



Instructions: E-PAFs Data Entry Worksheet

Purpose

This form was created to assist processing of Electronic Action Forms. The immediate supervisor should provide this form to the E-PAF originators. Student Employment does not require this form. It is for departmental use only.

Academic Information

Term – Fall (F), Spring (S) or Summer (R) followed by the academic year

Number of Credits – total number of semester credits at FAU

Residency Status:

- A - Alien
- F - Florida Resident
- R - Resident Alien

Classification –

- Freshmen - FR
- Sophomore – SO
- Junior – JR
- Senior – SR
- Master – MST
- Doctoral – DOC

GPA – Grade Point Average. Student employees with a GPA less than 2.0 are requested to provide a letter of authorization from their academic advisors.

Student's Information

First, complete the student's Name, ID and Contact Phone Number. If the student is working at FAU for the first time, please have the New Student Employee Form filled out also. Give the student the completed New Student Employee Form and direct him/her to the Student Employment Office (Building SU 80, Room 266) with the necessary documentation to complete the employee package. If the student is hired for any 300000 position, the completed Position Job Identification Form must be sent to Student Employment.

Student's Position

Please find the detailed student's descriptions below:

500000 STUDENT ASSISTANT (124020): Enrolled, degree-seeking undergraduate students, paid on an hourly basis, whose assigned duties encompass any variety of academic, clerical, manual, skilled/technical or other functions.

800000 GRADUATE STUDENT WORKER (124010): Enrolled, degree-seeking graduate students, paid on an hourly basis, whose assigned duties encompass any variety of academic, clerical, manual, skilled/technical or other functions.

300000 EXEMPT STUDENT ASSISTANT – HOUSING (124022): Enrolled, degree-seeking undergraduate or graduate students, paid on a bi-weekly basis, whose assigned duties are within the department of Housing.

300000 GRADUATE RESEARCH ASSISTANT (125010): Enrolled, degree-seeking graduate students whose assigned duties are primarily research related in nature, and are paid on a bi-weekly basis.

300000 GRADUATE TEACHING ASSISTANT (125020): Enrolled, degree-seeking graduate students whose assigned duties are primarily teaching in nature, and are paid on a bi-weekly basis.

300000 GRADUATE RESEARCH ASSOCIATE (126010): Enrolled, degree-seeking graduate students who have completed a minimum of 30 graduate credit hours and perform research duties that are related to their academic program. These students are paid on a bi-weekly basis.

300000 GRADUATE TEACHING ASSOCIATE (126020): Enrolled, degree-seeking graduate students who have completed a minimum of 30 graduate credit hours and perform teaching duties that are related to their academic program. These students are paid on a bi-weekly basis.

Job Description: Main duties/functions of this position

Make sure the description matches the Student's Position category.

Assignment Location

If you are unsure of your location, please contact your business manager.

Appointment Information

Index - Account the student will be paid out of.

Beginning/End Date – The actual day the student begins working and the last day he/she is scheduled to work

Hours per Day – The approximate number of hours the student is going to work per day. Please note that student workers are allowed a fifteen minute break at the discretion of the supervisor. It is not required to record the 15 minutes on the timesheet. However, it will be recorded and deducted from the employee's pay if more than 15 minutes is taken. If the employee is scheduled to work 6 consecutive hours or more, a minimum of 30 minutes and a maximum of 1 hour break is required and must be recorded on the timesheet. *Please note that breaks of 30 minutes or more are not compensated.* This does not apply for exempt employees.

Total # of Hours Biweekly – Total number of hours the student is expected to work in a two week period. Please use the Employee Calculator to fill out this information. (The Calculator can be found at http://finaiddev.fau.edu/std_tool/)

FTE – Full Time Employee percentage. The FTE is the number of hours a student is working in a week divided by 40.

Hourly Rate – The dollar amount the student is receiving per hour. Note: Student Employment does not set up a pay scale. The hiring department is responsible for determining the appropriate rate of pay. Keep in mind that the minimum wage is currently \$6.67/hr and will again change in January 2008. It is the department's responsibility to discuss, the rate of pay with the student.

Biweekly Salary – The number of hours worked in two weeks multiplied by the hourly rate.

Annual Salary – The number of biweeklies multiplied by the biweekly salary. This is required for new employees only.

Contact Information

This field will help the originator reach the supervisor if a question arises.