

## Undergraduate Hourly ePAF Cheat Sheet

| Hours per Pay | FTE  | Hours per Day |
|---------------|------|---------------|
| 5             | 0.13 | 1             |
| 6             | 0.15 | 1.2           |
| 7             | 0.18 | 1.4           |
| 8             | 0.20 | 1.6           |
| 9             | 0.23 | 1.8           |
| 10            | 0.25 | 2             |
| 11            | 0.28 | 2.2           |
| 12            | 0.30 | 2.4           |
| 13            | 0.33 | 2.6           |
| 14            | 0.35 | 2.8           |
| 15            | 0.38 | 3             |
| 16            | 0.40 | 3.2           |
| 17            | 0.43 | 3.4           |
| 18            | 0.45 | 3.6           |
| 19            | 0.48 | 3.8           |
| 20            | 0.50 | 4             |

| State Default Routing            | Action  |
|----------------------------------|---------|
| 15 Supervisor/Department Head    | Approve |
| 50 HR Temp Employment            | Approve |
| 69 Office of Budget and Planning | Approve |
| 96 Payroll Office                | FYI     |
| 97 HR Superuser                  | Apply   |

| Receipt Default Routing          | Action  |
|----------------------------------|---------|
| 15 Supervisor/Department Head    | Approve |
| 50 HR Temp Employment            | Approve |
| 69 Office of Budget and Planning | Approve |
| 96 Payroll Office                | FYI     |
|                                  |         |

| Title III Default Routing         | Action  |
|-----------------------------------|---------|
| 10 Principal Investigator         | Approve |
| 15 Supervisor/Department Head     | Approve |
| 50 HR Temp Employment             | Approve |
| 55 Title III Business Officer     | Approve |
| 57 Title III Director             | Approve |
| 72 Contracts and Grants Accountan | Approve |
| 75 Contracts and Grants Director  | Approve |
| 80 Financial Compliance           | FYI     |
| 96 Payroll Office                 | FYI     |
|                                   |         |

| Contracts/Grants Default Routing   | Action      |
|------------------------------------|-------------|
| 10 Principal Investigator          | Approve     |
| 15 Supervisor/Department Head      | FYI/Approve |
| 50 HR Temp Employment              | Approve     |
| 72 Contracts and Grants Accountant | Approve     |
| 75 Contracts and Grants Director   | Approve     |
| 80 Financial Compliance            | FYI         |
| 96 Payroll Office                  | FYI         |
| 97 HR Superuser                    | Apply       |

| Foundation Default Routing    | Action  |
|-------------------------------|---------|
| 15 Supervisor/Department Head | Approve |
| 50 HR Temp Employment         | Approve |
| 62 Foundation                 | Approve |
| 65 University Accounting      | Approve |
| 96 Payroll Office             | FYI     |
| 97 HR Superuser               | Apply   |

| Compensation Guidelines                              |
|------------------------------------------------------|
| Student Assistant I Hourly Rate: \$7.25 - \$8.50     |
| Student Assistant II Hourly Rate: \$8.25 - \$10.50   |
| Student Assistant III Hourly Rate: \$10.25 - \$14.00 |
| Student Assistant IV Hourly Rate: \$13.00 - \$18.00  |

| Tips                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1. Employee Job Information:</b> Query Date, Job Begin Date, Job Effective Date, Personnel Date should ALL match</p> <p><b>Terminate Job Record:</b> Jobs Effective Date and Personnel Date should match</p>                    |
| <p><b>2. Hours per Pay:</b> The amount of hours the student will work per week multiplied by the total weeks student will work</p> <p><b>EX:</b> Student works 20 hrs/wk for 16 weeks</p> <p><b>Hours per Pay = 320 (20 x 16)</b></p> |
| <p><b>3. Remember to follow the FTE CHART</b></p> <p>.50 <b>NO MATTER</b> how the hours are worked per day or per pay</p>                                                                                                             |
| <p><b>4. Remember to SAVE OFTEN</b> while creating your ePAF!</p>                                                                                                                                                                     |

| POSITION LOGIC                      |
|-------------------------------------|
| U/6-DIGIT ORGANIZATION CODE         |
| EX:U44000                           |
| "U" REPRESENTS UNDERGRADUATE HOURLY |

| Default Routing Queue                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>If you want to use the same routing queue for approving all electronic approval transactions in a particular approval category (for example, if you always want to use the same approval queue when hiring a student using state funds that needed to be approved by the Dean As well), you can establish that routing queue on the ePAF Default Routing Queue page.</p> |