TEXAS TECH UNIVERSITY
Human Resources™

Human Resources Operations Guide

Table of Contents

Human Resources Operations Guide

Table of Contents Continued

Human Resources Operations Guide

Table of Contents Continued

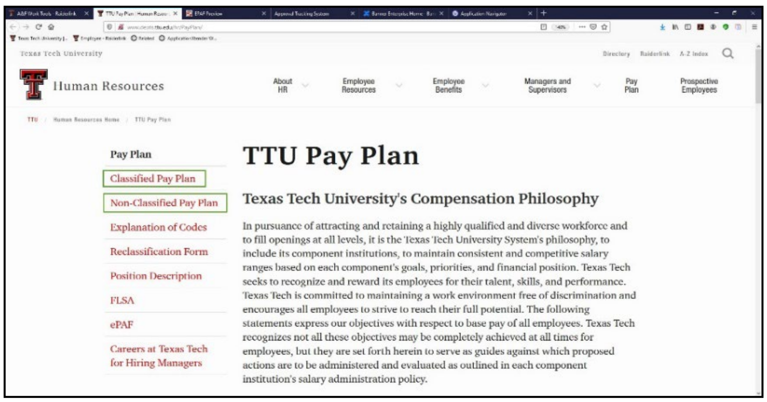
Position Management and Organization

Pay Plan

Texas Tech University has a list of established position titles we share with Texas Tech University Health Sciences Center as well as the HSC El Paso campus. This list is called the Pay Plan. You can find it on the Human Resources Website or in the HR box of the A&F Work Tools tab on Raiderlink.

Each position has been assigned a position class code noted in the pay plan. The Position Class Code is the alpha numeric combination that communicates which position title you are needing to be assigned to your department.

Link to Texas Tech Pay Plan.



Texas Tech University System's Classified Pay Plan is administered by each component institution's Human Resources department. Each classified position has a standardized specification with a position code, position class title, position summary, minimum qualifications, exempt/nonexempt status, job category, pay grade, and pay range with set minimum, mid-point, and maximum salary rates. Essential job duties and preferred qualifications are determined by the employing college or department.

Texas Tech University System's Non-Classified Pay Plan is administered by each component institution's Human Resources department. Non-Classified positions are often one of a kind, used by a small number of employees, or are faculty-related and allows flexibility to address the university's unique job market when determining compensation. Non-Classified positions are often recruited for nationally or internationally and typically require a specific degree and/or specialized training. Non-Classified positions have standardized specifications with a position code, position class title, minimum qualifications, exemption status, and job category. Essential job duties are determined by the employing college or department.

Both the classified and non-classified plans can be searched by using the search box at the top of the document and sorted by clicking the various column titles.

Classified Pay Plan

Click a Position Class Title to view all details for that position.
Number of rows displayed : 449

Search Title and Description

FT POS CODE	PT POS CODE	POSITION CLASS TITLE	FLSA	PAY GRADE	HOURLY PAY RANGE	ANNUAL PAY RANGE
S0683	P0683	Academic Administrative Coordinator	Nonexempt	511	14.48 - 21.72 - 32.48	30,124 - 45,186 - 67,553
S2523	P2523	Academic Advisor	Nonexempt	511	14.48 - 21.72 - 32.48	30,124 - 45,186 - 67,553
					14.48 -	30,124 -

Clicking on the individual titles will bring up information for that position title only.

Classified TTU Pay Plan

FT Position Code	S0683
PT Position Code	P0683
Position Class Title	Academic Administrative Coordinator
Position Description	Provide office services by implementing administrative systems, and procedures. Monitors administrative projects for faculty and staff in the assigned academic area.
Qualifications	Bachelor's degree in a related field plus one year related experience; OR a combination of related education and/or experience to equal five years.
FLSA	Nonexempt
Employee Class	N1, N0
EEO	40 - Secretarial/Clerical
ORP Eligible	No
Pay Grade	511
Annual Pay Range	30,124 - 45,186 - 67,553

Position Number

A Position Number is the T, S or W number that is used to assign a position to an organization or department. The alpha part of the position number will be determined by the chart of account in which the position will be funded or paid.

- ☐ T= Texas Tech University Funds
- ☐ S = Texas Tech University System Funds
- ☐ W = Federal Work-Study Funds

The numeric portion of the position number is assigned by Human Resources. New positions or existing positions can be used in ePAF transactions.

Requesting a new position is done with a form called the New Position/Reclassification Request Form. You will use the information from the Pay Plan to fill in the New Position/Reclassification Request Form.

Filling out the New Position/Reclassification Request Form

A checklist has been provided below to ensure all fields are completed.

New Position:

- ☐ *Department Contact Information* – This should be the person to be notified after the new position number has been created and activated or the Reclassification has been.
- ☐ *New Position Request Information* – Information about the position can be found in the pay plan.
  - *Select position* – Staff, Faculty, Student
  - *Select S/P* – Single or Pooled *Note, most staff and faculty positions are single. Most student positions are pooled. Contact HR Compensation Operations if you have questions.
  - *Security Level* – Level I is background check only; Level II is background check and drug test.
  - *Position Class Code* – From pay plan.
  - *Title* – From pay plan.
  - *FTE* – Full Time Equivalent
    - *40 hours per week = 1*.0 FTE
    - *Less than 40 hours per week = hours worked per week / 40.*
  - *Monthly or Hourly Rate* – Monthly rate for exempt positions; Hourly rate for non-exempt positions.
  - *Home Organization* – Organization code where the position is to reside.
  - *Date* – Date in which the position should be active.
  - *Estimated Annual Cost* – Cost per year for this position (base salary only, do not include fringe cost).

- ◻ *Labor Distribution (Funding Source)* – FOAP information from which the position will be funded.
- ◻ *Comments/Justification* – reasons for the position. Any information you want to communicate to the approvers.
- ◻ *Approvals* – approval levels based on your organization's hierarchy. Department is responsible for acquiring the Department Head; AVP/Dean and Provost/Vice President before sending to Human Resources. HR will process the request and forward to Budget for approval and position activation.
- ◻ *Position Description and Org Chart* - For staff requests the position description and an updated organizational chart noting where the new position will be placed within the organization should be attached.
- ◻ *New Position Number* – the new position number will be emailed back to you when it has been activated.

Reclassification:

- ◻ *Department Contact Information* – This should be the person to be notified after the new position number has been created and activated or the Reclassification has been.
- ◻ *Reclassification of an Existing Position Number* – A list of all current Position Numbers assigned to your department can be found via Cognos Report RPT_PBUD_002
  - *Home Organization* – Organization code where the position is to reside.
  - *Current Position Number* – The number of the position you are reclassing
  - *Incumbent Name* – The name of the employee you are reclassing. If the position is vacant, put "vacant"
  - *Tech ID* – The R# of the employee. If vacant, leave blank.
  - *Current:*
    - *FTE* – Full Time Equivalent
      - *40 hours per week = 1*.0 FTE
      - *Less than 40 hours per week = hours worked per week / 40*
      - link to FTE calculator
    - *Eclass* – From pay plan (Employee Class)
    - *Monthly Salary/Hourly Rate* – Monthly salary for exempt or hourly rate for non-exempt
    - *Position Class Code* – From pay plan.
    - *Title* – From pay plan.
  - *Proposed:*
    - *FTE* – Full Time Equivalent
      - *40 hours per week = 1*.0 FTE
      - *Less than 40 hours per week = hours worked per week / 40*
      - link to FTE calculator
    - *Eclass* – From pay plan (Employee Class)
    - *Monthly Salary/Hourly Rate* – List monthly salary for exempt or hourly rate for non-exempt
    - *Position Class Code* – From pay plan.
    - *Title* – From pay plan.

- *Estimated Additional Annual Cost* – Increase of cost over one year from the current position to the proposed position.
- *Effective Date* – Date in which the reclassed title will take effect

- *Labor Distribution (Funding Source)* – FOAP information from which the position will be funded.
- *Comments/Justification* – Short explanation of the reason for the reclass. Any information you want to communicate to the approvers.
- *Approvals* – Approval levels based on your organization's hierarchy. Department is responsible for acquiring the Department Head, AVP/Dean, and Provost/Vice President before sending to Human Resources. HR will process the request and forward to Budget for approval.
- *Position Description and Org Chart* - For staff requests the position description and an updated organizational chart should be attached.
- *Approval Email* – Once HR has received approval from Budget, the completed form will be forwarded to you.
- *Effective Date Deadlines* –

Effective Date	Non-Exempt	Exempt
1st of the month	15th of the same month	20th of the same month
16th of the month	last day of the month	NA

Posting the New Position

After you have received the new position number, most faculty and staff positions will need to be posted using the Kenexa applicant tracking system. Human Resources Talent Acquisition maintains the Kenexa system and conducts training on how to use this system. Registration for training classes is done though Cornerstone. The Managers and Supervisor Hiring Tool-Box is also a useful resource for posting a position and the interview process that follows.

Currently student, temporary worker, or non-compensated positions do not need to be posted. However, the department can post them if they choose.

Fair Labor Standards Act

The Federal Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.

Nonexempt vs Exempt

Nonexempt Employees

- Entitled to overtime pay
- Can earn any amount above the federal/state minimum wage
- Can work in any field
- Do not need to meet Duties Test

Exempt Employees

- Not entitled to overtime Pay
- Must earn at least $48,000 annually
- Job must fit into specific categories
- Must meet Duties Test

These employees must meet certain criteria to be considered exempt under FLSA guidance. The Exemption Fact Sheet will help determine if the position is eligible for an FLSA exemption.

You will need to know if a position is exempt, non-exempt, faculty, staff, or student in order to choose the correct ePAF type to process.

Minimum Wage

OP 70.14: Compensation Policy
Federal: $7.25
Texas State: $7.25
TTU Full-Time and Part-Time Staff: $13.00

Overtime

OP 70017: Overtime

Nonexempt Employees are subject to overtime pay when the employee works over 40 hours during the work week. Overtime pay is calculated at time-and-a-half pay for all hours actually worked in excess of 40 hours during one work week. State agencies are allowed to pay overtime as comp time that the employee can take as leave time when requested. At Texas Tech University, we pay the employee the straight time portion of the pay and accrue the one-half portion as comp time that can be taken by the employee or, if not used by March 31st, is paid out on an annual basis. All overtime for non-exempt employees should be approved in advance by their supervisor.

Hours Worked

FLSA Fact Sheet

In general, *hours worked* includes all time and employee must be on duty, on the employer's premises, or any other prescribed place of work. This also includes an additional time the employee is allowed (i.e.., suffered or permitted) to work. For more information, please click on the FLSA Fact Sheet above.

Record Keeping

TTU Reporting Hours

All non-exempt employees are required by FLSA law to submit a daily record of actual hours worked and applicable leave usage. Per TTU policy, exempt employees will submit monthly reports of leave usage.

Child Labor Laws

Texas State Child Labor Laws

TTU does allow children under the age of 18 to be hired. However, due the strict laws around the work duties that child can perform, we ask that departments considering hiring anyone under 18, first contact HR.

Break Time for Nursing Mothers

OP 70.46: Break Time for Nursing Mothers

Upon returning to work after the birth of a child, a breastfeeding employee will be allowed a flexible schedule to nurse or express milk during working hours. The employee must provide reasonable notice to their supervisor by submitting the Break Request for Nursing Mothers form, preferably before returning to work, to allow time to establish a suitable location. Employees can use their normal break or meal periods for this purpose, or a reasonable amount of time during their regular work shift. If possible, the nursing or milk expressing time should coincide with existing break times. If additional time is needed beyond scheduled breaks, the employee must make up the time within the same workday or use vacation or unpaid leave. The frequency and duration of these breaks will vary based on the needs of the employee and the child.

TTU has renovated five rooms across campus to create a safe, quiet, and private place to express milk during work hours. Rooms are available to all nursing mothers who are TTU employees or students. Safe, efficient, and sanitary hospital-grade electric pumps are located in each nursing room. However, the employee or student will need to bring their own breast milk collection kit.

Pay Equity

All staff reclassification and hire request are reviewed by HR Comp and Ops for equity. If the proposed pay would cause the employee to make significantly more or less (i.e. $5,000 or more) than someone with the same title in the same department, than the department will be asked to complete a Pay Rate Justification Form.

Remote Work Policy

OP 70.49: Remote Work

Remote Work Guide

A Remote Work Agreement (RWA) is needed for all remote work that is considered *ongoing* (i.e., 2 days or more for 1 month or longer) and for all remote work that will take place outside of the state of Texas, regardless of the length of time. The RWA must be completed and approved before the employee begins working remotely. If at any time an employee wants to change their remote work location, a new RWA must be submitted and approved.

Below is a brief overview of the Remote Work Agreement process:

- The employee who is requesting to work remotely will go to the Remote Work Agreement page
- Click *Start Agreement*
- Complete form & Submit
- Supervisor will receive an email to review the request
    - Write a justification for the request
    - Review all info and check for accuracy
    - Approve, Return for Revisions, or Deny
        - If approving, the supervisor will put in the next level approver's info
- Once all departmental approvals have taken place all RWAs final destination will be the President (send to Grace Hernandez), however out of state request will first be routed to General Counsel (done automatically)
- Once completely approved an email notification will be sent to the employee and HR

Electronic Personnel Action Form (ePAF) User Guide

What is an ePAF?

An **Electronic Personnel Action Form** or **ePAF** is a system delivered from our vender that allows departments to communicate employee appointments to the payroll system for payment of wages.

Currently there are 41 different types of ePAF transactions. It will be very important to understand certain information about positions and appointments so the correct ePAF type is selected from the beginning.

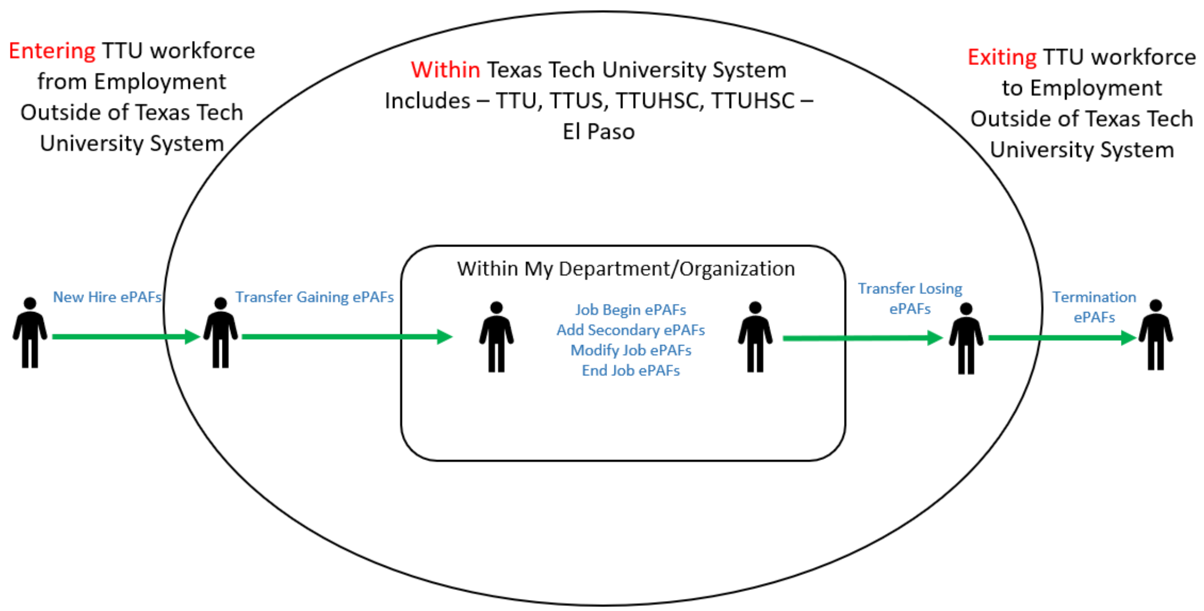
Introduction to ePAF Groups

There are 5 different ePAF groups that our 41 ePAF types can be classified under. Choosing a group of ePAFs will narrow down the ePAF choices which will give the originator better direction when choosing the correct ePAF type.

A person's current employment relationship with Texas Tech University System will also help the originator choose the correct ePAF group.

The *Employee Relationship Diagram* below illustrates the various *current employment* situations in which a person can be in and what ePAFs are used for each stage.

Employee Relationship Diagram



The 5 ePAF groups are:

1. ***Primary Jobs ePAFs*** – These ePAF types establish a primary job for an employee.
   a. *New Hire ePAFs* establish employment with Texas Tech from another employer or unemployment.
   b. *Transfer Gaining ePAFs* are used to move employees from their current position and home organization to a new position and home organization.
   c. *Job Change Begin ePAFs* are used to start or re-start a position for a person that is already assigned to your organization.
2. ***Secondary Jobs ePAFs*** – Are used to add an additional position number to a person with a primary position already assigned. Secondary jobs can be from the same organization or with a different organization, but the total FTE for one individual cannot exceed 1.0 for faculty and staff positions or 0.5 for student positions.
   a. *Add Secondary Job* – Adds additional FTE to a person.
   b. *Add Overload* – Adds pay only while the FTE is 0. Only for full time exempt employees. Will have specific suffix dependent on the type of payment (determined by Earn Code). Overloads must end each fiscal year and are reappointed if the payment will continue. Jobs assigned with the Add Overload ePAF are not included in the Budget preparation cycle.
   c. *Retiree Returning to Work* – Adds a job with FTE to a person who is receiving retiree insurance benefits from Texas Tech.
3. ***Modifying Jobs ePAFs*** – Are used to change pay, FTE or funding source.
   a. *Pay Change* is used to change the rate of pay of an employee. Funding sources can be changed at the same time with this ePAF.
   b. *FTE Change* is used to change the FTE and rate of pay of an employee. Funding sources can be changed at the same time with this ePAF.
   c. *Labor Change* is used to change funding source only.
4. ***Ending Jobs ePAFs*** – End the appointment of an employee. The appointment can be either a primary or secondary job.
   a. *Termination* – Ends the employee's employment relationship with Texas Tech.
   b. *Transfer Losing* – Ends the employee's employment with an organization but does not end employment with Texas Tech University. This sets the stage for a transfer to a new organization.
   c. *End Job* – Ends the job within an organization but keeps the employment relationship with the organization.
5. ***Multi-Action ePAFs*** – Allow the originator to combine the actions of two ePAFs into one transaction.
   a. *End/Begin* – End one job and begin a new job within the same department or transfer out of one organization and transfer into the new organization.
   b. *Begin/End* – Assign a job but include a future end date.
   c. *End a Primary and Secondary job* – End a secondary job and end the primary job with one transaction.

How to Use the ePAF Guide

Each ePAF transaction is split up into various sections, the first few sections and the last two sections will always be the same for every ePAF transaction. The middle sections will be different depending on what action the originator is taking to an employee's record.

The originator will use this guide to look up the various sections of the ePAF and learn how to fill out the fields within that section. We have color coded the middle sections to help the originator find the corresponding information in this guide. The information within each section will assist the originator in completing the ePAF transaction successfully.

Note:

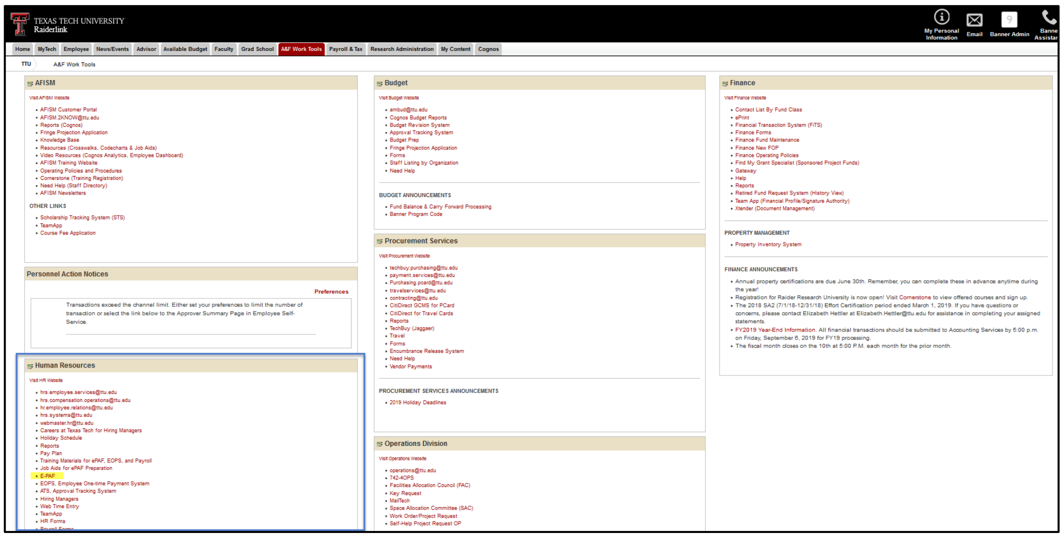
- The sections with no color will be on each ePAF transaction.
- The middle sections will not appear in every ePAF transaction.

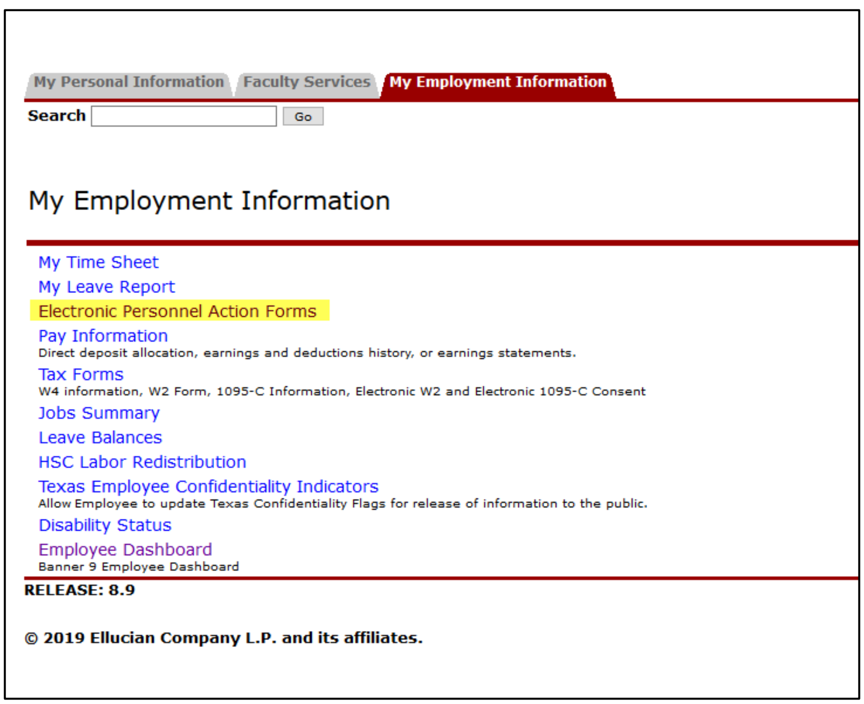
Electronic Personnel Action Form (ePAF) User's Guide

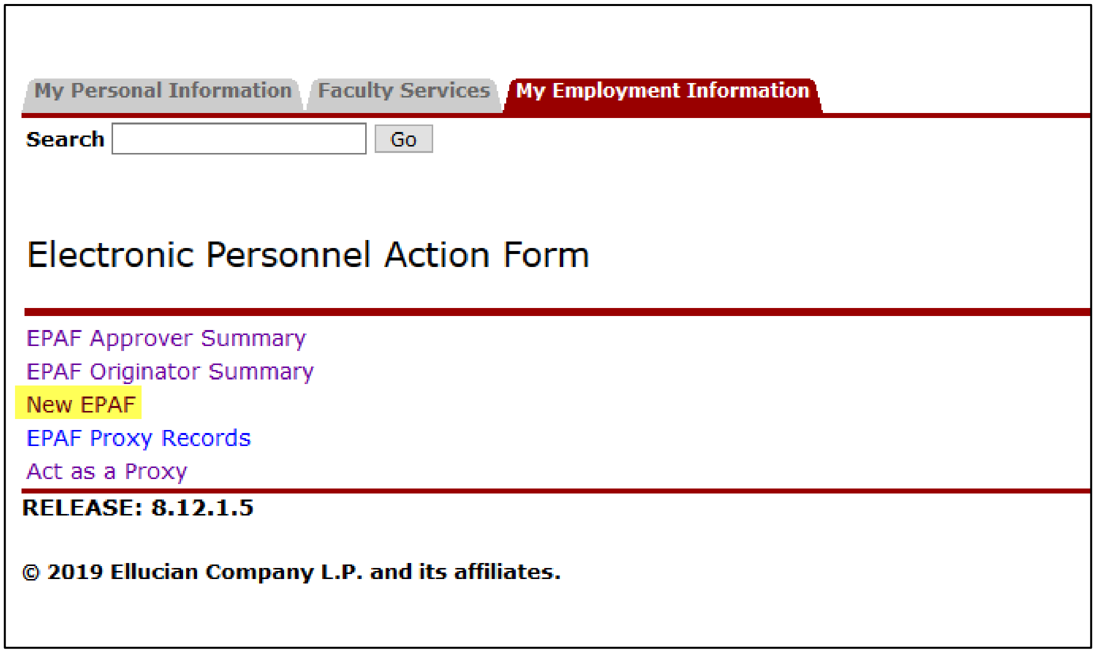
Starting an ePAF Transaction

There are several things an ePAF originator will need to know in order to choose the right ePAF type and start the ePAF transaction to get an appointment assigned. This information can sometimes be retrieved from the Kenexa offer document, from the employee's supervisor or from the biographic data form the new employee has completed.

