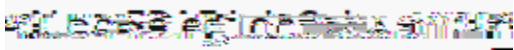




## End Job Record Early/Grad

3. Enter **UIN** under New EPAF Person Selection  
**OR**  
Enter **First Name** and **Last Name**, Click **Search**.



### End job record early/grad - ENDOBJ

Select	Type	Position	Suffix	Title
<input type="checkbox"/>				New Job
<input checked="" type="checkbox"/>	GT0110	00	GRADUATE TEACHING ASST	Primary

5. Job End Date “-“ will default.

### End job record early/grad - GT0110-00 GRADUATE TEACHING ASST

Job End Date \*

6. Click down arrow to either enter or select username for approval level of Payroll. The ENDOBJ EAPF does not go to an approver.

**Must** enter reason for ending job record early in the **Comment Field**.

**Note:** EAPF will be returned if there are not comments.

**Reasons to have job end date removed:**

Grad is terminating early.

Grad is terminating & transferring to another position.

Grad’s stipend amount is being increased or decreased.

Click **Save**.

### Routing Queue

Approval Level	User Name	Required Action
<input type="button" value="WAP"/> <input type="button" value="EAP"/>	<input type="button" value="WAP"/> <input type="button" value="EAP"/>	<input type="button" value="Apply"/>

### Comments

Comments area with a text input field and a list of comments below it.

7. Select submit to finish if change was saved successfully.  
**Note:** There will be an error message in red with details if your change did not Save or Submit successfully. **Ignore ALL warning messages.**

8. EPAF has been successfully submitted to Payroll  
**Originator will receive an email informing them the job end date has been removed.**

**Note: Cannot start Pay Change for Grad EPAF until email is received by the Originator.**

## Pay Change for Grad/PAYGRD

9. Select **New EPAF**.

Enter **UIN** under New EPAF Person Selection

**OR**

Enter **First Name** and **Last Name**, Click **Search**.

Click **Calender** and Select **Effective Date** of rate change, **MUST** be 10<sup>th</sup> or 25<sup>th</sup>.

Click down arrow to **select Approval Category**.

Click **Go**.

**Note:** Refer to semester chart and payroll to ensure graduate assistants are paid timely.

The screenshot shows a web form titled "New EPAF Person Selection". There is a label "ID \*" followed by a text input field. Below the input field, the rest of the form is obscured by a large black redaction box.

10. List of active jobs will appear.

Select position for pay change.

**Note:** If position does not show, Click **All Jobs** to view all jobs

Click **Go**.

11. Click **Calendar** and select **Effective Date** and **Personnel Date** of pay change.  
**Note:** Effective Date and Personnel Date **MUST** be the same.  
Job Change Reason “**PAYAD**” will default.  
Enter **F**

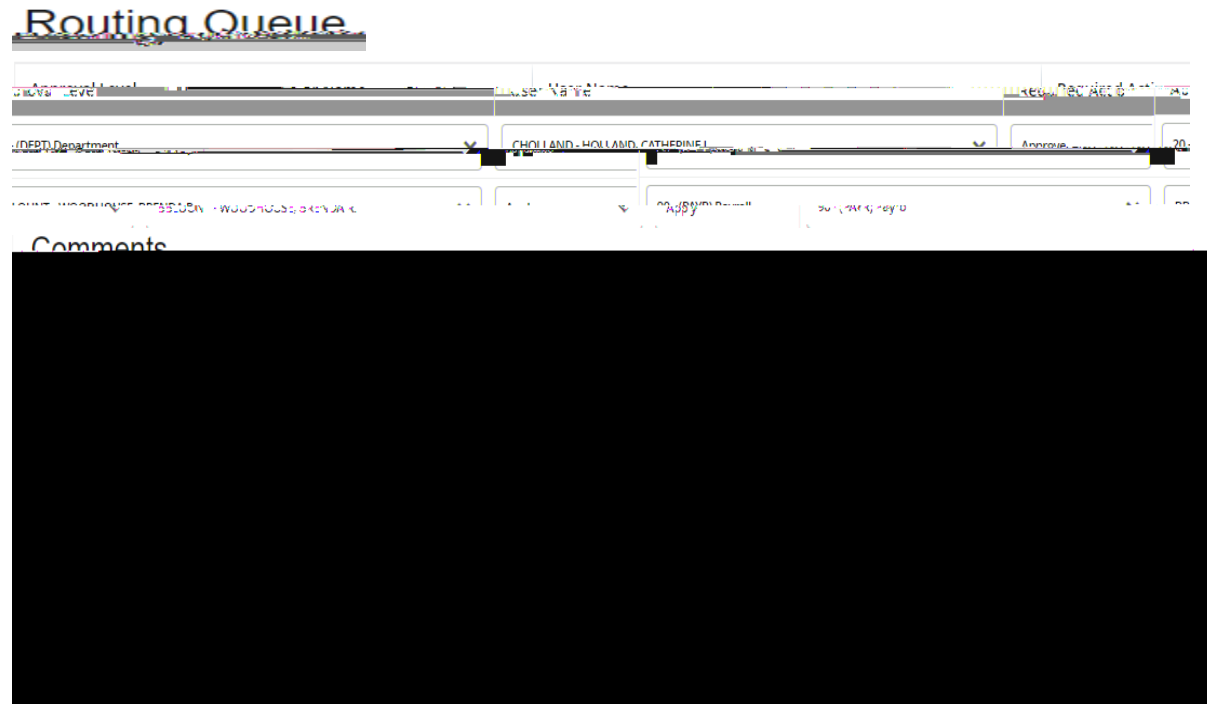


13. Click down arrow to either enter or select username for approval level of Department (approver).  
Click down arrow to either enter or select username for approval level of Payroll.

**Must** enter reason for change of stipend amount in the **Comment Field**.

**Example:** Stipend amount increased 1,000.

Click **Save**.



14. Select submit to finish if change was saved successfully.

**Note:** There will be an error message in red with details if your change did not Save or Submit successfully. **Ignore ALL warning messages.**