# ePAF Worksheet for Temp/Non-Tufts Student Employee

The 1st section of the I-9, Direct Deposit, and W-4 must be completed online/eServe by the employee before TSS can verify I-9 documents.

## Transaction Needed:
- [ ] Create Temporary Job* *(forms required for new hire only)*
- [ ] Account Distribution Change
- [ ] Pay Rate Change
- [ ] Termination

<table>
<thead>
<tr>
<th>Effective Date:</th>
<th>Empl ID/Social Security Number <em>(New Hire Only):</em></th>
<th>Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>First Name</td>
<td>MI</td>
</tr>
</tbody>
</table>

## Mailing Address:
- Address 1
- Address 2
- City, State, Zip:

## Gender:
- [ ] Male
- [ ] Female

## Ethnic Group: *(Check only one)*
- [ ] American Indian/Alaskan Native
- [ ] Asian/Pacific Islander
- [ ] Black
- [ ] Hispanic
- [ ] White

## Date of Birth:

## PAY INFORMATION
- Hourly Rate: $
- Hours per Week
- * Stop Date: *(if stop date is known, create termination record in ePAF)*

## Building

## Department:

## TimeKeep #:

## ACCOUNT DISTRIBUTION:

<table>
<thead>
<tr>
<th>DeptID</th>
<th>Proj/Grant</th>
<th>Percent</th>
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</tbody>
</table>

**ACCOUNT DISTRIBUTION TOTAL:** 100%

## Notes:

Please do NOT send this form to TSS; this is intended for internal use in the department and is a guideline for the person responsible for entering data into ePAF; it is not a substitute for ePAF.

Prepared by:

Date:

- [ ] Temporary Employee
- [ ] Non-Tufts Hourly
- [ ] Non-Tufts Contract