The ePAF application can be located by using *Raiderlink*. Go to the *A & F Work Tools* and look for the *Human Resources Channel*.







We have provided a checklist of things you need to know to help you gather information for the ePAF transaction and to assist you in choosing the correct ePAF type:

- Employee’s identifying information
    - First and Last Name
    - Social Security Number
    - Date of Birth
    - R ID (if this information is known)
    - Current affiliation with the University (if any)
- Position number the person will be assigned
- FTE
- Rate of pay
- Funding source (FOAP)

Each new ePAF transaction will start with the same screen in which the originator will navigate through.

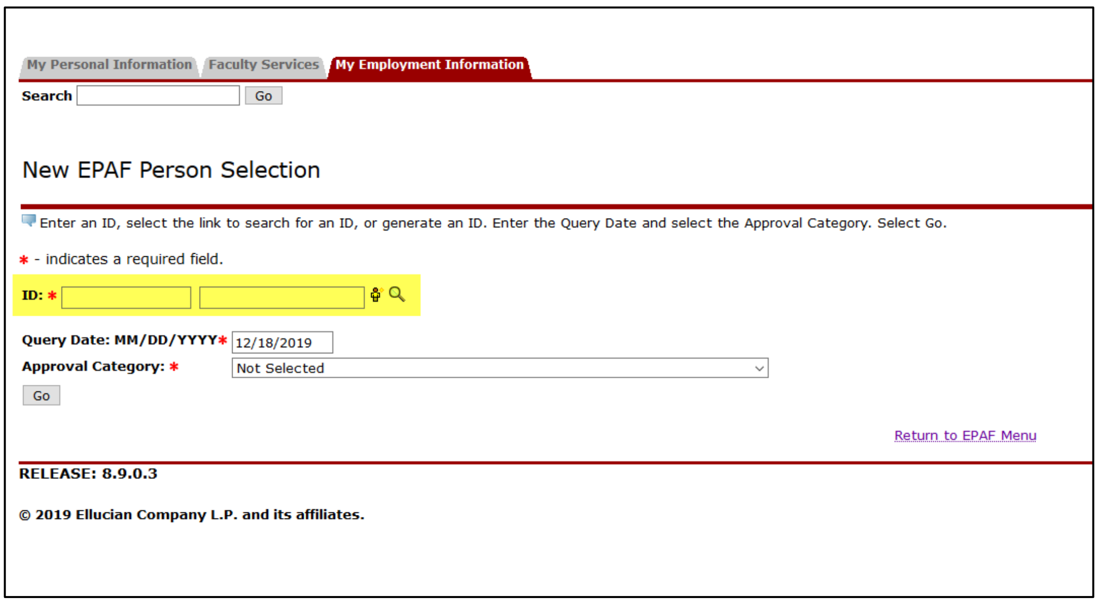
EPAF Person Selection

The **ePAF Person Selection** screen is where the originator will select the employee, enter the query date and choose the ePAF type (approval category). Once those are selected and populated with data, the originator can view the employee's past and active appointments.

Select the Employee:

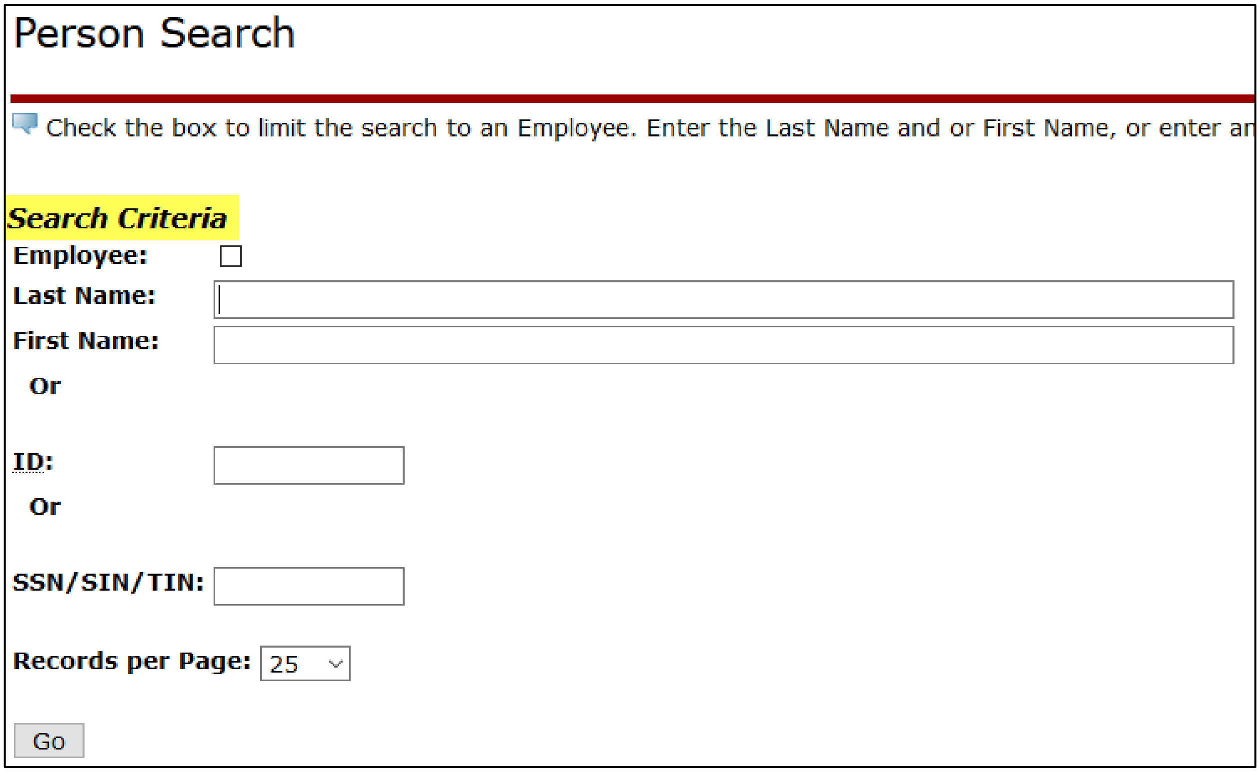
All students, employees and vendors are assigned a 9-digit number beginning with *R*. This number is sometimes referred to as an R ID, R# or employee/student ID number. These are as unique as social security numbers and no one should have more than one. It is possible for an individual to have an R ID but not know what it is.

If the employee's R ID number is known, the originator will type that number into the ID field using the format RXXXXXXXX (this is case-sensitive, use a capital R). Press tab and the person's name should appear in the second box.



If the person's R ID number is unknown, the originator can use the magnifying glass to search for someone by name and/or social security number.

The last name and first name fields on this screen are not case-sensitive. If searching by SSN, enter 9-digits without hyphens.


Person Search

Check the box to limit the search to an Employee. Enter the Last Name and or First Name, or enter ar

Search Criteria

Employee:

Last Name:

First Name:

Or

ID:

Or

SSN/SIN/TIN:

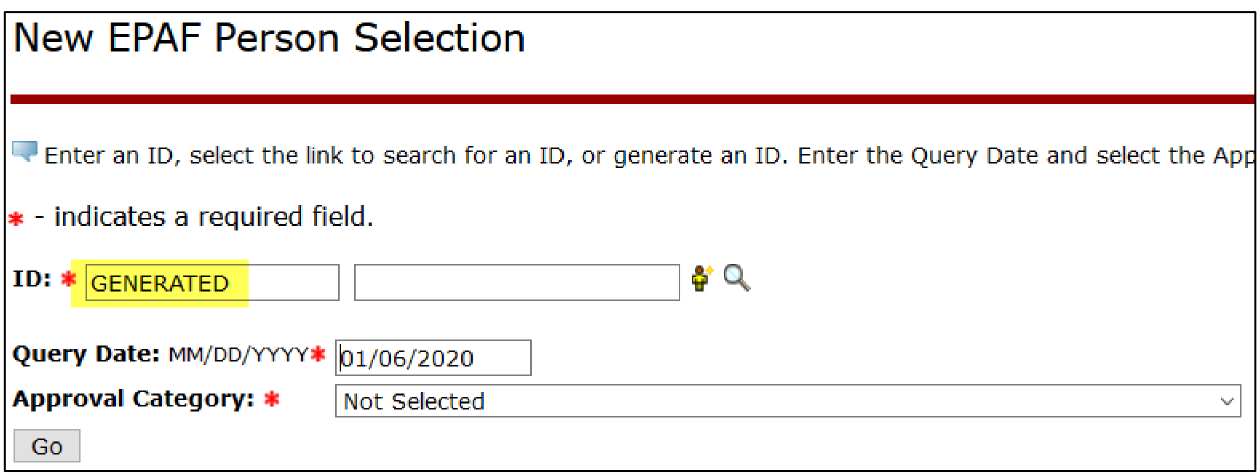
Records per Page: 25

Go

For new hires only: It is possible for an individual to have an R ID but not be aware of it. Also, the Kenexa system may be able to assign an R ID but fail to generate an ePAF transaction. In those cases, the originator will need to start their own new hire ePAF transaction but use the R ID created in a prior process. That R ID can be found by using the search screen.

After confirming the person does not have an existing R ID number, click the icon to generate a new R ID. ALWAYS search for the individual before generating.

The ID field will read GENERATED throughout the creation of the ePAF. The R ID will be assigned once the ePAF has successfully submitted.


New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the App

* - indicates a required field.

ID: * GENERATED

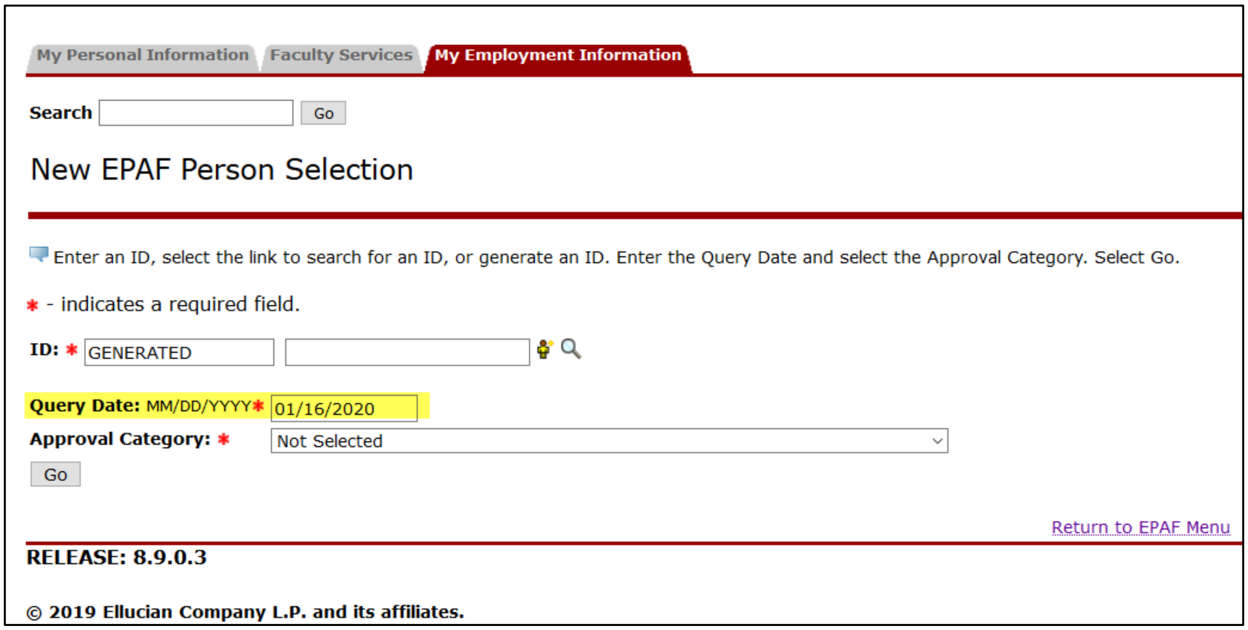
Query Date: MM/DD/YYYY* 01/06/2020

Approval Category: * Not Selected

Go

Query Date:

The **Query Date** will default to today's date. The originator will need to change this date to reflect the hire date, or the action effective date of the job to be added, modified, or ended. Notice the date format of MM/DD/YYYY. If the query date is entered incorrectly, the originator will **NOT** be able to edit later. A new ePAF must be started.



Choosing Query Date:

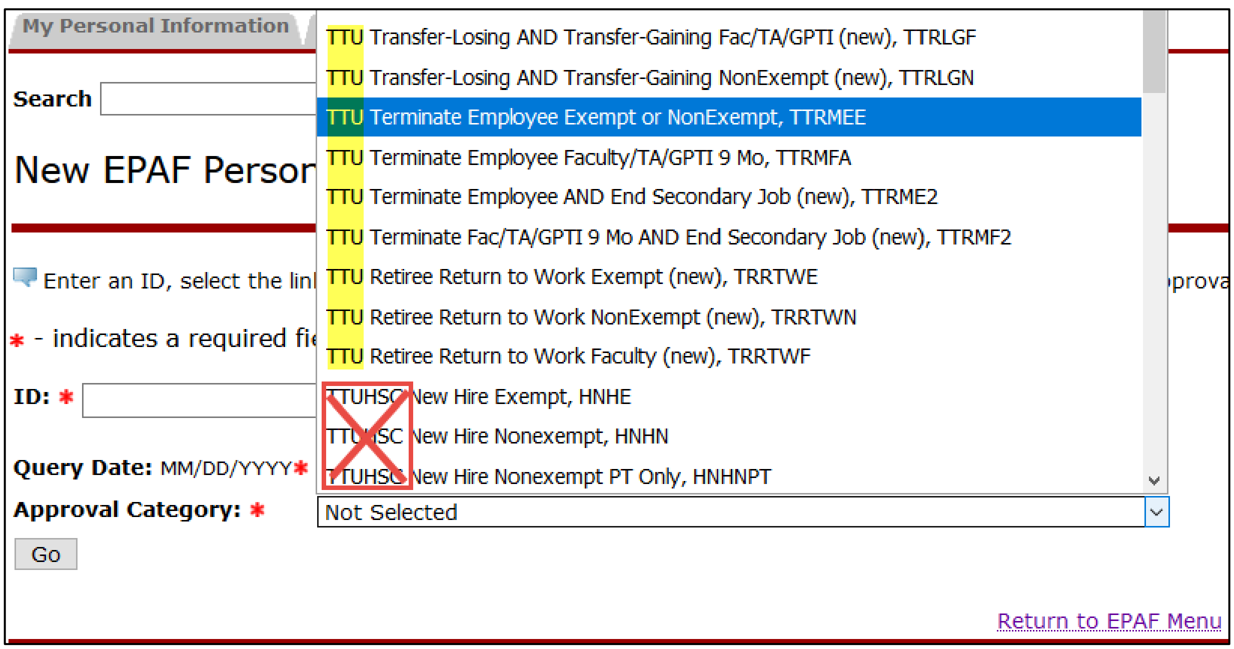
- *When adding primary appointments* – The query date will be the date the employee begins working in the position. If employee begins on first workday of the month, use the 1st as the query date. For transfers and job changes, the date should follow the end date of previous appointment so there is not a break in service. 9-month appointments typically follow the academic payroll schedule (**9/1**-1/15, **1/16**-5/31, **6/1**-7/15, **7/16**-8/31).
- *When adding secondary appointments* – the query date will be the date the employee begins working in the secondary position. 9-month appointments typically follow the academic payroll schedule (**9/1**-1/15, **1/16**-5/31, **6/1**-7/15, **7/16**-8/31).
- *When modifying primary or secondary appointments* – the query date will be the date the change occurs; typically, the beginning of a pay period. If the change started *prior to* the **Last Paid Date** on the appointment, the query date will be the *first* day of *next* pay period. The **Last Paid Date** is defined as the last date of a pay period in which an employee was processed through payroll.
    - *Example*: an employee's pay was to be increased on 1/1 but last paid date is 1/15. The originator will need to use a query date of 1/16. The personnel date of 1/1 will be used

later in the ePAF. In this example, the department will need to process a manual check request to have the increased pay from 1/1 to 1/15 paid out to the employee.

- *When ending appointments* – the query date will be the date in which the appointment ends, or the end of the pay period. If the employee works the last workday of the month, use the last day of the month as the query date. 9-month appointments typically follow the academic payroll schedule (9/1-**1/15**, 1/16-**5/31**, 6/1-**7/15**, 7/16-**8/31**). If an appointment ended *prior to* the last paid date on the appointment, the query date will be the same as the last paid date.
    - *Example*: an employee's appointment ended 1/15 but Last Paid Date is 1/31. The query date will be 1/31. The personnel date of 1/15 will be used later in the ePAF.
- *When using multi-action ePAF transactions* – The query date will vary based on which actions or ePAF transaction the originator is using. For multi-action ePAFs that allow the originator to
    - *End a Job then Begin a New Job*: the query date will be the date the *new* appointment *begins*.
    - *Begin a New Job and add a Future End date*: the query date will be the date the *new* appointment begins.
    - *End Two Jobs at once*: the query date will be the date the job will *end*.

Choosing EPAF type:

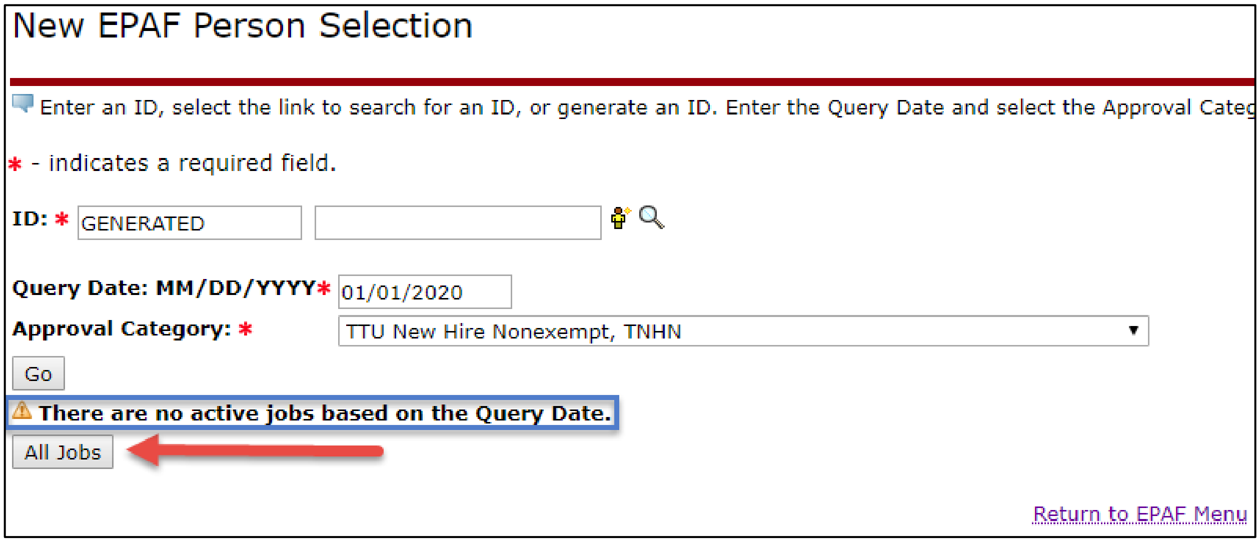
The **Approval Category** is the vendor's description of the ePAF type. The drop-down box includes the ePAF types for the HSC and El Paso entities. We will only use the first 41 which all begin with "TTU".



The originator will need to select the appropriate ePAF based on the type of action or change to the employee's job or jobs (i.e. New Hire, Pay Change, Transfer, etc.). Refer to the *Employee Relationship Diagram* and *5 ePAF groups* to determine which ePAF type would be best to use.

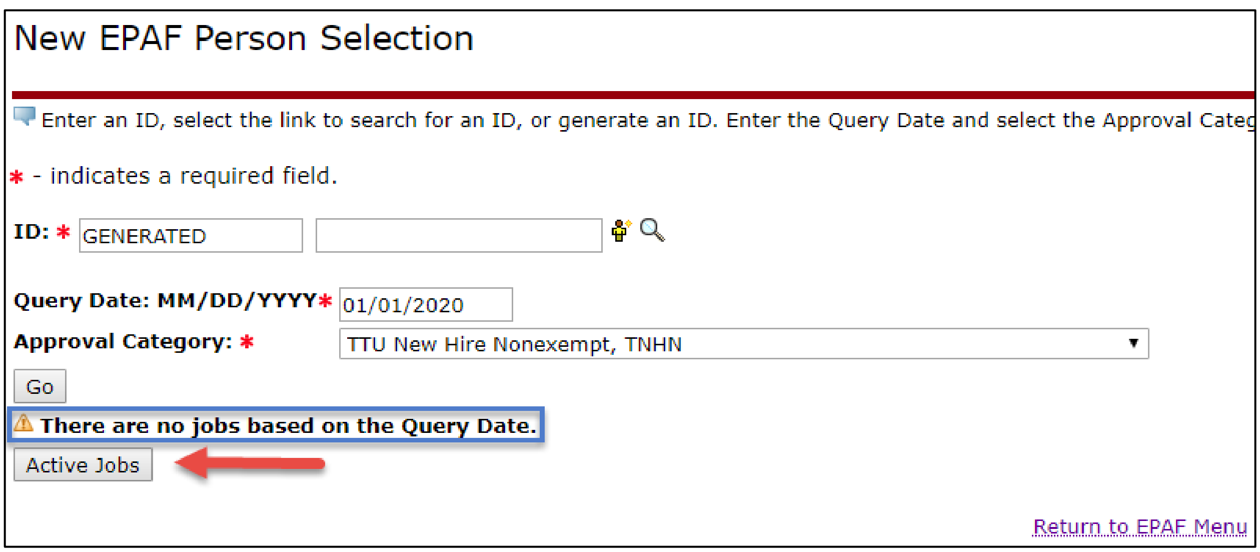
Nonexempt, exempt and faculty ePAF type choices will be based on the type of position and action to be processed for the employee.

When the ID, query date and ePAF type are selected, the employee's active jobs will appear below the *Go* button. If the employee does not a have an active job, the message will appear below:



Clicking the *All Jobs* button will allow the originator to view all (active and past) appointments held by the employee.

