What are some common student ePar tips?

Reappointments

◊ When changing a student from RA to TA, or vice versa, be sure to update the Job Code and Long Working Title to match

◊ Be sure to update the funding grid with the student’s new account code that matches job code (see account code tips below)

◊ If the student is on a short work break, the action reason should also be return from short work break (choose all reason codes that apply—will likely be in addition to other reason codes)

Account Codes

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Pay Cycle</th>
<th>Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Assistant</td>
<td>Monthly</td>
<td>513170</td>
</tr>
<tr>
<td>Research Assistant</td>
<td>Monthly</td>
<td>511170</td>
</tr>
<tr>
<td>SHRA Student</td>
<td>Biweekly</td>
<td>514510</td>
</tr>
<tr>
<td>SHRA Work Study Student</td>
<td>Biweekly</td>
<td>514510</td>
</tr>
</tbody>
</table>

Work Study Students

◊ Department is 543500

◊ FTE is 0.5 unless the student holds an additional SPA student position, which should be indicated in the comments

◊ Salary grade—Choose the appropriate Hourly Rate grade:
  
  S1: $7.25-$8.30  
  S2: $8.30-$10.05  
  S3: $10.05-$11.80  
  S4: $11.80-$13.55

**Program code C1302 and C1303 may only be used for students with teaching duties or those directly supporting courses**