Submitting an Extension EPAF SOP

Department: Student Employment

05/31/2018

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	Approval category: click on the dropdown arrow, scroll down and click on '**Student Job Extension, JU0009**'	
6	Click **Go**	
7	Select the position you are wanting to extend. Click on the empty circle of the position.	Students might have multiple positions.
8	Click **Go**	
9	The first section: System removal of end date Leave this section alone – you do not need to do anything.	
10	The second section: Enter Data for Student Job Ext. Fill in the following information under the 'New Value' column • Job effective date: **Has** to be the date exactly after the students current end date for that position. Ex. Current end date 05/11/2018. The extension start date is 05/12/2018. • Personnel date: The same as the job effective date • Job status and Job change reason should be auto filled. – you don't need to do anything with those two boxes. • Copy the information exactly from the current value column to the new value column for - Hours per pay - Appointment percent - Annual salary	Extension EPAF can only be processed if the start dates are the date after the current end date. If there is a break department will need to submit a rehire EPAN. You can find your students current end date on your HR reports.
11	The third section: Job End Dates If the position is a student employment position (UB): The end date can go out as far as you would like. Ex. Graduation date Ex. If you are extending for summer you can extend out the next Spring semester. ***A future end date must be entered!** • Jobs Effective Date: Ex. 05/12/2019 (Future date) • Personnel date: The same as the jobs effective date • Job status and job change reason should be auto filled.	
12	The fourth section: Routing Queue • 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	Elizabeth Amador is the new Student Employment Manager.

	• 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) Those are the only 4 approvers you need to have.	
13	The fifth section: Comment 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.	Comments are not required.
14	Click **Save**	
15	Click **Submit**	The EPAF will be sent to your departments queue first. Once your department approves it, it will show up in the student employment queue. *If the EPAF is approved you will not be notified by us. *If the EPAF is 'Returned for Correction' Student Employment will leave a note on the EPAF and also send the EPAF originator an email.

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