

EPAF Cheat Sheet: Student Assignments

Definition of Student Assignments (STUASN): This Cheat Sheet applies *only* to **student employees who have been previously employed by the University**; if the student has not worked for USF in the past, please refer to the Cheat Sheet for “Student New Hires.”

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/Payroll/Banner_EPAF_Information/

Timing: Generally, EPAF’s are due about two weeks before the end of a pay period. The 2011 submission schedule can be found at: <http://bit.ly/gAjrP0>

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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 Employee tab of USF Connect, select EPAFs , then select New EPAF and enter student’s CWID .	
3. Determine student work assignment start date and enter this start date in the Query Date field.	
4. From the Approval Category menu, select “Student Assignments, STUASN” and click “Go.”	
5. Determine position number and enter in Position 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 you are using the correct approval category click on All Jobs . If there are <i>any</i> assignments listed, then you are assured that this student has previously held assignments with USF and it is correct to use the “Student Assignments” approval category. If no assignments are listed, then exit this EPAF and reference the Cheat Sheet for <i>Student New Hires</i> .	
7. Click on Find Suffix . Then click Create .	
8. Determine student’s Step by using the “Step Rate Table” to cross-reference student’s hourly rate with the corresponding Step value at: https://www.usfca.edu/uploadedFiles/Destinations/Offices_and_Services/HR/docs/Step%20Rate%20Table%202011.pdf	
9. 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.	

10. Enter **Contract Type**, selecting “Overload” if this student currently has other active assignments; or “Primary” if this is currently the student’s sole assignment with USF.

11. Enter Time Sheet Org (P-Org) [Value: _____]; to determine correct value, please contact etimesheets@usfca.edu This is an alpha/numeric code (P, followed by 5 digits) specifying the employee’s E-Timesheet supervisor.

12. 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).

13. 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).

14. 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"> • Is hire approved? • Is hourly rate correct? • Is FOAP correct? • Are Timesheet & Distribution Orgn values correct?
40 – STUEMP	PRADO	<ul style="list-style-type: none"> • Is student enrolled and cleared to work? • Work Study eligible? • Is I-9 on file?
90 – PAYROL	CONCEPCION	<ul style="list-style-type: none"> • Are dates correct? • Do all fields contain values that are valid?
99 – FINPAY	CONCEPCION	<ul style="list-style-type: none"> • EPAF is applied to the system at this level.

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

16. Click **Save** and then **Submit**.

17. Review and correct any errors you may receive. For assistance, please review Troubleshooting Guide at: <http://bit.ly/hb08Km>

18. 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.**
- **Please note that an employee cannot submit an EPAF for themselves or a family member.**