EPAF Category Information Sheet

**CATEGORY:** GARAFX-Graduate Assistant/Research Assistant Fixed Amount-New Position (graduate student)

**USAGE:** Used to establish a new appointment of Graduate Assistant or Research Assistant Fixed Amount. (Non-Grant Funded)

**Information Required:** Originators of this EPAF Category are asked to gather this information below before attempting to create and submit this EPAF. EPAF originators will find it helpful to have a current payroll calendar and EPAF manual accessible when creating and submitting any EPAF.

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**Recipe Sheet**

**EPAF Field Name** | **Required Data Entry**
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**CREATE AN EMPLOYEE ASSIGN/JOB**
Job Begin Date | Query Date from “New EPAF Person Selection” will default.
Jobs Effective Date | Query Date from “New EPAF Person Selection” will default.
Personnel Date | Query Date from “New EPAF Person Selection” will default. See additional instructions below if assignment effective date is different than the default date.
Contract Amount | Enter Contract amount.
FTE | Enter FTE.
Hours Per Pay | Enter calculated hours per pay based on FTE.
Hours Per Day | Enter hours employee is expected to work in a pay period divided by 10.
Factor | Enter number of pays.
Pays | Enter same number as Factor above.
Timesheet Orgn | Enter Timesheet Orgn.

**TERMINATE AN ASSIGN/JOB**
Jobs Effective Date | Query Date from “New EPAF Person Selection” will default.
Personnel Date | End date of assignment; may be prior to termination effective date above if appointment is retroactive. See additional instructions below.

**CREATE A LABOR DISTRIB RECORD**
Index | Enter index code to which payroll expenses are to be charged.
Account | Enter Account Code.

**Routing Queue:**

<table>
<thead>
<tr>
<th>#</th>
<th>Approver Level</th>
<th>Action</th>
<th>Required/Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>HRR</td>
<td>Approve</td>
<td>Required</td>
</tr>
<tr>
<td>5</td>
<td>DEPT 1</td>
<td>Approve</td>
<td>Required</td>
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<td>10</td>
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<td>15</td>
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<tr>
<td>20</td>
<td>Additional Departmental Approvers</td>
<td>Approve or FYI</td>
<td>Optional</td>
</tr>
<tr>
<td>26</td>
<td>GSA</td>
<td>Approve</td>
<td>Required</td>
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<td>90</td>
<td>HR</td>
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<td>PYRR</td>
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<tr>
<td>100</td>
<td>APPLY</td>
<td>Apply</td>
<td>Required</td>
</tr>
</tbody>
</table>

**Required Comments:** None

**Additional Instructions:** Personnel date would be different than the corresponding effective date if the actual assignment dates are less than a two week period or if the appointment is for an assignment that is already completed. Please contact Human Resources if assistance is needed. You may also include any other comments you wish to make in order to give more information about the personnel...
action. Please do not add personal or medical information into the EPAF. Remember this is a public record.