

Student Employment ePAF Cheat Sheet

Query/Effective Dates and Deadlines for ePAF submission

Semester	Payroll #	Pay Period Start	Pay Period End	Pay Date	Submission/Approval Deadline
Summer 2022	11	5/15/2022	5/31/2022	6/15/2022	5/2/2022
	12	6/1/2022	6/15/2022	6/30/2022	6/1/2022
	13	6/16/2022	6/30/2022	7/15/2022	6/1/2022
	14	7/1/2022	7/15/2022	7/29/2022	6/16/2022
	15	7/16/2022	8/6/2022	8/15/2022	7/1/2022
Fall 2022	16	8/7/2022	8/15/2022	8/31/2022	7/18/2022
	17	8/16/2022	8/31/2022	9/15/2022	8/1/2022
	18	9/1/2022	9/15/2022	9/30/2022	8/16/2022
	19	9/16/2022	9/30/2022	10/14/2022	9/1/2022
	20	10/1/2022	10/15/2022	10/31/2022	9/16/2022
	21	10/16/2022	10/31/2022	11/15/2022	10/3/2022
	22	11/1/2022	11/15/2022	11/30/2022	10/17/2022
	23	11/16/2022	11/30/2022	12/15/2022	11/1/2022
Spring 2023	24	12/01/2022	12/17/2022	12/30/2022	11/16/2022
	1	12/18/2022	12/31/2022	1/13/2023	12/1/2022
	2	1/1/2023	1/15/2023	1/31/2023	12/16/2022
	3	1/16/2023	1/31/2023	2/15/2023	1/3/2023
	4	2/1/2023	2/15/2023	2/28/2023	1/17/2023
	5	2/16/2023	2/28/2023	3/15/2023	2/1/2023
	6	3/1/2023	3/15/2023	3/31/2023	2/16/2023
	7	3/16/2023	3/31/2023	4/14/2023	3/1/2023
	8	4/1/2023	4/15/2023	4/28/2023	3/16/2023
	9	4/16/2023	4/30/2023	5/13/2023	4/3/2023
	10	5/1/2023	5/13/2023	5/31/2023	4/17/2023

Position Codes:

- STUHRL – Student Hourly
- STUWKS – Work-study
- STUINT – International Student Employees
- SVCSTP – Service Stipend Employees

Change Reasons and when to use them:

- **NEW** – new employee – first position
- **CONT** – rehire/continued employment; no changes
- **END** – ending a job
- **LABOR** – for a FOAPAL change
- **MINWG** – only for change to minimum wage rate
- **RATE** – pay increase (above minimum wage rate)
- **SUPER** – for a supervisor change
- **TRANS** – transferring positions

Work-study Fund Codes:

Confirm award type in RPAAWRD screen in Banner

- 401502 – Colorado Work-study
- 400152 – Federal Work-study
- 401533 – No-Need Work-study

Routing Queue Selections:

- **Fiscal Manager:** Select the appropriate Fiscal Manager for your department
- **Funding Oversight:** **Work-Study** – Karlett Eguiluz; Budget – Kwang Cho; Grants – Edward Akumaning; Foundation – Michael Schiffmacher
- **Payroll:** Tessa Heyes
- **Employment Final Approver:** Jazmin Rodriguez Delariva
- **Employment Applier:** Jazmin Rodriguez Delariva
- **Optional Approval Levels:** Supervisor, Dean/ Director/Chair, VP/Provost

Tips / Troubleshooting

- When should I use “**Rehire New Position**” ePAF?
 - Use when adding a position for a split assignment; NOTE: if same job type (i.e. adding another hourly position), the suffix code should increase by one number (01,02,03, etc.).
 - Adding an hourly or work-study job and the student has not been in this position before.
 - Be sure to click on “all jobs” to check that a position does not already exist. If one does please use the “Rehire Same Position” ePAF.
- When should I use “**Rehire Same Position**” ePAF?
 - Use for reactivating a position that a student had in a previous semester.
 - Transferring Students and reactivating a previous position. (may reuse an older position – contact SE Team for assistance if necessary)
 - Be sure to click on “all jobs” to check that a position does not already exist. If the position is not listed, please use the “Rehire New Position” ePAF.
- When should I use “**Labor Change**” ePAF?
 - Labor Change should be used to update the FOAPAL information for a position that is currently active.
 - If a student is changing from hourly to work-study or vice versa, then either the Rehire New Position or Rehire Same Position ePAF should be used.

- What does the following **Error Message** on the “**End Job**” ePAF mean?

TYPE	MESSAGE TYPE	DESCRIPTION
End of Job	ERROR	*Error* New Effective Date must be after DD-MON-YEAR
End of Job	ERROR	*Error* The future dated Job record must be deleted before ending Job.

- As student jobs have a future end date, the SE Team must remove this end date, allowing the ePAF to be submitted.
- What does the following **Error Message** on the “**FOAPAL Change**” ePAF mean?

TYPE	MESSAGE TYPE	DESCRIPTION
Labor Distribution	ERROR	*Error* Base Job record must exist to create a new job.
New Job Effective Date	ERROR	*Error* The Begin Date and Step must be entered for a new job.
New Job Effective Date	ERROR	*Error* Base Job record must exist to create a new job.

- This error will occur when a position does not exist and there is not an existing FOAP to update.

For more Frequently Asked Questions – check out the FAQ section:

<https://msudenver.sharepoint.com/sites/HR/SitePages/ePAF-FAQ's.aspx>