

Work Study Extension Checklist

Complete the following:

- Department verifies type of work study award for student (student prints screen from LoboWeb)
- Department completes an Electronic Personnel Action Form (EPAF) for student with the following routing:
 - Employment Area (route to Marisa Castañeda)
 - Payroll (route to Maxine Padilla)
- EPAF completed by Department Originator and submitted to Approver(s)
 - Final Approver submits EPAF to Employment Area
- Employment Area verifies student work study eligibility, enrollment, and other employment requirements; approves EPAF

(If there is a problem with the EPAF, the Student Employment Office will comment and return to the Originator for correction; be sure to set up your EPAF notifications <http://hr.unm.edu/docs/epaf/epaf-notification-setup-job-aid.docx> to alert you when an EPAF is returned)

- Department checks ePrint report (PZROEMA) to verify that the student is in the system or you may check your History tab in your EPAF Originator Summary for “Completed” status.
- Department notifies student that he/she is eligible to continue working.