

Student EPAF Process

- To access the [Electronic Student Job Assignment Form](#), you will need to login with your UCM single-sign on ID and password.
- You should now be in the Student EPAF, and your screen should look like this:

Preparer Details

Preparer's Name: Bailey Weiker
 Preparer's Dept: Human Resources
 Preparer's Email: weiker@ucmo.edu
 Preparer's Phone: (660) 543-4255

Contract Information

Select EPAF Type: * Hourly ▼
 Select Term: * Fall 2023 ▼
 Hiring Department: * -- Please select a department -- ▼
 Student ID (700#): *

Agreement

* I understand that:

- a UCM student employee is normally limited to no more than a total of 20 hours of work per week for all jobs combined,
- an international student (F-1 or J-1 status) may NOT, under any circumstances, work more than 20 hours per week during any period of enrollment,
- a Federal Work-Study student may NOT exceed his/her assigned allotment each semester, and

- You will only have the option "Hourly" for the "Select EPAF Type" field.
- Select the term in which you are wanting to hire the student within.
- Select the department ORG number in which they will be working in.
- The screen will automatically populate the students Financial Aid Information, Next Semester Enrollment Information, Other Campus Jobs, and Job Assignments Submitted for Term, as shown below.

Financial Aid Information:				
Semester	Student Level	Credit Hours Enrolled	Hours Allotment (Work-Study Only)	Work-Study Earnings Allotment
202410	UG	13	0	0
202420	UG		0	0

Next Semester Enrollment Information:		
Next Semester	Student Level	Next Semester Credit Hours Enrolled
202420	UG	

Other Campus Job:			
Department	Position	Employee Class	Last Job End Date (none if regular position)

Job Assignment(s) Submitted for Term:				
Department	Position	Hours	Start Date	End Date

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- You will then need to check the box stating the agreement.
- Select "Next."
- If the student you are hiring has never worked on campus before or has had a substantial break in service to update their I-9 record, you will be directed to the screen below. If you have a secondary email for the student, you can enter it here, but it is not a required field. Enter their expected start date, Type of Employment, & leave Bailey Weiker as the HR Generalist Contact field. Enter any comments if you feel they are needed.

New Student Employee Hire

By completing this form, the HR department is notified that a new student employee will be coming over to complete new hire paperwork.

Hire Information

Name:

UCM Banner ID:

In addition to you receiving the e-mail notification, who else needs to receive an e-mail notification?

Secondary Email:

Start Date: *

Department Orgn Code:

Department Name:

Type of Employment: *

HR Generalist Contact: *

Comments:

[REDACTED]

[REDACTED]

[REDACTED]

YYYY-MM-DD

600110

Human Resources

SU - University Funded ▼

Bailey Weiker ▼

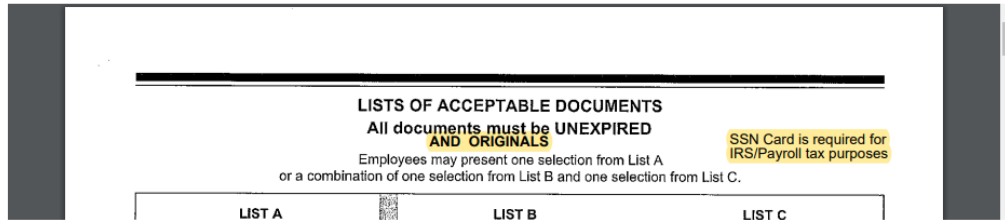
[REDACTED]

- Select "Next"

- The next screen that will appear shows as below. Please print this out and have the student bring it to HR when they complete their new hire paperwork. You will not be able to continue until your employee has come into HR and completed new hire paperwork.

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1. Print this list of Acceptable Documents by clicking the print icon below or right-click on the document and choose Print, depending on your browser.



2. Print this page and give it to the new employee.

Bring this form with you to the Office of Human Resources, ADM 101.

