**EAF**

* Used for actions that affect payroll and/or the employee’s Banner records: i.e. pay, increase or decrease in FTE, promotion, transfer, resignation, retirement, end of appointment, leave, reappointment, status change (Use new EAF)
* Effective date on PARF, Offer Letter, Offer Details, and EAF ***need to match***
* **Payroll Schedule** - <https://www.controller.msstate.edu/payroll/dates>
* **Position number** is used in the distribution portion of the EAF and can be obtained from **BUDGET**.
* **Title Code** is the number that is affiliated with a specific title (M0246 IM on PARF)
* **NEWLY revised EAF with bold type added to HRM website.**
* Submitting EAF (make sure the clarity is good) (Check that **ALL** boxes are correct on the EAF)
  + Online Portal - <https://w.msstate.edu/hrm/online-files/hris.php> (successfully submitted, you will receive confirmation email) \*Scan one pdf per employee
  + Eforms – send as Generic Routing Slip to HRM Data Services
  + Campus Mail – Mailstop 9603
  + Graduate Assistant EAFs must be sent to Grad School for approval. The grad school will submit eforms to HRM Data Services

**I-9 & Background Check Process**

* + Complete Form I-9 <https://www.hrm.msstate.edu/onboarding/i-9-e-verify-system>
  + PageUp hires complete Background Check and I-9 through PageUp. ST & GA submit paper copies.
  + A New I-9 is required when there is more than an 8-hour break in service.
  + I-9 must be **E-Verified** *within 3 days of date of hire* to remain compliant with Federal guidelines.
  + Truescreen – required for new hires or employees with a 6+month break in service. ST & GA Truescreen are at the discretion of the department.

**Types of Forms and when they are used - https://www.hrm.msstate.edu/forms**

* **PERS 4A – an employee is not contributing to PERS**
* **PERS 4B – an employee is retired and being rehired by the university**
* **Form 1/1B – an employee is contributing to PERS**

**Who to contact**

* **A-H Bonnie Fulgham 5-0992 Employment Verification A-L Taryn Rhodes 5-9421**
* **I-Q Charlotte Jones 5-6715 Employment Verification M-Z Kourtney Neely 5-5099**
* **R-Z Kourtney Neely 5-5099 PSLF Kourtney Neely 5-5099**

**Tips**

* + **Posting Procedures & Hiring Checklist (only send required paperwork)** <https://www.hrm.msstate.edu/managers/employment/procedures>
  + **PageUp** status needs to be changed in a **TIMELY** manner.
  + Run PURGE report monthly – PWRJEMP A – Pre-Purge B – Post-Purge (ST, IM, Retirees)
  + Run IM Hours Report – PEIETOT
  + IM- no more than 50% FTE – No Benefits
  + Send an email for HRIS to check status for student worker hires.
  + EAF Training classes are offered periodically for a refresher.
  + Please use updated versions of forms which can be found on HRM website.