



**ePAF Worksheet for**

**Temp/Non-Tufts Student Employee**

Prepared by:
Date:
<input type="checkbox"/> Temporary Employee <input type="checkbox"/> Non-Tufts Hourly <input type="checkbox"/> Non-Tufts Contract
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:	
<input type="checkbox"/> Create Temporary Job* (forms required for new hire only) <input type="checkbox"/> Account Distribution Change <input type="checkbox"/>	<input type="checkbox"/> Pay Rate Change <input type="checkbox"/> Termination

Effective Date:		Empl ID/Social Security Number (New Hire Only):	Email Address:		
Last Name:		First Name		MI	
Mailing Address:					
Address 1					
Address 2					
City, State, Zip:					

Gender:	Ethnic Group: (Check only one)	Date of Birth:
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> White	

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

Building		Department:		TimeKeep #:	
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ACCOUNT DISTRIBUTION:		
DeptID	Proj/Grant	Percent
		%
		%
		%
ACCOUNT DISTRIBUTION TOTAL:		100 %

Notes:

Completed by :		Date Entered in ePAF:	
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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