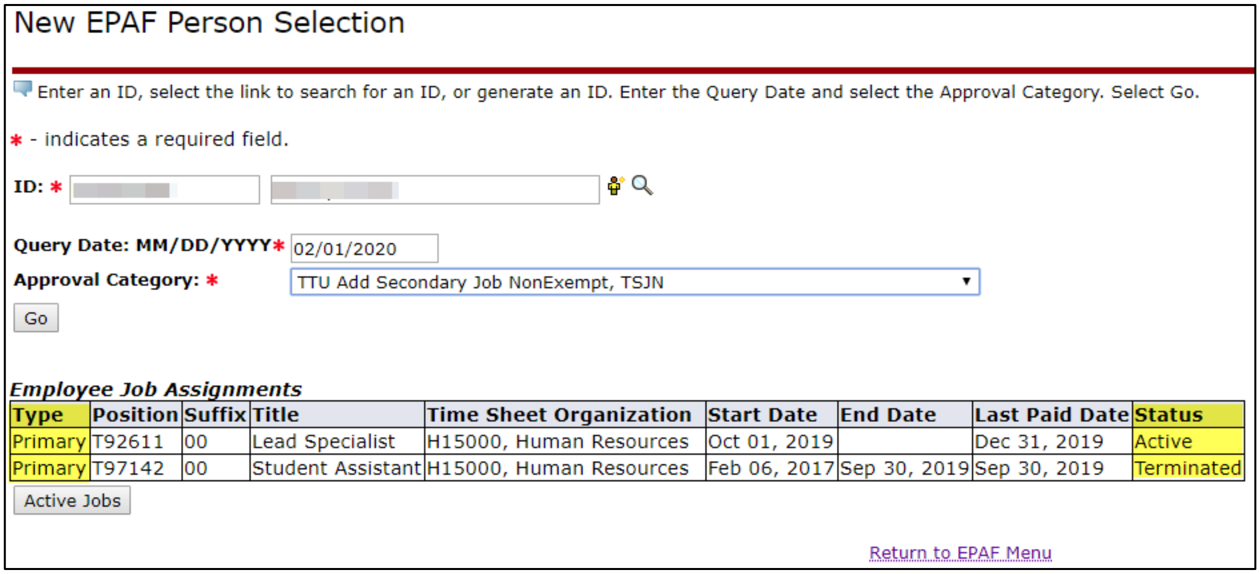
If there are no appointments, the message will read:



Clicking *Active Jobs* again will allow you to return to the list of active appointments.

The table, *Employee Job Assignments,* gives the originator an overview of employee appointments with key information that may need to be taken into consideration.

Type: indicates whether the appointment is/was Primary or Secondary.
Status: indicates whether the appointment is/was Active or Terminated. This refers to the status of the APPOINTMENT only, not the employee. An appointment may be terminated but the employee relationship with the university is not terminated.



New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY* 02/01/2020

Approval Category: * TTU Add Secondary Job NonExempt, TSJN

Go

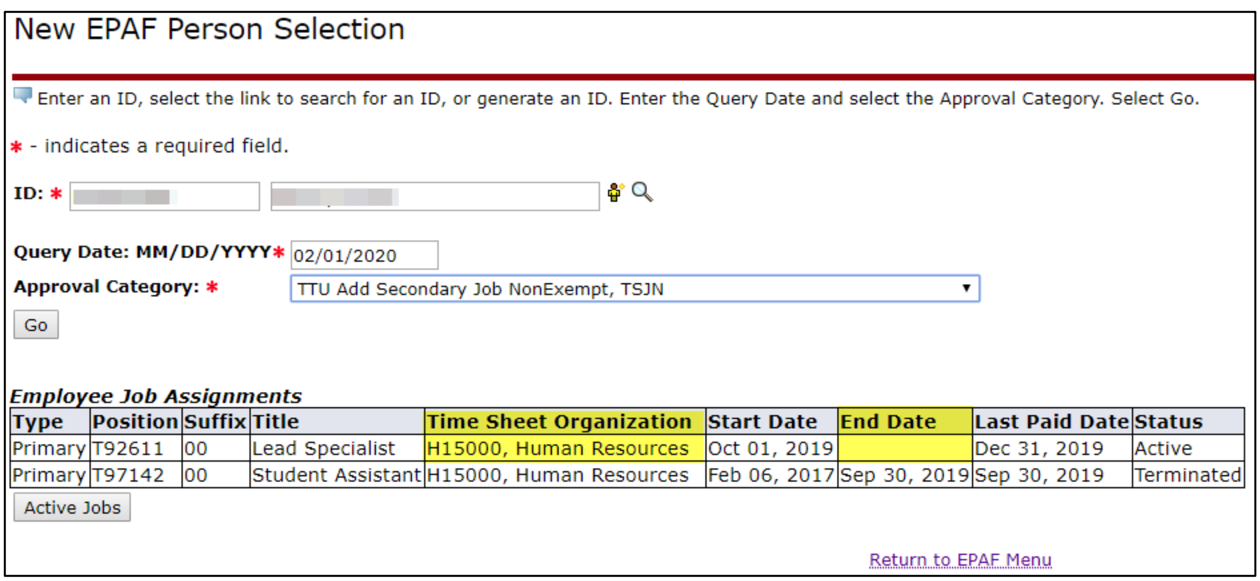
Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	T92611	00	Lead Specialist	H15000, Human Resources	Oct 01, 2019		Dec 31, 2019	Active
Primary	T97142	00	Student Assistant	H15000, Human Resources	Feb 06, 2017	Sep 30, 2019	Sep 30, 2019	Terminated

Active Jobs

Return to EPAF Menu

Time Sheet Organization: indicates which department holds the appointment.
End Date: indicates the date the appointment ended or will end. A blank field means the department has not submitted an end date.



New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY* 02/01/2020

Approval Category: * TTU Add Secondary Job NonExempt, TSJN

Go

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	T92611	00	Lead Specialist	H15000, Human Resources	Oct 01, 2019		Dec 31, 2019	Active
Primary	T97142	00	Student Assistant	H15000, Human Resources	Feb 06, 2017	Sep 30, 2019	Sep 30, 2019	Terminated

Active Jobs

Return to EPAF Menu

Last Paid Date: last date of a pay period in which an employee was processed through payroll.

- Query dates for ending appointments can match the Last Paid Date.
- Query dates for modifying appointments must be after the Last Paid Date.

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY* 02/01/2020

Approval Category: * TTU Add Secondary Job NonExempt, TSJN

Go

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	T92611	00	Lead Specialist	H15000, Human Resources	Oct 01, 2019		Dec 31, 2019	Active
Primary	T97142	00	Student Assistant	H15000, Human Resources	Feb 06, 2017	Sep 30, 2019	Sep 30, 2019	Terminated

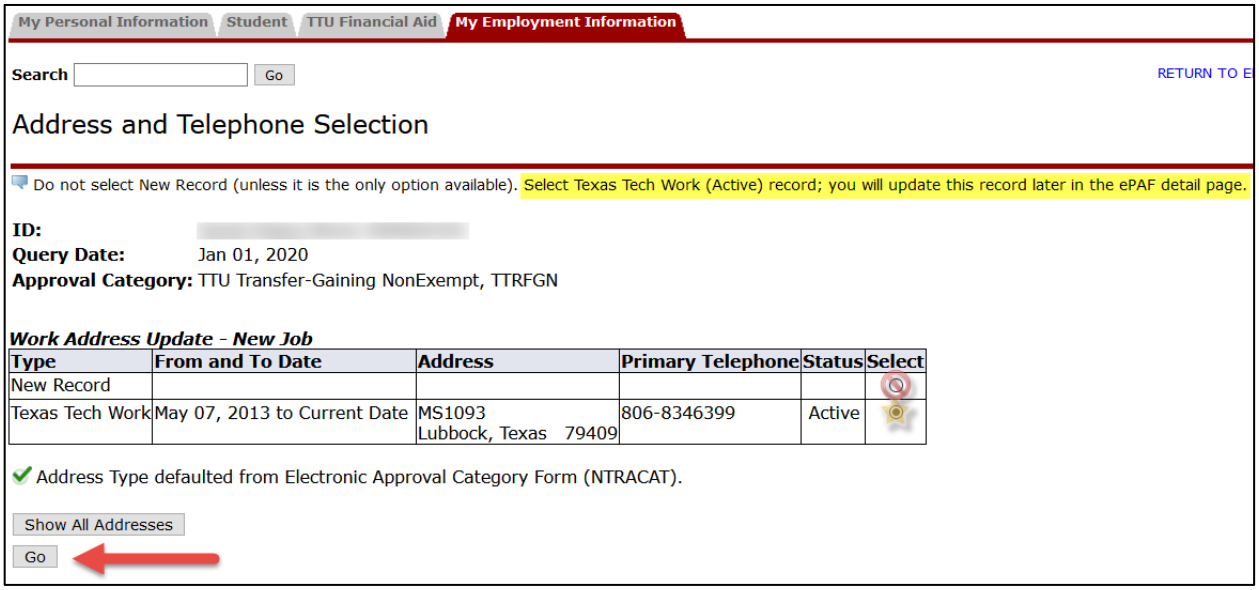
Active Jobs

Return to EPAF Menu

Address and Telephone Selection

The **Address and Telephone Selection** screen allows the originator to see if a work address and work telephone number have already been assigned to the employee.

The originator will ALWAYS choose the *active* record when the option is available. The work address and telephone number will be entered or corrected later in the ePAF data entry.

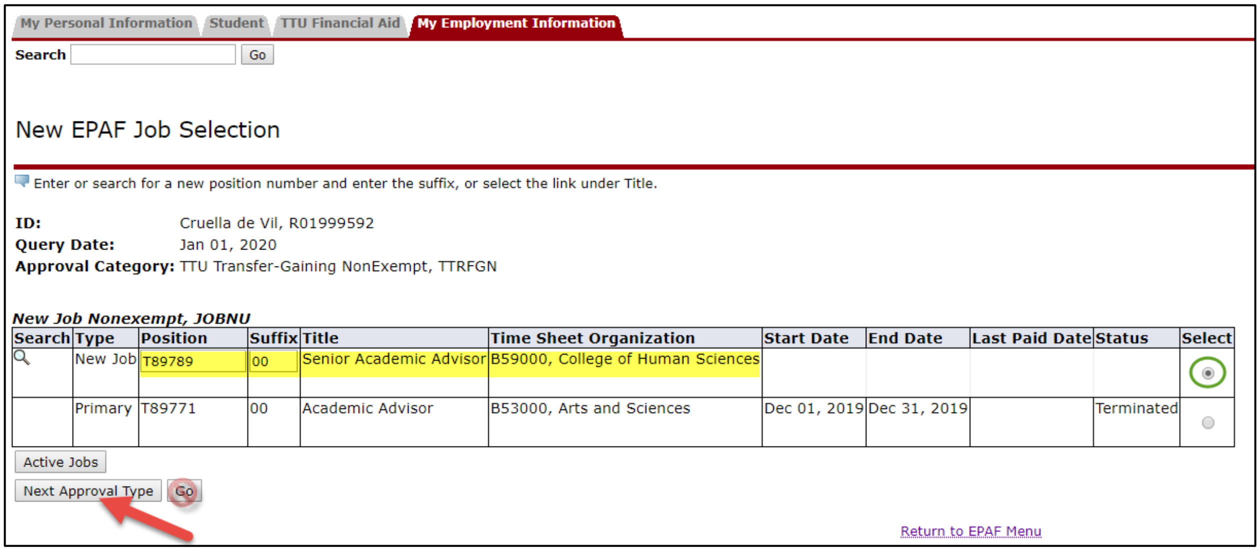


Select the existing **Texas Tech Work** record. DO NOT select the New Record. Click *Go* to proceed to the next screen.

EPAF Job Selection

The **New EPAF Job Selection** screen is where the originator will choose the position number and suffix combination that will be assigned, modified or ended.

Assigning primary and secondary jobs:
Enter the position number and suffix in the *New Job* line. Each department has a list of position numbers assigned to the Home Organization. All primary appointments and most secondary appointments use a **00** suffix. If the employee is being reappointed to a previously held job (position #-suffix), the originator can select the ended appointment by clicking the radial button on the right. (The *All Jobs* button will show the employees past appointments.)



Secondary appointments on a position number which is currently assigned to the employee will use a different suffix to distinguish it from the primary. Summer appointments of 9-month faculty/students use 10, 20 or 30, etc when the primary appointment is on summer leave without pay. HR may advise the use of a Z1 suffix under certain circumstances. These secondary appointments will have an assigned FTE.

Alternative Suffix Options		
RGS	Regular Salaried (Summer appt)	10, 20, 30, etc.
RGS	Regular Salaried (short term)	Z1*

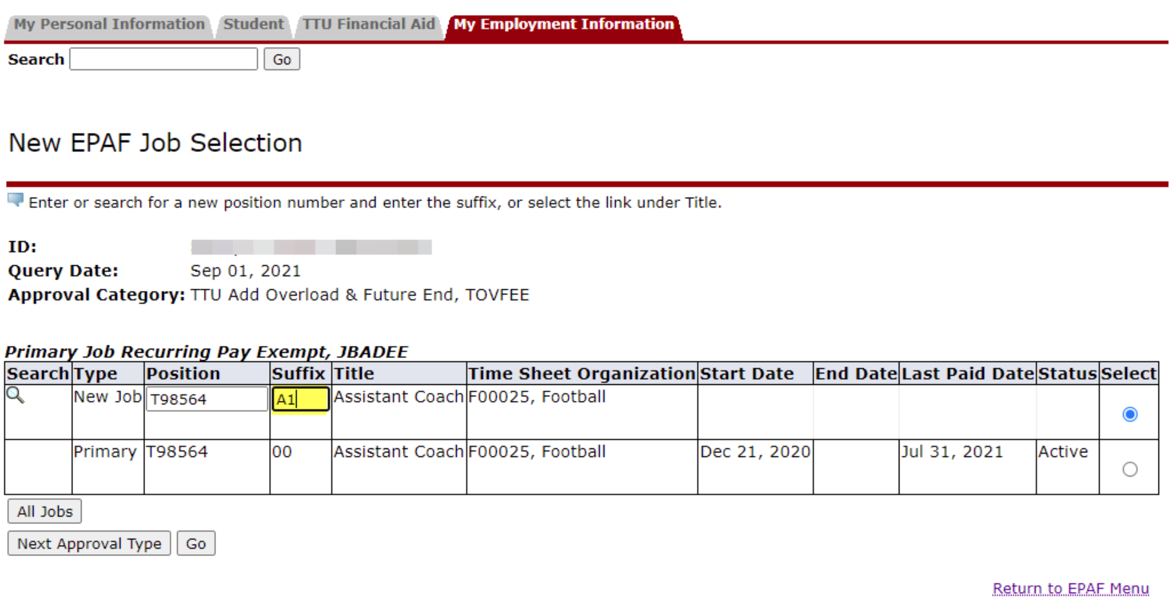
*only use the Z1 suffix at the direction of Human Resources.

The department may assign additional payment with 0 FTE to full time exempt employees using an overload appointment. Part time employees are employees are not eligible for overloads; additional FTE must be assigned instead. Non-exempt employees are not eligible for overloads; all time worked is reported on timesheets and overtime rates apply for work above 40 hours in a week.

Assigning overload jobs:
Enter the position number and suffix in the *New Job* line. The position number may be the same as the employee's primary appointment or another position number assigned to the department.
The appropriate suffix for an overload appointment is dependent on the Earnings Code that best describes the payment. The suffix options below are assigned to specific the Earnings Code which will be used in the Default Earnings section of the ePAF.

Alternative Suffix Options		
Earning Code	Earn Code Definitions	Suffix Options
ADC	Additional Compensation	A1, A2, A3, etc.
ADM	Administrative Duties	D1, D2, D3, etc.
ECH	Endowed Chair	C1, C2, C3, etc.
EPR	Endowed Professor	G1, G2, G3, etc.
INT	Interim Duties	K1, K2, K3, etc.
CAR	Car Allowance	P3
HOU	Housing Allowance	H1
OTB	Other Taxable Benefit	B1

If the employee will have multiple overload appointments with the same Earnings Code, select the next sequential suffix option. For example, if an Assistant Professor has an existing A1 appointment, select the A2 suffix option to add another appointment with the ADC Earnings Code. But if the second appointment will be for administrative duties (ADM) select D1.


My Personal Information | Student | TTU Financial Aid | My Employment Information

Search [Go]

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID:
Query Date: Sep 01, 2021
Approval Category: TTU Add Overload & Future End, TOVFEE

Primary Job Recurring Pay Exempt, JBADEE

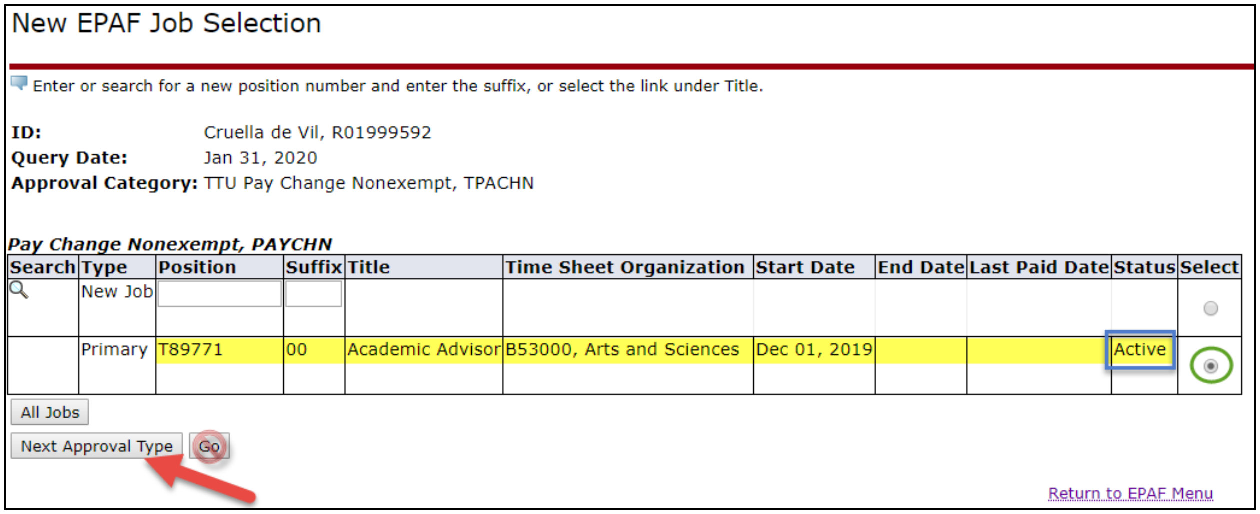
Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	T98564	A1	Assistant Coach	F00025, Football					
	Primary	T98564	00	Assistant Coach	F00025, Football	Dec 21, 2020		Jul 31, 2021	Active	

All Jobs

Next Approval Type | Go

Return to EPAF Menu

Modifying or Ending:
The originator will select the active appointment they are modifying or ending.


New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Cruella de Vil, R01999592
Query Date: Jan 31, 2020
Approval Category: TTU Pay Change Nonexempt, TPACHN

Pay Change Nonexempt, PAYCHN

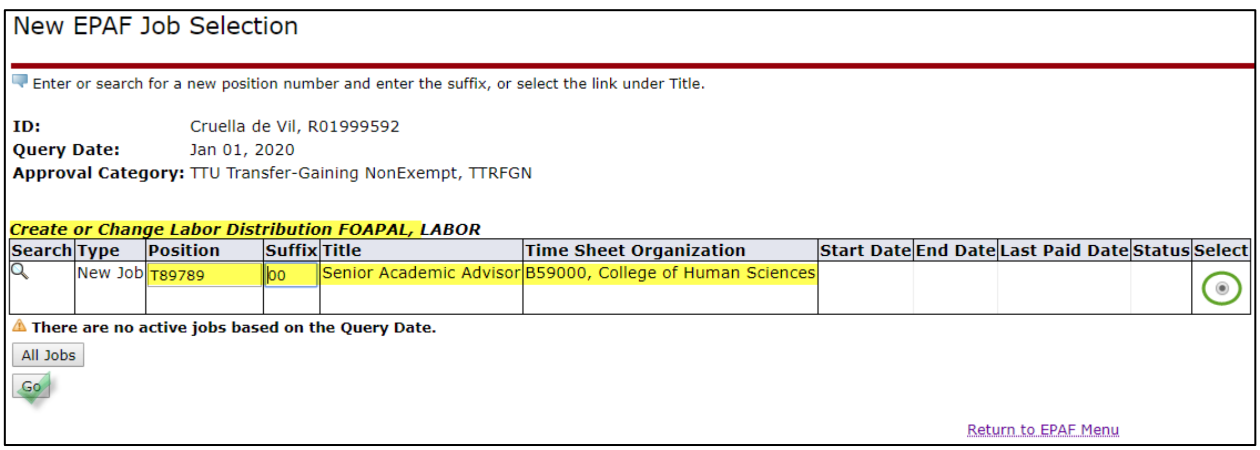
Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job									
	Primary	T89771	00	Academic Advisor	B53000, Arts and Sciences	Dec 01, 2019			Active	

All Jobs

Next Approval Type Go

Return to EPAF Menu

The originator will click **Next Approval Type** once the job is selected. The subsequent screens will require the originator to make sure the correct job is selected for each section heading. These headings will make up the different ePAF sections. The number of section headings will vary based on the ePAF type selected – some only have one section, others have nine. As long as *Next Approval Type* is visible, it is the appropriate button to click. If the wrong job is selected, the ePAF will be unusable and the originator will need to start the ePAF over.


New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Cruella de Vil, R01999592
Query Date: Jan 01, 2020
Approval Category: TTU Transfer-Gaining NonExempt, TTRFGN

Create or Change Labor Distribution FOAPAL, LABOR

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	T89789	00	Senior Academic Advisor	B59000, College of Human Sciences					

There are no active jobs based on the Query Date.

All Jobs

Go

Return to EPAF Menu

When **Next Approval Type** is no longer on the screen, the originator will click **Go** to create the ePAF.

Reviewing the ePAF Before Data Entry:
The ePAF will generate with the section headings followed by the position-suffix and title. The originator will need to look over the created ePAF transaction to ensure that each section has the correct position number assigned to each section of the ePAF. This step is very important when processing multi-action ePAF transactions. End Old-Begin New multi-action ePAFs require the originator to select different position numbers for the end job section versus the new job and subsequent sections which will all match.

End Job, T97142-00 Student Assistant, Last Paid Date: Dec 31, 2019

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	10/01/2019	12/31/2019
Personnel Date: MM/DD/YYYY*	10/01/2019	12/31/2019
Job Status: *(Not Enterable)	Active	T
Job Change Reason: *	NEWHI	ENJOB, End Job
Job End Date: MM/DD/YYYY*		12/31/2019

Employee Record Update - New job

Item	Current Value	New Value
Employee Status: *(Not Enterable)	Active	A
Employee Class Code: *	S4, PT Non Exempt Student	N1
Leave Category Code: *	NL, Not Leave Eligible	TN, TTU/S Leave Eligible NonExempt
Benefit Category: *	NE, Not Benefits Eligible	FT, Full Time Benefits Eligible
FT/PT Status: *	Part Time	Full Time

New Job Exempt, T97543-00 Senior Specialist

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		01/01/2020
Job Type: *(Not Enterable)		P
Jobs Effective Date: MM/DD/YYYY*		01/01/2020
Personnel Date: MM/DD/YYYY*		01/01/2020

If the Position-Suffix and Title are missing, the transaction is corrupted, and the originator must start a new ePAF.

