



Student Assignments

EPAF Approval Category:

Student Assignments, STUASN

The Student Assignments form is used to create new assignments for students.

Step 1

Define Employee, Query Date, and Approval Category

In the **New EPAF Person Selection** Screen, provide employee's **CWID** or search for employee.

Query Date is the pay period start date.

Select "Student Assignments, STUASN" **Approval Category** (pictured above).

Click "Go".

Step 2

Job Selection

In the **New EPAF Job Selection** screen, input the appropriate **Position** number and **Suffix**.

The following position numbers are reserved for student assignments:

- B49999** Off Campus Work Study
- B59999** Non Work Study
- B69999** Campus Job Opportunity
- B79999** On Campus Work Study
- B89999** America Reads
- C99999** Stipend

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New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Chungro Lee, 11310253
Query Date: Jul 21, 2008
Approval Category: Student Assignments, STUASN

New Job

Position:

Suffix:

Existing Jobs

Number and Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
B59999-00 Student Hourly Special	211001, Arts and Sciences Dean	Jun 09, 2008			Active

To determine the **Suffix**, click the **All Jobs** button in the bottom left, survey the employee's **Existing Jobs** and note the other jobs *with the same position number* assigned to that employee.

Select the suffix number next in sequence that is not already used (e.g. If you are creating an assignment with position # B59999, and there already exist jobs B59999-00 and B59999-01, use the suffix of 02 for the new assignment that you are creating). If employee has no existing jobs, begin the sequence with "00".

For more details about **Position** number and **Suffix**, see Appendix document titled *Student Position Numbers and Accounts*.

Step 3

Enter Main Job Information

Job Begin Date is always the start date of a pay period except when the EPAF modifies a current assignment, then Job Begin Date should match the *Current Value*.

Job End Date must be left blank unless the EPAF modifies an assignment that already has an end date in the *Current Value*. In this case, type "-" (minus sign) to override the termination of the assignment.

Student Assignment

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY	06/09/2008	<input type="text" value="06/09/2008"/>
Job End Date: MM/DD/YYYY		<input type="text"/>
Jobs Effective Date: MM/DD/YYYY	06/09/2008	<input type="text" value="07/21/2008"/>
Job Status:	Active	<input type="text" value="Active"/>
Step:	0	<input type="text" value="0"/>
Regular Rate:	12	<input type="text" value="14"/>
Annual Salary:	24958.08	<input type="text"/>
Assign Salary:	1039.92	<input type="text"/>
Contract Type:	Primary	<input type="text" value="Primary"/>
Contract Begin Date: MM/DD/YYYY		<input type="text"/>
Contract End Date: MM/DD/YYYY		<input type="text"/>
Timesheet Orgn:	211001	<input type="text" value="P54111"/>
Title:	Student Hourly Special	<input type="text" value="Chemistry"/>
Factor:	24	<input type="text"/>
Pays:	24	<input type="text"/>
Job Change Reason:	NEWHR	<input type="text" value="SALAD, Salary Adjustment"/>

Jobs Effective Date is the first day of a pay period (query date).

Job Status must indicate *Active*.

Step should indicate "0" for all student assignments.

- Enter hourly wage in **Regular Rate**. Leave **Annual Salary** BLANK unless creating a stipend assignment.
- For an explanation of **Assign Salary**, please see discussion of **Student Stipend Assignments** below.
- Options for **Contract Type**:
 - Primary: Every employee must have a "primary" job. If employee already has a primary job, select another option.
 - Overload: Additional assignments are "overload" jobs.
 - Secondary: Do not use for student assignments.
- **Contract Begin Date** and **Contract End** Date must be left BLANK, unless creating a stipend assignment (see below).
- Enter the student's **Timesheet Organization** number in the field of the same name. **Timesheet Organization** (or Payroll Organization, abbrev. P-ORG) links the employee's jobs record to their E-Timesheet and, in turn, their E-Timesheet to their specific supervisor/timesheet approver. This applies only to hourly assignments – not stipends.

- Type in the name of the department employing the student next to **Title** (e.g. Chemistry).
- For an explanation of **Factor** and **Pays**, please see discussion of **Student Stipend Assignments** below.
- Select appropriate **Job Change Reason** from drop-down list (e.g. "ADJOB" to add a new assignment). Also refer to Appendix.

- Student Stipend Assignments
- In order to create a stipend assignment for a student employee, complete the EPAF per the instructions above but noting the following changes specific to stipends:
- In Step 2, enter "C99999" in the **Position** field, as this is the position # reserved for student stipends. The suffix should be 00 unless another student stipend assignment already exists for this employee. In that case, you would use the next number in sequence from the existing stipend's suffix (e.g. 01 if the current stipend is 00).
- In Step 3, enter the total stipend amount to be paid in the **Annual Salary** field. Leave the **Regular Rate** field blank.
- In the **Assign Salary** field, enter the amount the student should receive PER PAY PERIOD (this amount should equal the **Annual Salary** amount divided by the **Pays**).
- In the **Contract Begin Date** field, enter the same value that you've entered as the **Jobs Effective Date** above.
- The **Contract End Date** should equal the last day of the final pay period that this student is to receive their stipend. This should be either the 6th or the 20th of the month.
- The **Factor** and **Pays** fields should specify the number of pay periods across which this stipend is to be paid. These two fields should always be equivalent. Example: If a stipend begins on 07/06/2008 and ends on 08/05/2008, the **Factor** and **Pays** should both equal 2, as the time period specified covers 2 pay periods (07/06-07/20 & 07/21-08/05).

For instructions on Steps 4-7, including:

- Confirming or Revising FOAP
- Defining Approval Routing Queue
- Adding Comments
- Saving, Confirming & Submitting your EPAF

please refer to the section of this guide entitled Part I "EPAFs for Student Assignments."