



ST. JOHN'S
UNIVERSITY

EPCF – Graduate Assistants Electronic Personnel Change Form

You will enjoy the EPCF experience!

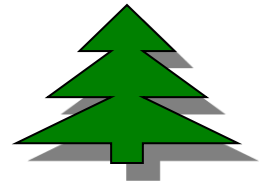
- **E** - ECONOMICAL
- **P** - PAPERLESS
- **C** - CLEAR
- **F** - FUNCTIONAL

Electronic Personnel Change Form

- Streamlines the hiring and onboarding process
- Eliminates most post employment paperwork.
- Makes the employment process easier for you, the supervisor.
- Tracks hiring process for Graduate Assistants
- Easy to use web-based system.

Why the EPCF benefits all of us

- Decreases data entry errors.
- No more misdirected paperwork – or delay in the payroll process.
- Less paperwork – MORE TREES – GO GREEN !!!!!



What does the EPCF do?

- Provides an audit trail and updates on the status of the hiring process.
- Improves communications between all parties involved in appointment process.
- Provides automatic e-mails for Approvers and hires
- Creates online Contract for Graduate Assistant / Doctoral Fellow. Eliminates need for paper contracts.

The EPCF Process Begins

- The department approver initiates the EPCF Form through the UIS link.
- Contract created online for Graduate Assistant / Doctoral Fellow after approval by department.
- Human Resources & Financial Aid is notified via new reporting process.
- Email confirmation is sent to the GA/ DF




LOGIN PAGE

[HELP](#) [EXIT](#)

User Login

St. John's Information System

 Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login. **Your ID must be nine digits and your PIN must be six digits (no hyphens or spaces).**

If you are a new Freshmen or Transfer, your ID is your student identification number (X number), which can be found on your acceptance letter and confirmation form.
Please make sure you type your X number with a capital X.

Your initial PIN is your birthday entered in a six digit format (mmdyy), with no spaces or hypens. For example, if your birthday is January 1, 1995 your PIN will be 010195.
Upon successful login, please change your PIN within the Personal Information Menu.

If you have forgotten your pin, please type in your User Id, then click the **Forgot PIN?** button.

When you are finished, please **Exit** and close your browser to protect your privacy.

User ID:

PIN:

Enter your **User ID** (X-Number or SS#) and
PIN (St. John's Central password)

RELEASE: 8.5.2

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Then, Click **Login**



Accessing The EPCF Main Menu

[Personal Information](#) [Alumni and Friends](#) [Student](#) [Financial Aid](#) [Employee](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

[Employee Toolbox](#)

Information for new employees; Enter/update Emergency Contact; Enter/update Address; Enter/update W4; Enter/update Direct Deposit; Confidentiality Agreement; Online forms

[Employee Web Profile](#)

View/update employee information as you want published in the official SJU web site.

[Benefits and Deductions](#)

Update or view your retirement plans, Health insurance information, Flex spending accounts, Miscellaneous deductions; Change your beneficiary information; Update/View tuition remission

[Pay Information](#)

View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

[Tax Forms](#)

Change W-4 information; View your W-2 Form or T4 Form.

[Time Off Current Balances and History](#)

View time off balances and history

[Time Sheet](#)

Enter/update time sheet

[PFP Summary for Supervisors](#)

[Marketing & Communication Job Tracking](#)

((for use of the Offices of Marketing and Communication, and Printing and Distribution))

[P & D Online](#)

(Enter and track Work Orders with Printing and Distribution Services Department)

[Customer Service Menu](#)

[EPCF Main Menu](#)

Employee Career Portal

[Employee Workshops](#)

Register for HR/CTE Classes

[Veterans Classifications](#)

RELEASE: 8.10.1

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Click on the **Employee Tab** menu

click on **EPCF Main Menu**

Electronic Personnel Change Form

[EPAF Approver Summary](#)[EPAF Originator Summary](#)[New EPAF](#)[EPAF Proxy Records](#)[Act as a Proxy](#)**RELEASE: 8.9**

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Click on
EPAF Originator Summary to set-up your
Default Routing Queue



Personal Information Alumni and Friends Student Financial Aid **Employee**

Search

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

EPCF Originator Summary

Current History

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status:

No transactions found in your queue.