Create or Change Default Earnings

Create or Change Labor Distribution FOAPAL, S99946-00 Student Assistant

Current

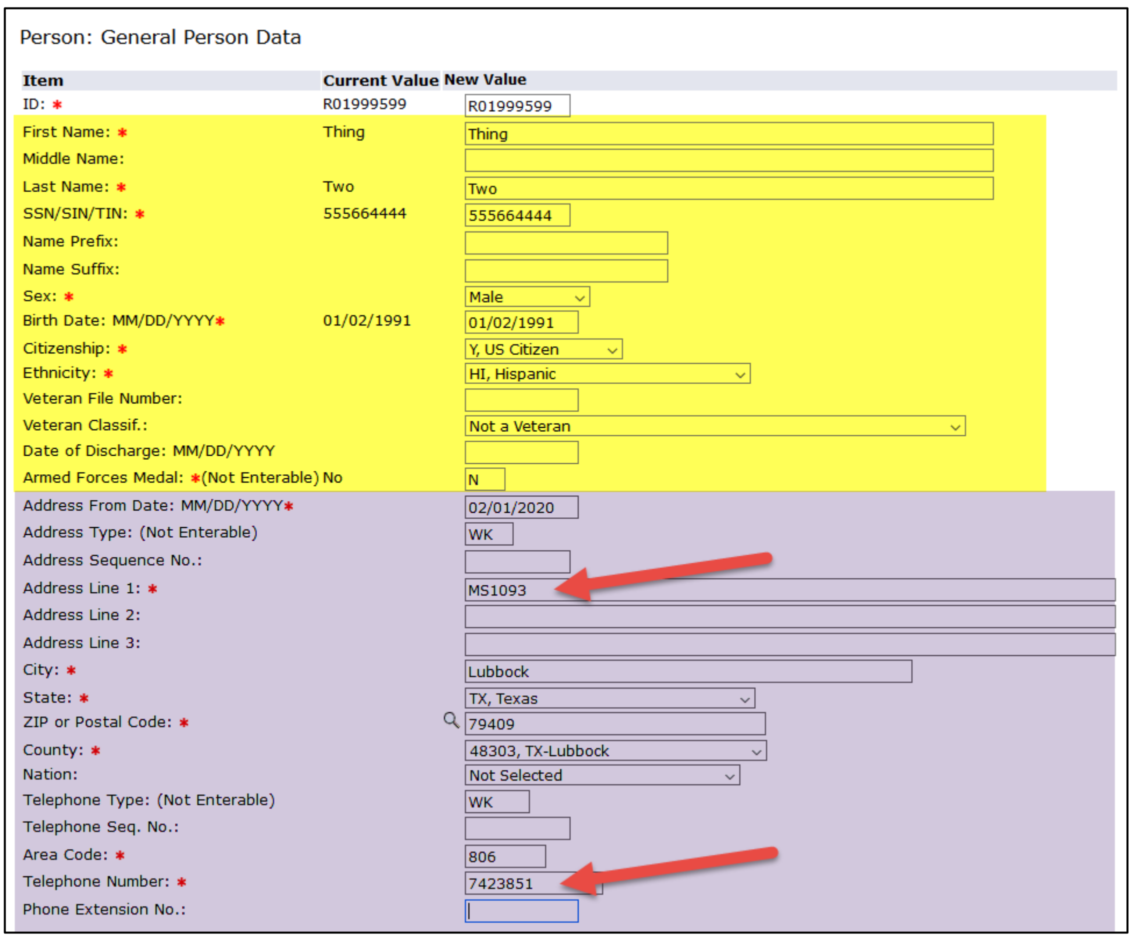
Person: General Person Data

The **Person: General Person Data** section appears in ALL new hire ePAF transactions. This section collects general personal data about the new employee.

If the employee already has an R ID number, some of the data may be available in the Banner system. This data is pulled into the general person section under the current value column. The ePAF originator can make changes to that existing data by filling in new information under the new value column. If the data under the current value column is correct, the originator will still need to copy that data over to the new value column for the ePAF to be submitted successfully.

The originator will fill in each data field marked with a red asterisk (*). Fields highlighted in yellow will be personal information acquired from the employee. The biographical data form will give the originator this information.

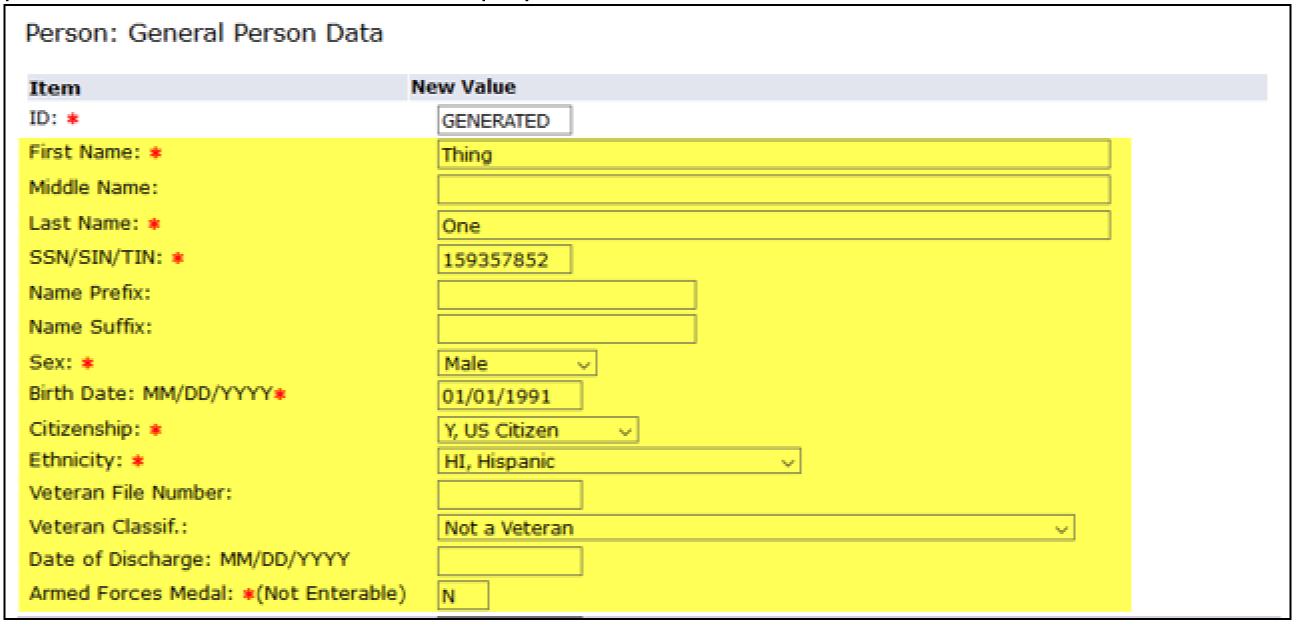
Fields highlighted in purple will be information based on the department organization in which the employee will be appointed. Notice the address is the Mail Stop location in the format of MSXXXX (no spaces). The work phone number should be the department's phone number starting with 742XXXX (no dash and no spaces).



Person: General Person Data

Item	Current Value	New Value
ID: *	R01999599	R01999599
First Name: *	Thing	Thing
Middle Name:		
Last Name: *	Two	Two
SSN/SIN/TIN: *	555664444	555664444
Name Prefix:		
Name Suffix:		
Sex: *		Male
Birth Date: MM/DD/YYYY*	01/02/1991	01/02/1991
Citizenship: *		Y, US Citizen
Ethnicity: *		HI, Hispanic
Veteran File Number:		
Veteran Classif.:		Not a Veteran
Date of Discharge: MM/DD/YYYY		
Armed Forces Medal: *(Not Enterable)	No	N
Address From Date: MM/DD/YYYY*		02/01/2020
Address Type: (Not Enterable)		WK
Address Sequence No.:		
Address Line 1: *		MS1093
Address Line 2:		
Address Line 3:		
City: *		Lubbock
State: *		TX, Texas
ZIP or Postal Code: *		79409
County: *		48303, TX-Lubbock
Nation:		Not Selected
Telephone Type: (Not Enterable)		WK
Telephone Seq. No.:		
Area Code: *		806
Telephone Number: *		7423851
Phone Extension No.:		

If the ePAF transaction will create an R ID for the new employee, the ID field will be marked as GENERATED. This will remain until the ePAF is submitted for approval. There is no current value column in ePAF transactions where an R ID is being generated. The ePAF originator will be required to put in all data for this brand-new employee.

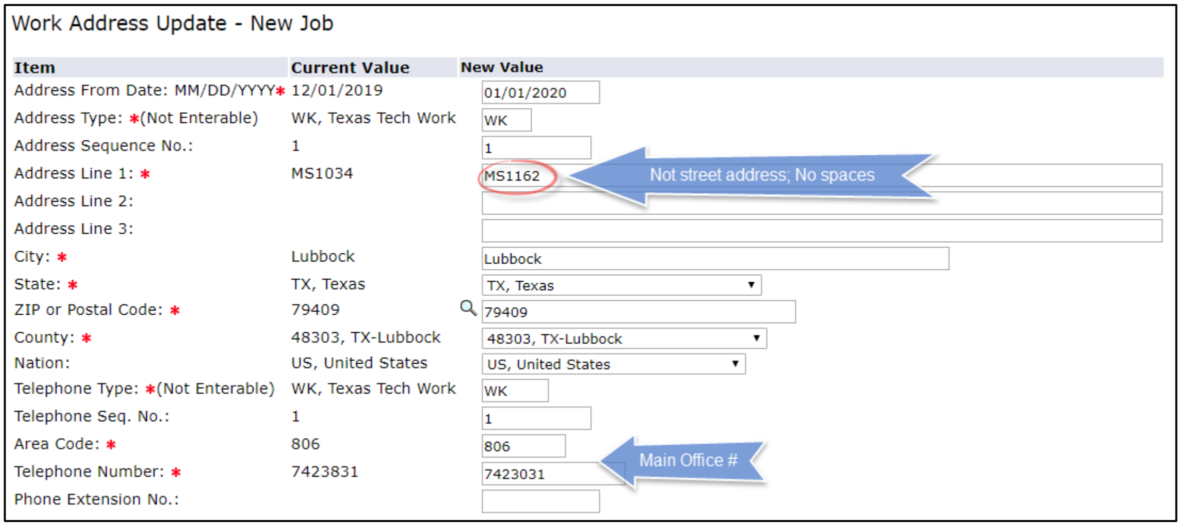


Person: General Person Data

Item	New Value
ID: *	GENERATED
First Name: *	Thing
Middle Name:	
Last Name: *	One
SSN/SIN/TIN: *	159357852
Name Prefix:	
Name Suffix:	
Sex: *	Male
Birth Date: MM/DD/YYYY*	01/01/1991
Citizenship: *	Y, US Citizen
Ethnicity: *	HI, Hispanic
Veteran File Number:	
Veteran Classif.:	Not a Veteran
Date of Discharge: MM/DD/YYYY	
Armed Forces Medal: *(Not Enterable)	N

Work Address Update

The **Work Address Update** section appears on all transfer ePAFs and allows the originator to update the work address and telephone number of the employee. This information is based on the department/organization in which the employee will be appointed. Notice the address is the Mail Stop location in the format of MSXXXX (no spaces). The work phone number should be the department's phone number starting with 742XXXX (no dash and no spaces).



Work Address Update - New Job

Item	Current Value	New Value
Address From Date: MM/DD/YYYY*	12/01/2019	01/01/2020
Address Type: *(Not Enterable)	WK, Texas Tech Work	WK
Address Sequence No.:	1	1
Address Line 1: *	MS1034	MS1162
Address Line 2:		
Address Line 3:		
City: *	Lubbock	Lubbock
State: *	TX, Texas	TX, Texas
ZIP or Postal Code: *	79409	79409
County: *	48303, TX-Lubbock	48303, TX-Lubbock
Nation:	US, United States	US, United States
Telephone Type: *(Not Enterable)	WK, Texas Tech Work	WK
Telephone Seq. No.:	1	1
Area Code: *	806	806
Telephone Number: *	7423831	7423031
Phone Extension No.:		

Employee Record

The **Employee Record** section will create the employee record for the employee being appointed. The employee record will consist of the employee class, leave category, benefit category, full time or part time status, assigned home chart of account, assigned home organization, distribution chart of account and distribution organization, current hire date and location code.

The originator can refer to the Employee Record Job Aid to identify the correct **Employee Class Code, Leave Category Code, Benefit Category** and **FT/PT Status** for the employee.

Employee Record Job Aid

EXEMPT Job Titles (Annual Salary paid over 12 months):

Empl Class	Description	Factor	LCAT	BCAT
E1	FT Exempt Staff	12	TE	FT
E4	PT Exempt Staff	12	NL, TE	NE, PT, IF
F7	PT 12 Month Faculty	12	NL, TE	NE, PT, IF
F8	FT 12 Mo Fac Vac Elig	12	TE	FT
R2	Exempt Working TRS Retiree	12	NL	WR
S8	PT Exempt Research Assistant	12	NL	NE, GS, IF

FACULTY/TA/GPTI Titles (Annual Salary paid over 9 months):

Empl Class	Description	Factor	LCAT	BCAT
F1	FT 9 Mo Fac Non Vac Elig	9	T9	FT
F4	PT 9 Mo Fac Non Vac Elig	9	NL, T9	NE, PT, IF
S2	PT Exempt TA/GPTI/GRHA	9	NL	NE, GS, IF

NONEXEMPT Job Titles (Hourly Wage, paid Semi-montly):

Empl Class	Description	Factor	LCAT	BCAT
N0	PT Non Exempt Staff	24	NL, TN	NE, PT, IF
N1	FT Non Exempt Staff	24	TN	FT
N6	FT Non Exempt Non Ben El Temp	24	NL	NE, IF
N7	PT Non Exempt Non Ben El Temp	24	NL	NE, IF
S1	PT Non Exempt Graduate Asst	24	NL	NE, GS, IF
S4	PT Non Exempt Student	24	NL	NE
S6	PT Non Exempt High Sch Student	24	NL	NE
R1	Non Exempt Working TRS Retiree	24	NL	WR

Benefit Categories

FT	Full Time Benefits Eligible
PT	Part Time Benefits Eligible
IF	Insurance FT Eligible
GS	Graduate Student Ins Eligible
NE	Not Benefits Eligible
TR	Temp Employee, Retirement Only
WR	Working Retiree Insurance Only

Leave Categories

T9	9 Month Faculty, Sick - Not Vacation
TE	Leave Eligible Exempt
TN	Leave Eligible Nonexempt
NL	Not Leave Eligible

FTE Guide

Benefits

FTE = .00 to .49	NE - Not Benefits Eligible
FTE = .50 to .74	GS, PT - Grad Student, Part Time
FTE = .75 to .99	IF - Ins FT Eligible
FTE = 1	FT - Full Time Benefits Eligible

Leave

FTE = .00 to .49	NL - Not Leave Eligible
FTE = .50 to 1	TE, TN, T9 - Leave Eligible

*Student Assistants may work up to .50 FTE, but they **are not eligible for benefits & leave.**

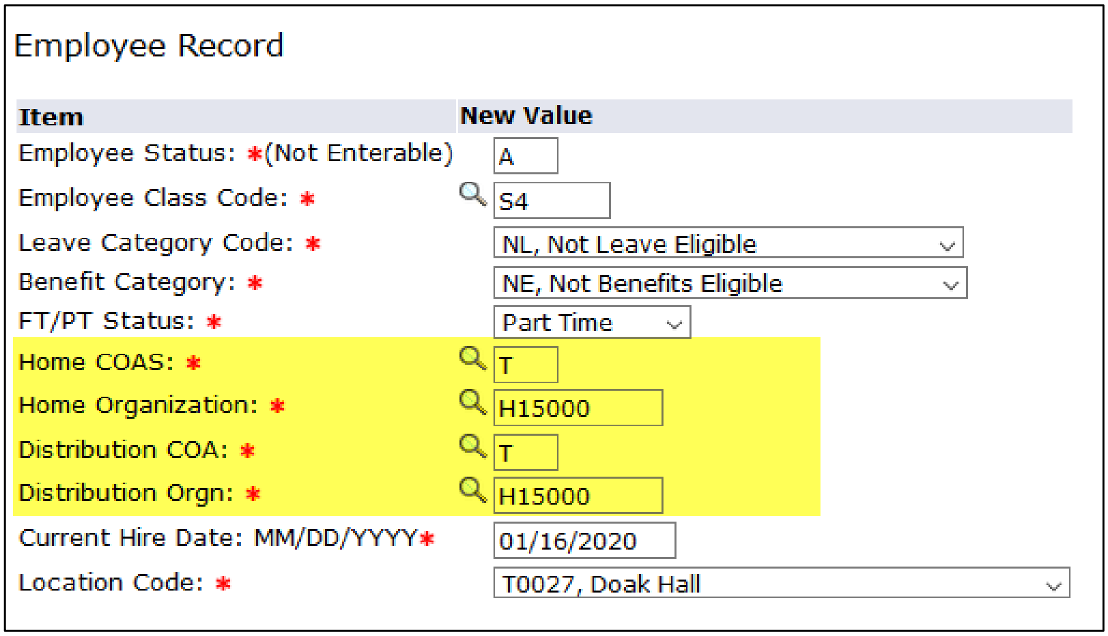
*Graduate Students are limited to .50 FTE, but **are eligible for benefits.**

The originator will choose the correct corresponding employee class, leave category and benefit category that goes with the position being assigned. That information is entered into the 4 data fields highlighted below in the ePAF.

Employee Record

Item	New Value
Employee Status: *(Not Enterable)	A
Employee Class Code: *	S4
Leave Category Code: *	NL, Not Leave Eligible
Benefit Category: *	NE, Not Benefits Eligible
FT/PT Status: *	Part Time
Home COAS: *	T
Home Organization: *	H15000
Distribution COA: *	T
Distribution Orgn: *	H15000
Current Hire Date: MM/DD/YYYY*	01/16/2020
Location Code: *	T0027, Doak Hall

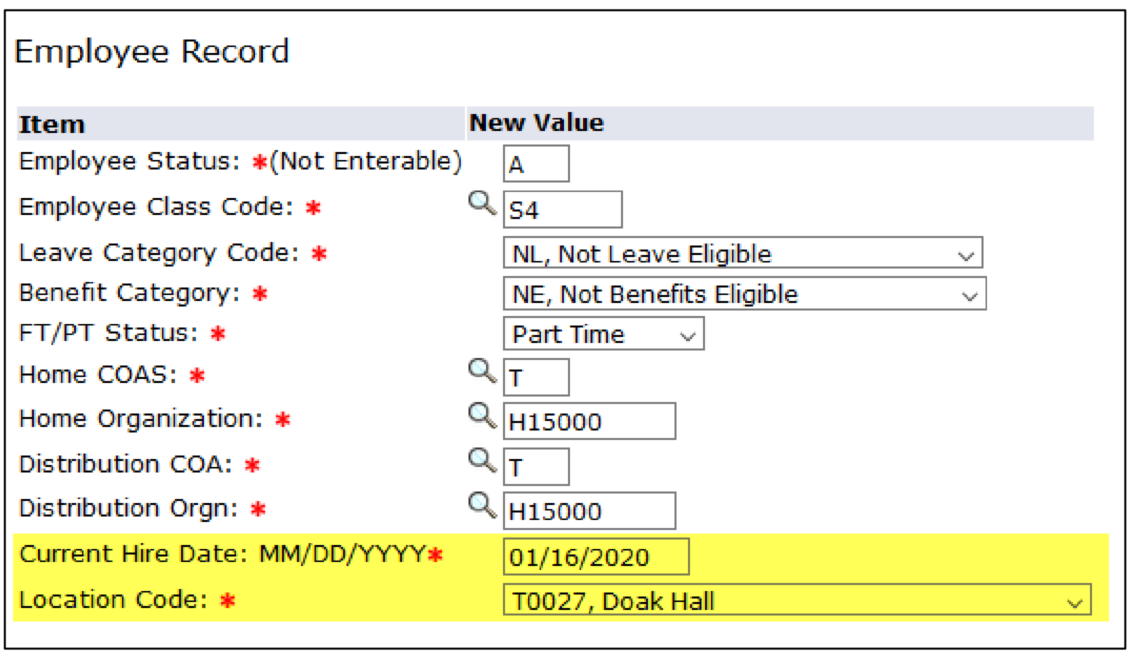
The **Home COAS, Home Organization, Distribution COA** and **Distribution Orgn** will all be based on the home organization the employee will be assigned to. That information is entered into the next 4 data fields of this section of the ePAF.



Employee Record

Item	New Value
Employee Status: *(Not Enterable)	A
Employee Class Code: *	S4
Leave Category Code: *	NL, Not Leave Eligible
Benefit Category: *	NE, Not Benefits Eligible
FT/PT Status: *	Part Time
Home COAS: *	T
Home Organization: *	H15000
Distribution COA: *	T
Distribution Orgn: *	H15000
Current Hire Date: MM/DD/YYYY*	01/16/2020
Location Code: *	T0027, Doak Hall

The **Current Hire Date** will default from the query date of the ePAF and should reflect the hire date or start date in which the employee begins working in the department. The **Location Code** is chosen from a drop-down menu and should be the building in which the employee will be assigned to work or where the office is located.



Employee Record

Item	New Value
Employee Status: *(Not Enterable)	A
Employee Class Code: *	S4
Leave Category Code: *	NL, Not Leave Eligible
Benefit Category: *	NE, Not Benefits Eligible
FT/PT Status: *	Part Time
Home COAS: *	T
Home Organization: *	H15000
Distribution COA: *	T
Distribution Orgn: *	H15000
Current Hire Date: MM/DD/YYYY*	01/16/2020
Location Code: *	T0027, Doak Hall

Job Information

The **Job Information** section is where the originator will assign specific data elements about the job in which the employee will be assigned. This section is essentially the same for both nonexempt and exempt positions, but we will point out the specific areas in which they differ. The first few data fields of the **job information** section are for dates.

The **Job Begin Date** will remain as the defaulted date unless the employee has held the same position in the past. In this case, the originator will need to change the **Job Begin Date** to match the current value date from the past appointment.

The **Jobs Effective Date** will remain the same as the defaulted date which should match the query date entered in the first part of building the ePAF transaction.

The **Personnel Date** will also be the same as the jobs effective date and the query date and will only be different when the ePAF will be changing job information in a past payroll period giving the position a last paid date. Other considerations need to be taken if the originator is changing job information that is in a past payroll period (i.e. manual check request processing, EOPS processing).

New Job Nonexempt, T97798-00 Senior Business Assistant, Last Paid Date: Dec 15, 2019

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*	03/09/2015	03/09/2015
Job Type: *(Not Enterable)	Primary	P
Jobs Effective Date: MM/DD/YYYY*	09/01/2019	01/01/2020
Personnel Date: MM/DD/YYYY*	09/01/2019	01/01/2020
Step: *(Not Enterable)	0	0
Hourly Rate: *	13.119444	13.50
Job Status: *(Not Enterable)	Active	A
Position Title: (Not Enterable)	Senior Business Assistant	
FTE: *	1	1
Job Change Reason: *	SPUPL	REAPT, Reappointment
Timesheet COA: *	T	T
Timesheet Orgn: *	C17030	C17030
Time Entry Method:	Third Party with Approvals	Employee Time Entry via Web
Premium Pay Code:	LONG	LONG, LONGEVITY PAY
Supervisor ID: *	R11434767	R11434767

*Note: Date data entry is the same for these fields in exempt, nonexempt or faculty ePAF transactions.

Pay Information:
In *nonexempt* ePAF transactions, the originator will enter the **Hourly Rate**. The hourly rate must meet the minimum of the pay grade and cannot exceed the maximum of the pay grade (without special permission from the President's Office). This information can be found in the pay plan. Hourly rate can be figured by using the following calculation:

Annual Salary to be paid to the employee / 2080 / FTE = Hourly Rate for the ePAF field

Example: the employee is to be paid $25,000 for 50% FTE or 20 hours per week of work. The hourly rate would be $24.04 per hour.

New Job Nonexempt, T97798-00 Senior Business Assistant, Last Paid Date: Dec 15, 2019

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*	03/09/2015	03/09/2015
Job Type: *(Not Enterable)	Primary	P
Jobs Effective Date: MM/DD/YYYY*	09/01/2019	01/01/2020
Personnel Date: MM/DD/YYYY*	09/01/2019	01/01/2020
Step: *(Not Enterable)	0	0
Hourly Rate: *	13.119444	24.04
Job Status: *(Not Enterable)	Active	A
Position Title: (Not Enterable)	Senior Business Assistant	
FTE: *	1	.5
Job Change Reason: *	SPUPL	REAPT, Reappointment
Timesheet COA: *	T	T
Timesheet Orgn: *	C17030	C17030
Time Entry Method:	Third Party with Approvals	Employee Time Entry via Web
Premium Pay Code:	LONG	LONG, LONGEVITY PAY
Supervisor ID: *	R11434767	R11434767

Pay Information:
In *exempt* ePAF transactions, the originator will enter the **Annual Salary.** This field is independent of the FTE; the annual salary entered will not be changed by the FTE. The annual salary must meet the minimum of the pay grade and cannot exceed the maximum of the pay grade (without special permission from the President's Office). This information can be found in the pay plan.

