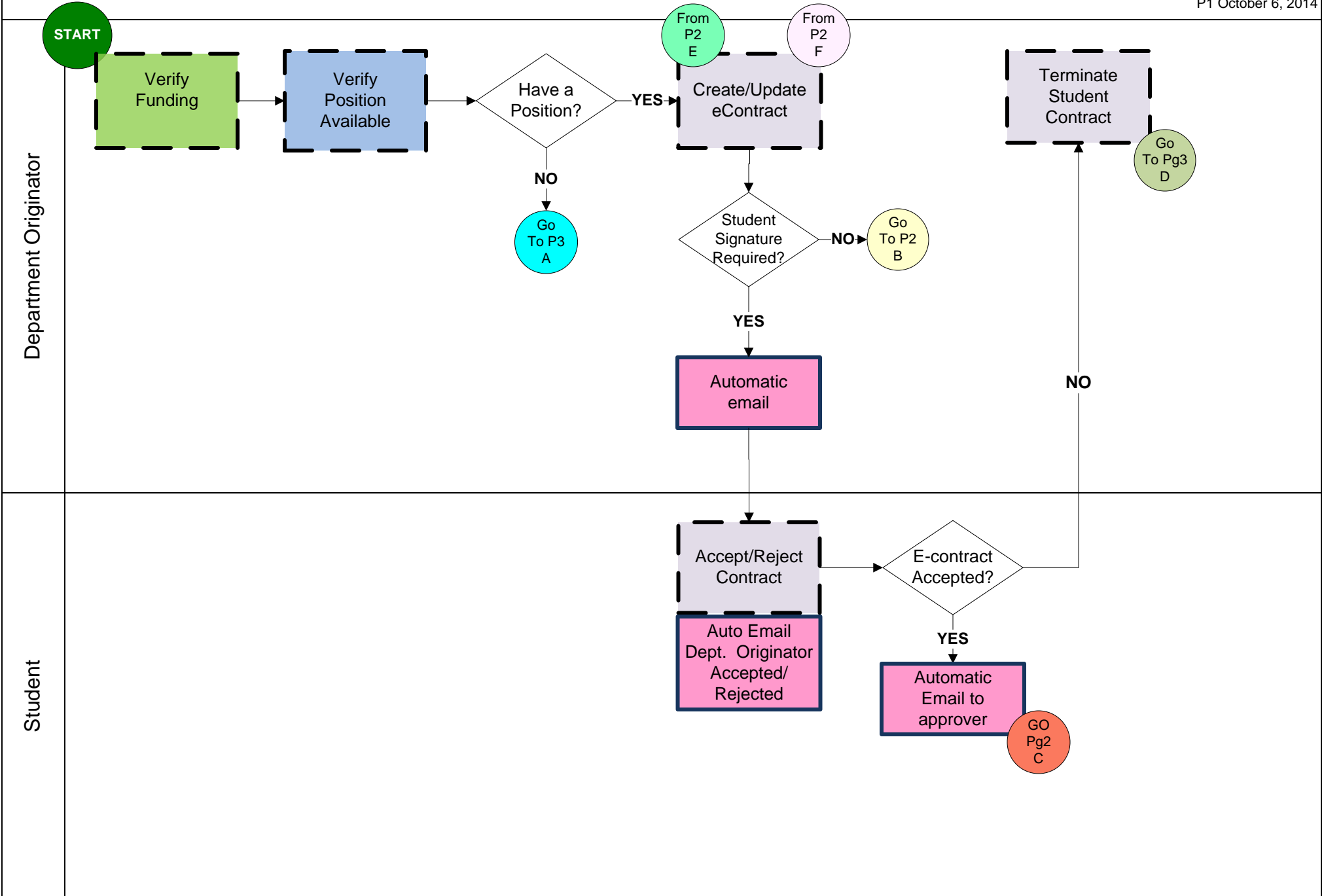


# Graduate Assistant Appointment – “TO BE”

P1 October 6, 2014



# Graduate Assistant Appointment – “TO BE”

P2 October 6, 2014

Dept. Approval  
(Level 10 or 20)

From  
P1  
B

Review/Approve  
eContract

Return for  
Correction?

YES

Go  
To P1  
E

Originator will indicate on eContract if  
if a second signature is required and  
form will be routed appropriately

NO

Graduate Office

Review/Approve  
eContract

Return for  
Correction?

