

NAVIGATING EMPLOYMENT FORMS

Information for Principal Investigators/Project Directors with SFA Personnel Paid from Grants, Contracts, or Other Sponsored Agreements

The department of the employee is responsible for completing and routing all personnel forms, including those for grant-paid employees. Please initiate completion of appropriate forms with your department's administrative assistant or other appropriate personnel.

Electronic Personnel Action Form (EPAF)

EPAFs must be completed for all SFA employees: <http://www2.sfasu.edu/personnel/EPAFs.htm>

- Complete a New Hire EPAF for new hires; a Change EPAF for transfers within SFA (by the receiving department). These MUST be completed BEFORE the start date. DO include the end date of the appointment in the comment section as the EPAF does not require an end date.
 - Complete a Separation EPAF for all employees WITHIN A WEEK of the end of employment.
 - Salary spreads are not allowed for employees paid from grant, contract, or sponsored projects.
 - Graduate Assistants must be identified correctly on the **EPAF** based on their principal assignment (Research=GRA 670110; Admin. Asst=GAA 670111, Teaching=GTA 670090).
 - Consider employee benefits (health insurance and retirement) and withholding (social security, workers compensation, unemployment compensation) when preparing **EPAFs** using grant budgets.
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Additional Compensation

Additional Compensation Policy: http://www.sfasu.edu/policies/sup_stip_add_compensation.asp

Additional compensation applies only to full-time employees. Payment for extra-duty services for a less-than-full-time employee goes on a EPAF. Note that an alternate payment method may be required for non-exempt (classified) staff eligible to earn time and one-half. Please contact ORSP for more information.

Additional compensation must be outlined in the grant application, contract, and/or award document or otherwise approved in advance by state or federal sponsors. ORSP will verify sponsor approval.

- Complete an Authorization for Additional Compensation Services form BEFORE work begins for all classified or non-classified positions that will be paid additional compensation from a grant, contract, or other sponsored agreement.
 - Complete the ORSP Additional Compensation Verification Form and route with the Authorization form (http://www2.sfasu.edu/orsp/Forms/Additional_Comp_Verification_Form.doc)
 - Consider employee benefits when preparing Additional Compensation forms.
 - Complete an Authorization for Additional Compensation Payment and submit either with the above Authorization form (when requesting a payment spread) or after work has been satisfactorily completed (single payment).
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Human Resources Information and Forms

- Employment Selection Procedures: <http://www2.sfasu.edu/personnel/Employment/Hiringman.htm>
- EPAF Instructions: http://www2.sfasu.edu/personnel/documents/EPAF_DeskManual.pdf
- Additional Compensation Forms: <http://www2.sfasu.edu/personnel/AdditionalCompensation.htm>
- Exit Forms & Information: <http://www2.sfasu.edu/personnel/ExitFormsLinkPage.htm>

Please contact Human Resources, ext. 2304, if you have any questions about how to complete the appropriate forms.