For *Staff, 12-month Faculty and Graduate Research Assistants* the annual salary is the monthly amount to be received multiplied by 12. Annual salary for 12-month employees can be figured by using the following calculation:

Monthly Salary to be paid to the employee X 12 = Annual Salary for the ePAF

Example: the employee is to be paid $5,625.00 per month at 100% FTE or 40 hours per week. The Annual Salary will be $67,500.00

New Job Exempt, T90120-00 Business Manager, Last Paid Date: Dec 31, 2019

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*	09/01/2016	09/01/2016
Job Type: *(Not Enterable)	Primary	P
Jobs Effective Date: MM/DD/YYYY*	09/01/2018	01/01/2020
Personnel Date: MM/DD/YYYY*	09/01/2018	01/01/2020
Step: *(Not Enterable)	0	0
Annual Salary: *	67500	67500
Job Status: *(Not Enterable)	Active	A
Position Title: (Not Enterable)	Business Manager	
FTE: *	1	1
Job Change Reason: *	SPUPL	REAPT, Reappointment
Timesheet COA: *	T	T
Timesheet Orgn: *	F00071	F00000
Premium Pay Code:	LONG	LONG, LONGEVITY PAY
Supervisor ID: *	R00535901	R00535901

Pay Information:
In ePAF transactions for *9-Month Faculty, Graduate Teaching Assistants and Graduate Part-Time Instructors*, the originator will enter the 9-month **Annual Salary.** This field is independent of the FTE; the annual salary entered will not be changed by the FTE. For these appointments, monthly salary is multiplied by 9. It can be figured by using the following calculation:

Monthly Salary to be paid to the employee X 9 = Annual Salary for the ePAF

Example: the employee is to be paid $6,666.67 per month at 100% FTE or 40 hours per week for 9 months only. The Annual Salary will be $60,000.

New Job Exempt, T93195-00 Assistant Professor, Last Paid Date: Dec 31, 2019

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*	09/01/2019	09/01/2019
Job Type: *(Not Enterable)	Primary	P
Jobs Effective Date: MM/DD/YYYY*	09/01/2019	01/01/2020
Personnel Date: MM/DD/YYYY*	09/01/2019	01/01/2020
Step: *(Not Enterable)	0	0
Annual Salary: *	60000	60000
Job Status: *(Not Enterable)	Active	A
Position Title: (Not Enterable)	Assistant Professor	
FTE: *	1	1
Job Change Reason: *(Not Enterable)	SPUPL	NEWHI
Timesheet COA: *	T	T
Timesheet Orgn: *	B53114	B53114
Premium Pay Code:		Not Selected
Supervisor ID: *	R00514144	R00514144

FTE is the abbreviation for Full Time Equivalent. This figure represents the employee's workload. FTE is based on the number of hours per week the employee will work. A full-time employee, or 100% FTE employee, will work 40 hours per week. An employee's FTE can be figured by using the following calculation:

Number of Hours the employee works in one week/40 hours = FTE

Example: An employee works 27 hours per week. The FTE for that employee would be 0.675 or 67.5%.

New Job Nonexempt, T97798-00 Senior Business Assistant, Last Paid Date: Dec 15, 2019

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*	03/09/2015	03/09/2015
Job Type: *(Not Enterable)	Primary	P
Jobs Effective Date: MM/DD/YYYY*	09/01/2019	01/01/2020
Personnel Date: MM/DD/YYYY*	09/01/2019	01/01/2020
Step: *(Not Enterable)	0	0
Hourly Rate: *	13.119444	24.04
Job Status: *(Not Enterable)	Active	A
Position Title: (Not Enterable)	Senior Business Assistant	
FTE: *	1	.5
Job Change Reason: *	SPUPL	REAPT, Reappointment
Timesheet COA: *	T	T
Timesheet Orgn: *	C17030	C17030
Time Entry Method:	Third Party with Approvals	Employee Time Entry via Web
Premium Pay Code:	LONG	LONG, LONGEVITY PAY
Supervisor ID: *	R11434767	R11434767

*Note: Data entry for FTE is not different in exempt, nonexempt or faculty ePAF transactions.

The **Job Change Reason**, **Timesheet COA** and **Timesheet Orgn** will appear in various ways in this section of the ePAF depending on what type of ePAF the originator is processing.

The **Job Change Reason** will be the reason for the ePAF transaction. In new hire ePAFs, this field is not enterable as the data defaults to new hire. In other ePAFs such as Pay Change or FTE Change ePAFs, this field is open for the originator to identify the reason. The originator should review the drop-down list and choose the reason that best fits the situation.

The **Timesheet COA** and **Timesheet Orgn** will appear for nonexempt ePAF transactions so that originator can identify where the time sheet will be routed.

Time Entry Method is where the originator will identify which time keeping system the employee will be using to report hours worked. *Employee Time Entry via Web* is used for employees who will enter time in Web Time Entry on Raiderlink. *Third Party with Approvals* is used for employees who will enter time in Time Clock Plus.

New Job Nonexempt, T97798-00 Senior Business Assistant, Last Paid Date: Dec 15, 2019

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*	03/09/2015	03/09/2015
Job Type: *(Not Enterable)	Primary	P
Jobs Effective Date: MM/DD/YYYY*	09/01/2019	01/01/2020
Personnel Date: MM/DD/YYYY*	09/01/2019	01/01/2020
Step: *(Not Enterable)	0	0
Hourly Rate: *	13.119444	24.04
Job Status: *(Not Enterable)	Active	A
Position Title: (Not Enterable)	Senior Business Assistant	
FTE: *	1	.5
Job Change Reason: *	SPUPL	REAPT, Reappointment
Timesheet COA: *	T	T
Timesheet Orgn: *	C17030	C17030
Time Entry Method:	Third Party with Approvals	Employee Time Entry via Web
Premium Pay Code:	LONG	LONG, LONGEVITY PAY
Supervisor ID: *	R11434767	R11434767

The **Premium Pay Code** field will always be *Not Selected* unless you are assigning a full time staff employee. If this field needs to be changed, the originator will select *LONG* for Longevity pay to be applied to the employee's appointment. *HAZ* for Hazard pay is for peace officers and may only be used by the TTU Police Department.

The **Supervisor ID** will always be the R ID of the individual that will serve as the employee's supervisor. This field will set up access in the electronic Performance Management system (ePM system) for the supervisor to establish a Position Description and Evaluation for the employee.

New Job Nonexempt, T97142-00 Student Assistant

Item	New Value
Job Begin Date: MM/DD/YYYY*	01/16/2020
Job Type: *(Not Enterable)	P
Jobs Effective Date: MM/DD/YYYY*	01/16/2020
Personnel Date: MM/DD/YYYY*	01/16/2020
Step: *(Not Enterable)	0
Hourly Rate: *	7.25
Job Status: *(Not Enterable)	A
Position Title: (Not Enterable)	
FTE: *	.49
Job Change Reason: *(Not Enterable)	NEWHI
Timesheet COA: *	T
Timesheet Orgn: *	H15000
Time Entry Method:	Employee Time Entry via Web
Premium Pay Code:	Not Selected
Supervisor ID: *	R00177799

Encumbrance 9-month

The **Encumbrance** section is only used in ePAFs for 9-month appointments (Faculty, Instructor, GPTI/TA). This section will have a **Job Begin Date**, **Encumbrance Begin Date** and **Encumbrance End Date**. When doing 9-month epafs, it is important to remember the semester dates:

- **Fall: 9/1 – 1/15**
- **Spring: 1/16 – 5/31**
- **Summer I: 6/1 – 7/15**
- **Summer II: 7/16 – 8/31**

The **Job Begin Date** will remain as the defaulted date unless the employee has held the same position in the past. In this case, the originator will need to change the **Job Begin Date** to match the current value date from the past appointment.

Encumbrance 9-Month - New Job, T88483-00 Instructor

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		01/16/2020
Encumbrance Begin Dt: MM/DD/YYYY*		01/16/2020
Encumbrance End Dt: MM/DD/YYYY*		05/31/2020

The **Encumbrance Begin Date** is the date in which the ePAF originator intends for funds to begin to be held to pay for an employee's appointed job. The encumbrance begin date will default based on the query date. Because these are 9-month appointments, the query date should be the beginning of the semester: 9/1, 1/16, 6/1, or 7/16.

Encumbrance 9-Month - New Job, T88483-00 Instructor

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		01/16/2020
Encumbrance Begin Dt: MM/DD/YYYY*		01/16/2020
Encumbrance End Dt: MM/DD/YYYY*		05/31/2020

The **Encumbrance End Date** is the date in which the ePAF originator intends for funds to be released from an employee's appointed job. The encumbrance end date will be the end of the semester for which the originator is appointing: 1/15, 5/31, 7/15, or 8/31. The Encumbrance End Date will NOT end the appointment. To end the appointment, an ePAF must be submitted.

Summer Leave Without Pay for 9-month Appointments

If a 9-month appointment is not ended 5/31, it will be placed on **Leave Without Pay (LWOP)** for the summer. Sometime during the month of May, an automated script will insert a 6/1 effective date for a leave without pay record on active 9-month appointments (if a 5/31 end date is in place, the script will *not affect* the appointment).

Secondary and overload appointments using a default earnings code other than RGS **must** end 5/31. The department will be responsible for ending these appointments so the employee will not be overpaid through the payroll process. LWOP will not prevent payment on those appointments.

Summer appointments can be entered using the summer ePAFs and a 10 suffix (or 20, 30 as needed).

Sometime during the month of August, a second automated script will insert a 9/1 effective date record on 9-month appointments to return them back to an active status (if an 8/31 end date is in place, the script will *not affect* the appointment).

Deferred Pay employees

Employees in a 9-month faculty position may elect to have a portion of their monthly pay deferred to pay out during the summer months. These employees will *not* go on LWOP.

Originators will still need to submit summer ePAFs if the employee works during the summer semesters. If the appointment is ending, use an 8/31 end date or termination date.

DO NOT END deferred pay appointments on 5/31 or mid-summer as it will disrupt the deferred pay the employee has selected and cause benefits to be interrupted or terminated for the employee.

Compensation Factor and Pays

The **Compensation Factor & Pays** section of the ePAF will consist of **Jobs Effective Date, Hours per Day, Hours per Pay, Factor/Pays**.

The **Jobs Effective Date** will remain the same as the defaulted date which should match the query date entered in the first part of building the ePAF transaction.

The **Hours per Day** and **Hours per Pay** will be dependent on the FTE.

The **Hours per Day** is the average number of hours the employee will work each day. For a full-time employee, this will be 8 hours. The **Hours per Day** is calculated as:

8 X FTE = Hours per Day

Example using 0.5 FTE:

Compensation Nonexempt - Factor & Pays, T97142-00 Student Assistant,

Enter Changes	Current Value	New Value
Jobs Effective Date: *	10/01/2019	10/01/2019
Hours per Day: *	4	4
Hours per Pay: *	43.33	43.33
Factor: *	24	24
Pays: *	24	24

This field will allow two digits past the decimal. If the average hours per day is less than 1, the originator will need to use 1 instead. This will be the same for nonexempt, exempt and faculty ePAFs.

The **Hours per Pay** is the average number of hours the employee will work each pay period. Because nonexempt employees have a different pay period from exempt and faculty, the full-time rate of **Hours per Pay** is different. There is a minimum entry of .01 for this field. Full time hours per pay are noted in the chart below. Calculating hours per pay will begin with this full time number and calculate from there.

Employee Status	Hours per Pay
Nonexempt	86.67
Exempt	173.33
9-month	173.33

Nonexempt:

86.67 X FTE = Nonexempt Hours per Pay

Example using 0.5 FTE:

Compensation Nonexempt - Factor & Pays, T97142-00 Student Assistant,

Enter Changes	Current Value	New Value
Jobs Effective Date: *	10/01/2019	10/01/2019
Hours per Day: *	4	4
Hours per Pay: *	43.33	43.33
Factor: *	24	24
Pays: *	24	24

Exempt:

173.33 X FTE = Exempt Hours per Pay

Example using 1.0 FTE:

Compensation Exempt - Factor & Pays, T96049-00 Server Administrator III

Item	New Value
Jobs Effective Date: MM/DD/YYYY*	01/01/2020
Hours per Day: *	8
Hours per Pay: *	173.33
Factor: *	12
Pays: *	12

*Note: Hours per Pay entry is not different in exempt and faculty ePAF transactions.

The **Factor** and **Pays** indicate the number of pay periods and number of paychecks per year, respectively. For nonexempt and faculty ePAFs, these fields are defaulted to the correct number and are not editable.

For exempt ePAFs, the fields are enterable but should always be 12/12 as shown below.

Compensation Nonexempt - Factor & Pays, T88853-00 Coordinator

Item	New Value
Jobs Effective Date: MM/DD/YYYY*	01/01/2020
Hours per Day: *	8
Hours per Pay: *	86.67
Factor: *(Not Enterable)	24
Pays: *(Not Enterable)	24

Compensation Exempt - Factor & Pays, T88483-00 Instructor

Item	New Value
Jobs Effective Date: MM/DD/YYYY*	01/16/2020
Hours per Day: *	8
Hours per Pay: *	173.33
Factor: *(Not Enterable)	9
Pays: *(Not Enterable)	9

Compensation Exempt - Factor & Pays, T96049-00 Server Administrator III

Item	New Value
Jobs Effective Date: MM/DD/YYYY*	01/01/2020
Hours per Day: *	8
Hours per Pay: *	173.33
Factor: *	12
Pays: *	12

Employees in a 9-month faculty position who have elected to have a portion of their monthly pay deferred to pay out during the summer months may show a factor of 9 with a pay of 12. It the ePAF originator sees this type of factor and pay difference, other considerations should be taken so the summer payments to the employee will not be affected. Please contact Compensation and Operations when this situation is encountered. Email: hr.comp.ops@ttu.edu.

Compensation Exempt - Factor & Pays, T96092-00 Associate Professor, Last Paid Date: Dec 31, 2019

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	09/01/2019	01/16/2020
Hours per Day: *	8	8
Hours per Pay: *	173.33	173.33
Factor: *(Not Enterable)	9	9
Pays: *(Not Enterable)	12	9

Create or Change Default Earnings

The **Create or Change Default Earnings** section of the ePAF is used to enter an earnings code which allows the position to run through the payroll process and pay a specific earning to the employee. This section will consist of **Effective Date**, **Earnings Code**, **Hours/Units per Pay.** Overload ePAFs will also use the **Special Rate** field; please refer to the Add Overload section of this guide for detailed instructions.

For new appointments, the Default Earnings section will be blank; all new values must be entered. For reappointments, the ePAF is prepopulated with Current Default Earnings information already in the New Value. The originator *MUST* update the **Effective Date** (same as query date) and other fields if necessary. All appointments must have at least one **Earnings Code**. The code is selected from the drop-down box.

Create or Change Default Earnings, T97310-00 Student Assistant Hon 725, Last Paid Date: Dec 15, 2019

Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
05/16/2019	HLN, Hazard or Longevity NonEligibl	1.00			1	

New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
05/16/2019	HLN, Hazard or Longevity NonEligibl	1.00			1		
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

✔ Defaulting values for Default Earnings from the Job records.

Save and Add New Rows

Nonexempt appointments will use either the **HLN** (Hazard/Longevity NonEligible) or **HLD** (Hazard/Longevity Eligible) codes. HLD is for full time staff employees only. All other employees will have HLN as the earnings code.

The **Hours or Units per Pay** will be 1. The **Special Rate** field will always be blank for nonexempt employee transactions.

Create or Change Default Earnings, T97310-00 Student Assistant Hon 725, Last Paid Date: Dec 15, 2019

Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
05/16/2019	HLN, Hazard or Longevity NonEligibl	1.00			1	

New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
01/01/2020	HLN, Hazard or Longevity NonEligibl	1.00			1		
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

✔ Defaulting values for Default Earnings from the Job records.

Save and Add New Rows

Exempt appointments will require the **RGS** (Regular Salaried) earnings code in order to pay properly. This code is used for exempt and 9-month appointments which have an FTE.

The **Hours or Units per Pay** will match the hours used in the Compensation – Factor & Pays section of the ePAF (i.e. 173.33 for FT appointment). If the employee is full time staff, HLD will be entered on a separate line. The **Special Rate** will be blank for both entries.

Create or Change Default Earnings, T95728-00 Associate Managing Director, Last Paid Date: Dec 31, 2019

Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
09/01/2018	HLD, Hazard or Longevity Eligible	1.00			1	
09/01/2019	RGS, Regular Salaried	173.33			1	

New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
01/01/2020	HLD, Hazard or Longevity Eligible	1.00			1		
01/01/2020	RGS, Regular Salaried	173.33			1		
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

Defaulting values for Default Earnings from the Job records.

Save and Add New Rows

*Note: HLD will only be used for primary appointments. If the originator is adding or adjusting a Secondary appointment, there is no need to add in the HLD earnings code.

Additional instructions specific to Overload appointments are found in the Add Overload section of this guide.

Create or Change Labor Distribution

The **Create or Change Labor Distribution FOAPAL** section will establish or adjust the funding source(s) of the appointment. This section will include **Effective Date**, **Chart of Account (COA), Fund, Organization, Account, Program (FOAP)**.

The **Effective Date** will remain as defaulted from query date.

The **COA** will be **T**, for all TTU departments, or **S**, for TTU System departments. The fund, organization, account and program should be provided by the department. The Percent is how much of this appointment will be paid from the entered funding source.

Create or Change Labor Distribution FOAPAL, T97310-00 Student Assistant Hon 725, Last Paid Date: Dec 15, 2019

Current

Effective Date: 09/01/2019

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
T		16A050	B58000	6A4402	100					100.00	

New

Effective Date: MM/DD/YYYY 01/01/2020

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
T		16A050	B58000	6A4402	100					75	
T		16A007	B58000	6A4402	200					25	
									Total:	100.00	

✔ Defaulting values for Labor Distribution from the Job records.

Default from Index | Save and Add New Rows

The total percent of all FOAPs entered must equal 100. The other fields will be blank as we do not use them.

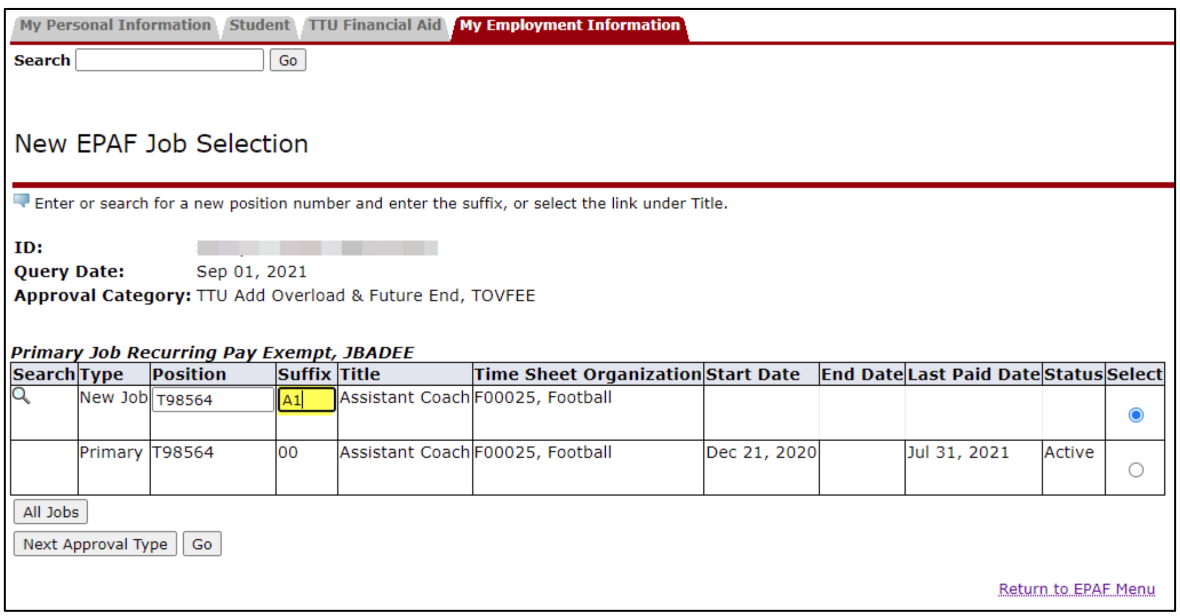
Add Overload ePAF

The **Overload ePAF** is used to add an appointment for pay above base salary with no FTE. To be eligible for an overload, an employee's primary job must be exempt (may be staff or faculty) and they must have a cumulative FTE of 1.0 with the university.

Overload appointments will use a suffix from the chart below based on the type of pay. The suffix is entered during the ePAF Job Selection. Refer to page 21 of this guide for additional information on this stage.

Alternative Suffix Options		
Earning Code	Earn Code Definitions	Suffix Options
ADC	Additional Compensation	A1, A2, A3, etc.
ADM	Administrative Duties	D1, D2, D3, etc.
ECH	Endowed Chair	C1, C2, C3, etc.
EPR	Endowed Professor	G1, G2, G3, etc.
INT	Interim Duties	K1, K2, K3, etc.
CAR	Car Allowance	P3
HOU	Housing Allowance	H1
OTB	Other Taxable Benefit	B1

If the employee will have multiple overload appointments with the same Earnings Code, select the next sequential suffix option. For example, if an Assistant Professor has an existing A1 appointment, select the A2 suffix option to add another appointment with the ADC Earnings Code. But if the second appointment will be for administrative duties (ADM) select D1.



Job Information:

The **Job Begin Date** will remain as the defaulted date unless the employee has held the same position in the past. In this case, the originator will need to change the Job Begin Date to match the current value date from the past appointment.

The **Jobs Effective Date** will remain the same as the defaulted date which should match the query date entered in the first part of building the ePAF transaction.

The **Personnel Date** will also match the jobs effective date and the query date.

Primary Job Recurring Pay Exempt, T98564-A1 Assistant Coach

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		09/01/2021
Job Type: *(Not Enterable)		O
Jobs Effective Date: MM/DD/YYYY*		09/01/2021
Personnel Date: MM/DD/YYYY*		09/01/2021
Step: *(Not Enterable)		0
FTE: *(Not Enterable)		0
Annual Salary: *		12000
Hours per Pay: *(Not Enterable)		1
Job Status: *(Not Enterable)		A
Job Change Reason: *(Not Enterable)		OVRLD
Leave Report Method: *(Not Enterable)		T

The **Annual Salary** is the annualized rate of payment. The Add Overload ePAF is used to set up 9- and 12-month overloads.

Monthly Salary to be paid to the employee X 9 = Annual Salary for the ePAF

Example: If $5,000 additional compensation is to be paid for teaching a spring course, the monthly rate is $1,111.11. Multiplied by 9 provides an Annual Salary of $10,000.

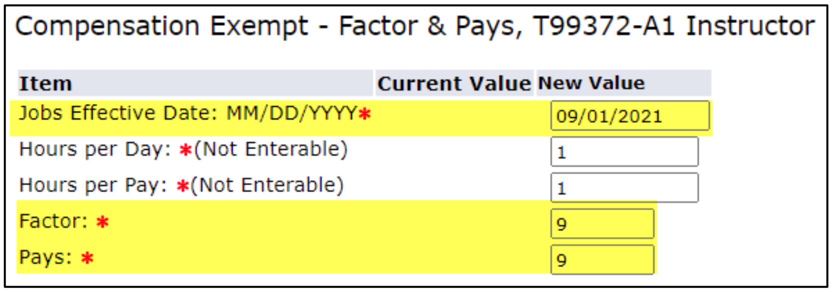
Monthly Salary to be paid to the employee X 12 = Annual Salary for the ePAF

Example: If $2,000 will be paid per month for fulfilling interim duties, the Annual Salary will be $24,000.

Compensation – Factor & Pays:

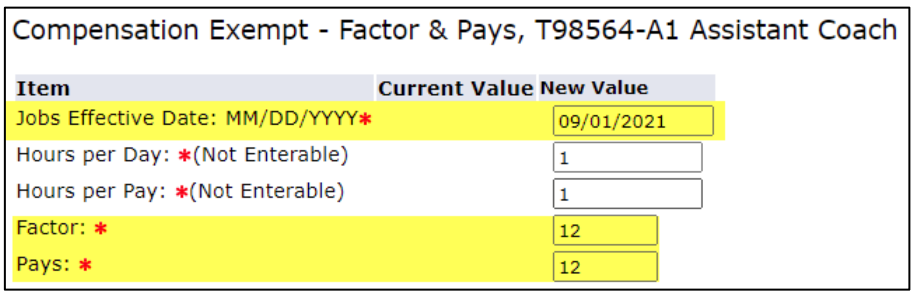
The **Jobs Effective Date** will remain the same as the defaulted date which should match the query date entered in the first part of building the ePAF transaction.

The **Factor** and **Pays** will both be 9 if the overload appointment will be a full or partial 9-month appointment (i.e. full academic year or a single semester).


Compensation Exempt - Factor & Pays, T99372-A1 Instructor

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		09/01/2021
Hours per Day: *(Not Enterable)		1
Hours per Pay: *(Not Enterable)		1
Factor: *		9
Pays: *		9

The **Factor** and **Pays** will both be 12 if the overload appointment is on a staff title or is expected to last the full 12 months.


