How do I return a student from “Short Work Break”? Students must be returned from short work break or they will not be paid.

To return an EPA Student from Short Work Break, initiate the Edit Existing Job ePAR.

The effective date will be the first day the student should begin receiving pay. Be sure to extend the Expected Job End Date.

Also, please indicate the number of hours per week, their FTE, and verify the Supervisor ID.

Note: position number is not required for EPA students.

Click “Next.”
Step 2 of 4: Job Info UNC

Please fill in the fields below, which are needed for all part-time employees.

Current Job Info

Name: [Redacted]  Empl ID: [Redacted]

Position: Graduate Teaching Assistant

Job Code: 800169  Dept ID: 310200  Empl Status: Work Break

eForm ID: 249960

View original UNC data

*UNC Long Title: [Redacted]

Communicable Disease Mandatory: [Options]

Faculty & EPA NF Indicators

AHEC  OFG Voting Eligible

Visiting Faculty  Nominated Faculty

Funding Contingency

Enter or verify the student’s UNC Long Title as “Teaching Assistant.”
Click “Next” to proceed.
On the Finalize Form page, enter an action of Return from Short Work Break (RWB) and a reason of EPA Student Reappointment (GSR).

Add comment regarding who the student is, the semester(s) they will be employed, the class(es) they’re a TA for, and how much.

Click “Submit” button to finalize the action.
You've completed the action to return a student from short work break! This page verifies where the action is in process.