



# Tufts University

## ePAF Student Worksheet

Prepared by:
Date:
<input type="checkbox"/> I-9 Immigration Form* <input type="checkbox"/> Direct Deposit * <input type="checkbox"/> W-4 Tax Form *
* 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 Student Job* (forms required for new hire only) <input type="checkbox"/> Account Distribution Change	<input type="checkbox"/> Pay Rate Change <input type="checkbox"/> Termination

Student Data	Student ID
National ID (Social Security Number): <i>New Hire Only</i>	Hourly: <input type="checkbox"/> Semi-Monthly: <input type="checkbox"/>

Last Name:	First Name	MI	
Effective Date: <i>(1<sup>st</sup> or 16<sup>th</sup> for semi-monthly)</i>		Date of Birth:	
Gender:	Ethnic Group: <i>(Check only one)</i>		
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White		
Compensation Data	Pay Rate: \$	<input type="checkbox"/> Hourly <input type="checkbox"/> Semi-monthly*	* Stop Date: <i>(Date NOT paid beyond)</i>
Location Data	Department:	TimeKeep:	

ACCOUNT DISTRIBUTION:		
DeptID	Proj/Grant	Percent
		%
		%
		%
ACCOUNT DISTRIBUTION TOTAL:		100 %

Address Data			
PERMANENT Address: (suggested)			
Address 1			
Address 2	City:		
Address 3	State:	Zip:	
LOCAL Mailing Address:			
Address 1			
Address 2	City:		
Address 3	State:	Zip:	

Operator :		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