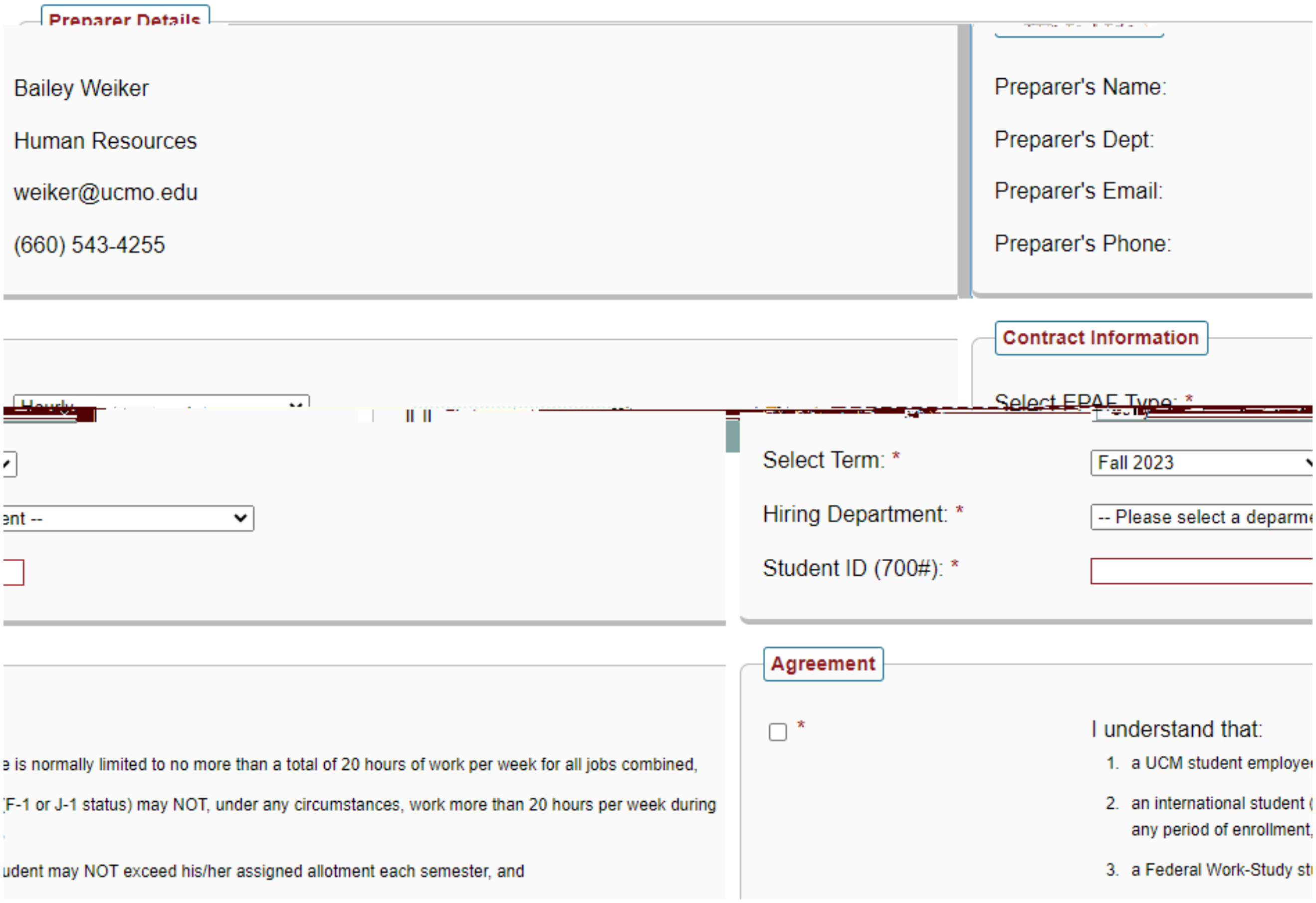
Student EPAF Process

1. To access the [Electronic Student Job Assignment Form](), 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

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 departme

Student ID (700#): *

Agreement

☐ *

I understand that:

1. a UCM student employe
2. an international student (
   any period of enrollment,
3. a Federal Work-Study st

e is normally limited to no more than a total of 20 hours of work per week for all jobs combined,

F-1 or J-1 status) may NOT, under any circumstances, work more than 20 hours per week during

udent may NOT exceed his/her assigned allotment each semester, and

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.

