Electronic Personnel Action Notice (EPAN) (Student)

Employee/Department/Supervisor Information

Student Type: Select
Date:
Student's Banner ID:
Student's Name:
Position Number w/suffix:
Position Class:
Appointment Percent: 100.00 %
Student Job Title:
Department Name:
Org Code:
Type of Student: Select
Community Service: Select
Enrollment:
Federal/State/No Need Award:
Supervisor's Name:
Supervisor's Banner ID:
Supervisor's Phone:
Supervisor's E-Mail:

Requested Action

Purpose of Personnel Action: Select
Non-Exempt (Bi-Weekly Paid)
Personnel Start Date:
Hourly Rate: $ 0.000000
Personnel End Date:
For hourly rate, use all 6 decimal places as shown in HR Reports, under "Hourly Rate Decimal" column
Annual Salary Based on FTE: $ 0.00
1.0 FTE Annualized Salary: $ 0.00

Labor Distribution

Index:	Account Code:	Percentage:	Index:	Account Code:	Percentage:
		%			%
		%			%
		%			%
		%			%
		%			%

Comments

Approvals

Supervisor/Manager's Signature
Chair/Director's Signature
Student Employment's Signature

Student Employment Notes

EDC USE ONLY

Position # w/Suffix:
NBAJOBS, See Comments:

EDC Signature

PAYROLL USE ONLY

Payroll Effective Date:
Pay ID#:

Payroll Signature