- 1. To access the <u>Electronic Student Job Assignment Form</u>, you will need to login with your UCM single-sign on ID and password.
- 2. You should now be in the Student EPAF, and your screen should look like this:

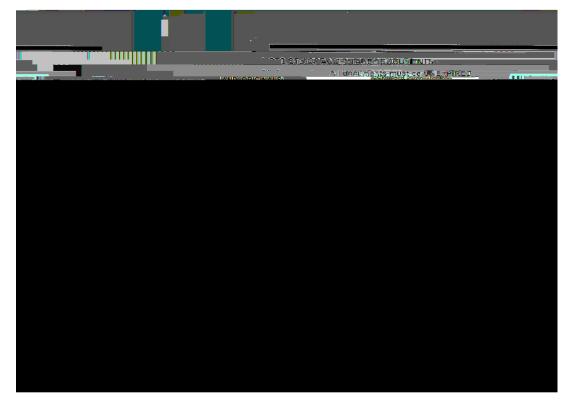
Preparer Details		remains an a Born at a A
Bailey Weiker Human Resources weiker@ucmo.edu (660) 543-4255		Preparer's Name: Preparer's Dept: Preparer's Email: Preparer's Phone:
		Contract Information
		Select EPAE Type: *
2	Select Term: *	Fall 2023
ant 🗸	Hiring Department: *	Please select a deparme
	Student ID (700#): *	
	Agreement	
e is normally limited to no more than a total of 20 hours of work per week for all jobs combined,	□ *	l understand that: 1. a UCM student employed
(F-1 or J-1 status) may NOT, under any circumstances, work more than 20 hours per week during		 an international student (any period of enrollment,
udent may NOT exceed his/her assigned allotment each semester, and		3. a Federal Work-Study st

- 3. You will only have the option "Hourly" for the "Select EPAF Type" field.
- 4. Select the term in which you are wanting to hire the student within.
- 5. Select the department ORG number in which they will be working in.
- 6. 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.

Einancial Aid Infor	rmation:					
5- 100 (10 ° 11 - 10 10 %)	an a	entin graphi	antes <mark>Strates and Parts a</mark>		Dall286 (Peas	11 - <i>มีสีกักษณ์</i>
	a)		10	'	200244100	ue
	······		-	A. 1972		<u> </u>
				Next Semester Enrollment	Information:	
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grmata, alani 144	a 1922 - Donina				··· ·· -	1. N. 1988
t	Position	Hours	Start Date	End Date		Departmer

7. You will then need to check the box4

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.



**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. **

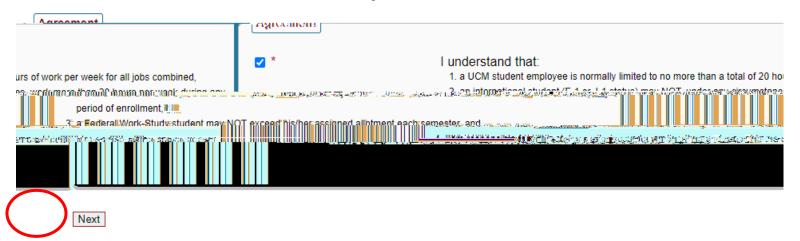
12. Once the student has come into HR and completed new hire paperwork, you will receive another email indicating such. It will look like:

	and the second
	LDCE BROTT RREATENT (CTTR RESERVANT
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Once exercition is completed for conduces and their foreedeed accordence will be view on en-	

13. This is an indication that you need to do <u>the second half</u> 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."

Contract Information	· _			0500	
				Select EDAC.Tubo: *	···· <u>····</u> ····························
Select Term: *	Spring 2024	~			
Higha Donartmast: *			a a		
		Student ID	(700#): *		_
		Student			
			Aid Information		
	_		and information	h	
Work Study Famings Allefment		Semester	Student Lovel	Credit Hours Enrolled	Hours Allohnent (Mork-Study Only)

16. You will then have the check the box under the "Agreement" section and select "Next."



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	
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na please contact Payroll at avt 1067	vn lietii

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.

Please mar	kone: *	 Resident Alien 	If Non-Resi	ident Alien (∩_B1
ided: *	S99817	✓ Federal Work-Stu	udy Funded:	Please select a position	University Fur
u do not have FNA		sition_Please select a differ #Station of the second state			

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

- 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.