Financial Aid Information:

10 0 0 202410 UG

Next Semester Enrollment Information:

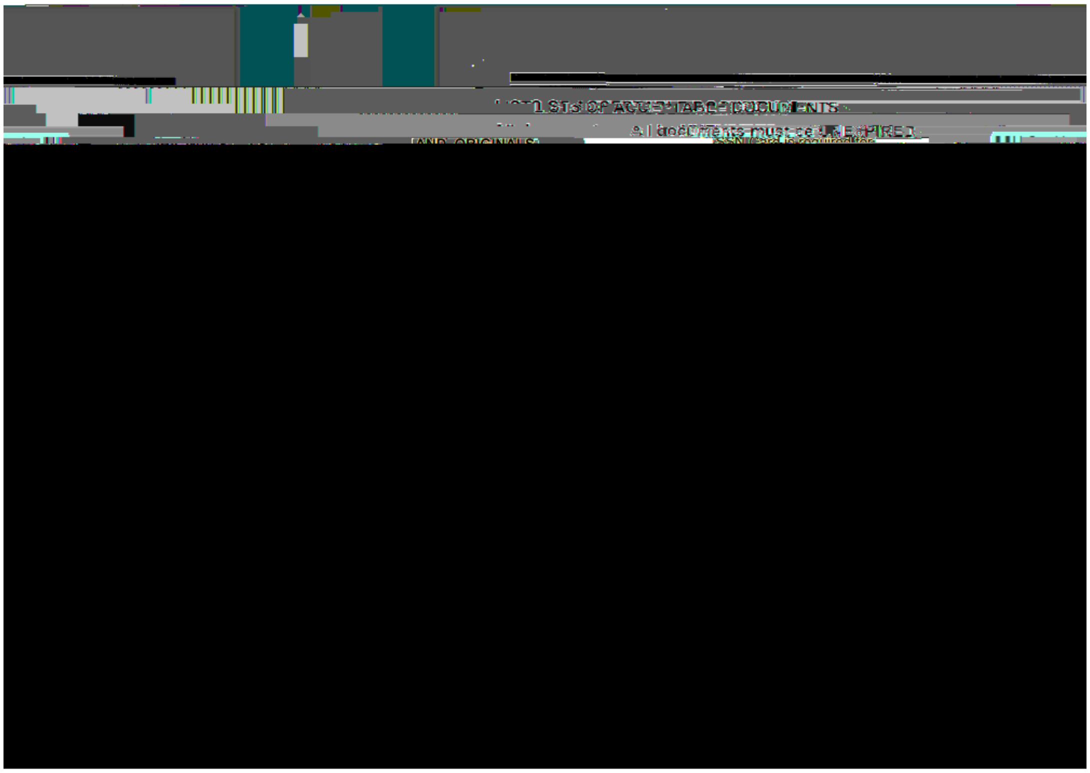
202420 UG

t	Position	Hours	Start Date	End Date	Departmer

7. You will then need to check the box4

Student EPAF Process

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.

