Guide to EPAF Appendix A: EPAFS for Student Assignments

Student Retro Salary Adjustment

**Step 1**
Define Employee, Query Date, and Approval Category

Click on link to employee’s current job to be changed

- **Query Date** = current pay period start date
- **Approval Category** = STUADJ (see drop down list)

**Step 2**
Job Selection

Click on the link to the job that is to be modified.

**Step 3**
Enter Main Job Information

<table>
<thead>
<tr>
<th>Student Adjustments</th>
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</thead>
<tbody>
<tr>
<td>Item</td>
</tr>
<tr>
<td>Jobs Effective Date</td>
</tr>
<tr>
<td>Personnel Date</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Job Change Reason</td>
</tr>
<tr>
<td>Regular Rate</td>
</tr>
<tr>
<td>Annual Salary</td>
</tr>
<tr>
<td>Step</td>
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</tbody>
</table>

**Notes**
- Compare **Current Value** to **New Value**, and only make changes to fields that change value.
- **Jobs Effective Date** is the first date of the current pay period.
- **Personnel Date** is the date the retro action is effective.
- Only fill in the following fields if there is a change from the **Current Value**: **Title, FTE, Step**.
- Fill in the new hourly **Rate**.
- Select appropriate **Job Change Reason** from list
- Indicate current value or "0" for **Step**.

For instructions on **Steps 4-7**, including:

- Confirming or Revising FOAP
- Defining Approval Routing Queue
- Adding Comments
- Saving, Confirming & Submitting your EPAF

please refer to the section of this guide entitled Part I “EPAFs for Student Assignments.”