

Electronic Personnel Action Form Checklist

Undergraduate Hourly Students Paid Bi-weekly

Position Information:

Job Position Number	
Job Position Suffix	
Job Position Organization Code	

Employee Information:

Employee Name	
Employee Banner ID	

Job Information:

Contract Start: Jobs Effective Date, Personnel Date, Current Hire Date, Job Begin Date	
Contract End: Termination Jobs Effective Date, Personnel Date, Last Work Date, Termination Date	
Title	
FTE	
Hours per Day	
Regular rate	
Hours per Pay	
Assign Salary	
Timesheet Organization Code	
Supervisor Banner ID	
Supervisor Position Number (on leave report)	

Funding Information:

Identify the fund that is to be utilized for the position and verify that it is an "Active" fund by clicking on **Default by Index**.

- Make sure that your total funding **equals 100%**
- Always select **"T"** for your Chart of Accounts (COA)
- The account # is **61450** for employee e-class **UG** (Undergraduate Hourly Students Paid Bi-weekly)
- For Foundation ePAFs, enter your Chart F Fund in the Comment Box
- Enter the "Amount to be encumbered" for the pay period in the Comment Box

If you receive an error that the fund is Invalid, verify that you entered the correct number and if so contact the appropriate funding office.

Routing Queue:

Identify the approvers for your Mandatory Approval Levels and if there are any additional approvers that need to be added. If your approver cannot be located, first check to see if they have submitted an ePAF Security Access Form, if so, contact Human Resources. If not, have them complete the ePAF Security Access Form and submit it to Human Resources.

By submitting the ePAF, you are stating that all of the information has been entered is accurate.