

GRADUATE HOURLY (BI-WEEKLY) Cheat Sheet

YOU WILL USE **STUDENT HOURLY ePAF** POSITION IN THE APPROVAL CATEGORY DROP DOWN MENU

ONLY AVAILABLE OPTIONS FOR GRADUATE HOURLY ePAF's FOR PAYING STUDENTS BI-WEEKLY:

BW-HIRE [state/overhead/receipts] STUD 10
BW-HIRE [contracts & grants] STUD 20
BW-HIRE [gifts/trusts] STUD 30
BW-HIRE [foundation] STUD 40
BW-HIRE [title III] STUD 50
BW-HIRE [splitfunded] STUD 60

POSITION LOGIC
G/6-DIGIT ORGANIZATION CODE
EX: G44000
"G" REPRESENTS GRADUATE HOURLY

DATE TIPS
Query Date: First day the employee will work and be payable.
Current Hire Date: First day the employee will work.
Last Work Date: Last day the employee will work.
Job Begin Date: First day the employee will work.
Job Effective Date: First day the employee will work. (DEFAULTED)
Termination Date: The last day the employee will work.
Teminate Job Record Section
Job Effective Date: Last day the employee will work.
Personnel Date: Last day the employee will work.
SHADED ITEMS REFER TO PAYROLL DATES
UNSHADED ITEMS REFER TO CONTRACT DATES
ADDITIONAL TIPS
1. Employee Job Information: Query Date, Job Begin Date, Jobs Effective Date, and Personnel Date should all match Terminated Job Record: Jobs Effective Date and Personnel Date should BOTH match
2. Hours Per Pay: The amount of hours the employee will work per week multiplied by the number of weeks the employee will work EX: Employee works 20 hours per week for 12 weeks (20 x 12 = 240 Hours Per Pay)
3. MUST KNOW BANNER ID & POSITION NUMBER OF SUPERVISOR OVERSEEING THE POSITION
4. REMEMBER TO SAVE AFTER EACH SECTION
ROUTING QUEUE & DEFAULT ROUTING QUEUE
Because this is a special case BE SURE TO ADD GRADUATE COLLEGE as an approver in your Routing Queue If you would like to default the routing queue so that you do not have to add-on every time. Once you click Electronic Personnel Action Forms - Click ePAF Originator Summary - Click Default Routing Queue Choose STUDENT HOURLY (BW-HIRE TYPE) from Approval Category - Click Go - Select & Add Approvers - SAVE

When creating your Routing Queue and Default Routing Queue be sure to add Tia Uitenham as your Superuser approval level [LVL_97]
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