You will be required to present proof of your eligibility to work in the United States (refer to the "Lists of Acceptable Documents"). All documents must be original documents and unexpired. You may present either

- One document from List A
- OR**
- One document from List B **AND** one document from List C.

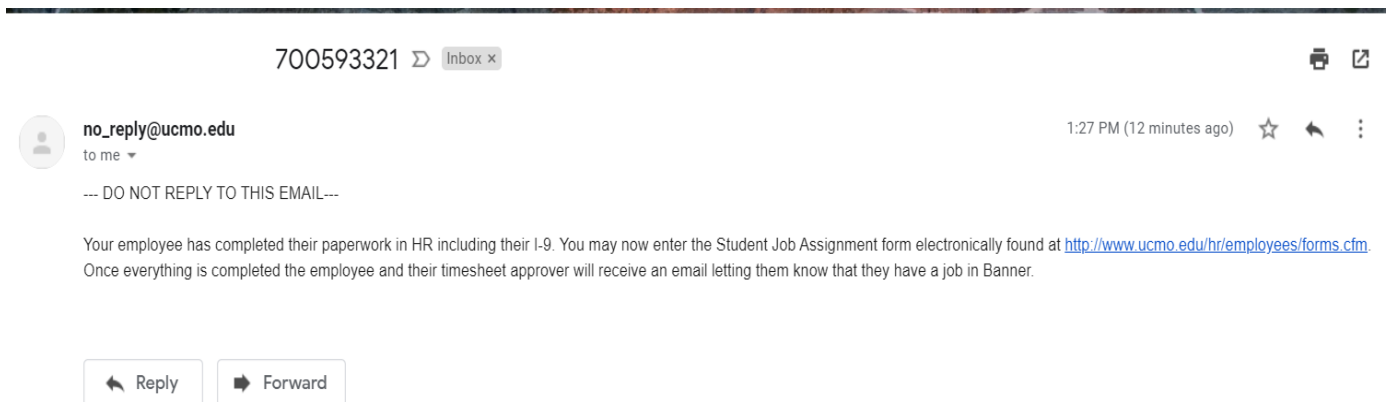
You must complete the necessary paperwork on or before your first day of employment in the Office of Human Resources.

If you have any questions prior to coming to HR please call ext. 4255.

Name: [REDACTED]
UCM Banner ID: [REDACTED]
Department Orgn Code: 600110

****If the student has worked on campus before, steps 9-16 will not occur for you. You will be able to continue the entire EPAF from start to finish. ****

12. Once the student has come into HR and completed new hire paperwork, you will receive another email indicating such. It will look like:



13. This is an indication that you need to do the second half of the student EPAF. Click on the link and login with you UCM network ID and password. It will take you to the EPAF homepage. You will need to select "Submit a New Request."

Student EPAF Process

All Student EPAF Records for Fall 2023

Submit a New Request

Banner ID ◆ **First Name** ◆ **Last Name** ◆ **Term Code**

14. It will look like you are re-doing the same thing you did before, but you are not. Continue the process as it asks.
15. Enter the student's information just as before and it will automatically pull up the student's information including the credit hours they are enrolled in, work study hours, other campus jobs, and other job assignments submitted for term.

NOTE: IF THE STUDENT QUALIFIES FOR FEDERAL WORK STUDY, THERE WILL BE NUMBERS UNDER THE FIELDS "HOURS ALLOTTMENT (WORK-STUDY ONLY) & "WORK-STUDY EARNINGS ALLOTMENT." IF THERE ARE NUMBERS HERE & YOU WANT TO USE THEIR FWS FUNDING, AS YOU KEEP GOING THROUGH THE PROCESS, MAKE SURE TO CHOOSE THE FEDERAL WORK-STUDY FUNDED POSITION NUMBER! PLEASE SEE HIGHLIGHTED EXAMPLE BELOW!

