Guide to EPAF Appendix A: EPAFS for Student Assignments

Student Salary Increase

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

**Notes**
Click on link to employee’s current job to be changed.

**Query Date** = pay period start date

**Approval Category** = STUSAL (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>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY</td>
<td>06/01/2007</td>
<td>04/21/2008</td>
</tr>
<tr>
<td>Job Change Reason:</td>
<td>CONV</td>
<td>Not Selected</td>
</tr>
<tr>
<td>Step: (Not Overridable)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Regular Rate:</td>
<td>9.36</td>
<td></td>
</tr>
<tr>
<td>Annual Salary:</td>
<td>9673</td>
<td></td>
</tr>
</tbody>
</table>

**Notes**

*Current Value* populates to guide the user to determine the *New Value*.

**Jobs Effective Date** = pay period start date (query date)

**Job Change Reason** = (refer to Appendix)

**Step** = “0”

**Regular Rate** = input hourly rate

**Annual Salary** = leave BLANK

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.”