3. New ePAF

**Query Date**

**Instructions**

- **Determine the Query Date:** Can the ePAF be approved and applied at least 2 business days prior to the current pay period’s timekeeping deadline? If not, it is considered Late.

- **Current:** the first day of work or Pay Period Start Date.
- **Current:** the date the change takes effect.
- **Current:** the expected last day of work.
- **Late:** the next Pay Period Start Date on all Student Assistant and Research New Hire/Add Job ePAFs.

The Query Date cannot be prior to the Last Paid Date or in a completed pay period. ePAFs submitted more than 30 days in advance will be returned by Payroll or OHR. The Query Date cannot be prior to the Grant Start Date.

**Position, Suffix**

- **Position is required** on all ePAFs.
- **Position is two zeros (00).**

**Employee Class Code**

- New Hire, Termination & Research New/Add
- RS (Regular Student Hourly) or WS (Federal Work Study).

**Employee Group Code**

- New Hire & Research New/Add
- SREG (Regular Students) or SWKS (Work Study Student).

**Home Organization**

- New Hire & Research New/Add
- Organization (code) the student is working for.

**Distribution Orgn**

- New Hire & Research New/Add
- Organization (code) the student is working for.

**Job Begin Date**

- New Hire, Add Job & Research New/Add
- Run ePAF Job Begin Date report using the Position number that will be used on the new ePAF.

**Contract Type**

- New Hire, Add Job & Research New/Add
- Select Primary, if error occurs, select Secondary.

**Personnel Date**

- New Hire, Add Job, Research New/Add & Change of Status
- Query Date or the first day of work.

**Job Change Reason**

- New Hire
- *Research New/Add
- ADDJOB if 19 Date is blank.
- REHIRE if 19 Date is not blank.

**Salary Group**

- New Hire, Add Job & Research New/Add
- Fiscal year in which wages are charged. For example, FY12A.

**Regular Rate**

- New Hire, Add Job, Research New/Add & Change of Status
- Hourly rate of pay. Minimum wage is $7.25 per hour.

**Hours per Pay (Period)**

- New Hire, Add Job, Research New/Add & Change of Status
- Average hours the student is expected to work in a pay period for the organization.

**Timesheet Orgn**

- New Hire, Add Job & Research New/Add
- Organization (code) the student is working for.

**COA (always1) and the FOAPAL string:**

- New Hire, Add Job, Research New/Add & Change of Status
- A position’s funding can be split between multiple funds with the same org code on one ePAF.

**Termination Personnel Date**

- Research New/Add & Termination
- Query Date, last day of work or the Grant End Date.

**Additional required Approval Levels**

- All ePAFs
- Grant Approval and Budget Review Officer with Required Action Approve is required for all 70XXXX and 103050 organization codes.

- New Hire, Add Job & Change of Status
- Termination
- If student receives Federal Work Study:
  - Financial Aid Approval with Required Action Approve is required.
  - Financial Aid Approval with Required Action FY1 is required for Termination.

**Comment**

- All ePAFs
- Enter the reason if the ePAF is Late or Retroactive.
**Student New, Add or Change of Status ePAF Query Date**

Deadlines must be adjusted when there’s an early timekeeping completion deadline.

Review the calendar below when determining the **Query Date**.

Can the ePAF be approved before the pay period’s Thursday **Approval Deadline**?

- If it can, the **Query Date** is the student’s first day of work or the Pay Period Start Date.
- Otherwise, the **Query Date** is the next Pay Period Start Date.

**Additional Query Date Guidelines**

- It cannot be in a completed pay period.
- It is the Jobs Effective Date.
- A Research New Hire/Add Job ePAF **Query Date** cannot be prior to the **Grant Start Date**.
- If it is incorrect, delete the ePAF and start over.

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<tr>
<th>Pay Week</th>
<th>Sunday</th>
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<td>1</td>
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<td>Approval Deadline</td>
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**Student Termination ePAF Query Date**

Deadlines must be adjusted when there is an early timekeeping completion deadline.

Review the calendar below when determining the **Query Date**.

Can the ePAF be approved before the pay period’s Thursday **Approval Deadline**?

- If it can, the **Query Date** is the student’s last day of work or the Pay Period End Date.
- Otherwise, the **Query Date** is the next Pay Period Start Date.

**Additional Query Date Guidelines**

- It cannot be in a completed pay period or prior to the student’s Last Paid Date.
- It is the Jobs Effective Date.
- If it is incorrect, delete the ePAF and start over.
- Research funded termination ePAFs
  - The **Query Date** cannot be after the **Grant End Date**.
  - The termination date was entered when the Research New Hire/Add Job ePAF was created. The termination ePAF is only required if the student is terminating on an earlier date.
  - Contact the Payroll Office (ext. 3074) and request removal of the student’s **Personnel Termination Date** first. Termination ePAFs will not process until the date is removed.

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