

## *Things to remember when hiring and submitting an EPAF*

1. All students must be eligible to work *before* they start. To be eligible, they have to fill out their I9 form. Check that the students have cleared through Human Resources by verifying their *Legal Status to Work Card*, which is given after they have completed their I9 form.
2. All student employees working with children under the age of 18 are required to have a background check. The student is not allowed to work until this is completed. Background checks are now done on-line.
3. Submit an EPAF through Inside Pacific.
  - a. All grants go through Sponsored Programs and are approved by the Sponsored Programs Accountant, Shannon Chi.
4. At the same time fill out the new *Notice to Employee, California Labor Code Certificate*. (See attached notice).
5. Make sure that you submit an EPAF as soon as you know you are going to hire the student employee. This is necessary to ensure that the EPAF can be processed, approved and applied before the payroll is run. Remember, it is *against the law* to have students working without paying them in a timely manner.
6. The end date for departmental students, (DPT) not Work-Study, may extend through **8/15/XX**. The end date for Federal/Pacific Work-Study (FWS or PWS) students is **last day of finals**.
7. If you have a student that has not worked for three pay periods, it is advised you terminate the position to close the Web Time Entry Timesheet. (They can always be re-hired)
8. All Federal/Pacific Work-Study positions must be approved by Financial Aid office and given a Federal Work Study authorization card. The student must process his/her Financial Aid form through the Financial Aid office.
9. The term “student” refers to Pacific students only. If you have an employee that is a student at Delta College, they are classified as a Temp/Casual (T/C) employee.
10. Pacific students stay in student status during the summer as long as they are returning in the Fall. Do not switch their status from student to T/C for the summer. Only students that have graduated or withdrawn from the University should be Temp/Casual (T/C).
11. Students and Temp/Casuals will now do their timesheets via Web Time Entry (WTE) through Inside Pacific.

12. All students and Temp/Casual employees must be paid at an hourly rate.
13. Students may work up to a maximum of 30 hours per week while in classes. Federal Work Study  
Students may work up to a maximum of 20 hours per week while in classes. (40 hours during breaks  
and summer)
14. International students may work a maximum of 20 hours per week.
15. Last but not least, verify there is money in the proper salary account for your student employees.