Compensation Exempt - Factor & Pays, T98564-A1 Assistant Coach

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		09/01/2021
Hours per Day: *(Not Enterable)		1
Hours per Pay: *(Not Enterable)		1
Factor: *		12
Pays: *		12

Default earnings:
For new appointments, the **Default Earnings** section will be blank; all new values must be entered. For reappointments, the ePAF is prepopulated with **Current Default Earnings** information already in the New Value. The originator MUST update the **Effective Date** (same as query date) and other fields if necessary. Overloads have at only one **Earnings Code** which is selected from the drop-down box. Earn Codes for Overload appointments are listed in the chart below. If you believe another Earn Code is appropriate, please check with HR Compensation and Operations before submitting the ePAF.

Alternative Suffix Options		
Earning Code	Earn Code Definitions	Suffix Options
ADC	Additional Compensation	A1, A2, A3, etc.
ADM	Administrative Duties	D1, D2, D3, etc.
ECH	Endowed Chair	C1, C2, C3, etc.
EPR	Endowed Professor	G1, G2, G3, etc.
INT	Interim Duties	K1, K2, K3, etc.
CAR	Car Allowance	P3
HOU	Housing Allowance	H1
OTB	Other Taxable Benefit	B1

For these Earnings codes, **the Hours/Units per Pay** will be 1. The originator will enter the *MONTHLY* amount the employee is to receive in the **Special Rate** field.

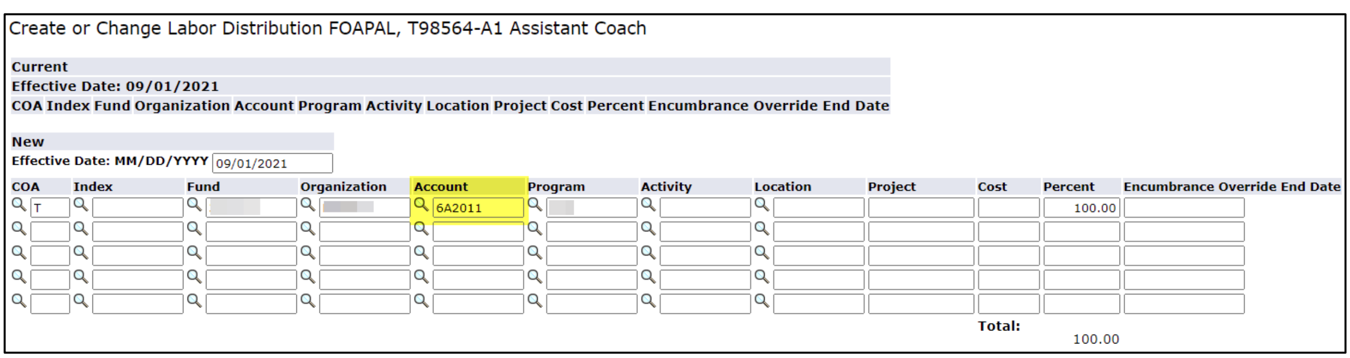
The columns for **Deemed Hours** and **End Date** will ALWAYS be BLANK. The **Shift** field defaults to 1 and must remain as 1 to ensure pay is correct.

Labor Distribution:
The **COA** will be **T**, for all TTU departments, or **S**, for System departments. The fund, organization, account and program should be provided by the department. The **Percent** is how much of this appointment will be paid from the entered funding source.

A few of these Earnings Codes require specific override Account codes as shown below.

Alternative Suffix Options			
Earning Code	**Earn Code Definitions**	**Suffix Options**	**Account Code**
ADC	Additional Compensation	A1, A2, A3, etc.	6A2011
ADM	Administrative Duties	D1, D2, D3, etc.	no override, follows salary account code
ECH	Endowed Chair	C1, C2, C3, etc.	no override, follows salary account code
EPR	Endowed Professor	G1, G2, G3, etc.	no override, follows salary account code
INT	Interim Duties	K1, K2, K3, etc.	no override, follows salary account code
CAR	Car Allowance	P3	6A9011
HOU	Housing Allowance	H1	6A9010
OTB	Other Taxable Benefit	B1	6A9010

Example of override Account code used for appointment with ADC Earnings.



Future End Job:
Overload jobs may be set up for only a few months or for the entire fiscal year. These appointments are to be approved each year so they may not extend into the next fiscal year without a new Overload ePAF.

The **Jobs Effective Date**, **Personnel Date** and **Job End Date** will be the date the Overload appointment ends. 9-month overloads may end on 1/15 or 5/31 consistent with the academic payroll schedule.

End Job, T98564-A1 Assistant Coach

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		08/31/2022
Personnel Date: MM/DD/YYYY*		08/31/2022
Job Status: *(Not Enterable)		T
Job Change Reason: *(Not Enterable)		ENJOB
Job End Date: MM/DD/YYYY*		08/31/2022

FTE Change ePAF Type

The FTE Change ePAF allows the originator to adjust the FTE and all the affected fields. In most ePAFs, the FTE is one line of the Job Information section. However, the FTE Change ePAF has three unique sections that update information using fields we have already discussed in previous sections.

This ePAF is used to adjust part time FTEs or to lower a full-time appointment to allow for a secondary appointment. For example: changing a current part-time FTE (.01 - .99) to a different part-time FTE (.01 - .99) OR changing a full time FTE (1.0) to part time (.01 - .99) to accommodate another appointment, totaling 1.0 FTE.

If the desired change will result in a change of the employee class (example: FT to PT or vice versa), the originator may need to submit a reclassification request. Contact HR Compensation & Operations for clarification or exceptions.

The **Jobs Effective Date** will remain the same as the defaulted date which should match the query date entered in the first part of building the ePAF transaction.

The **Employee Class Code** will not be enterable.

Job Employee Class, T97142-00 Student Assistant, Last Paid Date: Dec 31, 2019

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	10/01/2019	02/01/2020
Employee Class Code: (Not Enterable)	S4, PT Non Exempt Student	

The originator can refer to the **Employee Record Job Aid** (see Appendix) to identify the correct **Benefit Category** and **Leave Category** based on the new FTE**.**

The originator will choose the correct corresponding leave and benefit category that goes with the employee's full appointment. If there will be multiple appointments, the cumulative FTE is used to determine benefits/leave eligibility.

Change FTE, T97142-00 Student Assistant, Last Paid Date: Dec 31, 2019

Item	Current Value	New Value
Employee Class Code: (Not Enterable)	S4, PT Non Exempt Student	
Leave Category Code: *	NL, Not Leave Eligible	NL, Not Leave Eligible
Benefit Category: *	NE, Not Benefits Eligible	NE, Not Benefits Eligible
FT/PT Status: (Not Enterable)	Part Time	
Jobs Effective Date: MM/DD/YYYY*	10/01/2019	02/01/2020
Personnel Date: MM/DD/YYYY*	10/01/2019	02/01/2020
FTE: *	.5	.25
Hours per Day: *	4	2
Job Change Reason: *(Not Enterable)	NEWHI	CGFTE
Hours per Pay: *	43.33	21.67
Premium Pay Code:		Not Selected
Time Entry Method: *	Third Party with Approvals	Third Party with Approvals

*Note: The nonexempt and exempt data entry of this section is the same *except* for the **Employee Class Code**. The employee class code will be enterable on the exempt FTE change ePAF; however, the data entered into the new value should always match the current value column.

The **Jobs Effective Date** will remain the same as the defaulted date which should match the query date entered in the first part of building the ePAF transaction.

The **Personnel Date** will also be the same as the jobs effective date and the query date and will only be different when the ePAF will be changing job information in a past payroll period giving the position a last paid date. Other considerations need to be taken if the originator is changing job information that is in a past payroll period (i.e. manual check request processing, EOPS processing).

Change FTE, T97142-00 Student Assistant, Last Paid Date: Dec 31, 2019

Item	Current Value	New Value
Employee Class Code: (Not Enterable)	S4, PT Non Exempt Student	
Leave Category Code: *	NL, Not Leave Eligible	NL, Not Leave Eligible
Benefit Category: *	NE, Not Benefits Eligible	NE, Not Benefits Eligible
FT/PT Status: (Not Enterable)	Part Time	
Jobs Effective Date: MM/DD/YYYY*	10/01/2019	02/01/2020
Personnel Date: MM/DD/YYYY*	10/01/2019	02/01/2020
FTE: *	.5	.25
Hours per Day: *	4	2
Job Change Reason: *(Not Enterable)	NEWHI	CGFTE
Hours per Pay: *	43.33	21.67
Premium Pay Code:		Not Selected
Time Entry Method: *	Third Party with Approvals	Third Party with Approvals

FTE is the abbreviation for Full Time Equivalent. This figure represents the employee's workload. FTE is based on the number of hours per week the employee will work. A full-time employee, or 100% FTE employee, will work 40 hours per week. An employee's FTE can be figured by using the following calculation:

Number of Hours the employee works in one week/40 hours = FTE

Example: An employee works 27 hours per week. The FTE for that employee would be 0.675 or 67.5%.

Change FTE, T97142-00 Student Assistant, Last Paid Date: Dec 31, 2019

Item	Current Value	New Value
Employee Class Code: (Not Enterable)	S4, PT Non Exempt Student	
Leave Category Code: *	NL, Not Leave Eligible	NL, Not Leave Eligible
Benefit Category: *	NE, Not Benefits Eligible	NE, Not Benefits Eligible
FT/PT Status: (Not Enterable)	Part Time	
Jobs Effective Date: MM/DD/YYYY*	10/01/2019	02/01/2020
Personnel Date: MM/DD/YYYY*	10/01/2019	02/01/2020
FTE: *	.5	.25
Hours per Day: *	4	2
Job Change Reason: *(Not Enterable)	NEWHI	CGFTE
Hours per Pay: *	43.33	21.67
Premium Pay Code:		Not Selected
Time Entry Method: *	Third Party with Approvals	Third Party with Approvals

The **Hours per Day** and **Hours per Pay** will be dependent on the FTE.

The **Hours per Day** is the average number of hours the employee will work each **day**. For a full-time employee, this will be 8 hours. The **Hours per Day** is calculated as:

8 X FTE = Hours per Day

The **Hours per Pay** is the average number of hours the employee will work each **pay period**. Because nonexempt employees have a different pay period from exempt and faculty, the full-time rate of **Hours per Pay** is different. There is a minimum entry of .01 for this field. Full time hours per pay are noted in the chart below. Calculating hours per pay will begin with this full-time number and calculate from there.

Employee Status	Hours per Pay
Nonexempt	86.67
Exempt	173.33
9-month	173.33

Nonexempt:

86.67 X FTE = Nonexempt Hours per Pay

Exempt:

173.33 X FTE = Exempt Hours per Pay

Example using 0.4 FTE:

Change FTE, T97142-00 Student Assistant, Last Paid Date: Dec 31, 2019

Item	Current Value	New Value
Employee Class Code: (Not Enterable)	S4, PT Non Exempt Student	
Leave Category Code: *	NL, Not Leave Eligible	Not Selected
Benefit Category: *	NE, Not Benefits Eligible	Not Selected
FT/PT Status: (Not Enterable)	Part Time	
Jobs Effective Date: MM/DD/YYYY*	10/01/2019	01/16/2020
Personnel Date: MM/DD/YYYY*	10/01/2019	01/16/2020
FTE: *	.5	.40
Hours per Day: *	4	3.2
Job Change Reason: *(Not Enterable)	NEWHI	CGFTE
Hours per Pay: *	43.33	34.66
Premium Pay Code:		Not Selected
Time Entry Method: *	Third Party with Approvals	Third Party with Approvals

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The **Premium Pay Code** field will always be *Not Selected* unless you are assigning a **Full Time Staff Employee**. If this field needs to be changed, the originator will select *LONG* for Longevity pay to be applied to the employee's appointment. *HAZ* for Hazard pay is for peace officers and may only be used by the TTU Police Department.

Time Entry Method is where the originator will identify which time keeping system the employee will be using to report hours worked. *Employee Time Entry via Web* is used for employees who will enter time in Web Time Entry on Raiderlink. *Third Party with Approvals* is used for employees who will enter time in Time Clock Plus. *Payroll Time Entry* is used for exempt employees.

Change FTE, T97142-00 Student Assistant, Last Paid Date: Dec 31, 2019

Item	Current Value	New Value
Employee Class Code: (Not Enterable)	S4, PT Non Exempt Student	
Leave Category Code: *	NL, Not Leave Eligible	NL, Not Leave Eligible
Benefit Category: *	NE, Not Benefits Eligible	NE, Not Benefits Eligible
FT/PT Status: (Not Enterable)	Part Time	
Jobs Effective Date: MM/DD/YYYY*	10/01/2019	02/01/2020
Personnel Date: MM/DD/YYYY*	10/01/2019	02/01/2020
FTE: *	.5	.25
Hours per Day: *	4	2
Job Change Reason: *(Not Enterable)	NEWHI	CGFTE
Hours per Pay: *	43.33	21.67
Premium Pay Code:		Not Selected
Time Entry Method: *	Third Party with Approvals	Third Party with Approvals

The next section allows the originator to update the **Hourly Rate** (for nonexempt) or **Annual Salary** (for Exempt).

In *nonexempt* ePAF transactions, the originator will enter the **Hourly Rate**. The hourly rate must meet the minimum of the pay grade and cannot exceed the maximum of the pay grade (without special permission from the President's Office). This information can be found in the pay plan. Hourly rate can be figured by using the following calculation:

Annual Salary to be paid to the employee / 2080 / FTE = Hourly Rate for the ePAF

Example: the employee is to be paid $25,000 for 50% FTE or 20 hours per week of work. The hourly rate would be $24.04 per hour.

Change FTE NonExempt - Hourly Rate, T97142-00 Student Assistant,

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	10/01/2019	02/01/2020
Hourly Rate: *	7.75	8.10

In *exempt* ePAF transactions, the originator will enter the **Annual Salary.** This field is independent of the FTE; the annual salary entered will not be changed by the FTE. The annual salary must meet the minimum of the pay grade and cannot exceed the maximum of the pay grade (without special permission from the President's Office). This information can be found in the pay plan.

For *Staff, 12-month Faculty and Graduate Research Assistants* the annual salary is the monthly amount to be received multiplied by 12. Annual salary for 12-month employees can be figured by using the following calculation:

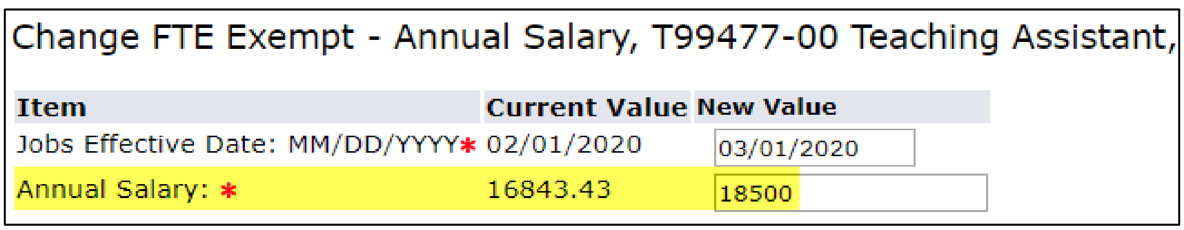
Monthly Salary to be paid to the employee X 12 = Annual Salary for the ePAF

Example: the employee is to be paid $5,625.00 per month at 100% FTE or 40 hours per week. The Annual Salary will be $67,500.00

In ePAF transactions for *9-Month Faculty, Graduate Teaching Assistants and Graduate Part-Time Instructors*, the originator will enter the 9-month **Annual Salary.** This field is independent of the FTE; the annual salary entered will not be changed by the FTE. For these appointments, monthly salary is multiplied by 9. It can be figured by using the following calculation:

Monthly Salary to be paid to the employee X 9 = Annual Salary for the ePAF

Example: the employee is to be paid $6,666.67 per month at 100% FTE or 40 hours per week for 9 months only. The Annual Salary will be $60,000.


Change FTE Exempt - Annual Salary, T99477-00 Teaching Assistant,

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	02/01/2020	03/01/2020
Annual Salary: *	16843.43	18500

The remaining sections of the FTE Change ePAF (Compensation- Factors and Pay; Default Earnings; Labor Distribution; Routing Queue; Comments) are covered in their own sections in this manual.

Pay Change ePAF Type

The **Pay Change** ePAF type is used when the originator will assign a change in the rate of pay ONLY. This ePAF is not used if there will be a change in employee workload. The FTE Change ePAF type should be used if employee workload is changing.

The originator will need to take into consideration the last paid date. The query date should be AFTER the last paid date or a future date. Getting the query date correct will set the jobs effective date correctly.

The **Jobs Effective Date** will remain as the defaulted date from the query date.

The **Personnel Date** will also be the same as the **Jobs Effective Date** and the query date. It will only be different when the ePAF will change job information in a past payroll period prior to the **Last Paid Date**.
Other considerations need to be taken if the originator is changing job information that is in a past payroll period (i.e. manual check request, or EOPS transaction).

The **Job Change Reason** will need to be chosen from the drop-down box of the ePAF.

Job Change Reason Codes for Pay Change ePAF	
ADDTY	Change in Job Duties
CERTI	Obtain Certification
EDINC	Educational Incentive-TTU Only
EQUITY	Equity Increase
MERIT	Merit Increase
SALCO	Correction to Salary

*Note: Date data entry is not different in nonexempt, exempt or faculty ePAF transactions.

Pay Change Nonexempt, T93065-00 Student Assistant-URF, Last Paid Date: Dec 15, 2019

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	09/01/2019	01/01/2020
Personnel Date: MM/DD/YYYY*	09/01/2019	01/01/2020
Job Change Reason: *	SPUPL	MERIT, Merit Increase
Step: *(Not Enterable)	0	0
Hourly Rate: *	8	9.00

Pay Information:
In *nonexempt* ePAF transactions, the originator will enter the **Hourly Rate**. The hourly rate must meet the minimum of the pay grade and cannot exceed the maximum of the pay grade (without special permission from the President's Office). This information can be found in the **Pay Plan**. Hourly rate can be figured by using the following calculation:

Annual Salary to be paid to the employee / 2080 / FTE = Hourly Rate for the ePAF

Pay Information:
In *exempt* ePAF transactions, the originator will enter the **Annual Salary.** This field is independent of the FTE; the annual salary entered will not be changed by the FTE. The annual salary must meet the minimum of the pay grade and cannot exceed the maximum of the pay grade (without special permission from the President's Office). This information can be found in the **Pay Plan**.

For staff, 12-month Faculty and Graduate Research Assistants the annual salary is monthly amount to be received multiplied by 12. Annual Salary for 12-month employees can be figured by using the following calculation:

Monthly Salary to be paid to the employee X 12 = Annuals Salary for the ePAF

Pay Information:
For *9-Month Faculty, Graduate Teaching Assistants and Graduate Part-Time Instructors*, the Annual Salary can be figured by using the following calculation:

Monthly Salary to be paid to the employee X 9 = Annual Salary for the ePAF

Pay Change Exempt, T99494-00 Grad Part-Time Instructor, Last Paid Date: Dec 31, 2019

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	09/01/2019	01/01/2020
Personnel Date: MM/DD/YYYY*	09/01/2019	01/01/2020
Job Change Reason: *	REAPT	EQITY, Equity Increase
Step: *(Not Enterable)	0	0
Annual Salary: *	14000	16000

The remaining sections of the Pay Change ePAF (Default Earnings; Labor Distribution; Routing Queue; Comments) are covered in their own sections in this manual.

End Job/End Secondary Job

The **End Job** section of the ePAF is used to end primary or secondary appointments. An ePAF with only the **End Job** section will end the *appointment* but not *terminate the employee.* This means the employee will no longer be paid but will still have benefits for which the department can be charged. If a benefits eligible employee is no longer working for the University, the originator needs to submit a **Termination** ePAF which will end the appointment *and* terminate the employee.

The **End Job** section will consist of a **Jobs Effective Date, Personnel Date, Job Change Reason,** and **Jobs End Date**.

The **Jobs Effective Date** and **Job End Date** will auto populate based on the **Query Date** used on the ePAF. The originator will need to enter the **Personnel Date** which should the same as the **Query Date** unless a payroll deadline was missed.

End Job, T89771-00 Academic Advisor

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	01/01/2020	01/31/2020
Personnel Date: MM/DD/YYYY*	01/01/2020	01/31/2020
Job Status: *(Not Enterable)	Active	T
Job Change Reason: *	REAPT	ENJOB, End Job
Job End Date: MM/DD/YYYY*		01/31/2020

On 9-month appointments, there is an additional field: **Encumbrance End Date.** This will also default from the query date.

End Job and Encumbrance 9-Month, T99372-00 Instructor, Last Paid Date: Jan 31, 2020

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	09/01/2019	08/31/2020
Personnel Date: MM/DD/YYYY*	09/01/2019	08/31/2020
Job Status: *(Not Enterable)	Active	T
Job Change Reason: *	REAPT	TERMI, Terminate Employment
Job End Date: MM/DD/YYYY*		08/31/2020
Encumbrance End Dt: MM/DD/YYYY*	01/15/2020	08/31/2020

IMPORTANT NOTE: 9-month, benefits eligible employees are double deducted for insurance premium costs in March, April and May. Ending these appointments on 5/31 will disrupt benefits. Instead, allow the appointment to go on Leave Without Pay as noted on page 35*, Summer Leave Without Pay for 9-Month Appointments* and submit an 8/31 end date.

The **Job Change Reason** will default based on the type of ePAF the originator selects: *Job Change – End Job*, *Transfer – Losing*, or *Termination*. In most cases, this field will not require changes.

If another **Job Change Reason** is more appropriate, the originator can choose one from the drop-down box. For example, if an employee is retiring, the originator will choose a Termination ePAF and use the RETIR Job Change Reason.

End Job, T98590-00 Senior Analyst, Last Paid Date: Dec 31, 2019

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	09/01/2019	01/31/2020
Personnel Date: MM/DD/YYYY*	09/01/2019	01/31/2020
Job Status: *(Not Enterable)	Active	T
Job Change Reason: *	SPUPL	ENJOB, End Job
Job End Date: MM/DD/YYYY*		01/31/2020

Multi-action ePAFs allow the originator to end two different appointments at once. These will have an **End Job** and an **End Secondary Job.**

End Secondary Job, W96003-00 Student Assistant, Last Paid Date: Dec 31, 2019

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	09/24/2019	01/31/2020
Personnel Date: MM/DD/YYYY*	09/24/2019	01/31/2020
Job Status: *(Not Enterable)	Active	T
Job Change Reason: *(Not Enterable)	NEWJO	ENJOB
Job End Date: MM/DD/YYYY*		01/31/2020

End Job, S99703-00 Student Assistant, Last Paid Date: Dec 31, 2019

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	09/24/2019	01/31/2020
Personnel Date: MM/DD/YYYY*	09/24/2019	01/31/2020
Job Status: *(Not Enterable)	Active	T
Job Change Reason: *	NEWHI	TRFLD, Transfer-Losing Department
Job End Date: MM/DD/YYYY*		01/31/2020

Terminate Employment

The **Terminate Employment** section will end the employee's relationship with the University when all jobs are ended. This section consists of the **Last Work Date**, **Termination Date**, and **Termination Reason Code**.

The **Termination Date** will default from the query date.

The **Last Work Date** will be the last day the employee reported to work. This can be different from the **Termination Date**. In the example below, the employee used vacation time for the last week of the month. The **Termination Date** is the last day of the month, but the **Last Work Date** is the last day the employee was in the office.

Terminate Employment

Item	Current Value	New Value
Last Work Date: MM/DD/YYYY*		01/24/2020
Termination Date: MM/DD/YYYY*		01/31/2020
Term Reason Code: *		40, Accepted New Job
Employee Status: *(Not Enterable) Active		T

The originator will select the appropriate **Termination Reason Code** from the drop-down box.

