CHANGES BEFORE SUBMITTING THE EPAF.

## QUERY DATES/JOB BEGIN DATES:

07.28.2024 – Students continuing their current Summer assignments and/or working prior to classes beginning

08.11.2024 – students that working from 08.11.2024-08.24.2024. *Classes begin 08.21.2024*, so using this start date will give your student more time to look at his/her timesheet and submit it before the deadline.

08.25.2024 – students that are to begin working the pay period following the start of classes.

## TERMINATION DATES:

12.28.2024 – Students that need timesheet access through finals and graduation. Due to the early payroll deadlines for both December biweekly pay periods, I would encourage the use of this termination date instead of 12.14.2024.

05.17.2025 - Students that are going to work through exams & up until graduation

05.31.2025 – Students that are going to work through the entire month of May 2025

07.12.2025 – Students that are going to work through May and June 2025

07.26.2025 – Students that are working the entirety of Summer 2025

**\*\* Please note:** When hiring graduate assistants, a graduate assistant offer letter must be submitted and accepted prior to the EPAF moving forward. It is crucial that the start date and end date on the letter coincide with the number of pay periods the hiring department anticipates paying the student. Please be sure that the amount listed on the letter matches up with the number of pay periods x biweekly rate. Otherwise, the assignment's dates or biweekly stipend amount will need to be altered. \*\*

**SEE EXAMPLES BELOW**

**EX: START DATE: 08.II.2024 END DATE: 07.26.2025 --- 25 BIWEEKLY PAY PERIODS FROM 08.II.2024 TO 07.26.2025.**

The Department plans to pay \$250/biweekly pay period, simply multiply  $\$250 \times 25 = \$6250$  (That is the amount that would be entered into the Graduate Assistant Offer Letter)

**EX: START DATE: 08.II.2024 END DATE: 07.26.2025 --- 25 BIWEEKLY PAY PERIODS FROM 08.II.2024 TO 07.26.2025.**

The department plans to pay A total of \$8000 for the entirety of the assignment (Fall, Spring, and Summer), simply divide that amount by the number of pay periods to determine what the biweekly rate is.

$\$8000 / 25 = \$320$  per biweekly pay period (this is the amount that would be entered on the EPAF) .