

Student Employment ePAF Cheat Sheet

Query/Effective Dates and Deadlines for ePAF submission

Semester	Payroll #	Pay Period Start	Pay Period End	Pay Date	Submission/Approval Deadline
2021 Spring	1	12/13/2020	12/31/2020	1/15/2021	12/1/2020
	2	1/1/2021	1/15/2021	1/29/2021	12/14/2020
	3	1/16/2021	1/31/2021	2/12/2021	1/4/2021
	4	2/1/2021	2/15/2021	2/26/2021	1/18/2021
	5	2/16/2021	2/28/2021	3/15/2021	2/1/2021
	6	3/1/2021	3/15/2021	3/31/2021	2/16/2021
	7	3/16/2021	3/31/2021	4/15/2021	3/1/2021
	8	4/1/2021	4/15/2021	4/30/2021	3/16/2021
	9	4/16/2021	4/30/2021	5/14/2021	4/1/2021
	10	5/1/2021	5/15/2021	5/28/2021	4/16/2021
2021 Summer	11	5/16/2021	5/31/2021	6/15/2021	5/3/2021
	12	6/1/2021	6/15/2021	6/30/2021	5/17/2021
	13	6/16/2021	6/30/2021	7/15/2021	6/1/2021
	14	7/1/2021	7/15/2021	7/30/2021	6/16/2021
	15	7/16/2021	8/7/2021	8/13/2021	7/1/2021

Position Codes:

- STUHRL – Student Hourly
- STUWKS – Work-study
- STUINT – International Student Employees
- SVCSTP – Service Stipend Employees

Work-study Fund Codes:

Confirm award type in RPAAWRD screen in Banner

- 401502 – Colorado Work-study
- 400152 – Federal Work-study
- 401533 – No-Need Work-study

Change Reasons and when to use them:

- **NEW** – new employee – first position
- **CONT** – rehire – continued employment – no changes to job
- **END** – ending a job
- **LABOR** – for a FOAPAL change
- **MINWG** – only for change to minimum wage rate
- **RATE** – pay increase (above minimum wage rate)
- **SUPER** – for a supervisor change
- **TRANS** – transferring positions

Tips / Troubleshooting

- When should I use “**Rehire New Position**” ePAF?
 - Use when adding a position for a split assignment; NOTE: if same job type (i.e. adding another hourly position), the suffix code should increase by one number (01,02,03, etc.).
 - Adding an hourly or work-study job and the student has not been in this position before.
 - Be sure to click on “all jobs” to check that a position does not already exist. If one does please use the “Rehire Same Position” ePAF.

- When should I use “**Rehire Same Position**” ePAF?
 - Use for reactivating a position that a student had in a previous semester.
 - Transferring Students and reactivating a previous position. (may reuse an older position – contact SE Team for assistance if necessary)
 - Be sure to click on “all jobs” to check that a position does not already exist. If the position is not listed, please use the “Rehire New Position” ePAF.

- When should I use “**Labor Change**” ePAF?
 - Labor Change should be used to update the FOAPAL information for a position that is currently active.
 - If a student is changing from hourly to work-study or vice versa, then either the Rehire New Position or Rehire Same Position ePAF should be used.

- What does the following **Error Message** on the “**End Job**” ePAF mean?

TYPE	MESSAGE TYPE	DESCRIPTION
End of Job	ERROR	*Error* New Effective Date must be after DD-MON-YEAR
End of Job	ERROR	*Error* The future dated Job record must be deleted before ending Job.

- As student jobs have a future end date, the SE Team must remove this end date, allowing the ePAF to be submitted.

- What does the following **Error Message** on the “**FOAPAL Change**” ePAF mean?

TYPE	MESSAGE TYPE	DESCRIPTION
Labor Distribution	ERROR	*Error* Base Job record must exist to create a new job.
New Job Effective Date	ERROR	*Error* The Begin Date and Step must be entered for a new job.
New Job Effective Date	ERROR	*Error* Base Job record must exist to create a new job.

- This error will occur when a position does not exist and there is not an existing FOAP to update.

- What does “***Warning* Annual Salary is outside the Table/Grade range**” on the Salary Supplement ePAF mean?

- This occurs because a Salary Supplement is extra pay and not part of an employees budgeted salary/pay.

For more Frequently Asked Questions – check out the FAQ section:

<https://www.msudenver.edu/hr/epaf/epaf-faqs/>