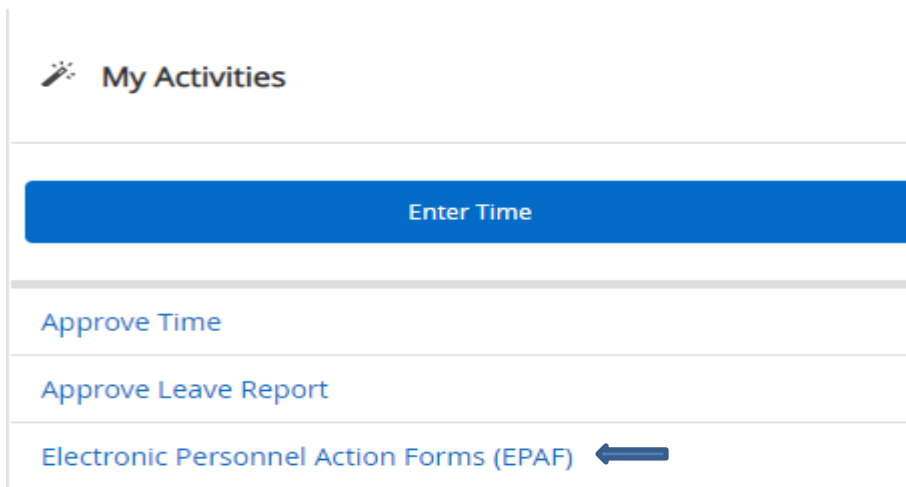# Electronic Personnel Action Forms (EPAF)
Pay (Stipend) Change for Graduate Assistant
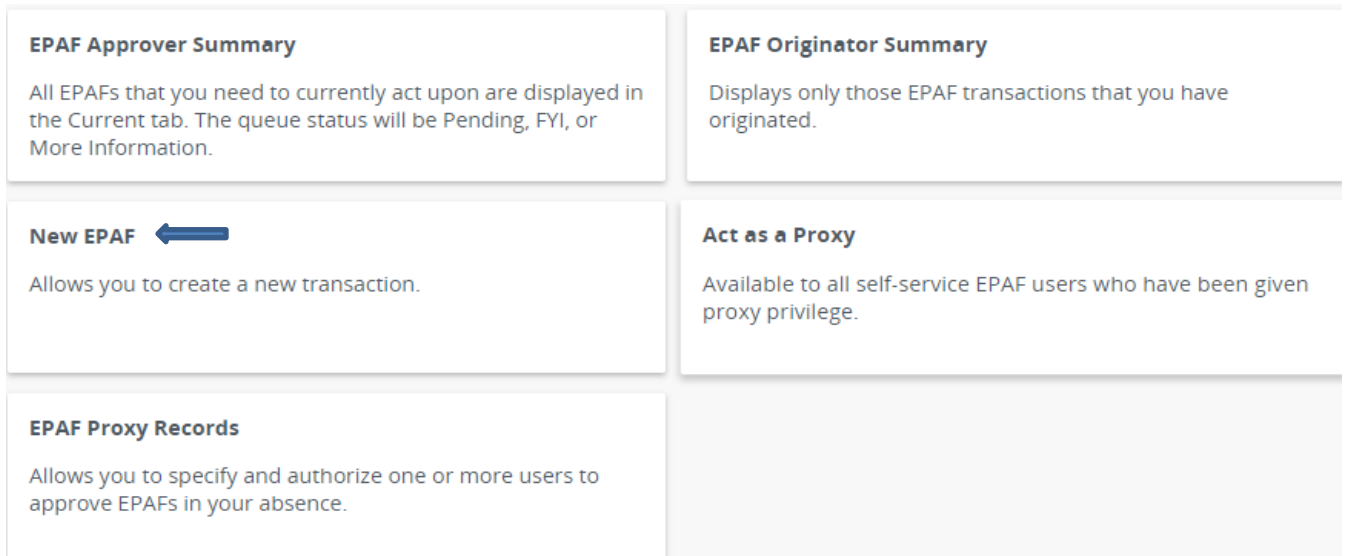
There are two EPAFs that **must** be completed to process a Pay Change for a Graduate Assistant.

- ➢ End Job Record Early/Grad, ENDJOB
- ➢ Pay Change for Grad/PAYGRD

1. Select **Electronic Personnel Action Forms (EPAF)** under My Activities**.**
   If you do not see the EPAF link and completed the electronic approval access form, please contact Human Resources.

2. The main Electronic Personnel Action Form (EPAF) menu appears.
   Select **New EPAF.**

EPAF Approver Summary

All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.

EPAF Originator Summary

Displays only those EPAF transactions that you have originated.

New EPAF ⬅

Allows you to create a new transaction.

Act as a Proxy

Available to all self-service EPAF users who have been given proxy privilege.

EPAF Proxy Records

Allows you to specify and authorize one or more users to approve EPAFs in your absence.

End Job Record Early/Grad

3. Enter **UIN** under New EPAF Person Selection
   OR
   Enter **First Name** and **Last Name**, Click **Search**.
   Do not change query date.
   Click down arrow to **select Approval Category**.
   Click **Go**.

First Name	Last Name		ID	SSN/SIN/TIN	
		☑ Is an employee or	or		Search

New EPAF Person Selection

ID *

Generate new ID

Query Date *

10/09/2020 📅

Approval Category *

End Job Record Early/Grad, ENDJOB ⌄

Go

4. List of active jobs will appear.
   Select position to end job record.
   Note: If position does not show, Click **All Jobs** to view all jobs
   Click **Go**.

