

Did you know... No. 17

What are some common student ePar tips?

Reappointments

- ◇ When changing a student from RA to TA, or vice versa, be sure to update the Job Code and Long Working Title to match
- ◇ Be sure to update the funding grid with the student's *new account code* that matches *job code* (see account code tips below)
- ◇ If the student is on a short work break, the *action reason* should also be *return from short work break* (choose all reason codes that apply—will likely be in addition to other reason codes)

Account Codes

Job Code	Pay Cycle	Account Code
Teaching Assistant	Monthly	513170
Research Assistant	Monthly	511170
SHRA Student	Biweekly	514510
SHRA Work Study Student	Biweekly	514510

Work Study Students

- ◇ Department is 543500
- ◇ FTE is 0.5 unless the student holds an additional SPA student position, which should be indicated in the comments
- ◇ Salary grade—Choose the appropriate Hourly Rate grade:
 - S1: \$7.25-\$8.30
 - S2: \$8.30-\$10.05
 - S3: \$10.05-\$11.80
 - S4: \$11.80-\$13.55

****Program code C1302 and C1303 may only be used for students with teaching duties or those directly supporting courses**