

Student Name: _____ Bear#: _____

E-mail: _____ Phone: _____ Department Name: _____

 Job Number: ☐ Student Hourly (SH9999) ☐ Colorado Work Study (SH9997) ☐ International Student Hourly (SH9996)
☐ Student Salary (SS9999) ☐ Federal Work Study (SH9998) ☐ International Student Salary (SS9996)

Job Suffix: _____ Semester or Academic Year (00, 01, 02, etc.) _____ Summer (S0, S1, S2, etc.)

 EPAF Approval ☐ SH001 ☐ SS001 ☐ SH002 ☐ SS002 ☐ SH004 ☐ SS004
 Category: New Hire Hourly New Hire Salary Add Hourly Job Add Salary Job Reactivate Hourly Job Reactivate Salary Job

Actual Start Date _____ Job Begin Date: _____ Job End Date: _____

For hourly jobs, job begin date is actual start date or first day of work period. Job end date is last day of work period.

For salary jobs, job begin date must be the first day of a month and Job end date must be the last day of a month.

Time Sheet Organization Number: _____ Hourly Rate of Pay \$ _____

Student Salary: Monthly Salary: _____ (Enter the estimated monthly salary the student will be paid.)

NOTE: Student salary is NOT entered in EPAF. Payments are made separately using Banner PHATIME screen.

FOAP - Non-Work Study:

Fund: _____ Organization: _____ Account: (see below) Program: _____ Activity Code: _____ Percent: _____

 Fund: _____ Organization: _____ Account: (see below) Program: _____ Activity Code: _____ Percent: _____
 Account Code: ☐ 64110 - Hourly ☐ 64120 - Salary ☐ 64115 - Summer Hourly ☐ 64125 - Summer Salary
FOAP - Work Study:State: Fund: 30026 Organization: 32230 Account: 64510 Program: 5000 Activity Code: _____ Percent: 80.00 %Department: Fund: _____ Organization: _____ Account: 64510 Program: _____ Activity Code: _____ Percent: 20.00 %Federal: Fund: 39006 Organization: 32230 Account: 64410 Program: 5000 Activity Code: _____ Percent: 75.00 %Department: Fund: _____ Organization: _____ Account: 64410 Program: _____ Activity Code: _____ Percent: 25.00 %
 Other EPAF Actions: ☐ CHGPAY ☐ FOAP ☐ TERMJB
 Change Hourly Rate of Pay Change FOAP Change Job Ending Date

Effective Date of Change: _____ New Job Ending Date: _____

Hourly Rate of Pay \$ _____

COMPLETED BY STUDENT: I have reviewed the above information and agree that the information is correct. I understand that if I am not registered in sufficient credit hours for a semester, I will be subject to Medicare and UNC Student Retirement withholding deductions.

Student's Signature _____ Date _____

We certify that the student is authorized to work under the designated account code and will abide by the University's student employment policies.

Supervisor's Signature _____ Office Phone # _____ Date _____ Supervisor's Name - Printed _____

FOAP Authority's Signature _____ Office Phone # _____ Date _____ FOAP Authority's Name - Printed _____

Date I-9 Verified _____ Date entered into Banner EPAF system _____

Date documents submitted to HR _____ By _____ Submitted via: ☐ In person ☐ Campus Mail**Employer: KEEP THIS AUTHORIZATION FORM IN THE DEPARTMENT FOR TWO YEARS FROM DATE OF HIRE**



Instructions - Student Employee Work Authorization/EPAF Form

Employee and Job Information. Enter details for the student employee and the job. Time Sheet Organization Number determines where time sheet is routed for approval. Fund/Organization/Program/Activity codes (FOAP) determine where wage expense is charged.

Check student's job history to determine the type of EPAF needed to set up the job.

If student is a new employee (never worked at UNC), use the EPAF Job Reason – New Hire SH001 (Hourly) or SS001 (Salary):

- Student completes the I-9, W-4, and Direct Deposit Authorization forms.
- International students must contact the Center for International Education for the paperwork to obtain a Social Security Number. International students must have an SSN before starting work.
- Department completes employer sections on the I-9; copies the documents presented to verify eligibility to work in the US; and completes the Colorado Employment Verification Affirmation.
- Department completes the online PDID form **only** for student employees who will need to access UNC computers and the Banner system.
- Proceed with the EPAF process to set up the job.
- **Note:** Enter the EPAF before or on the date of hire if possible, so the job is in place before the payroll deadline.

If student has worked on campus before use either of the following EPAF Job Reasons – Add a Job/Rehire SH002 (Hourly) or SS002 (Salary) -- OR – Reactivate SH004 (Hourly) or SS004 (Salary):

- Verify the student's employee status by doing a query in PEAEMPL or by viewing job history in NBIJLST. If using NBIJLST, be sure to change the query date to show the last two years of job history.
- Complete an I-9 and Colorado Employment Verification Affirmation if the student has not worked in the last 12 months.
- If PEAEMPL or NBIJLST returns a warning screen stating the person has a current status of "Terminated," the employee record must be activated by Student Employment before you will be able to submit an EPAF. Proceed with the EPAF process, leaving your EPAF at a "Waiting" status. Student Employment will add a comment to your EPAF when the employee record has been activated and your EPAF can then be submitted.
- If PEAEMPL shows an active status or NBIJLST shows current job history, proceed with the EPAF process. Add a job if there is not one available that can be reactivated.
- **Note:** Enter the EPAF before or on the date of hire if possible so the job is in place before the payroll deadline.

Authorizations. Supervisor and FOAP authority sign to approve the hire and wage expense. This may be the same person if the Supervisor also has FOAP authority. Student reads and signs the UNC Student Hourly/Student Salary Work Authorization form.

Note: The minimum credits required in which a student must be enrolled to avoid having Medicare and Student Retirement deducted are noted on the form. These deductions are required when a student falls below this minimum in the semester worked. The system checks enrollment each payroll.

Documents Completed. Submit the I-9, copy of verified documents, Colorado Employment Verification Affirmation, W-4 and Direct Deposit Authorization forms to Human Resources (HRS), Carter Hall, Room 2002, Campus Box 54. HRS must receive the documents within **3 days** of the date of hire.

When completing the I-9, remember to enter the employee's date of hire in the Certification area. This is the actual first day of work. Failure to complete the I-9 and Colorado Verification form correctly can cause compliance fines to be levied against the University. If you have questions on how to correctly complete the I-9, contact HRS at 351-2718 for assistance.

File Student Hourly/Salary Work Authorization forms in your department for 2 years. HRS may request copies of your work authorizations to verify the information on the form matches the information entered into the EPAF system to ensure compliance with audit standards.