

Submitting a Student Resignation, Student End of Assignment/Job End, and Student End of Assignment/Graduation EPAF SOP

Department: Student Employment

06/04/2018

Step #	Action Items	Notes/Comments
1	Log onto my.unm.edu -> Employee Life Tab -> Click on Enter Lobo Web -> Click on Electronic Personnel Action Forms	
2	Click New EPAF	
3	Enter the students UNM ID number in the first box	Click in the second box: the students name will auto populate
4	Leave query date as is	
5	<p>Approval category: click on the dropdown arrow, scroll down and click on one of the following options depending on the situation for the student:</p> <ul style="list-style-type: none"> - Student Resignation, JU0001 *Used when a student resigns at any time - Student End of Assignment/Job End, JU0002 *Used when the job is over or at the end of the semester - Student End of Assignment/Graduation *Used when a student is graduating 	
6	Click Go	
7	Select the position you are wanting to take action on. Click on the empty circle of the position.	Students might have multiple positions within a department.
8	Click Go	
9	Section: System removal of end date Leave this section alone – you do not need to do anything.	On the Student Resignation EPAF
10	<p>Section: End Current Job In the New Value column enter the following information:</p> <ul style="list-style-type: none"> • 'Jobs Effective Date' enter the students last paid date • 'Personnel Date' enter the students last true date worked <p>*The dates cannot exceed the students last paid date.</p>	<p>Generally, the dates should be the same. Unless the last personnel date is before their last paid date. Ex. Effective date: 05/11/2018 Personnel date: 05/09/2018</p>
11	<p>Section: Routing Queue</p> <ul style="list-style-type: none"> • The first approver is the person who approves EPAFs for your department. You can type their user name or click on the magnifying glass to search for them • The second approver is student employment. Under user name type in: Beti2626 and the click in the box to the right. Elizabeth Jacquez Amador will come up. • The approver for payroll is just FYI. You can select anyone from their list when clicking on the magnifying glass. • The fourth approver: click on the magnifying glass, only one option should populate. Click on 'Applier, Epaf (EAAPPLIER) <p>Those are the only 4 approvers you need to have.</p>	Elizabeth Amador is the new Student Employment Manager.
12	Section: Comment	Comments are not required.

	If you want to add a comment or explain anything this is where you will add that. You can also leave your contact information there.	
13	Click Save	
14	Click Submit	<p>The EPAF will be sent to your departments queue first. Once your department approves it, it will show up in the student employment queue.</p> <p>*If the EPAF is approved you will not be notified by us.</p> <p>*If the EPAF is 'Returned for Correction' Student Employment will leave a note on the EPAF and also send the EPAF originator an email.</p>

*You can also refer to Epaf.unm.edu for questions and help with EPAFs.