[New EPAF](#) [Default Routing Queue](#) [Search](#) | [Superuser or Filter Transactions](#)
[Return to EPAF Menu](#)

RELEASE: 8.9

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Click on
Default Routing Queue



EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Hire Regular Student, HREG

Approval Queue

Approval Level	Required Action
Not Selected	Not Selected
Not Selected	Not Selected
Not Selected	Not Selected
Not Selected	Not Selected

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[EPAF Originator Summary](#)

[Return to EPAF Menu](#)

Select the Approval Category and click **Go**

EPAF Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Hire Graduate Research / Teach / Doctorial - Full Year, HGAFY

Once the appropriate category has been selected, the approval levels will **automatically populate**.

Approval Queue

Approval Level	User Name	Required Action
5 - (FINAID) Financial Aid	<input type="text"/>	FYI <input type="button" value="v"/>
15 - (BUDGET) Budget Approval	<input type="text"/>	Approve <input type="button" value="v"/>
20 - (APPROV) HR Approval	<input type="text"/>	Approve <input type="button" value="v"/>
90 - (APPLY) HR Applier	<input type="text"/>	Apply <input type="button" value="v"/>
Not Selected	<input type="text"/>	Not Selected <input type="button" value="v"/>
Not Selected	<input type="text"/>	Not Selected <input type="button" value="v"/>
Not Selected	<input type="text"/>	Not Selected <input type="button" value="v"/>
Not Selected	<input type="text"/>	Not Selected <input type="button" value="v"/>

✓ Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

Click on the  " to select the appropriate Approver or FYI

Final step click **Save and Add New Rows**

[EPAF Originator Summary](#)

[Return to EPAF Menu](#)

RELEASE: 8.8

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Electronic Personnel Change Form

[EPAF Approver Summary](#)

[EPAF Originator Summary](#)

[New EPAF](#)

[EPAF Proxy Records](#)

[Act as a Proxy](#)

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Click on **New EPCF** to create the new student EPCF

New EPCF Person Selection

! Approval Category is a required field.

* - indicates a required field.

X - ID must be a capital X

ID: *  

Query Date: MM/DD/YYYY* ← Query Date is Effective Date

Approval Category: * ← Differentiate between Full Year and Semester GA's.

Approval Category: *

Not Selected	▼
Not Selected	
Hire Graduate Research / Teach / Doctorial - Full Year, HGAFY	
Hire Graduate Research / Teach / Doctorial - One Semester, HGAS	
Hire Athletic 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	



Personal Information Alumni and Friends Student Financial Aid **Employee**

Search

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

New EPCF Job Selection

Enter a new position number and enter the suffix. For College Work Study students, enter S01969 for the position number. Enter '00' for all suffixes. Select Create.

ID: John Q. Doe, X01401157

Query Date: May 02, 2014

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="text"/>	<input type="text"/>								<input type="radio"/>

There are no active jobs based on the Query Date.

All Jobs

Next Approval Type

Select **All Jobs** to view all current Jobs

[New EPAF](#)

[Return to EPAF Menu](#)

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New Graduate Assistants

Personal Information Alumni and Friends Student Financial Aid **Employee**

Search

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

New EPCF Job Selection

Enter a new position number and enter the suffix. For College Work Study students, enter S01969 for the position number. Enter '00' for all suffixes. Select Create.

ID: John Q. Doe, X01401157

Query Date: May 02, 2014

Approval Category: Hire Graduate Res/Doc-FullYear, HGAFY

Hire Graduate Research / Teach / Doctorial, HGA

The Suffix should be 00

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 type="checkbox"/>

⚠ There are no active jobs based on the Query Date.

If the student has never worked in the dept. before, enter the Position Number

Next Approval Type

Click Go

[New EPAF](#)
[Return to EPAF Menu](#)

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Continuing Graduate Assistants

[Personal Information](#)
[Alumni and Friends](#)
[Student](#)
[Financial Aid](#)
[Employee](#)

Search

[RETURN TO EMPLOYEE MENU](#)
[SITE MAP](#)
[HELP](#)
[EXIT](#)

New EPCF Job Selection

Enter a new position number and enter the suffix. For College Work Study students, enter S01969 for the position number. Enter '00' for all suffixes. Select Create.

