

# Hire Grad Assistants/Doctoral Fellows- EPCF

ON UIS:

- \*Employee Tab
- \*EPCF Main Menu
- \*New EPAF

Personal Information **Employee** Finance

[RETURN TO EMPLOYEE ME](#)

## New EPCF Person Selection

Enter an ID. Enter the Effective Date in the Query Date Field and select the Approval Category.

\* - indicates a required field.

ID: \* X03651843 Vincent Ian Mission

Query Date: MM/DD/YYYY\* 09/01/2020

Approval Category: \*  


- Not Selected
- Hire Graduate Research / Teach / Doctorial - Full Year, HGAFY**
- Hire Graduate Research / Teach / Doctorial - One Semester, HGAS
- Hire August Grad Assist, HAGASU
- Hire Graduate Research / Teach / Doctorial - Summer, HGASU
- Hire Graduate Research / Teach / Doctorial - Summer 1, HGASU1
- Hire Graduate Research / Teach / Doctorial - Summer 2, HGASU2

RELEASE 8 18

1

Enter X Number

2

Enter **query date** (start date) as per grid below according to category selected

CATEGORY	DESC	Start - End	PAYS
<b>HGAFY</b>	Full Year	9/01/xx – 5/31/xx	18
<b>HGAS</b>	One Semester (Fall) One Semester (Spring)	9/01/xx – 1/15/xx 1/16/xx – 5/31/xx	9
<b>HAGASU</b>	Athletic GA	8/1/xx – 5/31/xx	20
<b>HGASU</b>	Full Summer GA	6/1/xx – 8/31/xx	6
<b>HGASU1</b>	Summer I GA	6/1/xx – 7/15/xx	3
<b>HGASU2</b>	Summer II GA	7/16/xx – 8/31/xx	3

3

Select appropriate category, then click **Go**.

4

Click on "All Jobs" to bring up all Active jobs for the student.

ID: Vincent Ian Mission, X03647007  
 Query Date: Sep 01, 2020  
 Approval Category: Hire Graduate Res/Doc-FullYear, HGAFY

**Hire Graduate Research / Teach / Doctorial, HGA**

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job										<input type="radio"/>

There are no active jobs based on the Query Date.

5

If the student has never worked in the department before, enter the Position number here. \*Position should begin with the letter "G" and Suffix is 00. Otherwise, select the corresponding previously held job, then click Go.

**Hire Graduate Research / Teach / Doctorial, HGA**

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	G01338	00	Graduate Assistant		271, Jamaica Library					<input checked="" type="radio"/>
	Primary	S01061	00	Regular Student Worker I-V		233, Office of Auxilliary Services	Oct 14, 2015	Apr 02, 2016	Mar 19, 2016	Active	<input type="radio"/>
	Secondary	S01243	00	Student Team Leader		325, Office of Conference Services	Sep 01, 2015	Oct 03, 2015	Oct 03, 2015	Active	<input type="radio"/>
	Secondary	S03269	00	Regular Student Worker I-V		325, Office of Conference Services	Apr 21, 2015		Jun 11, 2016	Active	<input type="radio"/>

6 Note: Use Correct Employee Class: **20- Graduate Assistant** **24- Doctorial Fellow**

Hire Graduate Research / Teach / Doctorial, G01338-00 Graduate Assistant

Item	Current Value	New Value
Employee Class Code: *		20
Home Organization: *		
Distribution Orgn: *		
Contract Type:		Primary
Job Begin Date: MM/DD/YYYY		
Jobs Effective Date: MM/DD/YYYY(Not Enterable)		09/01/2020
Current Hire Date: MM/DD/YYYY*(Not Enterable)		09/01/2020
Last Work Date: MM/DD/YYYY*(Not Enterable)		05/31/2021
FTE: *		0
Salary: *	FTE= # of credits / 12	
Pays: *(Not Enterable)		18
Job Status: (Not Enterable)		A
Factor: *(Not Enterable)		18
Job Change Reason: (Not Enterable)		GAFY
Step: *(Not Enterable)		0
Home COAS: *(Not Enterable)		9
Distribution COA: *(Not Enterable)		9

Fill in **ALL** highlighted fields: these fields were highlighted for illustration purposes. You will not see them highlighted on UIS.

**Job begin date** will only be filled in if the student is occupying this position for the first time, otherwise, leave it blank.

Tip: If there is a "Last Paid Date" displayed, **DO NOT** enter Job Begin Date.

Change Labor Distribution, G01338-00 Graduate Assistant

**Current**  
**Effective Date: 09/01/2020**  
**COA Index Fund Organization Account Program Activity Location Project Cost Percent Enc**

**New**  
**Effective Date: MM/DD/YYYY** 09/01/2020

COA	Index	Fund	Organization	Account	Program	Activity
9		1110	271	6404	28500	

Default from Index Save and Add New Rows

**Labor Distribution-** defaults from Position Number selected as well as Query date inserted. Review for accuracy. If job is to be charged differently, contact Payroll.

Terminate Job / Position, G01338-00 Graduate Assistant

Item	Current Value	New Value
Job Status: *(Not Enterable)		T
Jobs Effective Date: MM/DD/YYYY*(Not Enterable)		05/31/2021
Personnel Date: MM/DD/YYYY(Not Enterable)		05/31/2021
Job Change Reason: (Not Enterable)		TGA

Routing Queue

Approval Level	User Name
5 - (FINAID) Financial Aid	
15 - (BUDGET) Budget Approval	
20 - (APPROV) HR Approval	Mary Cascio
90 - (APPLY) HR Applier	Rose Costales

**Routing Queue-** click on magnifying glass to select the appropriate approvers for each level

Enter any necessary comments or leave blank then click **Save**. You **MUST** click on **Submit** to complete EPCF.  
 If you receive errors, **CONTACT PAYROLL** at Ext 1471. Warnings received are OK.