

Before you begin an EPAF, you must **verify** the following . . .

1. You have the correct position number
 - a. Identify an available vacant position of the correct type in the org where the position will work on NBIPORG. For part-Time Faculty, the positions will begin with “FP”
2. how you will pay the employee
 - a. Identify the fund and org to be utilized for the position and verify it is showing on the Labor Distribution tab of NBAPBUD. If it is incorrect, send an email to budgetoffice@marshall.edu with the subject “Change funding on position_____”, then provide in the text of the email the position number and the correct fund and org to be utilized – write out the name of the org.
 - b. Verify sufficient budget is available in the operating ledger labor pool for the fund and org to be utilized on FGIBSUM. If it is not, see instructions at <http://www.marshall.edu/finance/budget-adjustments/>
3. That you have the required bio data on the PPAIDEN form to be made an employee

- a. MUID number
- b. full name
- c. Social Security Number (with the exception of international students who are hired as Graduate Assistants; however, an MUID number must be entered into the SSN field)
- d. PR or WP Address
- e. Gender
- f. Ethnicity
- g. Birthdate
- h. Citizenship

If any or all of the data fields above is missing the EPAF will not go through, the hiring department must complete a Banner HR Person Data Entry Form. The form is found on the following web site: <http://www.marshall.edu/wpmu/human-resources/files/downloads/2011/09/HR-SERV-FORM-14.pdf>

The form should be faxed to 696-6844 or emailed to human-resources@marshall.edu. HR will notify you when the data fields have been entered.

4. the employment status on the PEAEMPL form
 - a. MUID number
 - b. full name
 - c. employment status (active, terminated, etc.).
 - i. If employment status is active but the other information is grayed out and you receive a “Do not have org privileges” message at the bottom left, please call Glenna Racer (66253) or Erica Thomas (63406).
 - ii. If employment status is active but other information is missing and today's date is displayed in the date fields, the employee is a “New Employee.”
5. any other information needed to complete the EPAF particularly information for the comment field
 - a. class, section, and CRN for part-time faculty

By submitting the EPAF, you are stating that you have checked the above information and it is correct.