ID: John Q. Doe, X01401157

Query Date: May 02, 2014

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
	New Job	<input type="text"/>	<input type="text"/>							<input type="radio"/>
	Primary	G01602	00	Graduate Assistant	261, Human Resources	Sep 01, 2013	May 31, 2014	May 31, 2014	Active	<input type="radio"/>

Active Jobs

Next Approval Type

Click **Go**

If continuing, select Position that will be continued

[New EPAF](#)

[Return to EPAF Menu](#)

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Information entered on the EPCF will be used to create the online Contract for the Graduate Assistant or Doctoral Fellow

Hire Graduate Research / Teach / Doctorial, G01602-00 Graduate Assistant

⚠ User does not have access to view current values.

Item	Current Value	New Value
Employee Class Code: *		<input type="text" value="20"/>
Home Organization: *		<input type="text"/>
Distribution Orgn: *		<input type="text"/>
Contract Type:		Primary <input type="button" value="v"/>
Job Begin Date: MM/DD/YYYY		<input type="text"/>
Jobs Effective Date: MM/DD/YYYY(Not Enterable)		09/01/2014
Current Hire Date: MM/DD/YYYY*(Not Enterable)		09/01/2014
Last Work Date: MM/DD/YYYY*(Not Enterable)		05/31/2015
FTE: *		<input type="text"/>

Most sections will be pre-filled by the system.
Enter the necessary fields marked by an *

* For new employees complete the **Job Begin Date**

* For Continuing employees leave **Job Begin Date** blank

Jobs Effective Date: MM/DD/YYYY(Not Enterable)

Current Hire Date: MM/DD/YYYY*(Not Enterable)

Last Work Date: MM/DD/YYYY*(Not Enterable)

FTE: *

Annual Salary: *

Pays: *(Not Enterable)

Job Status: (Not Enterable)

Factor: *(Not Enterable)

Job Change Reason: (Not Enterable)

Step: *(Not Enterable)

Home COAS: *(Not Enterable)

Distribution COA: *(Not Enterable)

Enter FTE – based on credits awarded to Assistantship. Use base of 12 full credits (see chart).

CREDITS	FTE
1	0.08
2	0.17
3	0.25
4	0.33
5	0.42
6	0.50
7	0.58
8	0.67
9	0.75
10	0.83
11	0.92
12	1.00
15	1.25

Enter Annual Salary based on contract amount

Change Labor Distribution, G01602-00 Graduate Assistant

⚠ User does not have access to view current values.

Current

Effective Date: 05/02/2014

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New

 Effective Date: MM/DD/YYYY

Ensure that this date is the same as the Query Date

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
Q 9		Q 1110	Q 261	Q 6404	Q 41500					100.00			
Q		Q	Q	Q	Q								
Q		Q	Q	Q	Q								
Q		Q	Q	Q	Q								
Q		Q	Q	Q	Q								
Q		Q	Q	Q	Q								
Total:										100.00			



Terminate Employee's Active Position, G01602-00 Graduate Assistant

Total: 100.00



Default from Index

Save and Add New Rows

Terminate Employee's Active Position, G01602-00 Graduate Assistant

⚠ User does not have access to view current values.

Item	Current Value	New Value
Job Status: *(Not Enterable)		<input type="text" value="T"/>
Jobs Effective Date: MM/DD/YYYY*(Not Enterable)		<input type="text" value="05/31/2015"/>
Personnel Date: MM/DD/YYYY(Not Enterable)		<input type="text" value="05/31/2015"/>
Job Change Reason: (Not Enterable)		<input type="text" value="TGA"/>

