

## EPAF Cheat Sheet: Student New Hire

**Definition of Student New Hire (STUNW1):** This Cheat Sheet applies *only* to **brand new student employees to the University**; if the student has worked for USF in the past, please refer to the Cheat Sheet for “Student Assignments.”

**Purpose:** EPAFs set up students in the Payroll database and authorize payment; **a student cannot work at USF without an EPAF submission.** For EPAF tutorials, please see: <http://www.usfca.edu/hr/banner/epaf>

**Timing:** Generally, EPAF’s are due about two weeks before the end of a pay period. The 2009 submission schedule can be found at: [http://www.usfca.edu/hr/banner/2009\\_payroll\\_schedule.pdf](http://www.usfca.edu/hr/banner/2009_payroll_schedule.pdf)

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Required Steps/Actions	Completed [✓]
1. Review the student’s required Work Clearance, which the student obtains from the One-Stop Office. The Work Clearance is required <i>before</i> an EPAF can be submitted.	
2. Go to <b>Employee</b> tab of USF Connect, select <b>EPAFs</b> , then select <b>New EPAF</b> and enter student’s <b>CWID</b> .	
3. Determine student work assignment start date and enter this start date in the <b>Query Date</b> field ( <i>HR will send e-mail notification to student’s supervisor when SSN is required &amp; received. Start date must be <b>after</b> date of SSN receipt</i> ).	
4. From the <b>Approval Category</b> menu, select “Student New Hire, STUNW1” and click “ <b>Go</b> .”	
5. Determine position number and enter in <b>Position</b> field [there are 6 position numbers to use for all student hires; the 2 most common are: Work-Study (B79999) and Non Work-Study (B59999)].	
6. To ensure that this student is technically a “New Hire,” click on <b>All Jobs</b> . If no assignments are listed, then enter a suffix of “00” and click “ <b>Create</b> .” If there are <i>any</i> assignments listed, then exit this EPAF and reference the Cheat Sheet for <i>Student Assignments</i> .	
7. Enter student’s name and demographic information, copying verbatim the information provided in the <b>Current Value</b> column to the open fields in the <b>New Value</b> column.	
8. In the <b>Employee Class Code</b> field, enter “BB” for Non-Work Study or “BC” for Work Study students.	
9. Determine Distribution Org [Value: _____] and enter this value in <i>both</i> the <b>Home Organization</b> and <b>Distribution Orgn</b> fields. Please see: <a href="http://www.usfca.edu/hr/banner/check_distr_orgs.pdf">http://www.usfca.edu/hr/banner/check_distr_orgs.pdf</a> . This is an alpha/numeric code assigned to the department (P, followed by 4 digits); it aids Payroll in the bundling and distribution of the department’s paychecks.	
10. Enter Time Sheet Org (P-Org) [Value: _____]; to determine correct value, please see: <a href="http://www.usfca.edu/hr/banner/ts_orgn.html">http://www.usfca.edu/hr/banner/ts_orgn.html</a> . This is an alpha/numeric code (P, followed by 5 digits) specifying the employee’s E-Timesheet supervisor	

11. Determine student's **Step** by using the "Step Rate Table" to cross-reference student's hourly rate with the corresponding Step value at:  
[http://www.usfca.edu/hr/banner/student\\_classification.pdf](http://www.usfca.edu/hr/banner/student_classification.pdf).

12. Enter student's **Step** (leave the **Regular Rate**, **Assign Salary** and **Annual Salary** fields blank, except in the case of stipends, where **Annual Salary** is entered. For more information about student stipends, please review the "Student Assignments" section of the EPAF training guide). For those assignments that require an hourly rate not listed on the Step Rate Table referenced above, enter "0" in the **Step** field and enter the hourly rate in the **Regular Rate** field.

13. Enter employing department's name in the **Title** field (e.g. "Biology") in order to differentiate this assignment from others using the same pooled position number (e.g. B59999).

14. Enter appropriate FOAP [Value: \_\_\_\_\_] in the "Fund," "Organization," "Account" and "Program" fields over the default FOAP that will automatically populate (note: the FOAP comes from the department's budget Manager and designates the account from which the student's pay is deducted).

15. Enter designated EPAF approvers in the **Routing Queue** section, as follows:

Approval Level	User Name	Approver Checks for:
20 – DEPMGR	(determined by dept.)	<ul style="list-style-type: none"> <li>• Is hire approved?</li> <li>• Is hourly rate correct?</li> <li>• Is FOAP correct?</li> <li>• Are Timesheet &amp; Distribution Orgn values correct?</li> </ul>
40 – STUEMP	PRADO	<ul style="list-style-type: none"> <li>• Is student enrolled and cleared to work?</li> <li>• Work Study eligible?</li> <li>• Is I-9 on file?</li> </ul>
90 – PAYROL	CONCEPCION	<ul style="list-style-type: none"> <li>• Are dates correct?</li> <li>• Do all fields contain values that are valid?</li> </ul>
99 – FINPAY	CONCEPCION	<ul style="list-style-type: none"> <li>• EPAF is applied to the system at this level.</li> </ul>

16. Enter relevant **Comments** including assignment start date, hourly rate and employee's supervisor.

17. Click **Save** and then **Submit**.

18. Review and correct any errors you may receive. For assistance, please review Troubleshooting Guide at:  
[http://www.usfca.edu/hr/banner/epaf\\_guides/EPAF%20Troubleshooting%20Guide.pdf](http://www.usfca.edu/hr/banner/epaf_guides/EPAF%20Troubleshooting%20Guide.pdf)

19. Once the EPAF has been successfully submitted, monitor your e-mail for confirmation that your EPAF has been "Completed Successfully." If you receive an e-mail notification that the EPAF has been "Returned for Correction," revisit the EPAF in your **EPAF Originator Summary**, make the correction(s) specified in the **Comments** section, then **Save** and resubmit.

- **Once the EPAF is approved, the E-Timesheet is accessible to your new student employee.**