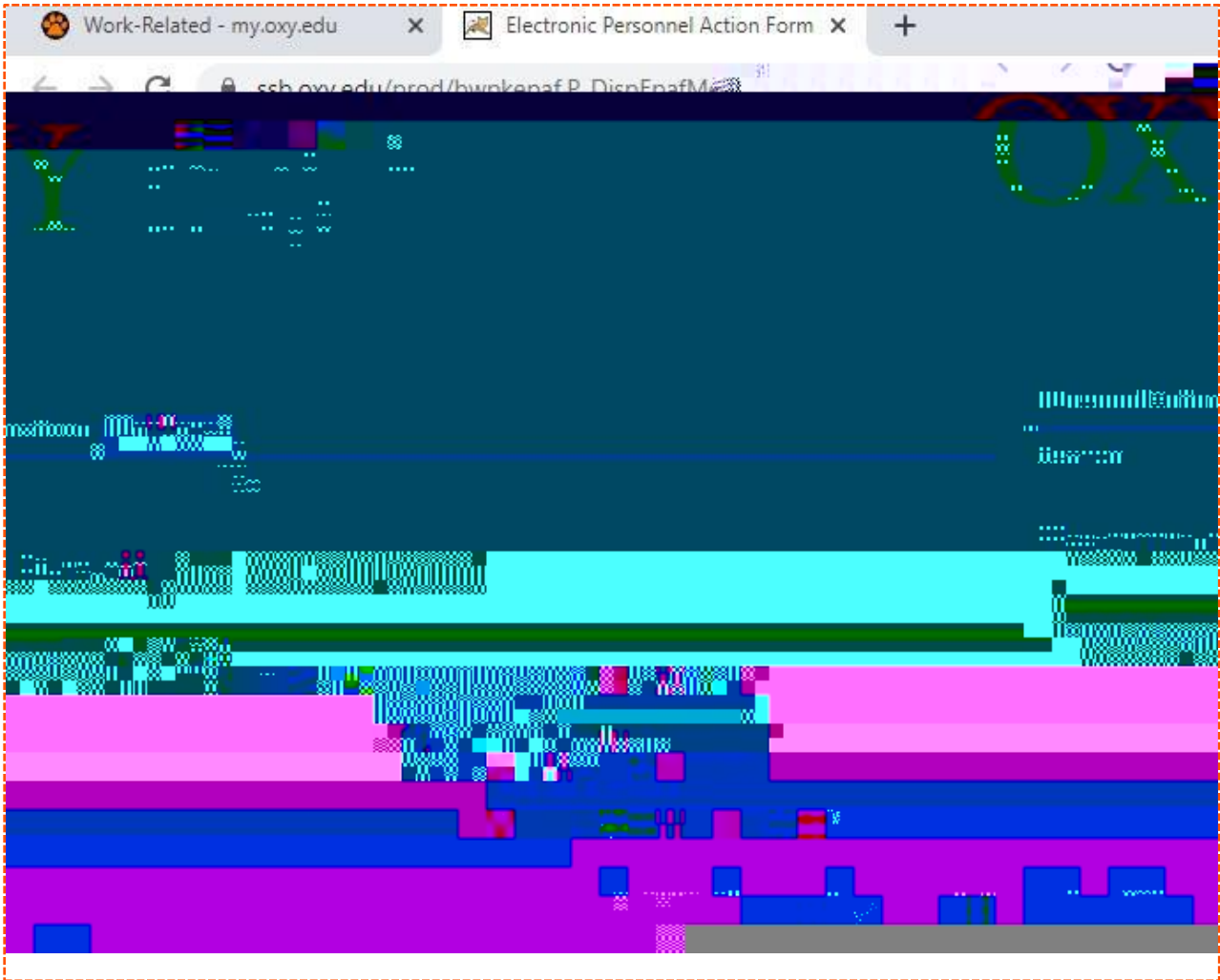


Step 2:



Step 3:

