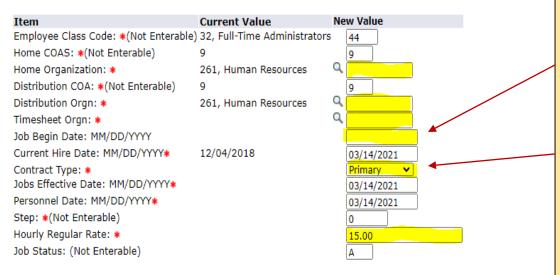
## Hire Student EPCF - HREG

	ON UIS: *Employee Tab		Personal Information Employee Finance
	*EPCF Main Menu *New EPAF		New EPCF Person Selection
1			<ul> <li>Enter an ID. Enter the Effective Date in the Query Date Field and select the Approval Category.</li> <li>indicates a required field.</li> </ul>
	Enter X Number		ID: * X03651843 Vincent Ian Mission
2	Enter <b>query date</b> (st date). MUST be beginning of BW Pay Period. Refer to BW Schedule.	У	Query Date: MM/DD/YYYY* 03/14/2021 Approval Category: * Hire Regular Student, HREG  Go  There are no active jobs based on the Query Date. All Jobs
	): Vincen	t Ian Mission. ) 4, 2021	
	ire Student, HSTUDE		
Q	earch Type Position	Suffix Title	Time Sheet Organization Start Date End Date Last Paid Date Status Select
A	There are no active jobs ba Il Jobs lext Approval Type Go	ased on the Qu	ery Date.
	~		

Hire St	udent, H	STUDE /									•				
Search Type Position		Suffix Title		Time Sheet Organization			Start	Date	End Date	Last P	Last Paid Date		Select		
Q	New Job	G01338	00	Graduate Assistan	nt	271,	Jamaica	Library							۲
	Primary	S01061	00	Regular Student V	Vorker I-V	233,	Office of	Auxiliary Services	Oct 14	, 2015	Apr 02, 20	16 Mar 19	, 2016	Active	
	Secondary	S01243	00	Student Team Lea	ader	325,	Office of	Conference Service	s Sep 01	., 2015	Oct 03, 20	15 Oct 03	2015	Active	
	Secondary	S03269	00	Regular Student V	Vorker I-V	325,	Office of	Conference Service	s Apr 21	, 2015		Jun 11	2016	Active	
	s 🖣			-								·			

## Hire Student, S01061-00 Regular Student Worker I-V



## Routing Queue

Approval Level	User Name
15 - (BUDGET) Budget Approval	Q
20 - (APPROV) HR Approval	Q Darren Russell
90 - (APPLY) HR Applier	Rose Costales



WTS- Bill Wellington

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.

Contract Type: if it's the student's only job, select primary, otherwise, secondary.

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

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

## Enter Timesheet Approver's name.

Note: If it's a new timesheet approver, please send request to Rose Costales before submitting EPCF

Enter any other necessary comments and click Save. You MUST click on Submit to complete EPCF.

If you receive errors, CONTACT PAYROLL at Ext 1471. Warnings received are OK.

**Note:** If a transaction has a status of "Completed", the EPCF Originator should <u>NOT cancel or void</u> the transaction because payroll has already applied it. Please notify Payroll and we will cancel/void the transaction.

Descriptions					
Job begin date: beginning of pay period- 1 <sup>st</sup> time occupying this job, otherwise, leave blank					
Home orgn: org where salary is being charged					
Distribution Orgn: org where employee physically works					
Timesheet orgn: org where employee physically works					
Job effective date: beginning of pay period					
Personnel date: same as job effective date					
Contract type: Primary- main job hired for in university					
Secondary- additional job					