

## **How to put a grant position on EPAF**

**After accessing EPAF, follow the steps to creating an EPAF for Student, Temp-Casual or Staff position. If this is the first time your employee will work in this grant position, the new grant Index will populate in the Labor Distribution.**

**If this is a rehire in a grant position, you will start your EPAF and populate all the information noting the new grant index in the position title. Moving down to the labor distribution, you will see the old index in the Index Box, type in the new Index, then re-enter the account code. Save**

**Continue to finish your EPAF.**