Routing Queue

Approval Level	User Name	Required Action
5 - (FINAID) Financial Aid	<input type="text"/>	<input type="text" value="FYI"/>
15 - (BUDGET) Budget Approval	<input type="text"/>	<input type="text" value="Approve"/>
20 - (APPROV) HR Approval	<input type="text"/>	<input type="text" value="Approve"/>
90 - (APPLY) HR Applier	<input type="text"/>	<input type="text" value="Apply"/>
Not Selected	<input type="text"/>	<input type="text" value="Not Selected"/>
Not Selected	<input type="text"/>	<input type="text" value="Not Selected"/>
Not Selected	<input type="text"/>	<input type="text" value="Not Selected"/>
Not Selected	<input type="text"/>	<input type="text" value="Not Selected"/>

Save and Add New Rows

Enter the Financial Aid Approver, Budget Approver, HR Approver, and HR Applier

Comment

Click on the  to find the appropriate individuals

Enter any comments here. Include any special notes regarding funding for stipend

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

Save

⚠ User does not have access to view current values.

Item	Current Value	New Value
Job Status: *(Not Enterable)		<input type="text" value="T"/>
Jobs Effective Date: MM/DD/YYYY*(Not Enterable)		<input type="text" value="05/31/2015"/>
Personnel Date: MM/DD/YYYY(Not Enterable)		<input type="text" value="05/31/2015"/>
Job Change Reason: (Not Enterable)		<input type="text" value="TGA"/>

Routing Queue

Approval Level	User Name		Required Action
5 - (FINAID) Financial Aid	<input type="text" value="MTWOMEY"/>	Maryanne Horan Twomey	<input type="text" value="FYI"/>
15 - (BUDGET) Budget Approval	<input type="text" value="TGALARD"/> X	Thomas Galard	<input type="text" value="Approve"/>
20 - (APPROV) HR Approval	<input type="text" value="MCASCIO"/>	Mary V. Cascio	<input type="text" value="Approve"/>
90 - (APPLY) HR Applier	<input type="text" value="RCOSTALE"/>	Rose A. Costales	<input type="text" value="Apply"/>
Not Selected ✓	<input type="text"/>		Not Selected ▼
Not Selected ✓	<input type="text"/>		Not Selected ▼
Not Selected ✓	<input type="text"/>		Not Selected ▼
Not Selected ✓	<input type="text"/>		Not Selected ▼

Save and Add New Rows

Comment

Review information entered then
click **Save** and **Submit**

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

Save

[Return to Top](#)

[New EPAF](#) | [EPAF Originator Summary](#)

[Return to EPAF Menu](#)

RELEASE: 8.10

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Personal Information Alumni and Friends Student Financial Aid **Employee**

Search

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Electronic Personnel Change Form

Enter the information for the EPCF then press Save followed by Submit.

✓ The transaction has been successfully submitted.

If you receive an error while processing this EPCF, please contact Human Resources Department at ext. 1471

Name and ID: John Q. Doe, X01401157

Transaction: **Query Date:** May 02, 2014

Transaction Status:

Approval Category: Hire Graduate Research / Teach / Doctorial - Full Year, HGAFY

Look for this message to ensure that the EPCF has been submitted successfully

The EPCF status will be pending approval based on routing queue

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[New EPAF](#) | [EPAF Originator Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

* - indicates a required field.

Hire Graduate Research / Teach / Doctorial, G01602-00 Graduate Assistant

⚠ User does not have access to view current values.

Item	Current Value	New Value
Employee Class Code: *		<input type="text" value="20"/>
Home Organization: *		<input type="text"/>
Distribution Orgn: *		<input type="text"/>
Contract Type:		<input type="text" value="Primary"/>
Job Begin Date: MM/DD/YYYY		<input type="text"/>

Most Common Errors

[Personal Information](#)
[Alumni and Friends](#)
[Student](#)
[Financial Aid](#)
[Employee](#)

Search [Go](#)

[RETURN TO EMPLOYEE MENU](#)
[SITE MAP](#)
[HELP](#)
[EXIT](#)

EPCF Preview

- ✓ You are acting as a Superuser.
- ✓ This transaction must be updated on the Electronic Personnel Action Form, NOAEPAF.
- ⚠ **User does not have access to view current values.**

Name and ID: Kimberly Anne Chirco, X02117322
Transaction: 76841
Transaction Status: Waiting
Approval Category: Hire Graduate Research / Teach / Doctorial - Full Year, HGAFY

