

**EPAF QUICK REFERENCE SHEET
FOR STUDENT TEMP WAGE HOURLY AND NON-STUDENT TEMP HOURLY EMPLOYEES**

New Hire / Reappointment	The first job on campus is considered a "New Hire" Any job after the first job is a reappointment, regardless of job type.
Suffix	The first suffix for any job type is 00. Student Temp wage: STU070-00 Non-Student Temp (Hourly) STMP15-00
Subsequent Suffixes	After the first suffix is used, all subsequent suffixes will be sequential. For example, STU070-01, 02, 03, etc... STMP15-01, 02, 03, etc...
Query Date	The 1st of the <u>month</u> an employee will work. <i>(i.e. employee starts on 6/28/17, EPAF will state 6/1/17)</i>
Current Hire Date	The <u>first day</u> the student will <u>physically</u> work.
Job Begin Date	Same as Query Date.
Contract Type	If an employee has no current "Primary" job, choose "Primary". If the employee has a current "Primary" job, choose "Secondary".
Jobs Effective Date	Same as Query Date.
Personnel (Start) Date	The <u>first day</u> the student will <u>physically</u> work.
Jobs Effective (End)Date	The <u>last day</u> of the month the employee will work.
Personnel (End) Date	The <u>first day</u> the student will <u>physically</u> work.

Please Note: This Quick Reference Sheet is not to replace the EPAF Instruction Manual. It is to be used as an additional resource.