

Student EPAF Process

1. To access the [Electronic Student Job Assignment Form](#), you will need to login with your UCM single-sign on ID and password.
2. You should now be in the Student EPAF, and your screen should look like this:

The screenshot shows a web form with three main sections:

- Preparer Details:**
 - Name: Bailey Weiker
 - Department: Human Resources
 - Email: weiker@ucmo.edu
 - Phone: (660) 543-4255
- Contract Information:**
 - Select EPAF Type: * (Dropdown menu)
 - Select Term: * (Dropdown menu, currently set to Fall 2023)
 - Hiring Department: * (Dropdown menu, currently set to -- Please select a department)
 - Student ID (700#): * (Text input field)
- Agreement:**
 - Checkbox: *
 - Text: I understand that:
 - List:
 - 1. a UCM student employee
 - 2. an international student (any period of enrollment,
 - 3. a Federal Work-Study student

3. You will only have the option "Hourly" for the "Select EPAF Type" field.
4. Select the term in which you are wanting to hire the student within.
5. Select the department ORG number in which they will be working in.
6. The screen will automatically populate the students Financial Aid Information, Next Semester Enrollment Information, Other Campus Jobs, and Job Assignments Submitted for Term, as shown below.

The screenshot shows the bottom portion of the form, including:

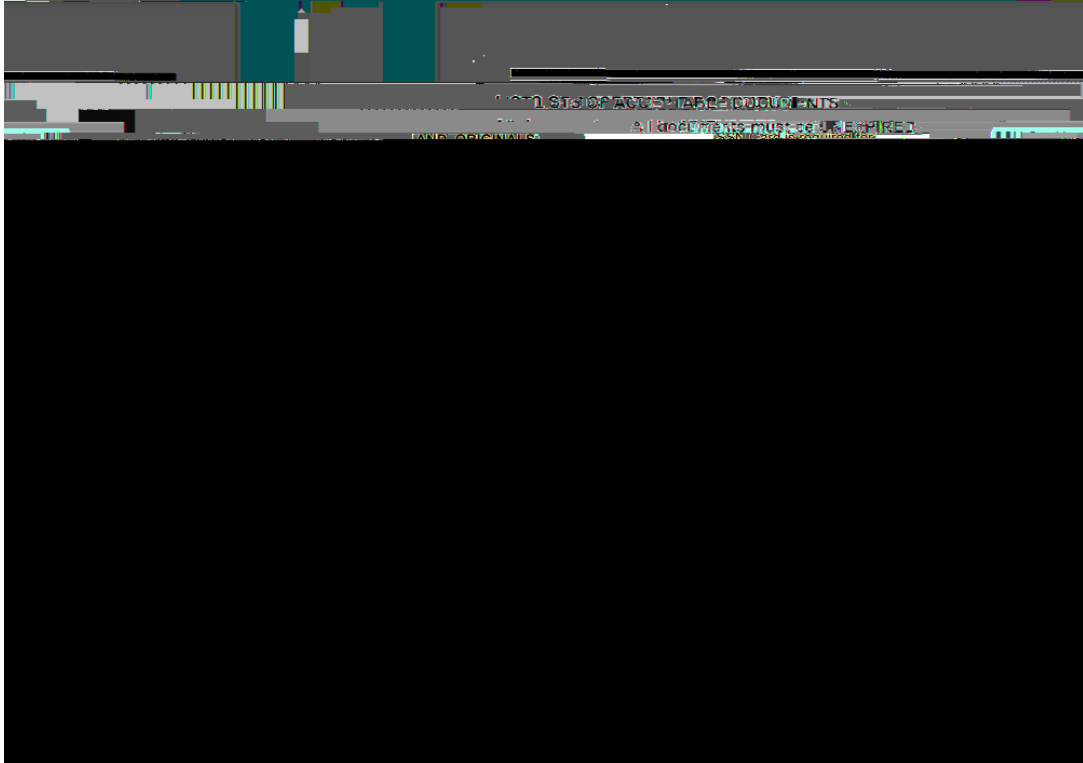
- Financial Aid Information:** A section with various input fields and dropdown menus.
- Next Semester Enrollment Information:** A section with input fields for enrollment details.
- Table:** A table with columns for Position, Hours, Start Date, End Date, and Department. The table is currently empty.

