
ELECTRONIC PERSONNEL ACTION FORMS (EPAF)

FAQs

Timesheet ORG is the department where the employee is working **not** the FOPAL.

I-9 forms can be completed online; however, if you do not have the latest version of ADOBE, you can download the form.

Errors

- You may receive warnings in the system. These are not errors and the EPAF can still be processed. Errors will have to be resolved before the EPAF can be processed.
- Incorrect Organization Numbers may be entered into the system.
- Incorrect Student IDs may be selected or entered into system.
- Dates not entered in the correct format (mm/dd/yyyy) will generate an error.

Documentation

- All forms necessary to complete the EPAF process are available at <http://www.rowan.edu/hr/recruitstaff/>. There is also a **Student Employment Worksheet** available *for administrator's use only* (a way to document the student information prior to entering it into the system). This worksheet will not be turned into HR or Payroll.
- The following information must be submitted to Human Resources (HR) through interoffice mail
 - Direct Deposit Form
 - Form W-4 (Employee Withholding Allowance Certificate)
 - An I-9 (Employment Eligibility Verification) must be obtained for new student employees.
 - An I-9 must be re-obtained for student workers who have been inactive for at least three years.
 - Students can provide any item in column A for documentation or a combination of items from columns B and C for the I-9
 - The following information must be submitted to Payroll through interoffice mail

- Payroll requires a social security card, a W-2 (Wage and Tax Statement) Form or a previous pay stub
 - If student does not have any of these documents, they can obtain a letter from the Social Security Office that must include the student's name and social security number in it.
- FWS students must provide FWS Award Referral Form to administrator.
- Grant-funded students must provide position number that is obtained from the OSP.
- Terminations are not done within the EPAF system. Paper termination forms can be on the www.rowan.edu/hr/recruitstaff/ website.
- Pay rate changes are not done within the EPAF system. Paper Pay Rate Change forms can be found on the www.rowan.edu/hr/recruitstaff/ website.

Policy

- Institutional Work Study (IWS) students can only work 20 hours per week while classes in session/25 hours per week during breaks.
- Federal Work Study (FWS) students can only work 20 hours per week while classes in session/30 hours per week during breaks.
- IWS students must be enrolled full time; FWS students can be part time or full time.
- FWS students cannot have multiple active positions.
- Job Begin Dates must be the beginning of a pay period.

Proxies

- If an administrator needs to designate a proxy for an extended absence, they will need to contact