

EPAF Manual

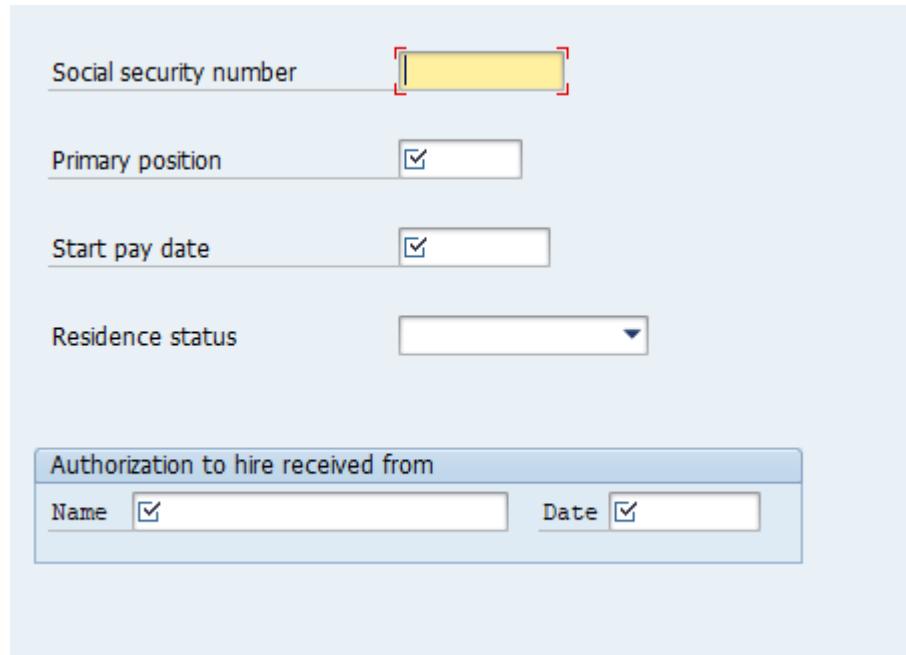
Graduate Assistant/Faculty Hire

University of Nebraska at Omaha and SAPPHIRE

7/7/2021

EPAF Hiring of Graduate Assistants and Faculty

Hiring a Graduate Assistant or Faculty member is the same as hiring any other employee except for one key difference and that difference occurs on this screen.



The screenshot shows a form for hiring a Graduate Assistant or Faculty member. It includes fields for:

- Social security number (input field)
- Primary position (checkbox checked)
- Start pay date (checkbox checked)
- Residence status (dropdown menu)
- Authorization to hire received from (table with Name and Date fields)

And that one key difference is the following line:



The screenshot shows a single input field labeled "Start pay date" with a checked checkbox next to it.

The start pay date line refers to the day that the salary begins, not the day that the employee actually starts working. For most employees, the date the pay starts and the date the money starts are one and the same.

But the contracts of Graduate Assistants and Faculty pay differently from their actual working dates and nearly always start the pay on the first day of the month. On paper it looks like this for GAs:

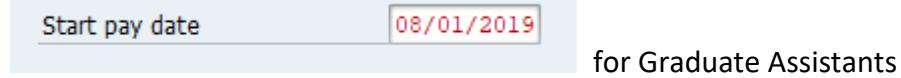
Appointment Effective Date	FROM	xxxxxx	TO	xxxxxx
Start/Stop Pay Date	FROM	8/1/2019	TO	xxxxxx

Or like this for 9 over

12 Faculty and PT Faculty:

Appointment Effective Date	FROM	xxxxxx	TO	xxxxxx
Start/Stop Pay Date	FROM	9/1/2019	TO	xxxxxx

It's the start pay date line that you want to enter to kick off the EPAF. So it would look like:



The screenshot shows the "Start pay date" field with the value "08/01/2019" entered. Below the field, the text "for Graduate Assistants" is displayed.

OR



The screenshot shows the "Start pay date" field with the value "09/01/2019" entered. Below the field, the text "for 9 over 12 and PT Faculty members" is displayed.

This gets their pay going at the beginning of the month. Entering any other date in this line will pro-rate the pay and the GA or Faculty member would either be underpaid or overpaid depending on the nature of their appointment.

After this point, the completion of the EPAF is exactly the same for all employees.