

Student New Hires

EPAF Approval Category: STUNW1

In Step 1, use Approval Category STUNW1 if the student has never been employed at USF.

TIP: If you submit an Approval Category STUASN EPAF and receive the following error message, this signals that more information is required.

Errors and Warning Messages

Type	Message Type	Description
Student Assignments	ERROR	*ERROR* First Name, SSN, Birth Date, Sex Code or Ethnic Code incomplete.
Student Assignments	ERROR	*ERROR* First Name, SSN, Birth Date, Sex Code or Ethnic Code incomplete.
Student Assignments	ERROR	*ERROR* ID is not defined as an employee. Establish Employee record.

If you encounter this error, delete the STUASN EPAF and create another using Approval Category STUNW1.

Complete Step 3, the Student New Hire form like this example:

Student New Hire

Item	Current Value	New Value
ID:	20159551	20159551
Name Type:	LEGL, Legal	LEGL, Legal
First Name:	Minnie	Minnie
Last Name:	Mouse	Mouse
Middle Name:	M	
Gender:		Female
Ethnicity:		7, Unspecified
Citizenship:		Y, Citizen
Birth Date: MM/DD/YYYY		06/19/1979
SSN:		123456798
Employee Class Code:	BB	
Home COAS:	S	
Home Organization:	1	
Distribution Orgn:	251001	
Timesheet Orgn:	P54111	
Current Hire Date: MM/DD/YYYY		07/21/2008
Job Begin Date: MM/DD/YYYY		07/21/2008
Step:	0	
Regular Rate:	10	

Any data in Current Value must be entered in the New Value fields.

Name Type is "Legal."

Ethnicity is for the employee's self-disclosure. Leave at "7" and allow HR to update, unless an ethnicity is shown in the Current Value column, then match Current Value.

Citizenship must indicate "Y" for EPAF to be processed without errors. Confirm employee has visited Student Employment and has completed a Form I-9. Receipt of documents will be confirmed before the EPAF is approved.

Employee Class for Students is BB, or CC for student stipends.

Home Organization should indicate "1".

Distribution Orgn is where the employee's check will be distributed.

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 employees – not stipends.

Current Hire, Job Begin, & Job Effective Dates should all be the same as Query Date in Step 1.

Annual Salary:	The fields highlighted to the left should ALL be left blank except when entering student stipend assignments, which are discussed below.	
Assign Salary:		
Contract Begin Date: MM/DD/YYYY		
Contract End Date: MM/DD/YYYY		
Factor:		
Pays:		
Contract Type:		Primary
Jobs Effective Date: MM/DD/YYYY		07/21/2008
Job Change Reason: (Not Overrideable)		NEWHR
Title:		Chemistry

Indicate "Primary" for a new hire **Contract Type**.

Indicate department name in the **Title** field.

Step 1

Define Employee, Query Date, and Approval Category

- In the **New EPAF Person Selection** Screen, provide student's **CWID** or search for student using the magnifying glass icon.
- **Query Date** is the first date of the pay period within which the student will begin their new position (please see Appendix on Query Date(s) for more detailed information).
- Select "Student New Hire, STUNW1" **Approval Category** (pictured on previous page).
- Click "Go".

Step 2

Job Selection

- In the **New EPAF Job Selection** screen, input the employee's new **Position** number and **Suffix**.
- Click "Create".
- NOTE: If under the "Existing Jobs" heading near the bottom left of the screen, there are listed position #'s and job information (e.g. a pre-existing position # B59999-00), then abort this New Hire EPAF as this signals that the student's employment record has already been established. Instead, enter the student's new assignment under the Student Assignments approval category (STUASN).

Step 3

Enter Main Job Information

- The first open field within the EPAF is **Name Type**. This should default to "LEGL, Legal".
- **Citizenship** should default to "Y, Citizen." If the student is not a citizen, select the appropriate status from the drop-down menu. Note: Please ensure that student has filed I-9 with student employment before completing EPAF.
- Enter the student's **Employee Class Code**.
- Enter "1" in the **Home Organization** field.
- Enter **Distribution Orgn** code where the employee's check should be distributed.

- Enter the employee's Payroll Organization # (P-ORG) in the **Timesheet Organization** field.
- Enter the student's hourly rate in the **Regular Rate** field. Leave the **Annual Salary, Assign Salary, Contract Begin** and **Contract End Date** fields blank (except in the case of stipends. See instructions below).
- Leave the **Factor** and **Pays** fields blank (except in the case of stipends. See instructions below).
- Enter the name of the hiring department in the **Title** field.

**** 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 2, 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 5th 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.”