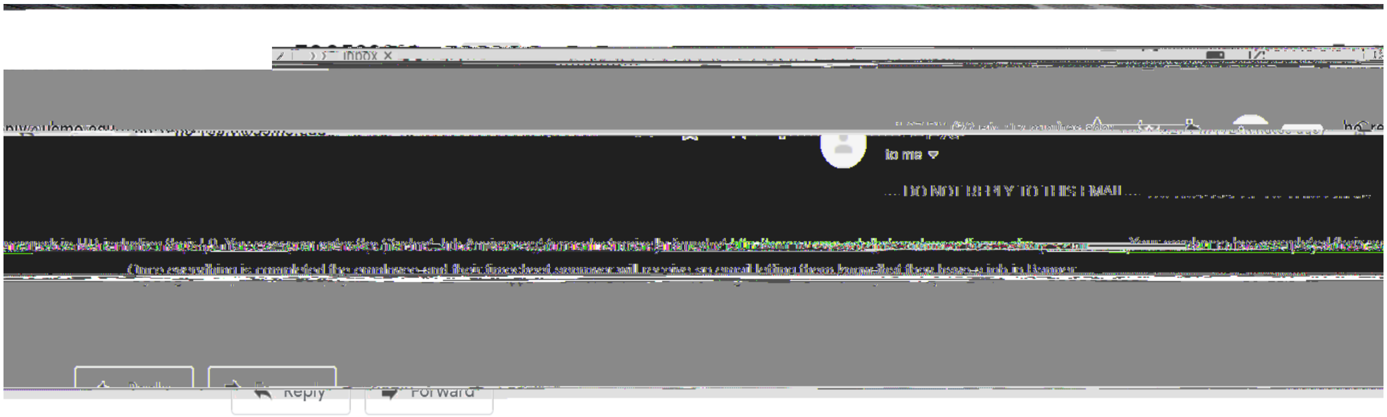


LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

**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. **

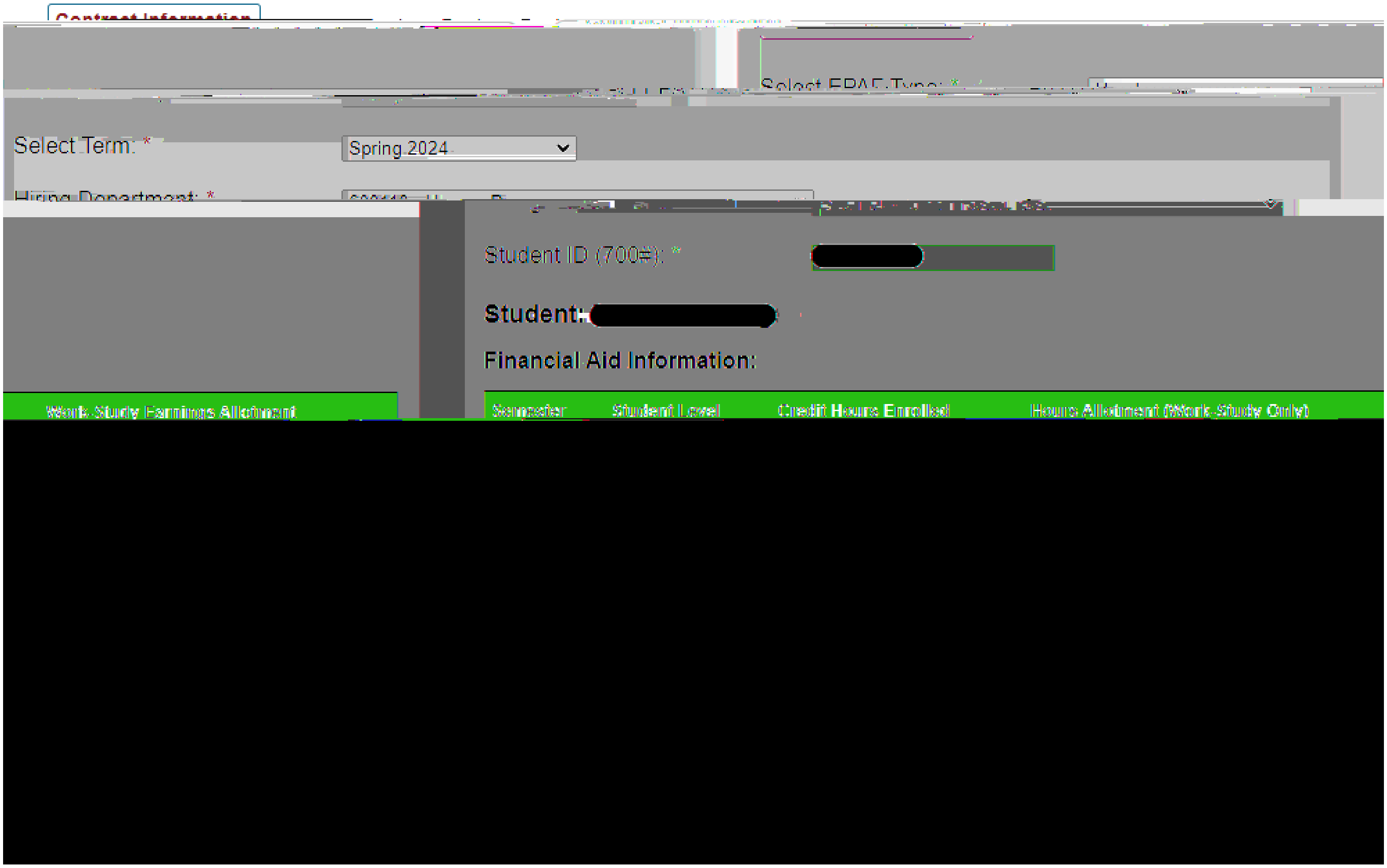
12. Once the student has come into HR and completed new hire paperwork, you will receive another email indicating such. It will look like:



