Student Stipend NEW EPAF (STCHNW)

Use this EPAF Approval Category to hire and pay a student employee a 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 NEW 6+ credit (4+ Grad) 2XXXXX, STCHNW”
   e. Click “Go”
3. On the “New EPAF Job Selection” screen, click the “All Jobs” button to view all of the current and terminated position numbers that this employee has been paid from. (Reminder - student position numbers start with 2.)
   a. If the position number is listed, simply click the radio button to select it.
   b. If the position number is not listed, type in the appropriate position number in the Position Number box and “00” in the Suffix box on the “New Job” line.
   c. Press the tab key to populate the remaining fields.
   d. Click “Go”

4. The next screen displayed is the “Electronic Personnel Action Form” screen. In the “Create Employee Record” section, enter the Home Organization (department organization number) for the department in which the employee will be working.
5. On the same page, under the “Create a Student Job” area, enter the Timesheet Orgn (this is the department organization number). The title field is optional but can be used to describe the job the student is performing.

6. Scroll down further 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)
7. 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: “98-(HR4) Hourly HR Apply” = PWOOLDRI
   b. Second level: “99 – (HR3) Student HR Apply” = JUNELSON
8. DO NOT enter a comment in the comment section. The comments will not be read by payroll.
9. Click “Save” on the bottom of the screen.

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>98 - (HR4) Hiring</td>
<td>PWOOLDRI</td>
<td>Approve</td>
</tr>
<tr>
<td>99 - (HR3) Student HR</td>
<td>JUNELSON</td>
<td>Apply</td>
</tr>
<tr>
<td>Not Selected</td>
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<td>Not Selected</td>
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</tbody>
</table>

10. After saving the EPAF you will receive the following message “Your change was saved successfully.”
11. Select “Submit” to process.
12. 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**

- **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 (*$300.00 in this example*)
- **Shift:** “1” is already entered
- **End Date:** the end date of the pay period in which the stipend ends (*6/25/2011 in this example*)