Job and Suffix: See approval types below.
Query Date: Aug 27, 2014
Last Paid Date:

[Delete](#)
[Void](#)
[Update](#) | [Add Comment](#)

[Approval Types](#) | [Account Distribution](#) | [Errors](#) | [Routing Queue](#) | [Transaction History](#)
[EPAF Approver Summary](#)
[Return to EPAF Menu](#)

[Jump to Bottom](#)

Errors and Warning Messages

Type	Message Type	Description
Hire Graduate Research / Teach / Doctorial	ERROR	*ERROR* The Begin Date and Step must be entered for a new job.
Hire Graduate Research / Teach / Doctorial	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.
Change Labor Distribution	ERROR	*ERROR* First Jobs Detail Effective Date must equal the Job Begin Date.
Change Labor Distribution	ERROR	*ERROR* First Labor Dist Effective Date must equal the Job Begin Date.
Terminate Employee's Active Position	ERROR	*ERROR* First Jobs Detail Effective Date must equal the Job Begin Date.

* - indicates a required field.

Hire Graduate Research / Teach / Doctorial, G01597-00 Graduate Assistant

- ⚠ **User does not have access to view current values.**

Warning messages are normal and do not need to be corrected!

If you receive an "Error", call Payroll at x1471!



Electronic Personnel Change Form

[EPAF Approver Summary](#)

[EPAF Originator Summary](#)

[New EPAF](#)

[EPAF Proxy Records](#)

[Act as a Proxy](#)

RELEASE: 8.9

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Click on
EPAF Approver Summary to Approve the EPCF

EPAF Approver Summary

To Approve






Current In My Queue History

Select the link under Name to access details of the transaction.

 Queue Status:
[New EPAF](#) | [Update Proxies](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)
[Return to EPAF Menu](#)

1 - 8 of 8

[Jump to Bottom](#)
EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links
 Baldwin, Miranda C. Graduate Assistant, G01578-00	X02164278	76984	Hire Graduate Research / Teach / Doctorial - Full Year	Jun 25, 2014	Jun 25, 2014	Approve	<input type="checkbox"/>	Comments Warnings
 Fukuda, Shogo Graduate Assistant, G01461-00	X03086802	76983	Hire Graduate Research / Teach / Doctorial - Full Year	Jun 25, 2014	Jun 25, 2014	Approve	<input type="checkbox"/>	Comments Warnings
 Gallon-Blackman, Xavier Graduate Assistant, G01578-00	X01992502	75139	Hire Graduate Research / Teach / Doctorial - Full Year	Jun 25, 2014	Jun 02, 2014	Approve	<input type="checkbox"/>	Comments Warnings
 Paganas, Amanda R. Graduate Assistant, G01365-00	X01942393	76981	Hire Graduate Research / Teach / Doctorial - Full Year	Jun 25, 2014	Jun 25, 2014	Approve	<input type="checkbox"/>	Comments Warnings
 Zhao, Xiaohui Accepted Students Day, F03862-00	X02626189	76105	One-Time Stipend Payment	Jun 25, 2014	Jun 16, 2014	Approve	<input type="checkbox"/>	Comments Warnings
Chen, Xiaojun CLT Math Professional Dev, F02520-00	X02723858	76651	One-Time Stipend Payment	Jun 25, 2014	Jun 23, 2014	Apply		**Comments
Downton, Michael P. Research Stipend, F02520-00	X03082235	76980	One-Time Stipend Payment	Jun 25, 2014	Jun 16, 2014	Apply		**Comments
Melucci, Ranier W. Additional Compensation, F02520-00	X02834812	76654	One-Time Stipend Payment	Jun 25, 2014	May 16, 2014	Apply		**Comments

1 - 8 of 8

[Return to Top](#)

Done

EPCF Preview

Name and ID: Miranda C Baldwin, X02164278

Transaction: 76984

Transaction Status: Pending

Approval Category: Hire Graduate Research / Teach / Doctorial - Full Year, HGAFY

Next

Job and Suffix: See approval types below.

Query Date: Jun 25, 2014

Last Paid Date:

[Add Comment](#)

Click **Approve**, after EPCF is approved the contract will be created online for the Student.

