



University Shared Services

REQUEST FOR HR PROCESSING

Please fill out all information below to aid with processing an Electronic Personnel Action Form (ePAF) for student and non-benefit-eligible staff hire and employee changes. Refer to your division/department USS HR Grid [HERE](#) for submission method.

Requestor:

Date:

Dept Name:

Phone:

Employee Name:

Request Type:

EmplID or Student ID:

Hire Type:

Effective Date:

Job Title (*):

Pay Rate:

Hourly

Monthly

Hours per week:

MOCODE (**):

MOCODE:

MOCODE:

Dist %:

Dist %:

Dist %:

Reports To:

EmplID:

Work Address:

Phone:

Status Change (***):

Last Date Worked:

Comments:

*If you don't know job title, please provide a short description of the work in the comments. Student Job Titles [HERE](#).

**Additional boxes for split funding. If more are needed please use the comments.

***Identify a brief reason for the status change in the comments.