



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 1 st 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	

Last Name:		First Name:		MI:	
Effective Date: <i>(1st or 16th for semi-monthly)</i>		Phone Number:			

COMPENSATION DATA			
Pay Rate:		<input type="checkbox"/> Hourly <input type="checkbox"/> Semi-monthly	
Effective Date: <i>(1st or 16th for semi-monthly)</i>		Stop Date: <i>(Date NOT paid beyond)</i>	

LOCATION DATA			
Department:		TimeKeep:	

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

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