Terminate Employment

Item	Current Value	New Value
Last Work Date: MM/DD/YYYY*		01/24/2020
Termination Date: MM/DD/YYYY*		01/31/2020
Term Reason Code: *		40, Accepted New Job
Employee Status: *(Not Enterable) Active		T

Term Code Chart

Term Reason Code	Explanation
01, Position Discontinued	DO NOT USE.
02, Lack of Funding	Used when grant funding runs out for a specific position.
03, Completion of Contract	Used for employees who are hired on a contract basis.
04, Reorg/Reduction in Force	Used for employees who are being terminated due to their department downsizing or being reorganized. Must be approved by HR.
05, Leave of Absence Expiration	Used for employees who do not return upon completion of their leave of absence.
06, Completed Residency Program	TTU & Systems employees – Do Not Use. HSC only.
20, Excess Absence or Tardiness	Used for employees who have excessive absences or tardiness. Must work with Talent Management.
21, Unsatisfactory Performance	Used for employees who are not meeting the minimum standards and qualifications for their position. Must work with Talent Management.
22, Misconduct/Violation of Rules	Used for employees who violate the rules of the department. Must work with Talent Management.
30, Retirement	Used for employees who are retiring from the university.
40, Accepted New Job	Used when employees are leaving their position for another job outside of the TTU System (TTU, TTUS, TTUHSC, TTUHSC – El Paso).
41, Job Abandonment	Used for employees who abandon their position without notice, and the department is unable to make further contact.
42, Marriage/Domestic Obligation	Used for employees who leave their position due to marriage and domestic obligations.
43, Dissatisfied with Pay	Used for employees who are dissatisfied with their pay.
44, Personal Reasons	Used for employees who quit due to personal reasons. This is the most common reason code.
45, Quit without Notice	Used for employees who quit without notice.
46, Relocation	Used for employees who are leaving their position to move to a different location.
47, Returned to School	Used for employees who leave their position due to returning to school.
48, Dissatisfied w/Working Conditions	Used for employees who are dissatisfied with their working conditions.
49, Lack of Opportunity for Advancement	Used for employees who are leaving due to lack of opportunity for advancement.

50, Organization Transfer	Used when departments are merged together and several staff are let go.
51, Dissatisfied w/Superiors, Empl	Used for employees who are dissatisfied with their superiors, or other employees they work with.
52, Travel	Used for employees who are dissatisfied with the amount of travel required for their position.
53, Working Hours	Used for employees who are resigning due to their working hours not fitting with their needs.
54, Resign in Lieu of Involuntary Separation	Used for employees who are resigning in lieu of involuntary separation, in association with job termination reason codes 20, 21, and 22. Must work with Talent Management.
55, Degree Completed	Used for employees who are leaving due to completing their degree.
56, Transfer to Another State Agency	Used for employees who are transferring to another state agency anywhere in the state of Texas.
60, Medical	Used for employees who are leaving their position due to medical reasons.
70, Military	Used in the event that an employee is leaving their position due to military duties and obligations.
80, Death	Used only for active employees who pass away. If the employee is a retiree, please contact HR for further assistance.
HR, Admin Termination – HR Use ONLY	HR use only.

Summer Instructions

All 9-month faculty and grad students working during the summer are assigned a secondary job for the summer session workload. Below are instructions for handling the academic year appointment and establishing the summer secondary appointments.

Summer Leave Without Pay for 9-month Appointments

Toward the end of May, an automated script will insert a 6/1 effective date to place all active 9-month appointments on Leave Without Pay (LWOP). No action is required on your part. If a Spring 9-month appointment is active, it will be placed on Leave Without Pay (LWOP). If a 5/31 end date is in place on the appointment, the script will not affect the appointment.

Please avoid ending benefits eligible appointments on 5/31. These should be allowed to go on LWOP for the summer as the employee was double deducted for summer premiums already. End the appointment for 8/31 if it will not continue into the next fiscal year.

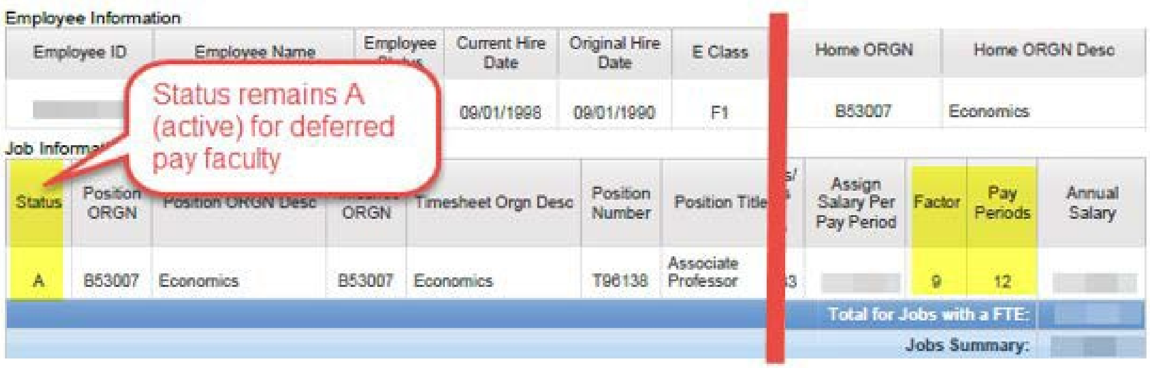
*Cognos Report will not reflect LWOP or *B* status until after the script runs at the end of May.

HR Tip: End 9-month appointments for 8/31 without disrupting budget encumbrances by changing the Encumbrance End Date to 5/31.

End Job and Encumbrance 9-Month, T99542-00 Teaching Assistant,

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	01/16/2021	08/31/2021
Personnel Date: MM/DD/YYYY*	01/16/2021	08/31/2021
Job Status: *(Not Enterable)	Active	T
Job Change Reason: *(Not Enterable)	NEWHI	ENJOB
Job End Date: MM/DD/YYYY*		08/31/2021
Encumbrance End Dt: MM/DD/YYYY*	05/31/2021	05/31/2021

Deferred Pay Faculty: Employees in a 9-month faculty position may elect to have a portion of their monthly pay deferred to pay out during the summer months. These employees will not go on LWOP. Departments will still submit summer ePAFs if the employee works during the summer semesters. If the appointment is ending, use an 8/31 end date or termination date. DO NOT END deferred pay appointments on 5/31 or
mid-summer as it will disrupt the deferred pay the employee has selected and may cause benefits to be interrupted or terminated.



Secondary and overload 0 FTE appointments (which use a default earnings code other than RGS) must end 5/31 if they are not meant to continue through the summer. The department will be responsible for ending these appointments so the employee is not be overpaid. *LWOP status will not stop payment* on those appointments. If it is meant continue through the summer, it must be ended for 8/31. All 0 FTE appointments must be reappointed for 9/1. These appointments may not carry over from one fiscal year to the next; instead, must be reappointed on an ePAF transaction.

Return From Summer Leave Without Pay

At the end of August, a second automated script will insert a 9/1 effective date record on 9-month appointments to return them to an active status. If an 8/31 end date is in place, the appointment will not be affected.

Summer Appointments

Summer appointments can be entered using the summer ePAF, TSJFJE. Use the employees position number (T#) from the primary appointment and a 10 suffix (or 20, 30 as needed). Summer salaries are not to exceed the employee's institutional base pay; the employee's summer monthly pay cannot be greater than the monthly rate of their primary appointment. If the summer appointment will exceed the institutional base pay, the Provost Office must approve the appointment (add level 51 Provost TTU to the ePAF). The FTE is determined by the workload of the summer session. This may vary depending on the classes, but two courses in a single session is typically considered a full teaching load.

Regardless of the class dates for the summer session, the payroll dates below are used to appoint the workload for teaching summer courses. Each summer session is paid over 1.5 months. If the workload is consistent over both sessions, you may appoint for the full summer, 6/1-8/31.

Summer I: 6/1-7/15

Summer II: 7/16-8/31

Research appointment dates do not have to follow the summer session dates and may vary.

Graduate Students

Graduate students must be enrolled in summer classes to be appointed as a GA, TA, GPTI or RA during the summer. Students who intend to work but not enroll may be appointed as Student Assistant (SA) for summer.

Summer appointments for graduate students appointed in 9-month positions (TA/GPTI) for spring, will be processed the same as 9-month faculty members. Allow the spring appointment to go on LWOP for summer. If the student will be in a different title in the fall semester, then submit an 8/31 end date on the spring appointment. Submit a summer ePAF to appoint for summer workload.

Graduate students appointed in 12-month positions (RA) for spring may continue through summer without changes. However, if a RA will be assigned to a different title for summer, the department can submit the Leave Without Pay Form to HR (hr.comp.ops@ttu.edu). Select 'Between Term Leave with Benefits as the Leave type to ensure benefits are not affected. Once processed, a summer ePAF can be submitted on the other title. A Return From Leave Form will be necessary to return the student to an active status as a RA. Alternatively, the department can submit an 8/31 end date for the RA then reappoint for the Fall semester.

May Graduation: Students may stay in their current position through the end of the month in which they graduate (unless prohibited by visa restrictions). Submit a termination ePAF for graduating students with an effective date no later than 5/31. Exceptions can be made if the student is entering a new graduate program in the summer/fall semester.

Summer Secondary ePAF highlights

TTU Add Sec AND Future End Job-Summer Exempt, TSJFJE

Position Number:

- Faculty – use the primary position number
- Grad Student – use departmental pooled position (TA, GPTI or RA)

Suffix: 10; if subsequent appointments are needed, use 20, 30, etc.

Annual Salary:

- Faculty/TA/GPTI – monthly rate X 9 (not to exceed Institutional Base Salary)
- RA – monthly rate X 12 (not to exceed Institutional Base Salary)

FTE: based on summer workload

Hours Per Day: 8 X FTE

Hours Per Pay: 173.33 X FTE

Factors/Pay:

- Faculty/TA/GPTI – 9/9
- RA – 12/12

Default Earnings: RGS with the same Hours Per Pay used above

Labor Distribution:

- Instructional appointments (including TA/GPTI) use funding with program code 100
- Research appointments (including RA) use research funding with program code 200

Example

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID: [redacted]
Transaction: **Query Date:** Jun 01, 2021
Transaction Status:
Approval Category: TTU Add Sec Job AND Future EndJob-SUMMER Exempt(new), TSJFJE

Save

Ap

Jump to Bottom

* - indicates a required field.

Add Secondary Job Exempt, T99372-10 Instructor, Last Paid Date: Aug 31, 2020

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*	06/01/2014	06/01/2021
Job Type: *(Not Enterable)	Secondary	S
Jobs Effective Date: MM/DD/YYYY*	08/31/2020	06/01/2021
Personnel Date: MM/DD/YYYY*	08/31/2020	06/01/2021
Step: *(Not Enterable)	0	0
Annual Salary: *	9000	9500
Job Status: *(Not Enterable)	Terminated	A
Position Title: (Not Enterable)	Instructor	
FTE: *	.5	0.5
Job Change Reason: *	ENJOB	NEWJO, Add Secondary Job
Timesheet COA: *	T	T
Timesheet Orgn: *	[redacted]	[redacted]
Supervisor ID: *	[redacted]	[redacted]

Compensation Exempt - Factor & Pays, T99372-10 Instructor, Last Paid Date: Aug 31, 2020

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	08/31/2020	06/01/2021
Hours per Day: *	4	4
Hours per Pay: *	86.67	86.67
Factor: *	9	9
Pays: *	9	9

Create or Change Default Earnings, T99372-10 Instructor, Last Paid Date: Aug 31, 2020

Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
06/01/2020	RGS, Regular Salaried	86.67			1	

New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
06/01/2021	RGS, Regular Salaried	86.67			1		
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

✔ Defaulting values for Default Earnings from the Job records.

Save and Add New Rows

Create or Change Labor Distribution FOAPAL, T99372-10 Instructor, Last Paid Date: Aug 31, 2020

Current

Effective Date: 06/01/2020

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
T		11A004	B53008	6A1801	100					100.00	

New

Effective Date: MM/DD/YYYY 06/01/2021

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
T		11A004		6A1801	100					100.00	
									Total:	100.00	

✔ Defaulting values for Labor Distribution from the Job records.

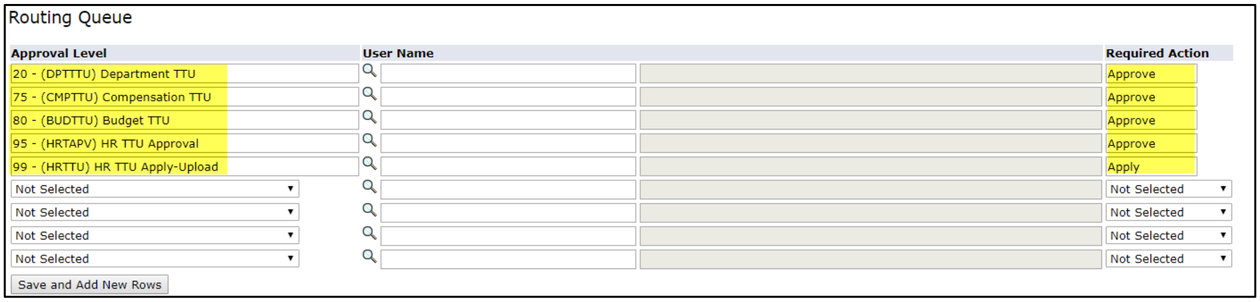
Default from Index | Save and Add New Rows

End Job, T99372-10 Instructor, Last Paid Date: Aug 31, 2020

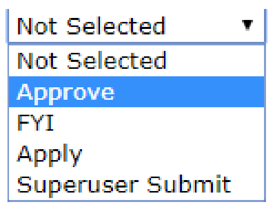
Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	08/31/2020	08/31/2021
Personnel Date: MM/DD/YYYY*	08/31/2020	08/31/2021
Job Status: *(Not Enterable)	Terminated	T
Job Change Reason: *	ENJOB	ENJOB, End Job
Job End Date: MM/DD/YYYY*	08/31/2020	08/31/2021

Routing Queue

The **Routing Queue** is the section of the ePAF where the originator will assign approvers for the ePAF transaction. The required routing does change for certain ePAF types. The transaction will load with the required minimum routing queue to be submitted.



Other levels can be added on at the departments discretion or as the appointment requires. This is done by using the drop-down box under the last numbered routing level. When levels are added, a **Required Action** must be selected. Select *Approve* or *FYI* as appropriate for whichever level is added. The *Apply* option will only be used for level 99. Do not select the *Superuser Submit* option, it is for administrative purposes only.



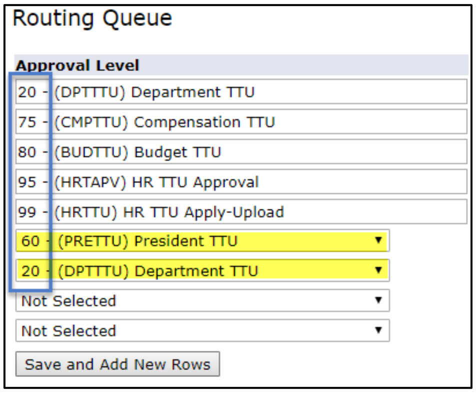
The table below provides a reference for the various approval levels available, when the approval levels may be added, what required action should be chosen.

Approval Level	Required Action	When to Add
5 - FYI Only TTU	FYI	Department choice
7 - Academic Support FYI TTU	FYI	Will default if required
10 - Principal Investigators TTU	Approve	Department choice
20 - Department TTU	Approve	Every ePAF; may add aditional lines
32 - Financial Aid TTU	Approve	Work Study appts only
33 - Graduate School TTU	Approve	Graduate Student appts only
35 - Research Services TTU - SPAR	Approve	Grant funding
37 - Dean or Area TTU	Approve	If required
50 - Vice President TTU	Approve	If required
51 - Provost TTU	Approve	All faculty ePAFs (not Instructors)
60 - President TTU	Approve	If required
75 - Compensation TTU	Approve	Will default if required
80 - Budget TTU	Approve	Will default if required
95 - HR TTU Approval	Approve	Will default if required
99 - HR TTU Apply-Upload	Apply	Every ePAF

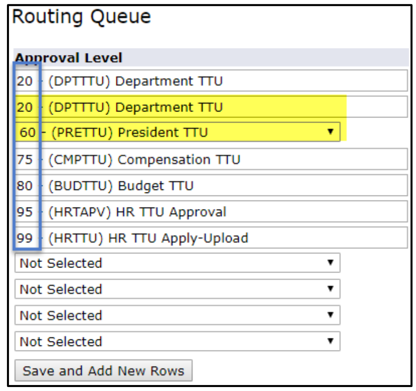
Click the icon to select the approver. A new window will open with the list of approvers. Certain levels only have one approver available. Other levels (i.e. Department, Dean) will have multiple options. The originating department is responsible for knowing the appropriate approvers at those levels.

The routing list will auto-sort based on the Approval Level once the change is saved.

Before save:



After save:



DO NOT enter the same approver more than once on the routing queue.

This will cause the transaction to stop routing through the approvals properly.

Comments

The **Comments** section of the ePAF allows the originator and approvers to add comments to the ePAF as needed. The comment field will communicate with the approvers and originator.

Approvers cannot act, make changes or entries into the system based on comments. If additional action is needed, the ePAF originator is responsible for ensuring the appropriate office is notified of that additional action. Do NOT rely on the ePAF comment section to be the notification of additional action.

Any comment added to an ePAF becomes a permanent record for that ePAF transaction and added to the employee's job record in Banner.

The originator can provide a brief description to explain the purpose of the ePAF. There may be additional information required for the request to be approved. For example:

- Non-Tech Employee appointments should communicate the purpose of the appointment and indicate who is paying the individual.
- Temporary Worker appointments should include the purpose and the end date of the appointment.
- ePAFs for split appointments should indicate the FTE and title of the other appointment (include the transaction number if available).
- ePAFs appointing to a position which was posted on Kenexa should include the Requisition number in the Comments Section.

Example:

Date:	Jan 02, 2020 11:18:02 AM
Made by:	Originator Name, ID
Comments:	18810BR

Approvers will use the Comments section to communicate corrections to the originator when they return it.

- Corrections required on Form I-9
- Attach required documents
- Add Approvers to Routing Queue
- Funding not available

Example:

Comments

Date:	Jan 03, 2020 10:59:25 AM
Made by:	Budget Approver Name, ID
Comments:	Funding is not available in 11B021-B12044-100

Additional Resources

ePAF Required Attachments

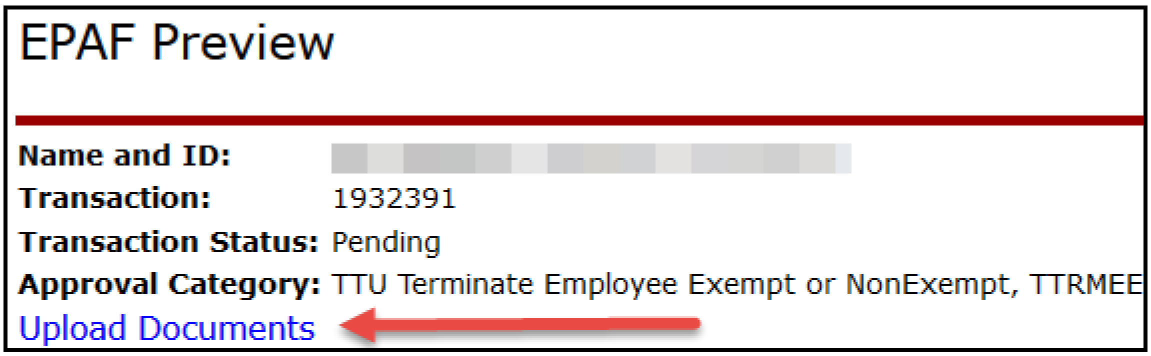
ePAF	Documents
New Hire ePAFs ○ *paper onboarding; not through Kenexa*	1. Form I-9 and copies of documents used in verification 2. E-Verify® case results 3. W-4 (current year) 4. Texas Tech Biographical Data Form 5. Employee Acknowledgment Form 6. Proof of Selective Service Registration (male US citizens, 18-25 years old) 7. Voluntary Self-Identification of Disability 8. VEVRAA Form
	When Benefits Eligible: 9. Benefits Enrollment Information Form (including benefits eligible grad students) 10. TRS Eligibility Form (faculty and staff; not grad students)
	Exempt Graduate Student appointments: 11. GPTI/TA Certification -OR- 12. RA Certification
New Hire ePAFs ○ *online onboarding; through Kenexa*	1. Form I-9 and copies of documents used in verification 2. E-Verify® case results 3. (if online onboarding fails, additional documents may be required as directed by HR)
Job Change Begin or **Transfer Gaining** ePAFs ○ *when employee changes from non-benefits eligible to benefits eligible* ○ *any transaction (re)appointing for semester*	When Benefits Eligible: 1. Benefits Enrollment Information Form (including benefits eligible grad students) 2. TRS Eligibility Form (faculty and staff; not grad students)
	Exempt Graduate Student appointments: 1. GPTI/TA Certification -OR- 2. RA Certification
Termination ePAFs	1. Resignation letter (if provided by employee)

Link to New Employee Packet.

Attaching Documents

Many ePAFs require additional documentation that will be added to the employee's file. These documents can be attached to a saved ePAF prior to or during routing for approval. The originator or approvers should not attach documents to ePAFs in the *Partially Completed* or *Completed* status. If your ePAF is *Partially Completed* or *Completed*, you can email the documents to hr.comp.ops@ttu.edu and request them to be added to the file. Please include the employee's R ID.

The originator or approvers can upload documents to an ePAF from a saved file on a computer. The Upload Documents link can be found below the approval category. This link will open a new window in the Xtender System.

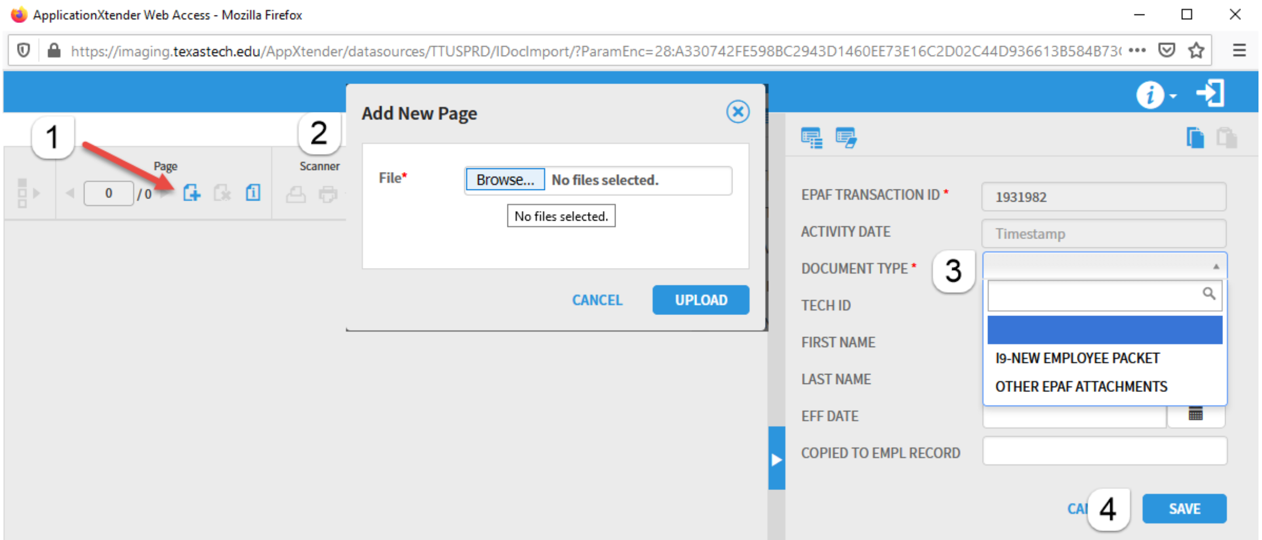


*Note: If you use the Xtender System to upload documents into your department's applications/folders in addition to uploading ePAF attachments, Right Click to open the link in a Private or Incognito Window. This should allow you to retain both sessions. If you are still having problems accessing the correct Xtender application/file, close the ePAF window and clear the browser's cache.

If you have scanning capabilities, you can scan directly to Xtender. Then Index the documents as described below.

