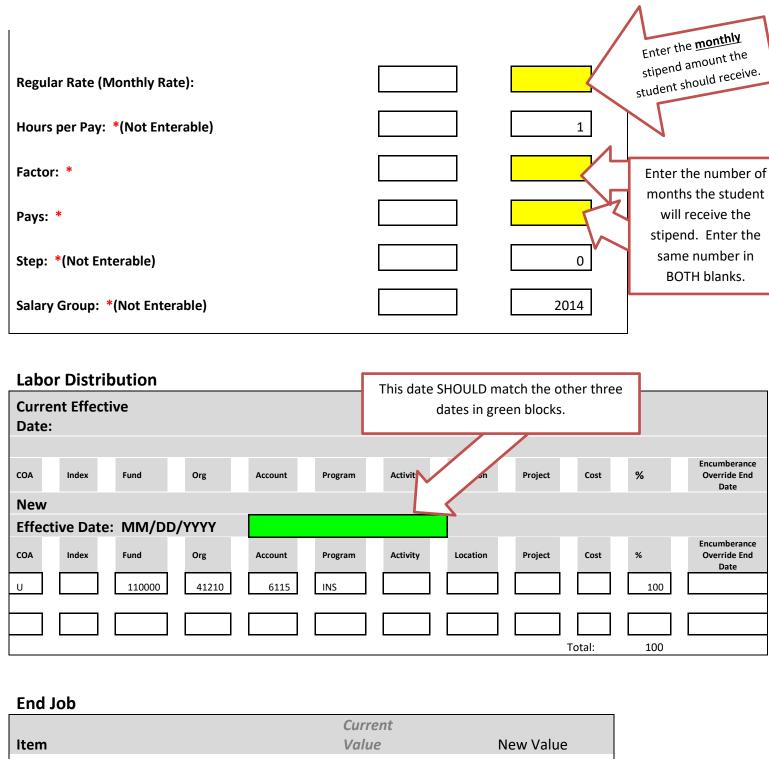
STIPEND-PAID (GA OR UNIVERSTIY) STUDENT WORKER EPAF INSTRUCTIONS

New EPAF Person ID: Query Date: Approval Category: Position:	GA/SU Stipend Hire (G	Jane Q. Student AHIRE) 00	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 N	ew Value			
Employee Status: *(N	ot Enterable)		Active Enter SG or SU			
Employee Class Code:						
Home COAS: *(Not Er	·		U Enter your department's org.			
Home Organization: *	•					
Current Hire Date: *						
	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			
Add Job			the QUERY DATE and EFFECTIVE DATE referenced below.			
Item		Current V	New Value Value			
Job Effective Date: M	M/DD/YYYY		Select Primary. If you select get an error, select			
Contract Type: *			P get an error Secondary.			
Job Status: *(Not Ente	erable)		A			
Job Change Reason: *	(Not Enterable)		NEASS			



Item	Value	New Value	
Jobs Effective Date: MM/DD/YYYY *			
Job Status: *(Not Enterable)		Т	This should be the <u>LAST</u>
Job Change Reason: *(Not Enterable)		TERMA	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 Act
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.