

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) - ENDJOB

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

Apply Go

5. Job End Date “-“ will default.

Job End Date *

Remove

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

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

Note: EPAF 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
WARR, Beyo	WARR, Beyo	Apply

Comments

Comments

Save

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

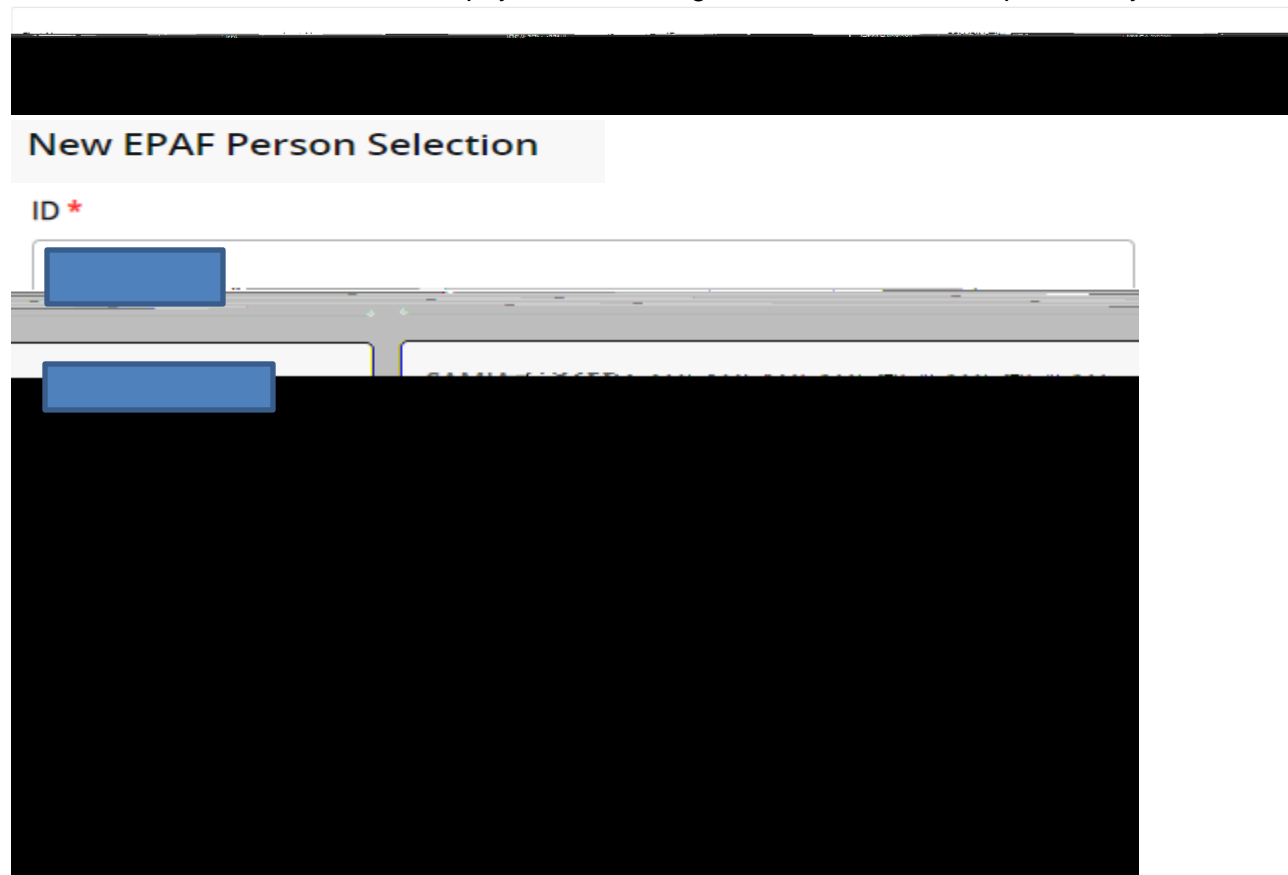
Enter **First Name** and **Last Name**, Click **Search**.

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

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

Click **Go**.

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



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**.

The image shows a screenshot of a web application interface titled "Routing Queue". The form contains several fields: "Approval Level", "User Name", "Request Date", "Department", and "Approver". The "Department" field is set to "CHOLLAND, HOLLAND, CATHERINE" and the "Approver" field is set to "20...". Below these fields is a "Comments" section, which is almost entirely obscured by a large black rectangular redaction box. Only the word "Comments" is visible at the top left of the redacted area.

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.**