[Approval Types](#) | [Account Distribution](#) | [Errors](#) | [Routing Queue](#) | [Transaction History](#)
[EPAF Approver Summary](#)
[Return to EPAF Menu](#)
[Jump to Bottom](#)

Errors and Warning Messages

Type	Message Type	Description
Hire Graduate Research / Teach / Doctorial	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.

* - indicates a required field.

Hire Graduate Research / Teach / Doctorial, G01578-00 Graduate Assistant

Enter Changes	Current Value	New Value
Employee Class Code: *	20, Graduate Assistants	20, Graduate Assistants
Home Organization: *	211, Learning Communities	211, Learning Communities
Distribution Orgn: *	211, Learning Communities	211, Learning Communities
Contract Type:		Primary
Job Begin Date:		09/01/2014

Contract as viewed by GA / DF based on information entered on EPCF.

Graduate and/or Doctoral Agreement

Please read the agreement and acknowledge it by clicking the ACCEPT button below.

AGREEMENT, made 24-MAR-2015 by and between ST. JOHN'S UNIVERSITY, NEW YORK (the "University") and Carmen M ("Recipient"), X number X03

1. The University hereby engages Recipient and Recipient hereby accepts the position of Doctoral Research Fellow.

In the Department/Division of SJC Psychology for the period beginning 16-JUL-2015 and ending 31-AUG-2015.

STIPEND AMOUNT \$8000.00 paid in 3 equal semi-monthly installments and tuition coverage for 6 credit(s).

2. During the term of this Agreement and to the exclusion of any other professional or business commitment, Recipient agrees to devote himself/herself diligently and cooperatively for a maximum of 20 hours per week to the duties of a Graduate Assistant or Fellow as indicated above including any activity which will prove beneficial to the Department/Office in the judgment of any one or more of the following persons: The President of the University, the Academic (or other appropriate) Vice President, the Dean, the Director, or other such administrator(s) to whom he/she is assigned. Recipient further agrees to render such services in a scholarly and efficient manner to the satisfaction of all of the aforesaid individuals.
3. All patentable inventions, discoveries, processes, uses, products or combinations, resulting in whole or in part from the use of the laboratories other facilities of the University shall be assigned by Recipient to the University and shall be the sole property of the University. In the event that any of the foregoing provisions of this paragraph are in conflict with a Grant of the Federal Government or any of its agencies applicable to the Recipient, the foregoing provisions shall be of no effect and the provision of said Grant shall be deemed a part of this Agreement.
4. This Agreement may be terminated at any time during the term hereof by the President of the University, or the Dean of the School or College to whom the Recipient is assigned if in the judgment of the said President, Academic Dean, or other appropriate Vice President or Director, Recipient fails to satisfactorily meet the academic standards for his/her course of study or fails to perform any of the foregoing provisions of this Agreement.
5. CGS Resolution Regarding Scholars, Fellows, Trainees and Assistants The parties hereby agree that the following provisions, recommended by the Council of Graduate Schools, are incorporated into this Agreement.

Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines of acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15 and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany each scholarship, fellowship, traineeship and assistantship offer.

6. Recipient shall make application to New York State or other governmental agencies and take all other further action to obtain state and/or federal awards and/or scholarships, where eligible, to the end that the amounts received from these awards and/or scholarships accrue to the benefit of the University.
7. Recipient should be aware that the terms of this Agreement do not entail coverage under the New York State Unemployment Insurance Law and the University, therefore, will not substantiate any claims made by any Recipient for unemployment compensation.
8. THIS PARAGRAPH APPLIES TO DOCTORAL FELLOWS ONLY: All allowances for dependents must be claimed at the time this Agreement is signed by the Recipient. No retroactive compensation of any kind may be claimed under the terms of this award.
9. THIS PARAGRAPH APPLIES TO DOCTORAL FELLOWS ONLY: Recipient hereby certifies that any dependent(s) for whom an allowance is included in this contract is (are) neither employed full time nor earning more than \$750 per year on a part-time basis.
10. This Agreement shall be interpreted and construed in the light of, and subject to, the Statutes of the University, as amended.
11. IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Transaction No: 94605

ACCEPT