

SOP Template

Revision Date: 04/2020

Responsible Department: Student Employment Office

Purpose:

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 submit a promotion through UNMJobs.
- TRANS- Transfer
- RHIRE Rehire
- ORCGN- Org code correction

Available to:

HR Managers, Hiring Coordinators, Supervisors

Roles Needed:

No role needed, but it is advised to run an HR Report to know your students job information.

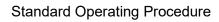
Step#	Action/Page Name	Comments/Options
1	Go to Forms and Information under the Department tab	·
2	Select Student EPAN form.	
3	Open the form with Adobe Acrobat Reader DC	
4	Under Type of Employee use the pull down menu to select one of the following: University Student (Bi-weekly)-UB University Student (Monthly)-UM	
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	

^{*}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)



9	Enter the position class:		T
9	0041 – Student Entry Level		
	0047 – Student Entry Level		
	0042 - Student Intermediate Level		
	0044 – Student Technical Specialis		
	0044 – Student Technical Specials		
	0004 - Student Monthly	(Daily Lobo Offig)	
10	Enter the Student Job Title		
11		initiating the request	
12	Enter the name of the department		
12	Under Type of Student – Select eit	ner Student Employee or	
13	Work Study Community Service applies to Wo	rk Study only Colocty Don't	
13		rk Study only – Select: Don't	
4.4	Know, Yes, or No	lease note that the student	
14	If enrollment is known, fill it out. P		
	must be enrolled for at least 6 cred	alt nours to quality for	
15	student employment.	enside the type of award the	
15	If known and applicable, please pr student has.	ovide the type of award the	
16	Fill out the Supervisor's name, Ba	nner ID. Phone and E Mail	This information should not
16	Fill out the Supervisor's name, Ba	nner ID, Phone, and E-Mail.	be left blank.
17	Enter the appointment 9/ Enter 7	00/ unless student has	
17	Enter the appointment % - Enter 7 multiple jobs. To retrieve this info		EPANS cannot be processed without this memo on file.
			without this memo on file.
	Note that if the student has more t	· · · · · · · · · · · · · · · · · · ·	
	Job memo should be turned into t office.	ne student employment	
18			This information should not
10	Enter the organization code.		be left blank
19	Under Purpose of Personnel Actio	n - Use null down to select	De leit blank
13	Under Purpose of Personnel Action – Use pull down to select reason code (reasons listed by group)		
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	HIRE	JOB MAINTENANCE	
	TIIICE	OOD MAINTENANOL	
	TRANS – Transfer (from Work	SALCH - Salary Change	
	Study to Student Employment or		
	Student Employment to Work		
	Study)		
	otaay,		
	RHIRE- Student being rehired	ORGCN- Org code change	
	after break in employment.		
20	Enter Personnel Start Date		Effective date of personnel
20	Enter Personnel Start Date		action (This is not when the
20	Enter Personnel Start Date		<u> </u>





21	Enter Personnel End Date	Student End Date (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.
22	Enter the Hourly rate – Annual salary based on FTE and 1.0	
	FTE annualized salary will auto populate.	
23	Enter the Index – Index code the position should be charged	
	too.	
24	Enter the 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 	
25	Enter the Percentage	Include a percentage for each account code.
26	Include any comments needed to clarify the change.	
27	Include at least one signature from a Director, Chair,	
	Supervisor or Manager.	
28	Student employment will contact the department with any	
	further questions.	