DO NOT REPLY TO THIS EMAIL

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



Select EPAF Type: *

Select Term: * Spring 2024

Hiring Department: *

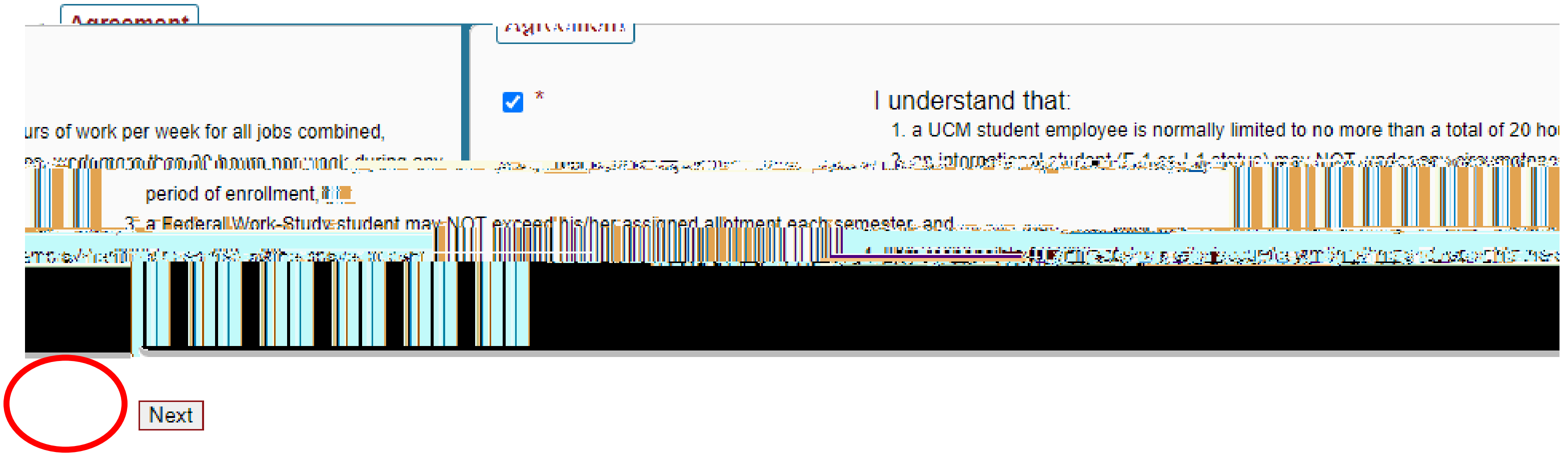
Student ID (700#): * [redacted]

Student: [redacted]

Financial Aid Information:

Work Study Earnings Allotment	Semester	Student Level	Credit Hours Enrolled	Hours Allotment (Work Study Only)
[redacted]				