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7. You will then need to check the box4

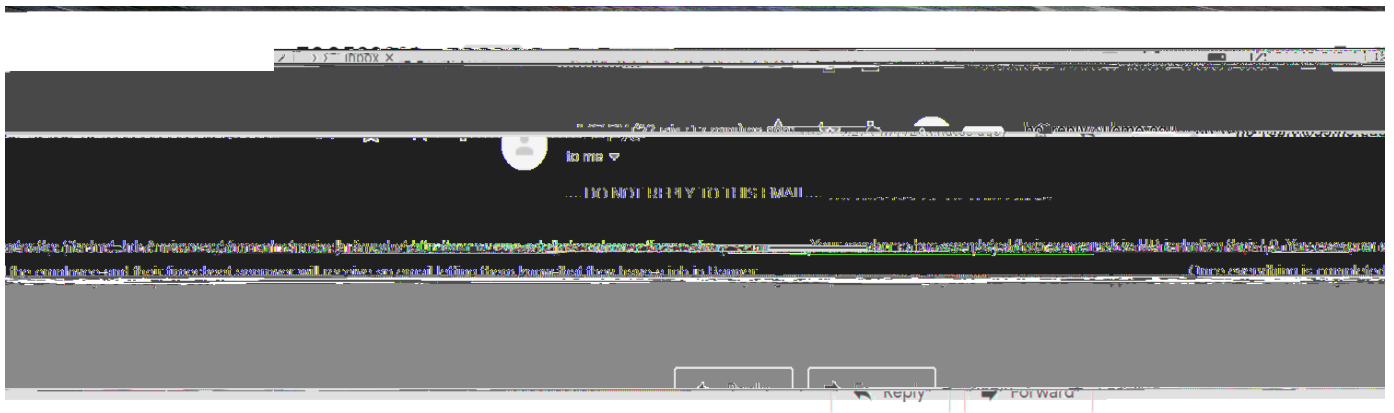
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1. Print this list of Acceptable Documents by clicking the print icon below or right-click on the document and choose Print, depending on your browser.



**If the student has worked on campus before, steps 9-16 will not occur for you. You will be able to continue the entire EPAF from start to finish. **

12. Once the student has come into HR and completed new hire paperwork, you will receive another email indicating such. It will look like:



13. This is an indication that you need to do the second half of the student EPAF. Click on the link and login with you UCM network ID and password. It will take you to the EPAF homepage. You will need to select "Submit a New Request."

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Contract Information

Select EAPF Type: *

Select Term: * Spring 2024

Hiring Department: *

Student ID (700#): *

Student: *

Financial Aid Information:

Work Study Earnings Allotment	Semester	Student Level	Credit Hours Enrolled	Hours Allotment (Work Study Only)

16. You will then have to check the box under the "Agreement" section and select "Next."

Agreement

*

I understand that:

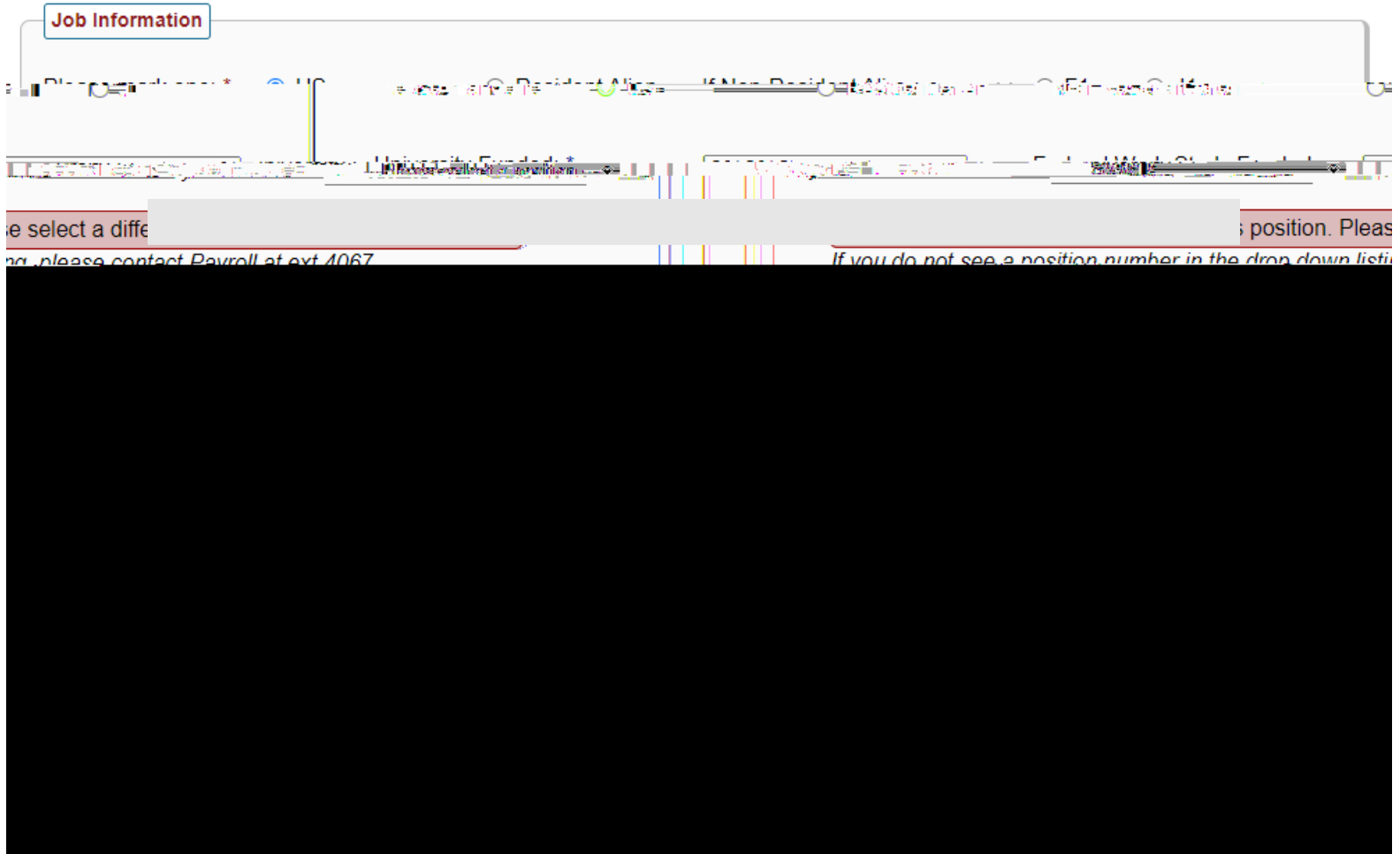
1. a UCM student employee is normally limited to no more than a total of 20 hours of work per week for all jobs combined, no more than 10 hours per week during any period of enrollment, and
2. an international student (F-1 or J-1 status) may NOT, under any circumstances, be employed on campus.
3. a Federal Work-Study student may NOT exceed his/her assigned allotment each semester, and
4. UCM students are not permitted to work for any other employer while employed by UCM.

