



ELECTRONIC PAYROLL ACTION FORM (EPAF)

RECORD CHANGE TO OFFER LETTER DETAIL FIELDS

Fields in red are mandatory

1. EMPLOYEE INFORMATION

Requisition & Version from Cornerstone; remainder from Course Assignment & Job Detail Report

EMPLOYEE ID:		REQUISITION NO.:		VERSION NO.:	
POSITION NO.:				SUFFIX:	
EMPLOYEE LAST NAME			EMPLOYEE FIRST NAME		
HIRING MANAGER			EMPLOYEE POSITION TITLE		
CONTRACT START DATE (DD-MMM-YYYY) - from Drop-Down			CONTRACT END DATE (DD-MMM-YYYY) - from Drop-Down		
EMPLOYEE WORK LOCATION - from Drop-Down			EFFECTIVE DATE FOR CHANGE: (DD-MMM-YYYY) - from Drop-Down		

2. INDICATE APPLICABLE FIELDS TO CHANGE: Fill in fields needed for the change only

COSTING AND PERCENTAGE CHANGES:									
FUND	ORGN	ACCT	PROG	%	FUND	ORGN	ACCT	PROG	%
PAYBAND:		CURRENT STEP:	MAXIMUM STEP ATTAINABLE:		COURSE TYPE:				
RPT SCHEDULE CHANGE: (enter new daily hours worked):		Mon	Tue	Wed	Thu	Fri	Sat	Sun	
SESSIONAL RATIONALE FOR HIRE:									
SESSIONAL/RPT REPLACEMENT: (Provide first and last name of full time employee)									
PROVIDE POSITION NUMBER TO END OR CANCEL THE ASSIGNMENT THIS OFFER REPLACES:						Suffix:			
REVISED END DATE FOR ASSIGNMENT THIS OFFER REPLACES:									
TERMINATION DATE (DD/MM/YY)		LAST DAY WORKED (DD/MM/YY)		REASON FOR TERMINATION - Choose from list					

3. EXPLANATION/DETAILS OF ASSIGNMENT:

Preparer Name (Print)		(DD-MMM-YYYY)-from Drop-Down	Approver Signature (Management)
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