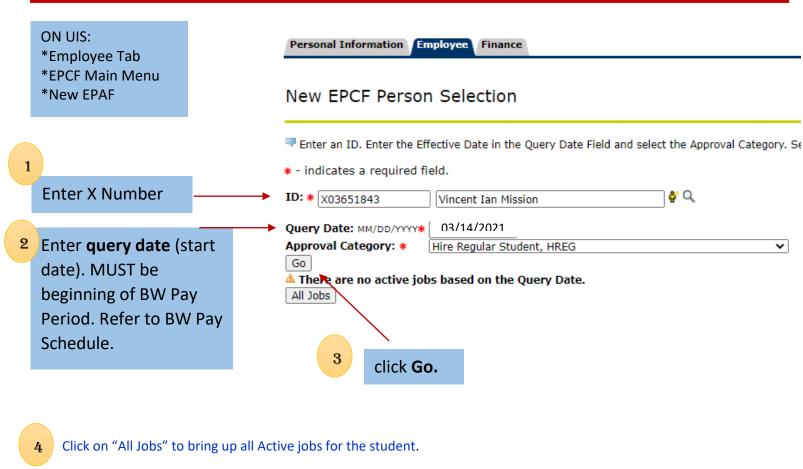
# **Hire Student EPCF - HREG**



ID: Vincent Ian Mission. X03647007
Query Date: Mar 14. 2021
Hire Regular Student, HREG

Hire Student, HSTUDE

Search Type Position Suffix Title Time Sheet Organization Start Date End Date Last Paid Date Status Select
New Job

There are no active jobs based on the Query Date.

All Jobs

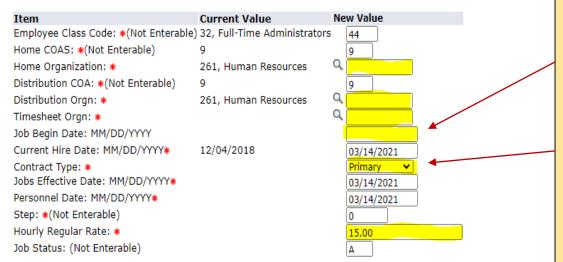
Next Approval Type Go

5

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

Hire St	udent, H	STUDE /	/							
Search	Type	Position/	Suffix	Title	Time Sheet Organization	Start Date	End Date	<b>Last Paid Date</b>	Status	Select
Q	New Job	G01338	00	Graduate Assistant	271, Jamaica Library					•
	Primary	S01061	00	Regular Student Worker I-V	233, Office of Auxiliary Services	Oct 14, 2015	Apr 02, 2016	Mar 19, 2016	Active	
	Secondary	S01243	00	Student Team Leader	325, Office of Conference Services	Sep 01, 2015	Oct 03, 2015	Oct 03, 2015	Active	
	Secondary	S03269	00	Regular Student Worker I-V	325, Office of Conference Services	Apr 21, 2015		Jun 11, 2016	Active	
All Jobs     Next Approval Type   Go										

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



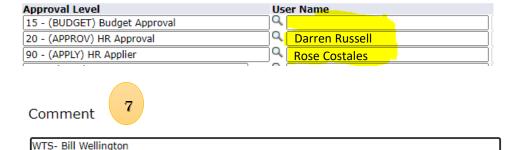
Fill in **ALL** highlighted fields: these fields were highlighted for illustration purposes. You will not see them highlighted on UIS.

**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



**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