Notes:
1. Please see Student/TH Hiring BP for contract templates.
   - For active appointments please submit the Labor distribution form. This form is used to process changes in the funding source, termination, change of hourly rate and/or salary).
2. If returned for correction: please see comments in EPAF Request form and update ticket in EPAF database.
3. Submitting EPAF: VandalWeb/Employee/Employee Personnel Action Form (EPAF)/ EPAF Originate/Approve
5. Timesheets: VandalWeb/Employee/Payroll/Web Time Entry/Supervisor Approvals.