

AVAILABLE EPAF TRANSACTIONS

| BUSINESS FUNCTION | PURPOSE |
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| Hiring GA (new employment) | To hire a W&M GA who has never worked as a GA before or has been terminated. I9 verification is required. |
| Hiring GA (continuing employment) | To hire a W&M GA who is returning to continue his/her assistantship. If he/she has missed a semester, it is considered new employment. |
| Hiring RA (new employment) | To hire a W&M RA who has not worked as an RA before, or who did not work for a semester. I9 verification is required. |
| Hiring RA (continuing employment) | To hire a W&M RA who is returning to continue as an RA. If he/she has missed a semester, it is considered new employment. |
| Changing job information for GA or RA | To change the salary, factors/pays, and/or to extend the end date for a semi-monthly job. Funding information can be changed along with the other information. |
| Terminating GA or RA earlier than expected | To terminate a W&M GA or RA, who has started working, earlier than expected. You will need to contact HR to remove the existing termination date before submitting this EPAF. |
| Changing funding for faculty, staff, GAs, and RAs | To change the funding only. This EPAF can be used for faculty, staff, GAs, and RAs. |
| Paying faculty summer research salary | To pay a full-time faculty member who is receiving research pay during the summer. |
| Starting, changing, and ending faculty professorships and administrative stipends | To start, change, or end a faculty professorship. This EPAF can also be used to pay for an administrative stipend which is considered part of a faculty member's contract salary for the academic year (i.e., the stipend is benefit eligible). Funding information can be changed along with the other information. |