

Run HR Report for Current Summer Student Employees:

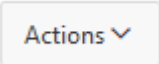
- 1) On the main HR Reports page, go to Employee Application
- 2) Select: Employees by Date Range
 - a. For Select Criteria: “Select by Level 3 Org”
 - b. select your Level 3 Org
 - c. Select: Org(s)
 - d. Begin Date: 07/01/2017
 - e. End Date: 08/31/2017
 - f. Run Report

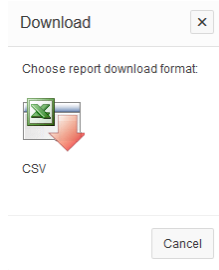
- 3) Select Action and Filter
 - a. In the Filter (defaults to column), select the following:
 - i. Column: eClass
 - ii. Operator: =
 - iii. Expression: UB

Filter

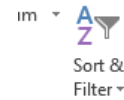
Filter Type Column Row

Column	Operator	Expression
eClass	=	UB

- b. Apply
- 4) Under Actions, select “Select Columns”
 - a. Under “Display in Report”, keep the following (this is the order I use but you can put them in any order):
 - i. Org, UNM ID, Name, Position, Suffix, Job Title, eClass, Hourly Rate, Supervisor, Appt%, Job Begin Date, Job End Date, Job Status, Job Change Reason, Job Change Reason Description
 - b. Apply
 - c. Go to Actions,  then Download
 - d. Click on Excel download Icon



e. Open downloaded file

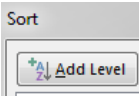


f. Under the Home Tab, go to Sort & Filter under Editing Editing (on the far right of the page)

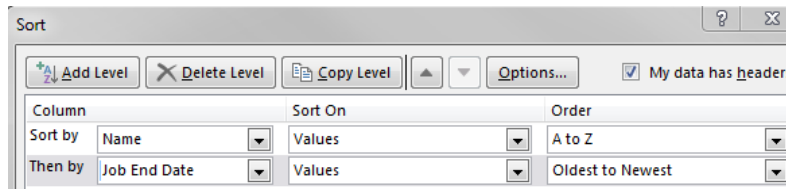
g. Select “Custom Sort”

h. Under Sort by Column, select “Name”

i. Click Add Level



j. Select “Job End Date” under Sort by Column; order should be “Oldest to Newest”



Please note:

- If a non work-study student (UB) has an open end date, you do not need to take any action unless you want to transfer them to work-study. Submit a transfer EPAN.
- All summer work study assignments end on August 18th.

Fall 2017 Extension/Transfer Guidelines (Summer to Fall)

For fall work study, please check with your student. Information is available to them in LoboWeb. Students and departments can track fall work study earnings using the tracking form available at <http://stuemp.unm.edu/forms-and-information/index.html>

End Date (Check with your student)
EPAFS with incorrect end dates will be returned to the Originator; EPANS with incorrect end dates will be changed per the student's enrollment at the time paperwork is processed

Summer	Fall	Process	Effective Start Date	Enrolled in Fall only	Enrolled in Fall and Spring
Federal WS	Has Federal WS	extension EPAF	8/19/2017	12/15/2017	5/11/2018
Federal WS	Has State WS	transfer EPAN	8/19/2017	12/15/2017	5/11/2018
Federal WS	StuEmp	transfer EPAN	8/19/2017	12/15/2017	5/11/2018
StuEmp	Has Federal WS	transfer EPAN	8/19/2017	12/15/2017	5/11/2018
StuEmp	Has State WS	transfer EPAN	8/19/2017	12/15/2017	5/11/2018
StuEmp	StuEmp	extension EPAF	8/19/2017	12/15/2017	5/11/2018