—

BEGINNING OF THE PAY PERIOD

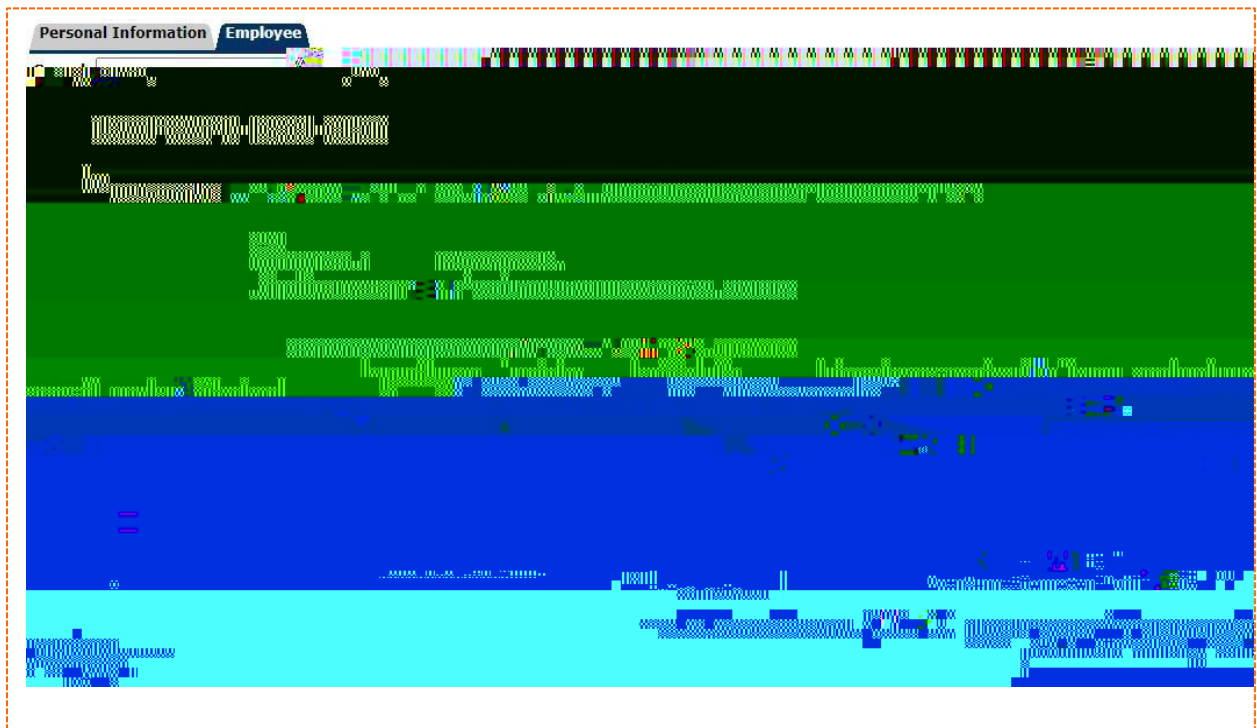
Step 4:



