Submitting an Extension EPAF

Revision Date: 04/2023
Responsible Department: Student Employment Office

Purpose:

Extension EPAFs are used to extend student's work-study and student employment positions, with no break of employment or a transfer of position type (US, UF, UB).

Available to:

Hiring Coordinators, Department HR's person, Supervisors

Roles Needed:

EPAF-Originator of Student Employment Transactions

Step #	Action/Page Name	Comments/Options
1	Log onto my.unm.edu -> Employee Life Tab -> Click on Enter Lobo Web -> Click on Electronic Personnel Action Forms	
2	Click **New EPAF**	
3	Enter the students UNM ID number in the first box	Click in the second box: the students name will auto populate
4	Leave query date as is	
5	Approval category: click on the dropdown arrow, scroll down and click on '**Student Job Extension, JU0009'**	
6	Click **Go**	
7	Select the position you are wanting to extend. Click on the empty circle of the position.	Students might have multiple positions.
8	Click **Go**	
9	The first section: System removal of end date Leave this section alone – you do not need to do anything.	
10	The second section: Enter Data for Student Job Ext. Fill in the following information under the 'New Value' column - Job effective date: **Has** to be the date exactly after the students current end date for that position. <mark>Ex. Current end date 05/13/2023. The extension start date is 05/14/2023.</mark> **Personnel date: The same as the job effective date** - Job status and Job change reason should be auto filled. – you don't need to do anything with those two boxes. - Copy the information exactly from the current value column to the new value column for - Hours per pay - Appointment percent - Annual salary	Extension EPAF can only be processed if the start dates are the date after the current end date. If there is a break department will need to submit a rehire EPAN. You can find your students current end date on your HR reports.
11	The third section: Job End Dates	

	If the position is a student employment position (UB): The end date can go out as far as you would like. Ex. Graduation date Ex. If you are extending for summer you can extend out the next Spring semester. ***A future end date must be entered!** • Jobs Effective Date: Ex. 05/12/2019 (Future date) • Personnel date: The same as the jobs effective date • Job status and job change reason should be auto filled.	
12	The fourth section: Routing Queue • The first approver is the person who approves EPAFs for your department. You can type their user name or click on the magnifying glass to search for them • The second approver is student employment. Under user name type in: **abueno** and the click in the box to the right. Anabel Bueno will come up. • The approver for payroll is just FYI. You can select anyone from their list when clicking on the magnifying glass. • The fourth approver: click on the magnifying glass, only one option should populate. Click on 'Applier, Epaf (EAAPPLIER) Those are the only 4 approvers you need to have.	Elizabeth Jacquez Amador is the new Student Employment Manager.
13	The fifth section: Comment If you want to add a comment or explain anything this is where you will add that. You can also leave your contact information there.	Comments are not required, but preferred.
14	Click **Save**	
15	Click **Submit**	The EPAF will be sent to your departments queue first. Once your department approves it, it will show up in the student employment queue. *If the EPAF is approved you will not be notified by us. *If the EPAF is 'Returned for Correction' Student Employment will leave a note on the EPAF and also send the EPAF originator an email.