YES

Go  
To P1  
F

NO

Auto Email  
Shared Servc.

Shared Services

Review  
'SSN missing'  
Report

SSN  
Exists?

YES

Access  
EPAF Friendly  
Page

Create/Update  
HD Ticket  
For EPAF

Auto Email to  
Dept. Orig

Job Record  
Lookup

New  
Employee?

NO

Create  
EPAF

Go  
To P3  
H

YES

Create  
ZZPrim  
EPAF

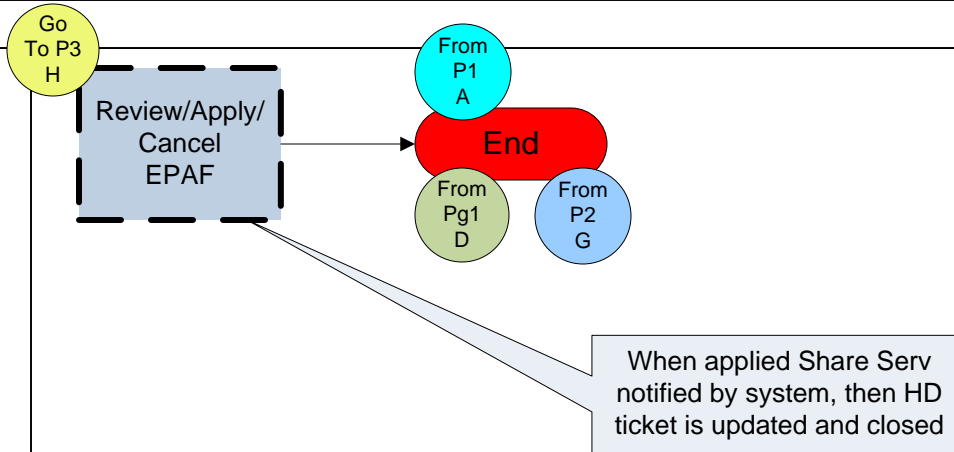
Graduate Assistant EPAF - Shared Services

Go  
To P3  
G

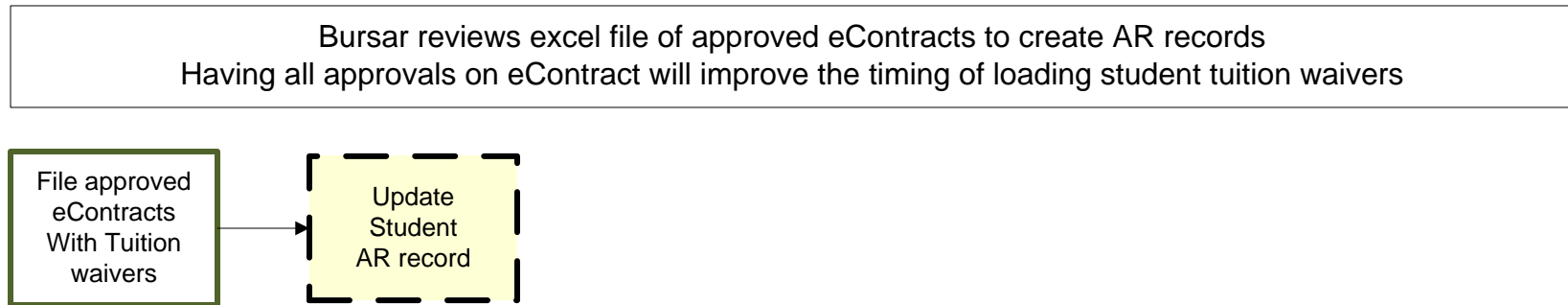
# Graduate Assistant Appointment – “TO BE”

P3 October 6, 2014

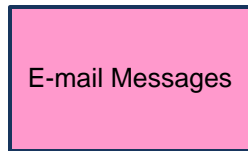
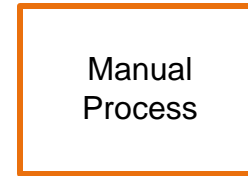
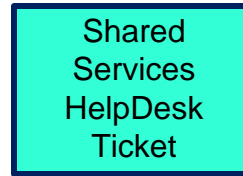
HR Records



Bursar



# Legends



Process begins when student accepts  
eContract created by the Department  
Originator

