

EPAF Originator Instructions for Hourly GA First Hire

Use for an hourly graduate

STEP 3: The EPAF Form



Home Organization: Enter the department where the student will work.

Jobs Effective Date: Enter the first day the employee will be paid.

Personnel Date: Enter the student's first day of work.

Regular Rate: Enter the student's rate of pay.

Timesheet Orgn: Enter the W-Org or T-Org (Approver Org.).

Shift: Indicates student's campus work location. Defaults as "1" for MSU's main campus.

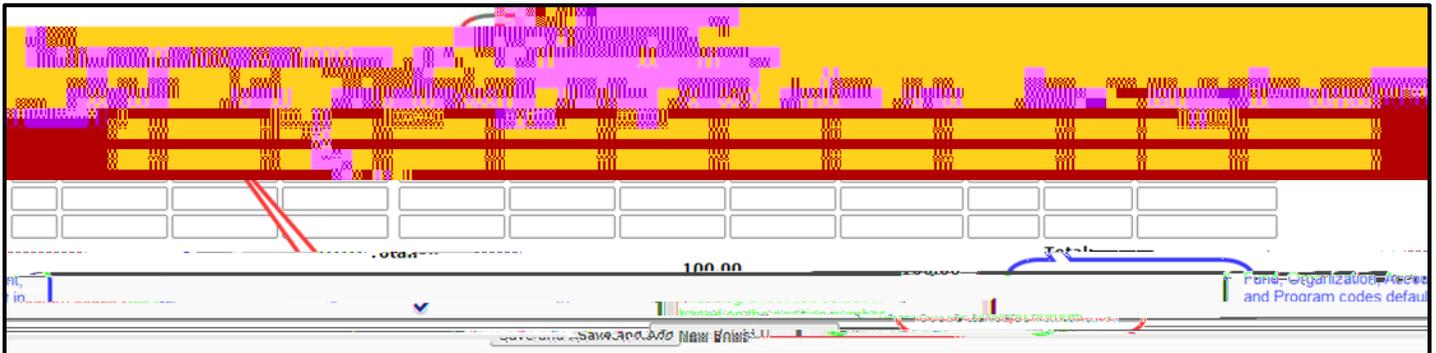
Contract Type: Enter "P" for primary job.

Job Begin Date: Enter the student's job begin date.

Job Location: Select the primary work location from the drop down menu. (If the correct work location is not available in the drop down menu, contact the Payroll Office)

STEP 4: Labor Distribution

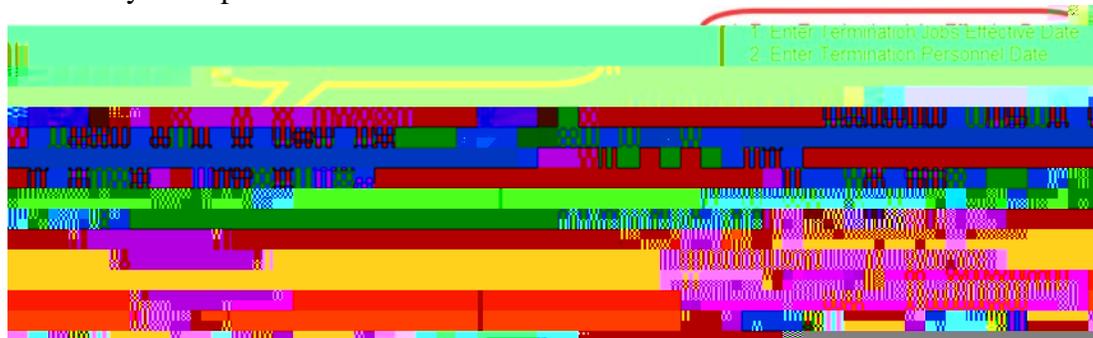
Double check the Labor Distribution fields. If incorrect, call the budget office at 4214 before proceeding.



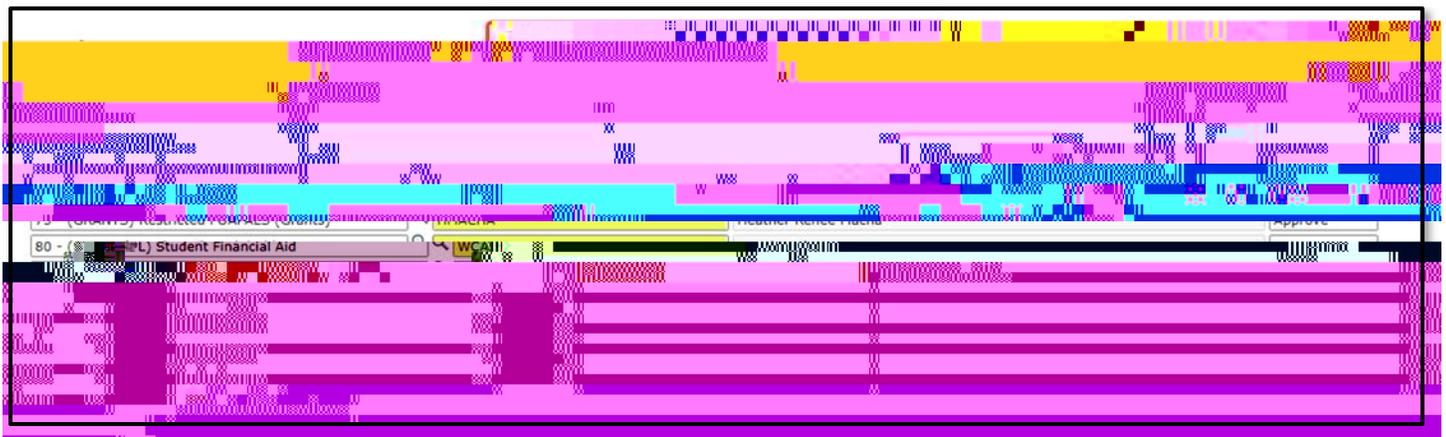
STEP 5: Termination Record

Jobs Effective Date: Enter the last day to be paid.

Personnel Date: Enter the last day of work.



STEP 6: Approval Routing Queue



Approval Levels: Enter the appropriate User Name for each mandatory Approval Level.

Click **Save and Add New Rows**.

