

Student EAPF Data Entry Work Sheet

(for departmental use, do not return to UACDC)



Student Name: _____

1. E number: _____

2. Query Date: _____

(this is the date of the first day of the current student pay period. See payroll calendar)

3. Approval Category: Choose one

General/Designated/Auxiliary Funds

Student Hire (first time ever working in this job)

Student Rehire (rehiring into an exact previous job)

Student Appointment Change (pay rate change)

Grant Funds

Student Hire Grant (first time ever working in this job)

Student Rehire Grant (rehiring into an exact previous job)

Grant Student Appointment Change (pay rate change)

4. Position Number: _____ Suffix: 00 (this determines where funds are drawn from, if you are unsure please contact UACDC)

5. Employee Class: RE (Regular Student Employee) or FW (Work Study Student Employee)

6. Home Organization: _____ (org the student will be paid from)

7. Time Sheet Org: _____ (should be same as home org)

8. Current Hire Date: populates with query date

9. Job Begin Date: populates with query date

10. Jobs Effective Date: populates with query date

11. Personnel Date: _____ (populates with query date, can change to actual start date)

12. Contract Type: defaults to primary, only change to secondary if prompted by an error message

13. Regular Rate: _____ (hourly rate the student will be paid)

14. End of Job Assignment: not enterable (populates with end of winter term)

Verification

- ____ Enrolled half time (at least 6 UG/4 GR)
- ____ Work study award _____ Amount
- ____ I9 complete
- ____ Criminal background check
Authorization
- ____ Student employment policy
- ____ Data Security and Confidentiality