Student Stipend ADD EPAF (STCHAD)

Use this EPAF Approval Category to pay a student employee an additional one-time or recurring stipend for the academic year or summer.

1. Select “New EPAF” to create a new EPAF.

2. On the “New EPAF Person Selection” screen:
   a. Enter the NMU IN of the employee and press tab. The individual’s name will then appear. **Verify you have the correct employee before proceeding.**
   b. Enter the beginning date of the pay period as the effective date in the format displayed.
   c. Click on the Approval Category drop-down arrow to display the list.
   d. Select “Current Student Stipend ADD 6+ credit (4+ Grad) 2XXXXX, STCHAD”
   e. Click “Go”
3. On the “New EPAF Job Selection” screen:
   a. Click the radio button to select the correct position number. (Reminder – student position numbers start with 2.)
   b. If the correct position number is not listed here, click the back button on the browser and select the STCHNW EPAF Approval Category and continue following the STCHNW EPAF step-by-step instructions.
   c. Click “Go”

4. The next screen displayed is the “Electronic Personnel Action Form” screen. Scroll down to the “Create or change default earn” section and enter the following payment information in the titled columns:
   a. Effective Date: the beginning date of the pay period in which the stipend starts for both one-time and recurring stipends
   b. Earning: click the arrow and select the “SCH, Student Stipend Payments”
   c. Hours or Units Per Pay: Enter “1”
   d. Deemed Hours: leave blank
   e. Special Rate: Enter the stipend amount for the pay period
   f. Shift: “1” is already entered
   g. End Date: the end date of the pay period in which the stipend ends (Important – no end date will result in the stipend continuing for all future pay periods)
      i. One-time stipends – the end date of the one pay period
      ii. Recurring stipends – the end date of the future pay period when the last stipend amount should be paid (*Example at end of these instructions)
5. Scroll down the page to the “Routing Queue” section, type in the following for the approval levels or use the looking glass to select the appropriate username.
   a. First Level: “99 – (HR3) Student HR Apply” = JUNELSON

6. DO NOT enter a comment in the comment section. The comments will not be read by payroll.

7. Click “Save” on the bottom of the screen.

8. After saving the EPAF you will receive the following message “Your change was saved successfully.”

9. Select “Submit” to process.
10. Upon successful submission, you will see the following message, “The transaction has been successfully submitted.” Ignore all warning messages. See the “Common Student EPAF Errors” to correct any error messages received.

Electronic Personnel Action Form

- The transaction has been successfully submitted.
- Enter the information for the EPAF and either Save or Submit

Name and ID: Sarah A. Hwozdiak, 00257911
Transaction: 4996
Transaction Status: Approved
Approval Category: Current Student Stipend ADD 6+ crdts (4+ Grad) 2XXXX, STCHAD

Query Date: May 15, 2011

Recurring Stipend Example

The student will be paid $100 per pay period for five pay periods starting with the June 9 check. The last payment will be the August 4 check. Referring to the payroll calendar, the begin date of the pay period for the June 9 check is May 15 and the end date of the pay period for the August 4 check is July 23. The following would be entered in the “Create or change default earn” section of the EPAF to setup a recurring stipend:

- Effective Date: the beginning date of the pay period in which the stipend starts for both one-time and recurring stipends (5/15/2011 in this example)
- Earning: click the arrow and select the “SCH, Student Stipend Payments”
- Hours or Units Per Pay: Enter “1”
- Deemed Hours: leave blank
- Special Rate: Enter the stipend amount for the pay period ($100.00 in this example)
- Shift: “1” is already entered
- End Date: the end date of the pay period in which the stipend ends (7/23/2011 in this example)