New EPAF Job Selection

End job record early/grad, ENDJOB

Select	Type	Position	Suffix	Title
☐	New Job	🔍		
☑	Primary	GT0110	00	GRADUATE TEACHING ASST

All Jobs	Go

5. Job End Date **"-"** will default.

End job record early/grad, GT0110-00 GRADUATE TEACHING ASST,

Job End Date *

Remove

6. Click down arrow to either enter or select username for approval level of Payroll.
   The ENDJOB EPAF does not go to an approver.
   Must enter reason for ending job record early in the **Comment Field**.
   Note: EPAF will be returned if there are not comments.
   Reasons to have job end date removed:
   Grad is terminating early.
   Grad is terminating & transferring to another position.
   Grad's stipend amount is being increased or decreased.
   Click **Save**.

Routing Queue

Approval Level	User Name	Required Action
90 - (PAYR) Payroll	BBLOUNT - WOODHOUSE, BRENDA R.	Apply

Comments

Remove end date as of 10/9/2020. The pay stipend changed.

Remaining Characters : 3942

Save

7. Select submit to finish if change was saved successfully.
    Note: There will be an error message in red with details if your change did not Save or Submit successfully. **Ignore ALL warning messages.**

8. EPAF has been successfully submitted to Payroll
    Originator will receive an email informing them the job end date has been removed.

    Note: Cannot start Pay Change for Grad EPAF until email is received by the Originator.

Pay Change for Grad/PAYGRD

9. Select **New EPAF.**
   Enter **UIN** under New EPAF Person Selection
   OR
   Enter **First Name** and **Last Name**, Click **Search**.
   Click **Calende**r and Select **Effective Date** of rate change, **MUST** be 10th or 25th.
   Click down arrow to **select Approval Category**.
   Click **Go**.
   Note: Refer to semester chart and payroll to ensure graduate assistants are paid timely.

First Name	Last Name		ID	SSN/SIN/TIN	
		☑ Is an employee or		or	Search

New EPAF Person Selection

ID *

Generate new ID

Query Date *

10/25/2020	📅

Approval Category *

Pay Change for Grad, PAYGRD	⌄

Go

10. List of active jobs will appear.
    Select position for pay change.
    Note: If position does not show, Click **All Jobs** to view all jobs
    Click **Go**.

New EPAF Job Selection

Pay change/grad, PAYGRD

Select	Type	Position	Suffix	Title
☐	New Job	🔍		
☑	Primary	GT0110	00	GRADUATE TEACHING ASST

All Jobs	Go

11. Click **Calendar** and select **Effective Date** and **Personnel Date** of pay change.
    Note: Effective Date and Personnel Date **MUST** be the same.
    Job Change Reason **"PAYAD"** will default.
    Enter **Factor/Pays** (# of pays left for Grad to be paid).
    Both Factor/Pays are always the same.
    Enter **New** total amount of **Stipend**.

Pay change/grad, GT0110-00 GRADUATE TEACHING ASST,

Effective Date *

10/25/2020 📅

Personnel Date *

10/25/2020 📅

Job Change Reason *

PAYAD

Factor: (# of pays) *

4

Pays: (# of pays) *

4

Annual Salary/Stipd *

3000

Calculations for Increase and decrease of stipend amount.

MUST know the number of times the GA has been paid and the amount.

Increase of Stipend:
Current Stipend + Increase = new stipend amount
new stipend amount – amount GA has been paid = new salary
Example: 5,000 (current stipend) + 1,000 (increase) = 6,000 (new stipend amount)
6,000 (new stipend amount) – 1,110 (amount GA has been paid) = 4,890 (new salary)

Decrease of Stipend:
Current Stipend – Decrease = new stipend amount
New stipend amount – amount GA has been paid = new salary
Example: 15,000 (current stipend) – 2,500 (decrease) = 12,500 (new stipend amount)
12,500 (new stipend amount) – 3,333 (amount GA has been paid) = 9,167 (new salary)
MUST know the number of pays left for the semester to key factor and pays

12. Click **Calendar** and select Last Day of employment/semester for **Effective Date** and **Personnel Date**.
    Job Status **"T"** and Job Change Reason **"TERMJ"** will default.

Terminate job record, GT0110-00 GRADUATE TEACHING ASST

Effective Date *

12/24/2020

Personnel Date *

12/24/2020

Job Status *

T

Job Change Reason *

TERMJ

13. Click down arrow to either enter or select username for approval level of Department (approver).
Click down arrow to either enter or select username for approval level of Payroll.
Must enter reason for change of stipend amount in the **Comment Field**.
Example: Stipend amount increased 1,000.
Click **Save**.

Routing Queue

Approval Level		User Name		Required Action
20 - (DEPT) Department	⌄	CHOLLAND - HOLLAND, CATHERINE J.	⌄	Approve
90 - (PAYR) Payroll	⌄	BBLOUNT - WOODHOUSE, BRENDA R.	⌄	Apply

Comments

Example: Stipend amount increased to 11,000. The employee has received 2,222 of the 10,000 stipend. The amount for the stipend is now 8,778.00.

Remaining Characters : 3854

[Save]

14. Select submit to finish if change was saved successfully.
Note: There will be an error message in red with details if your change did not Save or Submit successfully. **Ignore ALL warning messages.**