EPAF Processing

Some Checkpoints for Graduate Assistantships

Please refer to the full set of guidelines for graduate assistantships as you make assignments. These can be found at: [http://murraystate.edu/Libraries/GraduateStudents/20152016_GA_Guidelines.pdf](http://murraystate.edu/Libraries/GraduateStudents/20152016_GA_Guidelines.pdf). Please do not hesitate to call with any questions prior to processing an EPAF for a graduate assistant.

First, please realize that the EPAF is a payroll only document. All salary monies must be reflected on the EPAF at origination. Please denote any funds to be provided by the Office of the Provost/VPAA in the Comment Section.

Tuition adjustments are only made to student accounts upon completion of the EPAF by Payroll. If you have hired students to work as GA’s this fall, we encourage you to go ahead and complete the required employment documentation (I9 and Authorization of Background Check) and the EPAF as soon as assignments are confirmed so that student accounts can be adjusted in a timely manner accordingly.

Please make students aware that they must make an initial payment or have a payment arrangement in place by the due date. For the fall 2015 semester, the deadline is July 31 or their schedule is subject to be purged August 3. They should not wait for adjustments to be made based on their graduate assistantship.

Items needed for completion of an EPAF:

1. EPAF origination and approval channel found on Employee myGate tab or SSB
2. I9 Form and Background Check [still completed within department for students] submitted to Student Financial Aid (SFA)
   - Forms for International students are completed in the Institute for International Studies (IIS)
   - If a prior job has an end date within 12 months no forms required
3. Student’s M#
4. Specific Position # assigned for new IPEDS category [based on student’s job assignment]
   - Make sure position # is for intended FOAPAL to be charged [GE #s do not exist for AY 1516]
   - Add the 00 suffix
   - Contact Shamira French in the Budget Office for new positions or added IPEDS categories
5. Graduate Assistants are exempt employees of the university and are paid monthly following the university’s exempt payroll schedule. Supervisors are responsible for work schedules and logging of time worked; no university leave report is required.
6. Dates of Employment
7. Home Org = FOAPAL charged or FOAPAL of Department that a Grant is under
8. Salary
9. Approver W Org #
10. Graduate Teaching Assistants
    - Schedule correction forms
    - Resume
    - Official Transcript if Primary Instructor of Record
    - If you anticipate any pay changes for Teaching Assistants based on semester course load, process semester EPAF only
Checkpoints:

- Students cannot begin work until EPAF is approved by SFA
- Teaching Assistants cannot be in the classroom until this approval
  — Faculty member must stand in if student is to be primary instructor
- **Query and Effective Date** = First day of month to activate Payroll
  - If you do not enter this date for the Query Date, it defaults to the day you begin the EPAF. This cannot be changed and you must update the EPAF by voiding and redoing it.
- **Job Begin Date** = First date the student was activated for payroll in this position.
- Hiring and Terminate Personnel Dates = Actual first and last days of work [refer to page 1 GA Guidelines]
  - Grant funded assignments must be made within the dates of grant
- EPAF as Employee Record
  - If student has never worked on campus before, EPAF Type is 400
  - If student has worked in any capacity, EPAF Type is 410
  - Grant funded = Restricted EPAF Type
- Financial Manager or Proxy for Exempt Leave Reporting = EPAF Approver
  - Proxy cannot approve grant funded EPAF
- Last Paid Date for terminations or pay changes cannot be prior to or on date entered
- GA’s are not allowed to work for more than one department/office on campus. Some GAs have split positions under two different FOAPALs within one department [example, teaching and research] or Grant and Cost Share
  - 2 EPAFs Required [one Primary Job other Secondary Job]
  - Must not work over 20 hours per week combined
- If returned for correction, refer to Comment section or call the person that returned it.
- If student is not eligible for an assistantship, the EPAF will be Voided [example: Graduate GPA below 2.9]. A one-time exemption may be available based on the following requirements:
  - EPAFs for students with a GPA between 2.9 and 3.0 must be for one semester only
  - EPAFS for new graduate students with an undergraduate GPA of 2.8 or above will be approved for one semester/continuation upon completion of 6 hours of graduate coursework with a 3.0 GPA
- A PDF of an EPAF can be generated and printed or saved from the Transaction History [A download of Adobe Reader is required]

General questions related to EPAF processing or GA guidelines – Donna Miller at 809-4273
Academically oriented questions – Dr. Robert Pervine, 809-3027