



UNIVERSITY OF NORTHERN COLORADO
Student Employment and EPAF Entry Form

Student Name: _____ Bear #: _____

E-mail: _____ Phone: _____ Department Name: _____

Job Number: Student Hourly (SH9999) Colorado Work-Study (SH9997) International Student Hourly (SH9996)
 Student Salary (SS9999) Federal Work-Study (SH9998) International Student Salary (SS9996)

Job Suffix: _____ Semester or Academic Year (00, 01, 02, etc.) _____ Summer (S0, S1, S2, etc.)

EPAF Approval Category: SH001 SS001 SH002 SS002 SH004 SS004
 New Hire Hourly New Hire Salary Add Hourly Job Add Salary Job Reactivate Hourly Job Reactivate Salary Job

I-9 Date: _____ Actual Start Date: _____ Job Begin Date: _____ Job End Date: _____

Time Sheet Organization Number: _____ Hourly Rate of Pay \$ _____

Student Salary: Monthly Salary: _____ (Enter the estimated monthly salary the student will be paid.)

NOTE: Student salary is NOT entered in EPAF. Payments are entered separately using Banner PHATIME screen.

FOAP – Non-Work-Study:

Fund: _____ Organization: _____ Account: (see below) Program: _____ Activity Code: _____ Percent: _____
 Account Code: 64110 – Hourly 64120 – Salary 64115 - Summer Hourly 64125 - Summer Salary
Up to 5 FOAP lines may be used.

FOAP – State Work-Study: State work-study is 100% funded. ****NEW: Department Organization and Program Codes needed on work-study FOAP line.**

Work-Study: Fund: 30024 **Organization**:** _____ Account: 64510 **Program**:** _____ Activity Code: Leave blank Percent: 100.00%
EPAF Comment Needed: Type Department Fund, Organization, and Program codes in Comment field.

FOAP – Federal Work-Study: Federal work-study is 75% funded. ****NEW: Department Organization and Program Codes needed on work-study FOAP line.**

Work-Study: Fund: 39004 **Organization**:** _____ Account: 64410 **Program**:** _____ Activity Code: Leave blank Percent: 75.00 %
Department: Fund: 10261 Organization: _____ Account: 64410 Program: _____ Activity Code: _____ Percent: 25.00 %

Other EPAF Actions: CHGPAY Change Hourly Rate of Pay FOAP Change FOAP TERMJB Change Job Ending Date

Effective Date of Change: _____ **New Hourly Rate of Pay \$:** _____ **New Job Ending Date:** _____

New FOAP: Fund _____ Org _____ Account _____ Program _____ Activity _____

COMPLETED BY STUDENT: I have reviewed the above information and agree that the information is correct. I understand that if I am not registered in sufficient credit hours for a semester, I will be subject to Medicare and UNC Student Retirement withholding deductions.

Student's Signature

Date

We certify that the student is authorized to work under the designated account code and will abide by the University's student employment policies.

Supervisor's Signature

Office Phone #

Date

Supervisor's Name - Printed

FOAP Authority's Signature

Office Phone #

Date

FOAP Authority's Name – Printed

Date I-9 Verified _____ Date Entered in EPAF System _____ Entered By (Initials) _____ EPAF Transaction Number _____

Date documents submitted to HR _____ By _____ Submitted via: In person Campus Mail

Employee and Job Information:

- Check student's job history using Banner screen NBIJLST to determine the type of EPAF needed (EPAF Approval Category.)
- Hourly rate of pay must be at least minimum wage and no more than \$20/hour.
- Student salary amounts are not entered using EPAF. These amounts are entered in Banner on the PHATIME screen by an individual authorized to enter time/leave. Use the Student Salary Timesheet form found on the Payroll website to communicate salary amounts to the individual who will complete the data entry in PHATIME.
- Time Sheet Organization number is where the time sheet will be routed for approval and is the Org for entering student salary payments. It does not need to be the same as the FOAP Organization code.
- The FOAP (Fund/Organization/Account/Program/Activity code) is where wage expense will be charged.
- Work-study Fund code will default on new jobs but will need to be updated for the new Fund when reactivating a position from a prior year. **New for FY20: The Department Organization and Program codes are needed on all work-study FOAPs.**

If student is a new employee (never worked at UNC), use the EPAF Job Reason – New Hire SH001 (Hourly) or SS001 (Salary):

- Student completes the I-9, W-4, and Direct Deposit Authorization forms.
- International students may contact the Center for International Education for guidance in applying for a Social Security Number. International students must have a Social Security Number or provide a copy of their application for a Social Security Number before starting work.
- Department completes the employer sections of the I-9; copies the documents presented to verify eligibility to work in the US. The documents presented by the student must be originals; photocopies are not acceptable.
- Department completes the online PDID form **only** for student employees who will need to access UNC computers and the Banner system.
- Proceed with the EPAF process to set up the job.

If student has worked on campus before use either of the following EPAF Job Reasons – Add a Job/Rehire, SH002 (Hourly) or SS002 (Salary) -- OR – Reactivate a Prior Job that is at a Termed Status, SH004 (Hourly) or SS004 (Salary):

- Verify the student's employee status by viewing job history in NBIJLST. If using NBIJLST, be sure to change the query date to show at least the last two years of job history.
- A new I-9 is required if the student has not worked in the last 12 months.
- If NBIJLST returns a warning screen stating the person has a current status of "Terminated," the employee record must be activated by Student Employment before you will be able to submit an EPAF. Proceed with the EPAF process, leaving your EPAF at a "Waiting" status. Student Employment will add a comment to your EPAF when the employee record has been activated and your EPAF can then be re-submitted.
- If NBIJLST shows current job history, add a job if there is not one available that can be reactivated.

EPAF Dates:

- For hourly jobs, Job Begin Date is first day of work period during which student begins work. Job End Date is last day of work period during which student ends work.
- For salary jobs, Job Begin Date must be the first day of a month. Use the first day of the month during which student begins work. Job End Date must be the last day of a month. Use the last day of the month during which student ends work.
- For Pay Rate and FOAP changes, use the actual effective date of the change.
- For Time Sheet Org changes, use the first day of a work period.
- For Job Ending Date changes, use the last day of the work period during which the student completed work. This date must be after the Last Paid Date.

Authorizations: Supervisor and FOAP authority sign to approve the hire and wage expense. This may be the same person if the Supervisor also has FOAP authority. Student reads and signs the UNC Student Hourly/Student Salary Work Authorization form.

Documents Completed: Submit the I-9, copies of verified documents, W-4 and Direct Deposit Authorization forms to Human Resources (HR), Carter Hall, Room 2002, Campus Box 54. HR must receive the documents within **3 days** of the employee's first day of work. When completing the I-9, the date in the Certification area on Page 2 is the employee's first day of work. Failure to verify the employee's documents and complete the I-9 form on or prior to the first day of work can cause compliance fines to be levied against the University. If you have questions on how to correctly complete the I-9, contact HRS at 351-2718 for assistance.

File this form in your department for 2 years. HR may request copies of the form to verify the information on the form matches the information entered into the Banner system to ensure compliance with audit standards.