



## End Job Record Early/Grad

3. Enter **UIN** under New EPAF Person Selection  
**OR**  
Enter **First Name** and **Last Name**, Click **Search**.

End job record early (grad - ENDJOB

Select	Type	Position	Suffix	Title
<input type="checkbox"/>	New Job	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Primary		GT0110	

Go

5. Job End Date “-“ will default.

Job End Date \*

Remove

6. Click down arrow to either enter or select username for approval level of Payroll.  
The ENDJOB EPAF does not go to an approver.

**Must** enter reason for ending job record early in the **Comment Field**.

**Note:** EPAF will be returned if there are not comments.

**Reasons to have job end date removed:**

Grad is terminating early.

Grad is terminating & transferring to another position.

Grad’s stipend amount is being increased or decreased.

Click **Save**.

**Routing Queue**

Approval Level	User Name	Required Action
...	...	Apply

**Comments**

Save

7. Select submit to finish if change was saved successfully.  
**Note:** There will be an error message in red with details if your change did not Save or Submit successfully. **Ignore ALL warning messages.**

8. EPAF has been successfully submitted to Payroll  
**Originator will receive an email informing them the job end date has been removed.**

**Note: Cannot start Pay Change for Grad EPAF until email is received by the Originator.**

## Pay Change for Grad/PAYGRD

9. Select **New EPAF**.

Enter **UIN** under New EPAF Person Selection

**OR**

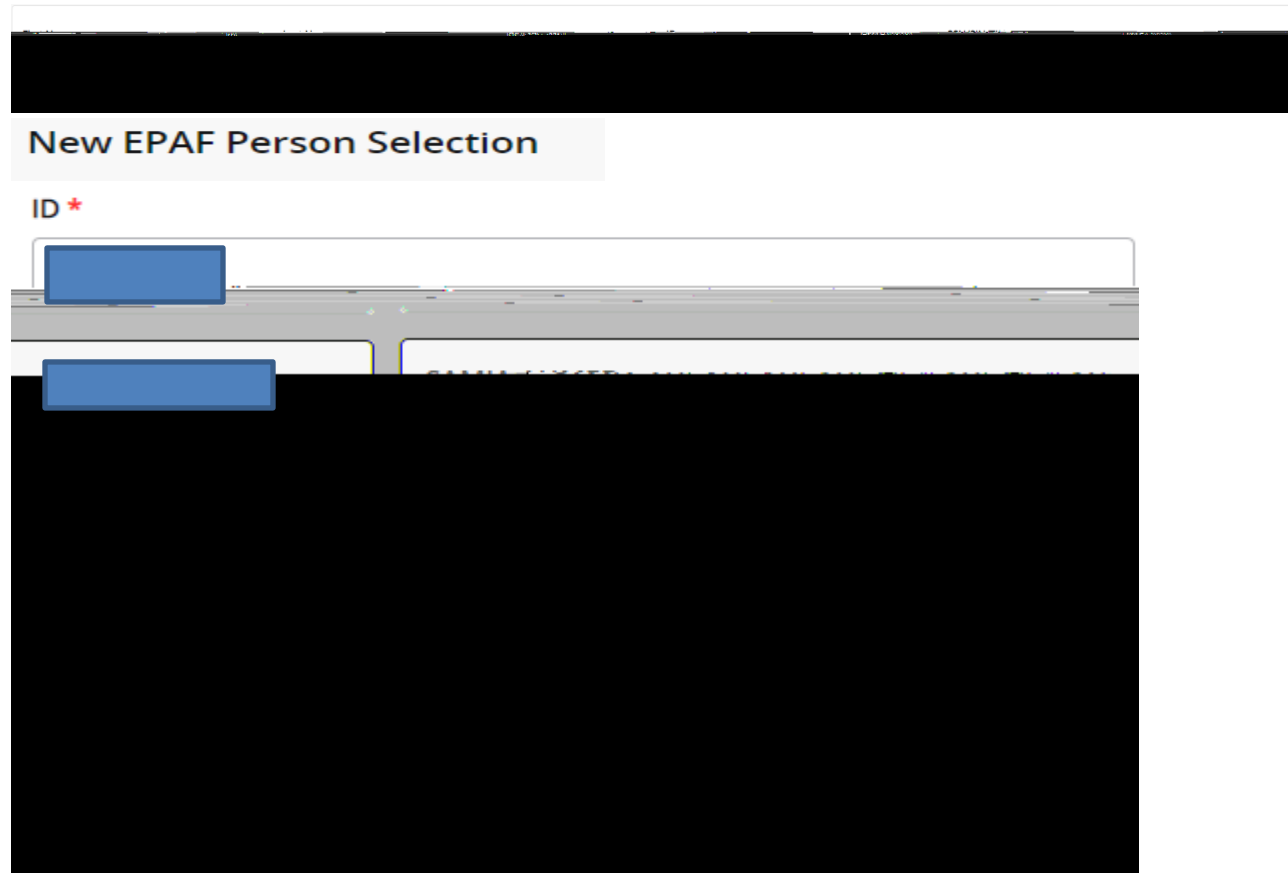
Enter **First Name** and **Last Name**, Click **Search**.

Click **Calender** and Select **Effective Date** of rate change, **MUST** be 10<sup>th</sup> or 25<sup>th</sup>.

Click down arrow to **select Approval Category**.

Click **Go**.

**Note:** Refer to semester chart and payroll to ensure graduate assistants are paid timely.



10. List of active jobs will appear.

Select position for pay change.

**Note:** If position does not show, Click **All Jobs** to view all jobs

Click **Go**.

11. Click **Calendar** and select **Effective Date** and **Personnel Date** of pay change.  
**Note:** Effective Date and Personnel Date **MUST** be the same.  
Job Change Reason “**PAYAD**” will default.  
Enter **F**



13. Click down arrow to either enter or select username for approval level of Department (approver).  
Click down arrow to either enter or select username for approval level of Payroll.

**Must** enter reason for change of stipend amount in the **Comment Field**.

**Example:** Stipend amount increased 1,000.

Click **Save**.

The image shows a screenshot of a web application interface titled "Routing Queue". The form contains several fields: "Approval Level", "User Name", "Request Date", "Department", and "Approver". The "Department" field is set to "CHOLLAND, HOLLAND, CATHERINE" and the "Approver" field is set to "20...". Below these fields is a "Comments" section, which is completely obscured by a large black rectangular redaction box.

14. Select submit to finish if change was saved successfully.

**Note:** There will be an error message in red with details if your change did not Save or Submit successfully. **Ignore ALL warning messages.**