

# EPAF versus Employee Status Change (Gold) Form

## EPAF is used when:

### Processing an Employee that is a Student:

- New Student Job, Active Employee – Hourly, NSHRLY
- Rehire Student to Previous Job, Active Employee - Hourly, RSHRLY
- Extend Student Job End Date - Hourly, EXHRLY
- Change Student Job Rate - Hourly, CHRLY
- New Student Job - Stipend, NSTIP
- Rehire Student to Previous Job - Stipend, RSTIP
- Change Student Job Rate - Stipend, CSTIP
- Change Student Index, SINDEXT
- Ending a Student Job Early, STERM
- Change Student Time Entry Information, CSTIME
- Create New Student Employee – Hourly, CNHRLY
- Activate Student Employee with New Job - Hourly, ANHRLY
- Activate Student Employee with Previous Job – Hourly, ARHRLY
- Create New Student Employee - Stipend, CNSTIP
- Activate Student Employee with New Job - Stipend, ANSTIP
- Activate Student Employee with Previous Job - Stipend, ARSTIP

### Processing an Employee:

- Change Employee Job Index\*\*\*, INDEX
- Ending an Employee Job, ETERM
- Change Employee Time Entry Information, CETIME
- Merit Lump Sum, MERIT
- Faculty summer teaching, TEACH
- Faculty summer research, RESCH
- Faculty summer other, OTHER
- Change Faculty Summer Compensation, CFACSR

\*\*\*Important note: an EPAF to change an Index only changes the Index on the Job not the Position.\*\*\*

## Employee Status Change Form (Gold):

- Use for any change that affects the status of an Employee
- To make changes in regards to an Employee's Position (i.e. title, position index, supervisor, etc.)