

**EPAF Originator Instructions for Graduate Assistants**

*Use to enter EPAF for Graduate Assistants*

**STEP 3: The EPAF Form**

- **Home Organization:** Enter the department where the GA will work.
- **Jobs Effective Date:** Enter the first day the GA will be paid.
- **Personnel Date:** Enter the GA’s first day of work.
- **Annual Salary:** Enter the grad assistant’s total stipend for the period you are hiring. For example, if hiring August through May for \$10,000 put \$10,000 as Annual Salary.
- **Factor & Pays:** Enter the number of pay periods GA will be paid. *See Chart 1 below.*
- **Timesheet Orgn:** Enter the W-Org or T-Org (Approver Org.).
- **Shift:** Indicates student’s campus work location. Defaults as “1” for MSU’s main campus.
- **Contract Type:** Enter “P” for primary job.
- **Job Begin Date:** Enter the student’s job begin date. Should be same as date in Jobs Effective Date.
- **Job Location:** Select the primary work location from the drop down menu. (If the correct work location is not available in the drop down menu, contact the Payroll Office at 4175.)

**Chart 1**

| Semester   | Pay Dates            | Factor | Pays |
|------------|----------------------|--------|------|
| Fall Only  | September – December | 4      | 4    |
| Spring Onl |                      |        |      |



Comments added to the EPAF cannot be ~~del~~ once they have been saved.

- x Enter any comments and information you want approvers to have access to.
- x Click the **SAVE** button.

#### STEP 8: Save and Submit

After the EPAF has been completely filled out and ~~da~~ you will receive a message that the EPAF was saved successfully.

- x Submit: Once saved, click **SUBMIT**.

An EPAF Originator will receive the following message ~~sa~~ once the EPAF has been successfully submitted.