

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

***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)

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: <ul style="list-style-type: none"> • 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	

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							
10	Enter the Student Job Title							
11	Enter the name of the department initiating the request							
12	Under Type of Student – Select either Student Employee or Work Study							
13	Community Service applies to Work Study only – Select: Don't Know, Yes, or No							
14	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.							
15	If known and applicable, please provide the type of award the student has.							
16	Fill out the Supervisor's name, Banner ID, Phone, and E-Mail.	This information should not be left blank.						
17	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.	EPANS cannot be processed without this memo on file.						
18	Enter the organization code.	This information should not be left blank						
19	Under Purpose of Personnel Action – Use pull down to select reason code (reasons listed by group) <table border="1" data-bbox="206 1251 1107 1570"> <thead> <tr> <th>HIRE</th> <th>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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20	Enter Personnel Start Date	Effective date of personnel action (This is not when the student started with the department)						

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: <ul style="list-style-type: none"> • 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.	