

# Did you know.. No. 9

## How do I return a student from “Short Work Break”?

Students must be returned from short work break or they will not be paid.

### Change Job Data

Authored by

#### Step 1 of 4: Enter Job Change Details











Please enter the date the change should go into effect, and verify the Employee Group that the employee should be in after the change.

#### Current Job Info

Name: [REDACTED] Empl ID: [REDACTED]  
Position: [REDACTED] Empl Record: 0  
Job Code: 800169 Graduate Teaching Assistant [Historical Data](#)  
Dept ID: 310200 Dramatic Art [Job Data](#)  
Empl Status Work Break  
eForm ID: 249960

[View original job data](#)

#### Form Data

\*Effective Date: 08/17/2015    
Job Family: EPA  
Employee Group: EPA Student / Teaching Fellow  
Position Number: [REDACTED]   
Department: 310200 Dramatic Art  
Location Code: 310200 Dramatic Art  
\*Job Code: 800169  Graduate Teaching Assistant  
\*Expected Job End Date: 05/16/2016    
Regular/Temporary: Temporary  
\*Std Hrs/Wk: 10.00   
FTE: 0.250000   
\*Supervisor ID: [REDACTED]  [REDACTED]  
TSERS Re-employed   
Retiree   
  I do not wish to update compensation/funding on this action.

To return an EPA Student from Short Work Break, initiate the **Edit Existing Job** ePAR.

The effective date will be the first day the student should begin receiving pay. Be sure to extend the Expected Job End Date.

Also, please indicate the number of hours per week, their FTE, and verify the Supervisor ID.

**Note: position number is not required for EPA students.**

Click “Next.”

If there is no change in pay rate from the previous semester, make sure to check the “I do not wish to update compensation” box. This will ensure that the same rate of pay is continued through the current semester from the previous one when the student is returned from Short Work Break status. To update a student’s rate of pay, you will need to leave the check box unchecked in order to adjust compensation.

Next >>

Hold

Close 

## Step 2 of 4: Job Info UNC


Please fill in the fields below, which are needed for all part-time employees.

### Current Job Info

Name: [REDACTED] Empl ID: [REDACTED]  
Position: [REDACTED] Empl Record: 0  
Job Code: 800169 Graduate Teaching Assistant [Historical Data](#)  
Dept ID: 310200 Dramatic Art [Job Data](#)  
Empl Status Work Break  
eForm ID: 249960

[View original UNC data](#)

Severe Weather Essential  
 Subject to HIPAA  
 Supervisory Duties

\*UNC Long Title: Teaching Assistant 

Communicable Disease Mandatory:

### Faculty & EPA NF Indicators

AHEC  OFG Voting Eligible  
 Visiting Faculty  
 Nominated Faculty  
 Funding Contingency

Enter or verify the student's UNC Long Title as "Teaching Assistant."  
Click "Next" to proceed.

<< Previous Next >>   
Hold

### Step 3 of 4: Finalize Form

Before submitting the eForm, please acknowledge any form messages, attach necessary documentation, and add any appropriate explanatory comment.

#### Current Job Info

Name: [REDACTED] Empl ID: [REDACTED]  
Position: [REDACTED] Empl Record: 0  
Job Code: 800169 Graduate Teaching Assistant  
Dept ID: 310200 Dramatic Art  
Empl Status: Work Break  
eForm ID: 249960

On the Finalize Form page, enter an action of Return from Short Work Break (RWB) and a reason of EPA Student Reappointment (GSR).

Actions & Action Reasons					
	Action Code	Action Description	Reason Code	Action Reason Description	
1	RWB	Return from Work Break	GSR	EPA Student Reappointment	+ -

File Attachments					
	Upload	View	Description	Doc ID	
1	Upload	View	<input type="text"/>		Delete

Add File Attachment

#### Comments

Your Comment:   
Add comment regarding who the student is, the semester(s) they will be employed, the class(es) they're a TA for, and how much

Refresh

<< Previous Submit Hold

Click "Submit" button to finalize the action.

You've completed the action to return a student from short work break! This page verifies where the action is in process.

### Step 4 of 4: Form Finalized

Congratulations, you did it!

#### Current Job Info

Name:	[REDACTED]	Empl ID:	[REDACTED]	
Busn Unit:	COLAS	College of Arts & Sciences	Empl Record:	0
Dept ID:	310200	Dramatic Art	Personal Data	<a href="#">Job Data</a>
Job Code:	800169	Graduate Teaching Assistant		
Reg/Temp:	Temporary	Full/Part:	Part-Time	
FTE:		0.250000	Std Hrs:	10.00

#### Form Status

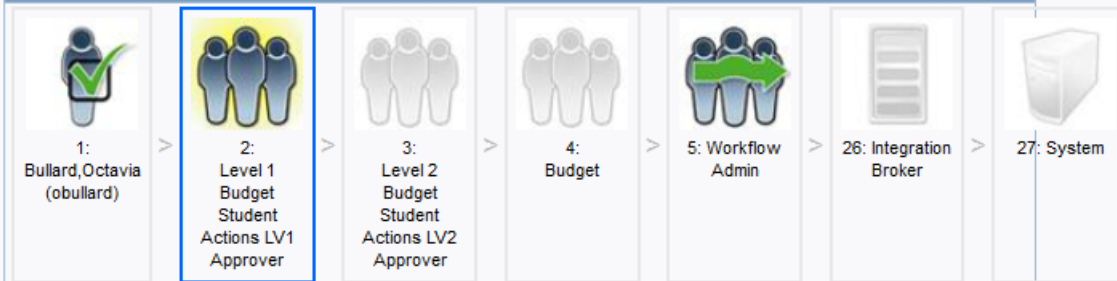
eForm ID: 249960

You have just SUBMITTED this form. This action passed the form to

LEVEL 1 BUDGET 310200  
STUDENT ACTIONS LV1 APPROVER 310200

for further processing.

#### Process Visualizer



[Go To Worklist](#)

[View This Form](#)

[Go To ePAF Home Page](#)

[Close This Form](#)

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