What Hiring Action are you needing to make?

☐ New Employee – please use the "Student New Hire Hourly, SNEHLY" category

☐ Continuing Employee/Rehire – please use the "Student Rehire Hourly (Same Position), SRHHLY" category

☐ Job Transfer/New to your Department - please use the "Student Rehire Hourly (New Position), SRHHNP" category

☐ FOAP Change – please use "FOAPAL Change, LABOR" category

☐ Pay Increase - please use the "Hourly Rate Change, RATE" category

☐ Supervisor Change – please use the "Supervisor Change, SUPV" category

NOTE: If multiple changes need to be made, use the Rehire category

You will need the following items before starting your student employee's ePAF

☐ Employee Name: _____ ID: _____

☐ Query Date-which is when the employee is starting. Effective Date: _____

☐ Rate of Pay: _____

☐ Supervisor ID (If you are not the primary supervisor) ID: _____

☐ How many credit hours are they taking? Credit hours: _____

☐ Will the student be using work-study? ☐ YES ☐ NO (skip to FOAPAL)

> If **YES** - Has the student employee been award and how much? A WK22 does need to be on file with Financial Aid
>
> Work-study Type: _____ The amount: _____

☐ Make sure that you have the correct FOAPAL

> #1: Fund: _____ Organization: _____ Account: _____ Program: _____ Activity/Location: _____ % _____
>
> #2: Fund: _____ Organization: _____ Account: _____ Program: _____ Activity/Location: _____ % _____

Here are the links for some helpful resources:

ePAF User Guide: https://temp.msudenver.edu/hr/epaf/epaf-userguide/

Student employment ePAF Cheat Sheet:
https://temp.msudenver.edu/media/content/humanresources/epaf/StudentEmploymentePAFCheatSheet.pdf

Step-by-step Instructional Guides: https://temp.msudenver.edu/hr/epaf/epaf-trainings/

Step-by-step Instructional Videos: https://temp.msudenver.edu/hr/epaf/epaf-videos/