**INSTRUCTIONS FOR COMPLETING AN**

**ePAN for Students**

The ePAN form is used to initiate various types of employment transactions for student employees:

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| **Section A. Originator Information** |
| 1. UNM ID: (This is NOT the SS#) |
| 1. Name – First and last name of employee |
| 1. Type of Employee – Use pull down menu to select one of the following:<http://www.unm.edu/~ubppm/ubppmanual/3200.htm>  * University Student (Bi-weekly)-UB * University Student (Monthly)-UM |
| 1. Student Employee Job Title |
| 1. Type of Student – Select either Student Employee or Work Study |
| 1. Community Service – (Applies to Work Study only) - Select Don’t Know, Yes, or No |
| 1. Work Schedule – Leave Blank |
| 1. Originating department information   Originating department : Department initiating request  Originator : Name of department contact  Originator phone: Phone number of department contact  Originator e-mail: E-mail address of department contact |
| **Section B. Position Information** |
| 1. Purpose of Personnel Action – Use pull down to select reason code (reasons listed by group)  |  |  | | --- | --- | | **HIRE** | **JOB MAINTENANCE** | | TRANS – Transfer (from Work Study to Student Employment or Student Employment to Work Study) | SALCH – Salary Change | | ORGCN- Org code change (use code TRANS and specify org code change in comments section) |  | |
| 1. Position Class: Select one of the following:  |  | | --- | | 0041 – Student Entry Level | | 0042 – Student Intermediate Level | | 0043 - Student Advanced Level | | 0044 – Student Technical Specialist | | 0046 – Student Publications Intern (Daily Lobo Only) | | 0004 - Student Monthly | |
| 1. Position # - UB####, UF####, or US#### (assigned to each department) |
| 1. Home Org – Department org code |
| 1. Hiring/Timesheet Org Code – Department Org code that initiates a time sheet or exception report for the employee |
| 1. Supervisor – First and last name of Supervisor |
| 1. Supervisor UNM ID – Banner ID (not NetID or SS#) |
| 1. Personnel Start Date– Effective date of personnel action (Student Start Date) |
| 1. Personnel End Date – Student End Date (Work Study students must have an end date) |
| 1. Appointment % - Write 50% |
| 1. Hourly rate – Enter rate |
| 1. Full time equivalent Annual Salary (for monthly students only – write the monthly salary) example: $400/mo |
| **C. Labor Distribution** |
| 1. Labor Distribution   21a) Index – Index code the position should be budgeted at  21b) Account Code – Account code for each index. Account codes for students are as follows:  Student Employees - 20J0  State Work Study - 20N0  Federal Work Study – 20L0  Federal Work Study (Community Service) – 20L2  21c) Percent – List the percent for each index (For Work Study, you **do not** need the Work Study Index Code. You will need to write the % of the 30% of the department’s index to be charged. The total must be 100% so if you want all of the 30% charged to one index, you will need to write 100%. If you want to split it between 2 index codes, you will need to write 50% for each index code) |
| **D. Comments** |
| 1. Include any comments needed to clarify the change. |
| 1. Click the Next button. This **WILL NOT** electronically submit to the Student Employment Office. Print, obtain appropriate signatures and submit to Student Employment Office either in person, by fax (277-6925), **OR** by email (stuemp@unm.edu) |

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| |  | | --- | | **http://securehr.unm.edu/content/webforms/PAN/title.jpg** | | **A. Originator Information**   |  |  | | --- | --- | | 1. UNM ID:  2. Name: Last, First, M.I.  3. Type of Employee:  4. Student Employee Job Title:  5. Type of Student:  6. Community Service:  7. Work Schedule: | 8. Date Originated:   Wed, 11 May 11 15:29:50 +0000  Originating Dept:  Originator:  Originator Phone:  Originator Email: | | | **B. Position Information (Required):**  **9.**   |  |  | | --- | --- | | 10. Position Class:  11. Position No:  12. Home Org:  13. Hiring/Timesheet Org Code:   14. Supervisor:  15. Supervisor UNM Banner ID: | 16. Personnel Start Date:  17. Personnel End Date:  Job Type:   18. Appointment % (Value between 0 and 100)   Non-exempt (Bi-Weekly Only)  19. Hourly Rate: $  Exempt (Monthly Only)  20. Full-Time Equivalent Annual Salary: $ | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **21. C. Labor Distribution:**   |  |  |  | | --- | --- | --- | | 21a) Index: | 21b) Account Code: | 21c) Percentage: | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | |  |  |  | | --- | --- | --- | | Index: | Account Code: | Percentage: | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | | **22. D. Separation Use only:**  22a)   |  |  | | --- | --- | | 22b) SEPARATION DATE:  22c) PAY TWO WEEKS IN LIEU OF NOTICE DO NOT SUBMIT TIME FOR THESE HOURS.  PAY WILL BE BASED UPON THIS SEPARATION FORM. (does not apply to Student Employment) | EXEMPT EMPLOYEES ONLY:A/L Used: \*leave blank S/L used: \*leave blank  NON-EXEMPT EMPLOYEES ONLY:  Comp Time balance: \*leave blank | | | **23. E. Comments:**   |  | | --- | |  | | |