Student ID (Year): 10000010

Financial Aid Information:

Semester	Student Level	Credit Hours Enrolled	Hours Allotment (Work-Study Only)	Work-Study Earnings Allotment
202410	UG	15	77.73	991
202420	UG		0	0

Next Semester Enrollment Information:

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Contract Information *

Select EPAF Type: *

Select Term: *

Hiring Department: *

Student ID (700#): *

Student: ██████████

Financial Aid Information:

Semester	Student Level	Credit Hours Enrolled	Hours Allotment (Work-Study Only)	Work-Study Earnings Allotment
202420	UG	13	0	0

Next Semester Enrollment Information:

Next Semester	Student Level	Next Semester Credit Hours Enrolled
202430	UG	

Other Campus Job:

Department	Position	Employee Class	Last Job End Date (none if regular position)
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Job Assignment(s) Submitted for Term:

Department	Position	Hours	Start Date	End Date
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16. You will then have to check the box under the "Agreement" section and select "Next."

Agreement

*

I understand that:

1. a UCM student employee is normally limited to no more than a total of 20 hours of work per week for all jobs combined,
2. an international student (F-1 or J-1 status) may NOT, under any circumstances, work more than 20 hours per week during any period of enrollment,
3. a Federal Work-Study student may NOT exceed his/her assigned allotment each semester, and
4. I am responsible for accurately monitoring and reporting the employment hours earned by the above student.

Next

Student EAPF Process

17. You will now be taken to an overview of the job you submitted as well as a "Job Information" section.

****It is incredibly important that you enter the "Job Start Date" as the correct date. This should not be a guess or else it will cause an issue with the student's taxation on their paycheck!! ****

Job Information

Please mark one: * US Resident Alien If Non-Resident Alien: F1 J1

University Funded: * Federal Work-Study Funded:

If you do not see a position number in the drop down listing, please contact Payroll at ext 4067

Job Start Date: * Not before 2024-02-16

Job End Date: * Not After 2024-05-31

Hours per Week: *

Hourly Rate: *

Campus Address: *

Comments:

250 character(s) left

18. If you receive this error message, it means you have either entered the incorrect department or you do not have the finance security to hire the student.

Job Information

Please mark one: * US Resident Alien If Non-Resident Alien: F1 J1

University Funded: * Federal Work-Study Funded:

You do not have FOAPAL security for this position. Please select a different number

If you do not see a position number in the drop down listing, please contact Payroll at ext 4067

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19. Once this information is entered, this following will appear under the comments box.

Fund Information

Fund:	<input type="text" value="100010"/>	Org:	<input type="text" value="600110"/>	Acct:	<input type="text" value="640100"/>	Prog:	<input type="text" value="6300"/>	Activity:	<input type="text"/>	Percent:	<input type="text" value="100"/>
Fund:	<input type="text"/>	Org:	<input type="text"/>	Acct:	<input type="text"/>	Prog:	<input type="text"/>	Activity:	<input type="text"/>	Percent:	<input type="text"/>

Timesheet Approver

TimeSheet Approver: Kenda Jones

TS Approver Telephone: (660) 543-4255

Request Timesheet Approver Change:

***** VERIFY ALL INFORMATION BEFORE SUBMITTING *****

20. "Position Funding" will automatically enter. Although, you can override if necessary. If using Federal Work Study, you can only override this information on the labor line that is charged to your department.
21. If the "Timesheet Approver" is incorrect, you may request a change by using the "Request Timesheet Approver Change" dropdown.
22. Once you have verified the information is correct, select "submit" at the bottom of the page.
23. After submission, you will receive an abbreviated summary of what you entered. At this point you can close the web browser if you are done. If you do not receive a screen similar to the one below, your request did not successfully submit:

Student EPAF Process

Hiree

Banner ID	
Name	
Position	S99485
Term	202420

Job Information

Department	401215
Start Date	02-19-2024
Updated Start Date	
End Date	05-31-2024
Updated End Date	
Hours	20
Updated Hours	
Hourly Rate:	14.00
Updated Hourly Rate:	0.00
Campus Address	Wood 11
Requestor Name	
Request Date	
Comments	
Timesheet Approver	