

**Submitting Requisitions: Departments**


**Revision Date:** 03/28/2019  
**Responsible Department:** Student Employment Office

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

- SALCH- Salary change
  - \* **Used for a salary increase of \$2 or less**
  - \* **If the increase is more than \$2, the department either needs to get approval from Elizabeth Amador or Joseph Gonzales OR submit a promotion through UNMJobs.**
- TRANS- Transfer
- RHIRE – Rehire
- ORCGN- Org code correction

\***Rehire** is only for students that have had a break (less than 1 year) in their job assignment. (Cannot be used to extend a student).

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

Step #	Action/Field Name
1	Go to: <a href="https://hr.unm.edu/documents-and-forms#popular">https://hr.unm.edu/documents-and-forms#popular</a>
2	In the search bar on the left type "EPAN student" 
3	Open the form with Adobe Acrobat Reader DC
4	Under Type of Employee use the pull down menu to select one of the following: <ul style="list-style-type: none"> <li>• University Student (Bi-weekly)-UB</li> <li>• University Student (Monthly)-UM</li> </ul>
5	Enter the date that the EPAN will be submitted
6	Enter the student's UNM ID Number: (This is NOT the SS#)
7	Enter the first and last name of student employee
8	Enter the position # - UB####, UF####, or US#### (assigned to each department) with the suffix
9	Enter the position class:

	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						
<b>10</b>	Enter the Student Job Title						
<b>11</b>	Enter the name of the department initiating the request						
<b>12</b>	Under Type of Student – Select either Student Employee or Work Study						
<b>13</b>	Community Service applies to Work Study only – Select: Don't Know, Yes, or No						
<b>14</b>	If enrollment is known, fill it out. Please note that the student must be enrolled for at least 6 credit hours to qualify for student employment.						
<b>15</b>	If known and applicable, please provide the type of award the student has.						
<b>16</b>	Fill out the Supervisor's name, Banner ID, Phone, and E-Mail. <b>This information should not be left blank.</b>						
<b>17</b>	Enter the appointment % - Enter 70%, unless student has multiple jobs. To retrieve this information run an HR Report. Note that if the student has more than one job, a Two/Three Job memo should be turned into the student employment office. <b>EPANS cannot be processed without this memo on file.</b>						
<b>18</b>	Enter the organization code. <b>This information should not be left blank</b>						
<b>Requested Action</b>							
<b>19</b>	Under Purpose of Personnel Action – Use pull down to select reason code (reasons listed by group) <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="background-color: #cccccc;">HIRE</th> <th style="background-color: #cccccc;">JOB MAINTENANCE</th> </tr> </thead> <tbody> <tr> <td>TRANS – Transfer (from Work Study to Student Employment or Student Employment to Work Study)</td> <td>SALCH – Salary Change</td> </tr> <tr> <td>RHIRE- Student being rehired after break in employment.</td> <td>ORGCN- Org code change</td> </tr> </tbody> </table>	HIRE	JOB MAINTENANCE	TRANS – Transfer (from Work Study to Student Employment or Student Employment to Work Study)	SALCH – Salary Change	RHIRE- Student being rehired after break in employment.	ORGCN- Org code change
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<b>20</b>	Enter Personnel Start Date– <b>Effective date of personnel action</b> (This is not when the student started with the department)						
<b>21</b>	Enter Personnel End Date – <b>Student End Date</b> (All students <i>must</i> have an end date) For work study positions the end date needs to be the end of the aid year.						
<b>22</b>	Enter the Hourly rate – Annual salary based on FTE and 1.0 FTE annualized salary will auto populate.						
<b>Labor Distribution</b>							
<b>23</b>	Enter the Index – Index code the position should be charged too.						
<b>24</b>	Enter the Account Code for each index. Account codes for students are as follows: <ul style="list-style-type: none"> <li>• Student Employees - 20J0</li> <li>• State Work Study - 20N0</li> <li>• Federal Work Study – 20L0</li> <li>• Federal Work Study (Community Service) – 20L2</li> </ul>						
<b>25</b>	Enter the Percentage – <b>Include a percentage for each account code.</b>						

<b>Comments</b>	
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<b>26</b>	Include any comments needed to clarify the change.
<b>27</b>	Include at least one signature from a Director, Chair, Supervisor or Manager.
<b>28</b>	Student employment will contact the department with any further questions.