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



☑ *

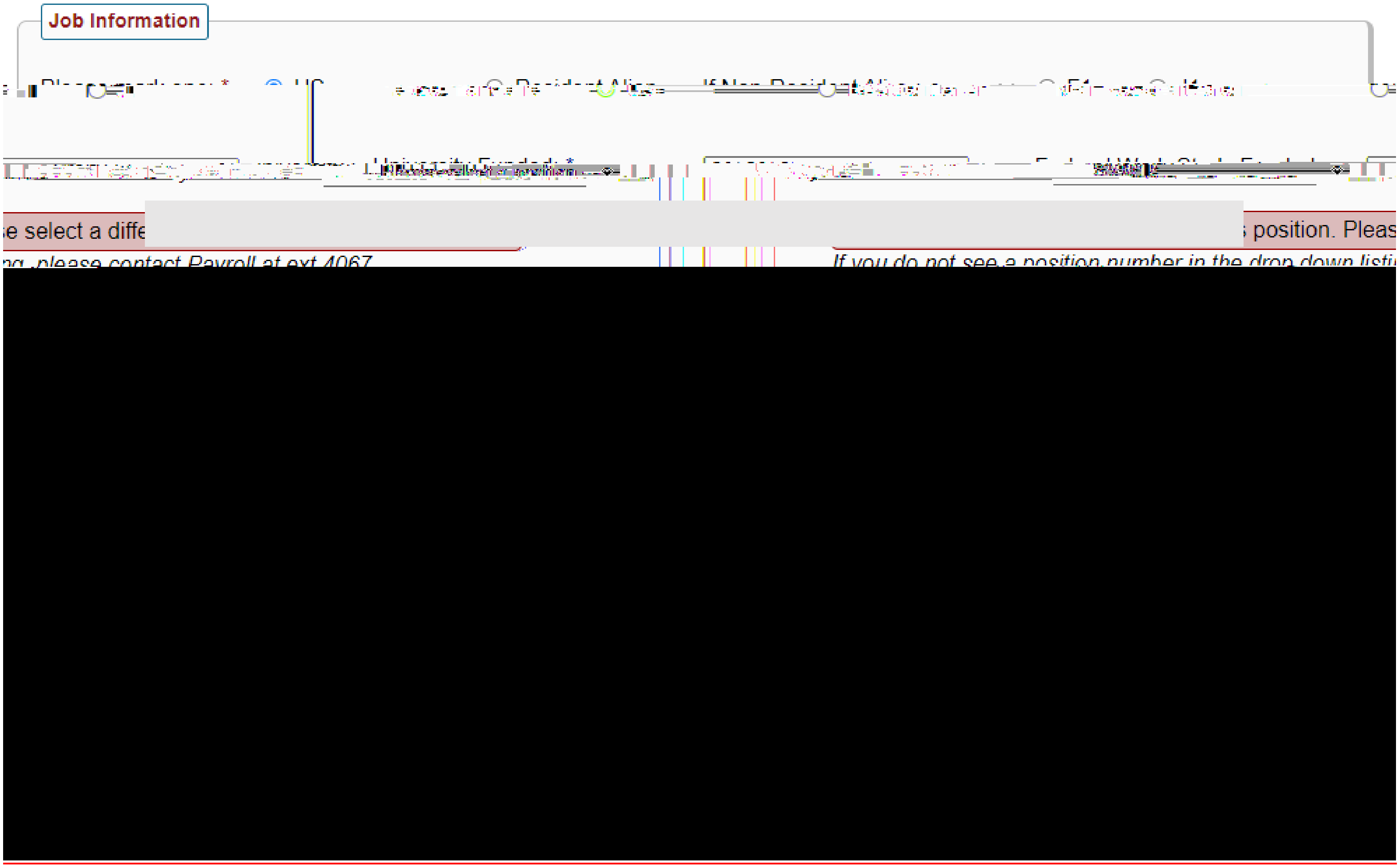
I understand that:

1. a UCM student employee is normally limited to no more than a total of 20 hou… urs of work per week for all jobs combined,
2. an international student (F-1 or J-1 status) may NOT … 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

Student EPAF 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!! ****



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

University Funded: *

Federal Work-Study Funded:

e select a diffe

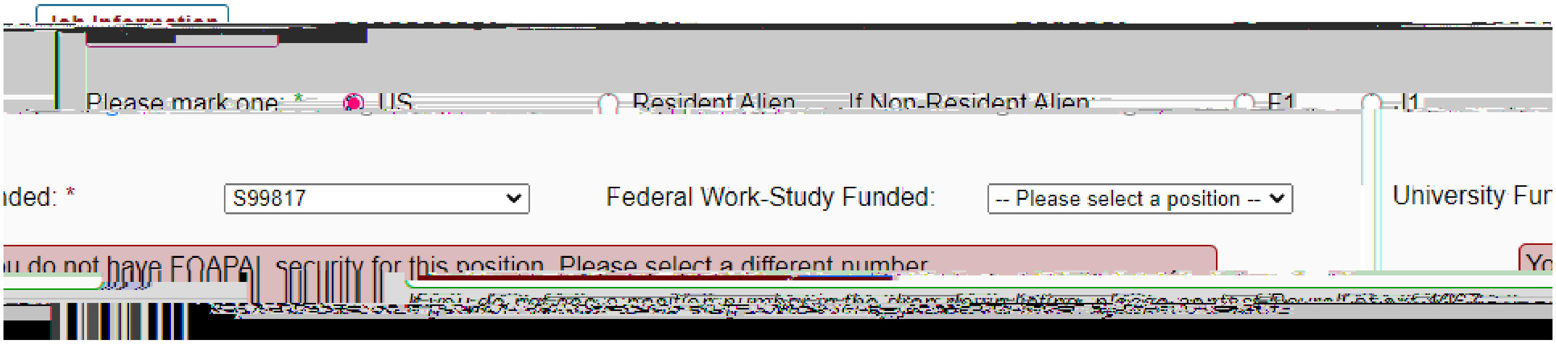
position. Pleas

ng, please contact Payroll at ext 4067

If you do not see a position number in the drop down listi

[redacted]

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

nded: * S99817

Federal Work-Study Funded: -- Please select a position --

University Fur

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

Yo

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.

Student EPAF Process

Updated 02/2024