**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 requestOriginator : Name of department contactOriginator phone: Phone number of department contactOriginator 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)

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| **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) |  |

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| 1. Position Class: Select one of the following:

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| 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 - 20J0State Work Study - 20N0Federal Work Study – 20L0Federal Work Study (Community Service) – 20L221c) 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**

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| 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:  |

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| **B. Position Information (Required):**  **9.**

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| 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: $  |

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| **21. C. Labor Distribution:**

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| 21a) Index: | 21b) Account Code:  | 21c) Percentage: |
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| Index: | Account Code:  | Percentage: |
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| **22. D. Separation Use only:**  22a)

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| 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 blankS/L used: \*leave blankNON-EXEMPT EMPLOYEES ONLY: Comp Time balance: \*leave blank |

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| **23. E. Comments:**

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