Non-Work Study Extension Checklist

Complete the following:

☐ 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.