

INSTRUCTIONS FOR COMPLETING AN ePAN for Students

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

- SALCH- Salary change
- TRANS- Transfer
- RHIRE – Rehire
- ORCGN- Org code correction

***Rehire** is only for students that have had a break in their job assignment.

***Transfer** is applicable when student is switching position numbers (example: UF0000 to UB0000)

To access form:

- ✓ <https://hr.unm.edu/documents-and-forms#popular>
- ✓ In the search bar on the right type “EPAN student”
- ✓ Open the form with Adobe Acrobat Reader DC

Section A. Department/Supervisor Information							
1.	UNM ID: (This is NOT the SS#)						
2.	Type of Student – Select either Student Employee or Work Study						
3.	Name – First and last name of student employee						
4.	Type of Employee – Use pull down menu to select one of the following <ul style="list-style-type: none"> • University Student (Bi-weekly)-UB • University Student (Monthly)-UM 						
Student Employee Job Title							
5.	Community Service – (Applies to Work Study only) - Select Don't Know, Yes, or No						
6.	Enrollment						
7.	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 Position Class: Select one of the following Home Org – Department org code Supervisor UNM ID- Banner ID)not NetID or SS# Appointment % - Write 70%, unless student has multiple jobs. To retrieve this information run an HR Report.						
Section B. Requested Action							
8.	Purpose of Personnel Action – Use pull down to select reason code (reasons listed by group) <div style="margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #d3d3d3;">HIRE</th> <th style="background-color: #d3d3d3;">JOB MAINTENANCE</th> </tr> <tr> <td>TRANS – Transfer (from Work Study to Student Employment or Student Employment to Work Study)</td> <td rowspan="3">SALCH – Salary Change</td> </tr> <tr> <td>ORGCN- Org code change (use code TRANS and specify org code change in comments section)</td> </tr> <tr> <td>RHIRE- Student being rehired after break in employment.</td> </tr> </table> </div>	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)	RHIRE- Student being rehired after break in employment.
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0042 – Student Intermediate Level							

0043 - Student Advanced Level
0044 – Student Technical Specialist
0046 – Student Publications Intern (Daily Lobo Only)
0004 - Student Monthly

10. Position # - UB####, UF####, or US#### (assigned to each department)
11. Hiring/Timesheet Org Code – Department Org code that initiates a time sheet or exception report for the employee
12. Supervisor – First and last name of Supervisor
13. Personnel Start Date– Effective date of personnel action (Student Start Date)
14. Personnel End Date – Student End Date (Work Study students must have an end date)
15. Hourly rate – Annual salary based on FTE and 1.0 FTE annualized salary will auto populate.

C. Labor Distribution
16. Labor Distribution <ul style="list-style-type: none"> • Index – Index code the position should be budgeted at • 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 • Percent – Include a percentage for each account code.

D. Comments
17. Include any comments needed to clarify the change.
18. Student Employment will contact department if they have questions regarding EPAN.

**Electronic Personnel Action Notice (EPAN) (Student)****Employee/Department/Supervisor Information**

Student Type:	Select	Date:	
Student's Banner ID:		Student's Name:	
Position Number w/suffix:		Position Class:	
Student Job Title:			
Department Name:		Org Code:	
Type of Student:	Select		
Community Service:	Select		
Enrollment:			
Federal/State/No Need Award:			
Supervisor's Name:		Supervisor's Banner ID:	
Supervisor's Phone:		Supervisor's E-Mail:	

Requested Action

Purpose of Personnel Action:	Select	Non-Exempt (Bi-Weekly Paid)
Personnel Start Date:		Hourly Rate: \$ 0.000000
Personnel End Date:		Annual Salary Based on FTE: \$ 0.00
		1.0 FTE Annualized Salary: \$ 0.00

For hourly rate, use all 6 decimal places as shown in HR Reports, under "Hourly Rate Decimal" column

Labor Distribution

Index:	Account Code:	Percentage:	Index:	Account Code:	Percentage:
		%			%
		%			%
		%			%
		%			%
		%			%

Comments

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Approvals

Supervisor/Manager's Signature	Chair/Director's Signature	Student Employment's Signature

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Student Employment Notes

EDC USE ONLY	PAYROLL USE ONLY
Position # w/suffix: <input type="text"/>	Payroll Effective Date: <input type="text"/>
NBAJOBS, See Comments: <input type="text"/>	Pay ID#: <input type="text"/>
EDC Signature	Payroll Signature

Revised January 2015



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