Helpful ePAF Hints

Student

Before completing any type of Student Hiring ePAF, you must have the following information:

1. Student CID

2. Student position number AND suffix

3. Student rate of pay

4. Labor Distribution

5. For Work Study, contact Financial Aid for State or Federal Labor Distribution account and percentages

6. Department Head and the Financial Manager is responsible for approving the student's web time entry

7. Students are normally hired for the current fiscal year (September 1 through August 31)

Terminology

NHST - New Hire of Student Employee (never worked in this position at ASU)

NHSW - New Hire of Student Employee on Work Study (never worked in this position at ASU)

RHST - Re-hire of Student Employee (student has worked previously in this position at ASU)

RHSW - Re-hire of Student Employee on Work Study (student has worked previously in this position at ASU)

Staff

If the employee is a current staff or faculty member at ASU, please contact the Office of Human Resources for further instruction

Be Advised: You must know the employee's CID prior to initiating this ePAF. If you do not have the CID, please contact the Office of Human Resources.

- ☐ ID : Enter (CID) and Effective Date (first day worked)
- ☐ Transaction Type: New Hire Staff Employee (NEWSTA)
- ☐ Enter New Position Number and a Suffix of 01
- ☐ Enter the Employee Class Code, Home Organization, Distribution Orgn, Annual Salary, FTE, and Supervisor ID

Enter User Name for each Approval Level listed

- Dean/Administrative Head and Vice President/Provost Office will be specific to the hiring department
- Use magnifying glass icon to search for User Names

For any ePAF

The Department Head must be the financial manager for the organization being used