position number

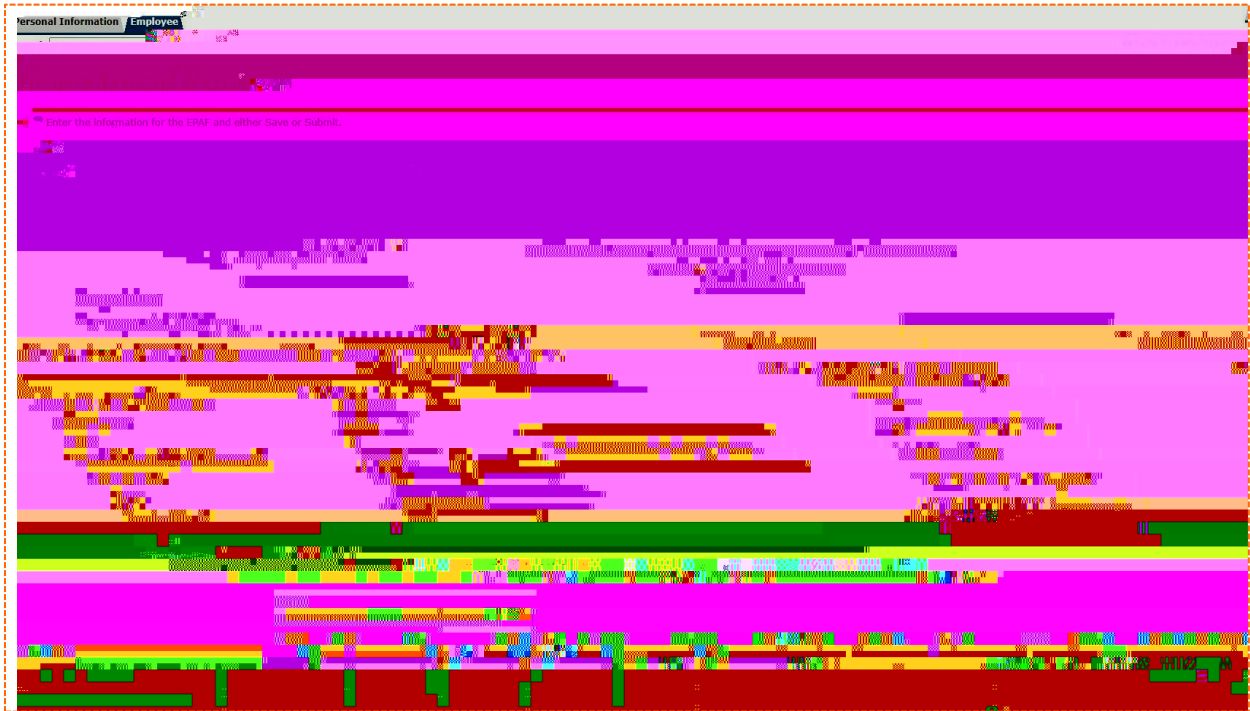
S00RG# (i.e.:

S07430)



Step 5:

On the next page (EPAF form) you will begin to enter data for your hire or rehire (see example below)



Jobs Dates:

Always use the beginning of the pay period except when terminating a student job.

The date for **Job Begin Date** should match the query date from the previous step. The **Job Effective Date** should also match that same query date.

Always use the end of the pay period if using SWTRM2 form to end an assignment.

Leave the **Job Begin Date** field blank if the student has previously worked for your department in the same position number. If you are rehiring your student worker, setting up a merit increase, or title change, be certain you leave this field blank

Contract Type:

(P) Primary: Use only if this is the first time the student has ever worked on campus

(S) Secondary: Use if the student has previously worked in any other assignment on campus

Note: If student worker currently has an additional job active, you will need to select "secondary"

The screenshot shows a web form with the following elements:

- Filter icon and "Jump to Bottom" link.
- Legend: * - indicates a required field.
- Form fields: Date (MM/DD/YYYY), Contract Type (dropdown), Step, Current Value, New Value, and Item (dropdown).
- Contract Type dropdown is open, showing "Secondary" (highlighted in green) and "Overload".
- Item dropdown is open, showing "Not selected".
- Job Status, Title, and Regular Rate fields are visible on the right side.

Step:

For new hires the step is always 0 (zero)

Leave this field blank if the student has previously worked for your department in the same position number.

Status:

Selection should be **Active** for hiring, rehiring students.

Title:

Position job title (i.e.: **Office Assistant**)

Regular Rate:

Hourly Pay Rate, which should be minimum wage (stipends may not be entered on this form. Do not use \$ sign when entering hourly rate).

You can leave a comment if needed.

*Note: When setting up a hire, rehire, or title change, make certain you leave the **Job Begin Date** field is left **blank** do not enter data in these fields unless setting up a new hire into the respective position number.*

Step 6:

Once you have fully completed the EPAF form, select **Save** at the top. Only select **Save** once.

student's name, click [Update](#), [Save](#), and [Submit](#)).

Once you select [Submit](#) you should see a message like the following that reads "The transaction has been successfully submitted."

*NOTE: To view the transaction status first select **EPAF originator** on the bottom of the screen, then select the History tab, and view the transaction status under the **Transaction Status** column.*