



Student Salary Increase

Step 1

Define Employee, Query Date, and Approval Category

Notes

Click on link to employee's current job to be changed.

Query Date = pay period start date

Approval Category = STUSAL (see drop down list)

Step 2

Job Selection

Click on the link to the job that is to be modified.

Step 3

Enter Main Job Information

Student Salary		
Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	06/01/2007	04/21/2008
Job Change Reason:	CONV	Not Selected
Step: (Not Overrideable)	0	0
Regular Rate:	9.36	
Annual Salary:	9673	

Notes

Current Value populates to guide the user to determine the *New Value*.

Jobs Effective Date = pay period start date (query date)

Job Change Reason = (refer to Appendix)

Step = "0"

Regular Rate = input hourly rate

Annual Salary = leave BLANK

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."