Next

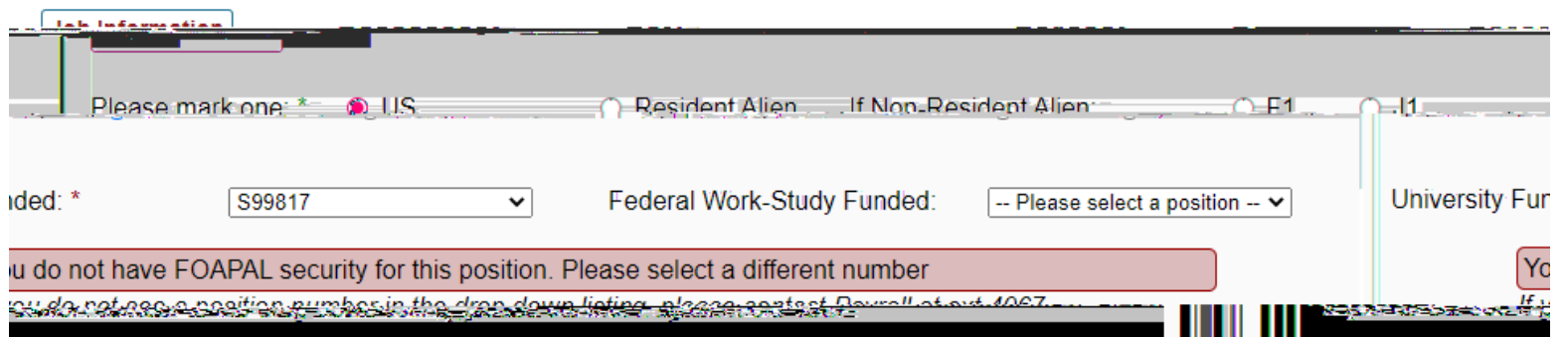
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17. You will now be taken to an overview of the job you submitted as well as a "Job Information" section.

****It is incredibly important that you enter the "Job Start Date" as the correct date. This should not be a guess or else it will cause an issue with the student's taxation on their paycheck!! ****



18. If you receive this error message, it means you have either entered the incorrect department or you do not have the finance security to hire the student.



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19. Once this information is entered, this following will appear under the comments box.

20. "Position Funding" will automatically enter. Although, you can override if necessary. If using Federal Work Study, you can only override this information on the labor line that is charged to your department.
21. If the "Timesheet Approver" is incorrect, you may request a change by using the "Request Timesheet Approver Change" dropdown.
22. Once you have verified the information is correct, select "submit" at the bottom of the page.
- 23.

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