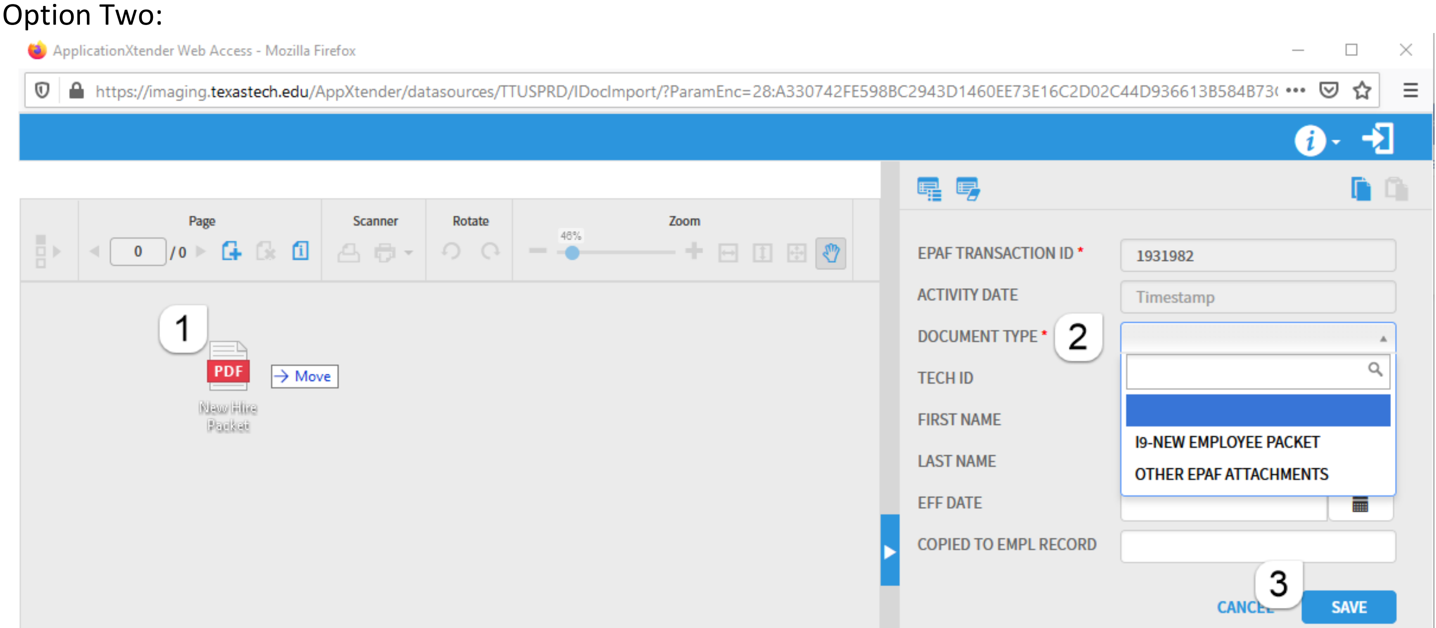
Otherwise, save the file you need to upload on your computer.
Save it as a PDF; Word documents and email attachments are not easily viewed in the Xtender system.
Review the scan for readability and page orientation. Please do not upload documents upside down.
Verify that you can read the information on the I-9 documents; if scanned too dark, you will be asked to submit a new copy.

Option One:



1. Click the *Add Page* icon
2. *Browse* to select the documents from your computer. Then *Upload* the files.
3. Index: select the Document Type from the drop-down box.
4. Save.

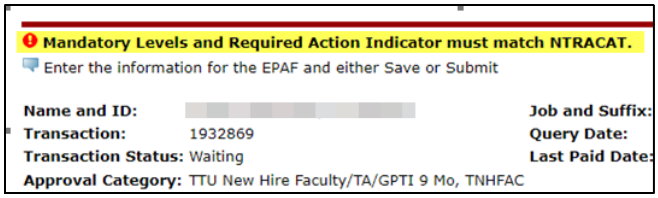
Option Two:



1. Drag and drop the document file directly into Xtender.
2. Index: select the Document Type from the drop-down box.
3. Save.

Error Messages

When you save and submit your ePAF transaction, the system will check for edits and errors. The messages appear in two locations. The first is at the top of the screen above the Name and ID.



The second is located above the first section heading of the transaction. The message table has three columns. The first column identifies the section heading in which the edit or error is found. The second column identifies the message as a WARNING or ERROR. The third column provides a description.

Errors and Warning Messages

Type	Message Type	Description
Compensation Exempt - Factor & Pays	WARNING	*WARNING* Annual Salary is outside the Table/Grade range.
New Job Exempt	ERROR	*ERROR* This employee already has a primary job.
New Job Exempt	WARNING	*WARNING* Annual Salary is outside the Table/Grade range

Transactions will submit with warnings.

- Search for the section specified in the first column.
- Double check that the information you entered is correct; look for typos.
- If everything is accurate, proceed despite the Warning.

Errors must be cleared before the transaction will submit.

- Search for the section specified in the first column.
- Double check that the information you entered is correct; look for typos.
- Save the transaction after making corrections; resubmitting without saving will not retain your changes and the error will remain.
- Resubmit the ePAF transaction.
- If the error persists, contact HR Compensation Operations for assistance.
    - Include the R ID, transaction number and the error in your email

Common Error Messages

Primary job error: *"This employee already has a primary job"* – employees can only have one primary job at a time. If the employee has an active primary job, you will have to wait for it to be ended or submit your appointment as a secondary job instead. HOWEVER, if you verified that they do not have another active job, on the EPAF PERSON SELECTION screen, this should not be the case. This error will appear even though all primary jobs are ended. Past primary jobs may be causing the error. Email HR Compensation Operations for assistance.

Contract date error: *"Contract End Date must not be later than Base Job End Date"*– contract dates refer to Encumbrance dates for 9-month appointment. Double check your dates are correct; a mistyped date may cause this. Otherwise, this may require an update by HR directly to the appointment to allow the transaction to submit. Email HR Compensation Operations for assistance.

Job begin date error: "*Begin Date must equal the first Jobs Detail Effective Date."* – when this error occurs there are usually multiple identical error messages; if it appears, correct the Job Begin Date and save before looking at other errors. The Job Begin Date must match the Current Value Column. Do NOT change your effective/personnel dates to try to clear this error.

Nortran/Oracle error: any errors containing *Nortan* or *Oracle* indicate that the ePAF transaction is corrupted. Start a new transaction.

Deferred pay error: *"When Deferred Pay is entered the Factor cannot equal the Pays."* – when reappointing 9-month employees that have elected to defer their salary, you will encounter this error. Email HR Compensation & Operations for assistance hr.comp.ops@ttu.edu. We will submit it for approval on your behalf. Due to this error once the ePAF has been approved, the transaction will be voided by HR and manually entered in the database.

Add mandatory approval level error: "*Mandatory Levels and Required Action Indicator must match NTRACAT"* – review your routing queue. This error may mean that you are missing a mandatory approval level (example: 9-month ePAFs require the level 7 Academic Support FYI.

Add required action error: *"Required Action must be entered."* – the required action is *Not Selected* on an approval level of the routing queue. Select *Approve* or *FYI* as appropriate. *Apply* is for level 99 only.

EPAF Status Definitions

Waiting – ePAF transaction status for a saved transaction that has not been submitted or re-submitted by the ePAF originator.

Pending – Transaction status of an ePAF that has been submitted for approvals. The ePAF will remain in pending status until it has been through all assigned approval levels 5 through 95. The originator can open the transaction and view the routing queue. This will show the progress of who has approved, and at which level the transaction is pending.

Approved - Once all levels have been approved and the transaction sits at level 99, the status will change to approved. At this point the changes have not been submitted to the database. HR may have to hold transactions at this level while payroll processes or because additional errors (that did not appear upon submission) must be resolved.

Completed – Once the ePAF applies, the status will say completed. Email notifications are sent to the originator when this happens. Changes to the employee's job record have been done and should be visible on the HR 121 Current and Future report the day after the ePAF has been completed.

Partially Completed – If the status reads partially completed, the job appointment has applied to the database but the employee record (employee class, benefit and leave categories, etc) has not updated. This is most common on termination ePAFs but can happen anytime information is changing on the employee record. Transactions in the partially completed status will also have a future applied date under transaction history at the bottom of the page. Compensation & Operations handles this process *and no action is required from the department unless specifically directed by HR.*

Transaction History

Action	Date	User Name
Created:	Nov 21, 2019	[redacted]
Submitted:	Nov 21, 2019	[redacted]
Applied:	Feb 01, 2020	[redacted]

Returned for Correction – Transactions can be returned for correction by any approver and the originator of the ePAF. When a correction or change is needed to the ePAF, there will be a comment added to the ePAF or an email sent to the originator with instructions. Once corrections are made, the originator will resubmit the transaction for approvals.

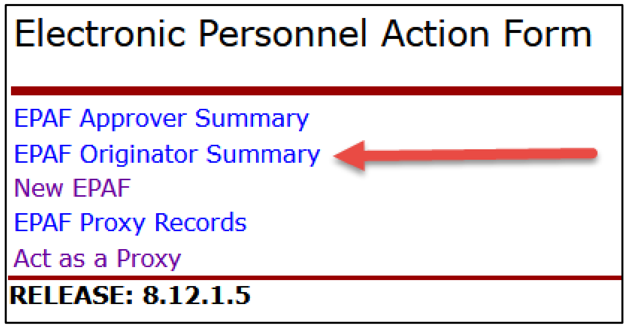
Cancelled – If the transaction is cancelled BEFORE it reaches the partially completed or completed status, then the transaction is cancelled, and no changes are made. If the transaction is cancelled AFTER it reaches the partially completed or completed status, then the transaction status will update to cancelled but the changes will NOT be removed. At that stage the ePAF transaction has already applied to the database and are unaffected by the ePAF. If you need the changes removed, contact HR Compensation & Operations.

Voided – Transactions can be voided after they have been returned for correction. This may be necessary if the originator used the wrong ePAF and must start a new one to enter the changes. If this button is clicked by mistake, it cannot be reversed. A new transaction will be necessary.

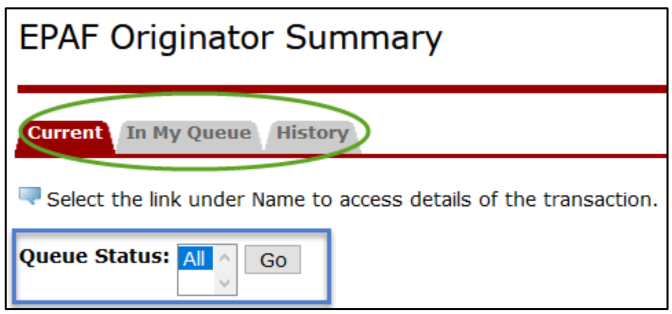
**Note: Sometimes HR is not able to apply transactions with the automated process. The changes may need to be entered manually. When this is done, we will return the transaction and void it, so the transaction does not remain in the routing queue. A comment will be made that the transaction was "manually applied." If you have a transaction that you did not void, check the comments section.*

Navigating your Originator Summary

The ePAF Menu screen will have several options available to you. The options will vary based upon your individual access.
ePAF Originators can access the ePAF Originator Summary to manage transactions.

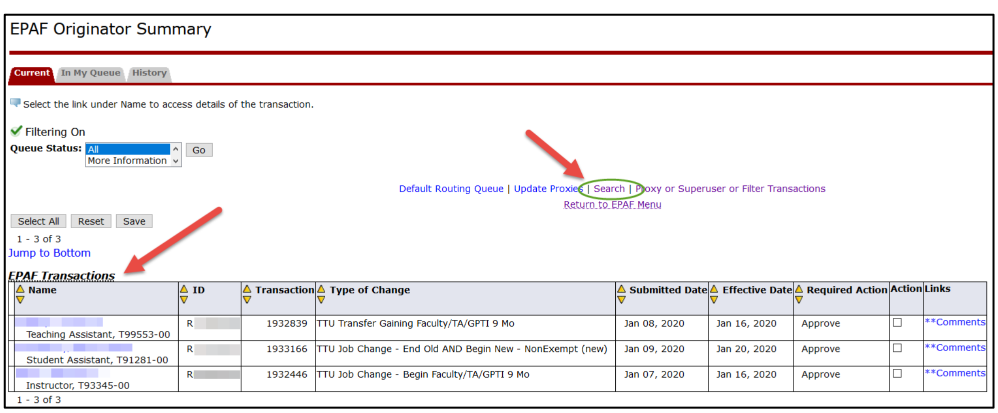


The tabs allow Originators to navigate between **Current** transactions pending approval, upcoming transaction **In My Queue**, and a **History** of completed ePAFS.



The **Queue Status** allows Approvers to sort transactions by status of Waiting, Pending, etc. *See ePAF Status Definitions on page 80.*

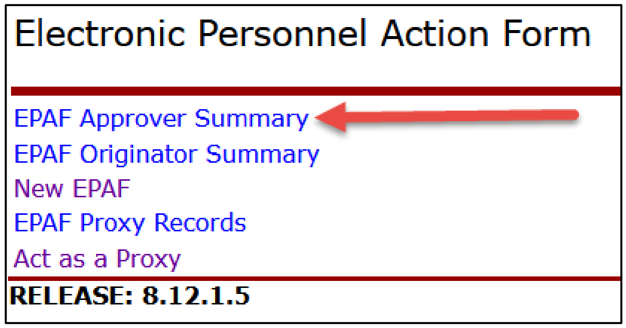
The list of ePAF transactions will appear as shown below. Approvers may also **Search** for a specific transaction by Name, R ID, or transaction number.



Navigating your Approver Summary

The ePAF Menu screen will have several options available to you. The options will vary based upon your individual access.

ePAF Approvers can access the ePAF Approver Summary to manage transactions.



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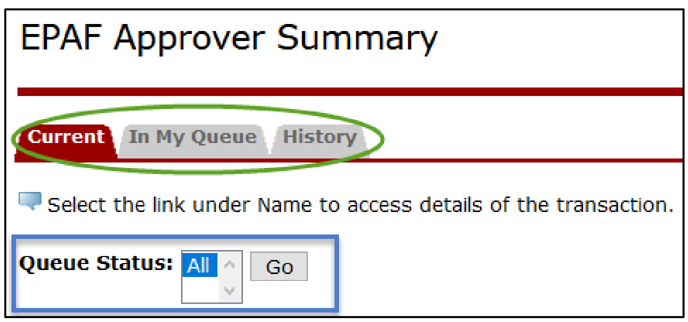

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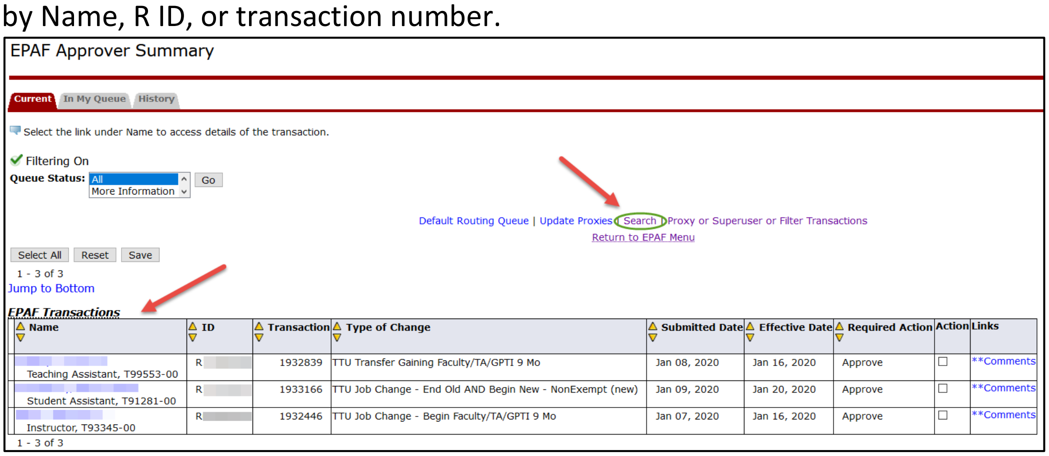
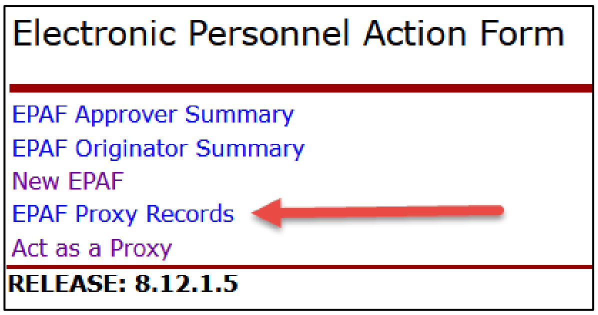
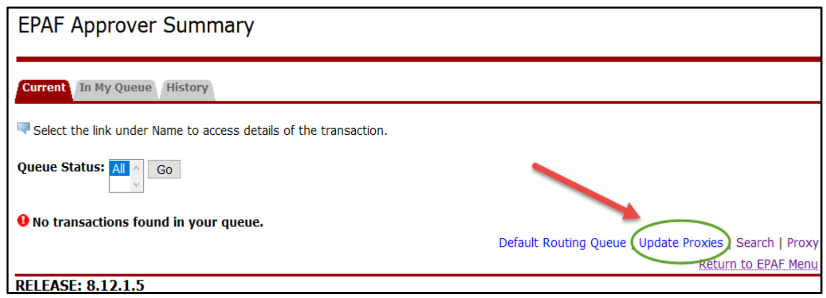


Managing Proxies

Approvers may appoint proxies to approve on their behalf. Access the EPAF Proxy Records screen from the ePAF Menu screen or the ePAF Approver Summary.

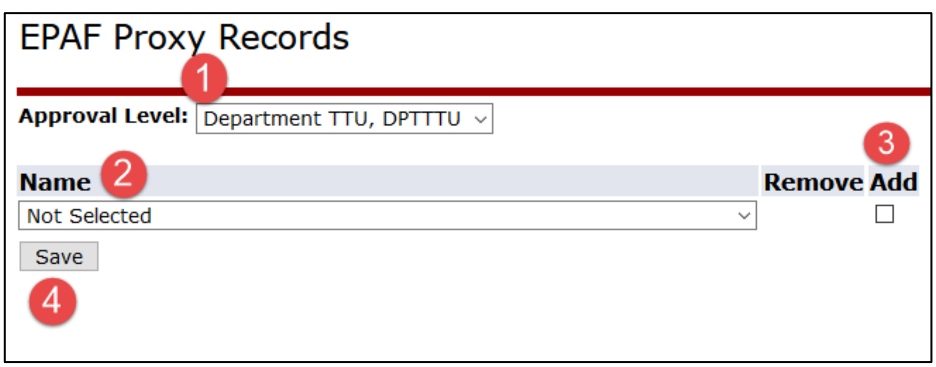


OR



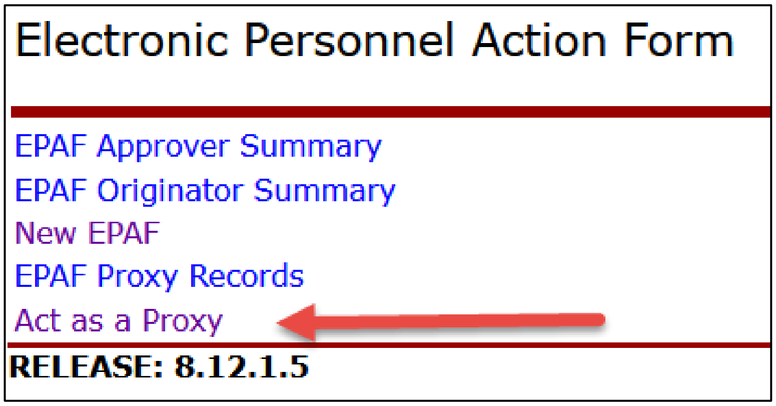
Approvers are responsible for proxy access. HR is not able to assign or remove proxies on an approvers behalf.

1. Select the routing **Approval Level**
2. Select the **Name** from the drop-down list
3. Check the **Add** box
4. Click **Save**



Proxies can be removed by selecting the **Remove** box and clicking Save.
NOTE: If a proxy transfers to another department, the approver must remove the Proxy access on this screen.

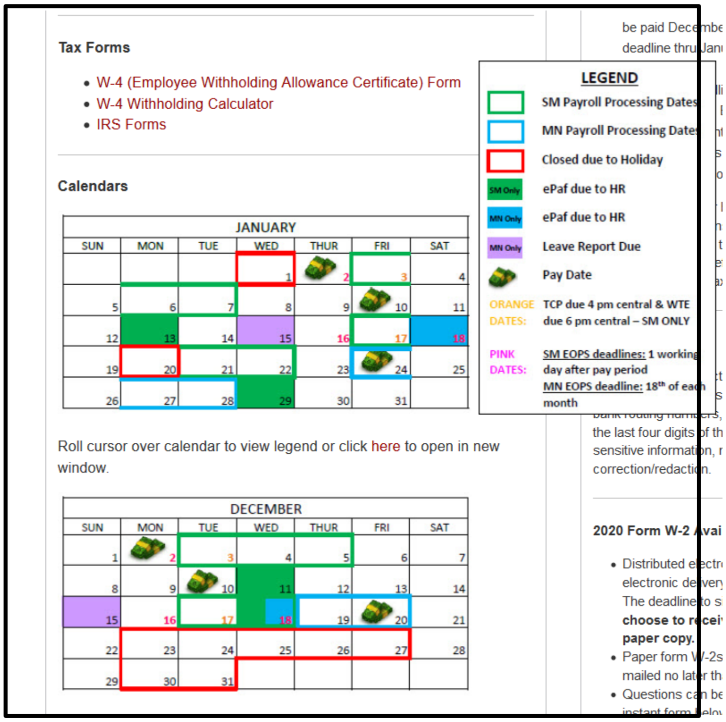
Once assigned, the proxy will have the **Act as Proxy** link available on their ePAF Menu.



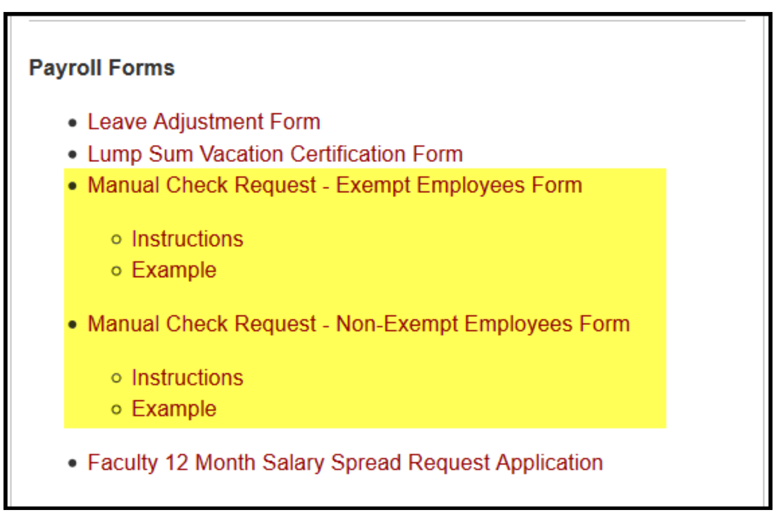
Deadlines

Ideally, you will submit ePAFs in advance of or on the effective date. When that is not possible, be sure to submit ePAFs in time for payroll processing. Refer to the Payroll Calendars for the specific dates from month to month.

The Payroll & Tax tab of Raiderlink will have deadline information as well as other forms needed if the ePAF transaction does not make the payroll deadline.



Other information you might need when not making a payroll deadline:
Manual Check Request (MCR) – If you miss the payroll, and the employee will be owed money, you will need to submit a Manual Check Request to Payroll and Tax Services AFTER the ePAF applies.



Overpayment – If the ePAF was to lower or stop payment: contact Payroll and Compensation & Operations immediately. Your ePAF transaction will still need to be submitted but the overpayment process can begin while it is routing. Timely notification can stop the payment before it is paid.

Fee Waivers for TA/GPTI/RA – Student Business Services has deadlines each semester for fee waiver and tuition benefits for graduate students who qualify. Refer to SBS communications for the specifics. If you do not have your ePAF submitted and completed by their deadlines, the fee waivers will not be applied properly, and you will have unhappy students.

ePAF Appendix

Appointing Non-Compensated Employees

Non-compensated positions are for access only. Individuals will be appointed as a Non-Tech Employee using a TTU New Hire Exempt ePAF. The information below will assist originators in completing these Non-Tech Employees appointments. Refer to the ePAF instructions for fields not mentioned here.

Employee Record

- Employee Class – M1, Without Compensation Employee
- Leave Category – NL. Not Leave Eligible
- Benefit Category – NE, Not Benefits Eligible

New Job Exempt

- Annual Salary – 0
- FTE – 0

Compensation Exempt

- Hours per Day – 8
- Hours per Pay – 173.33
- Factor – 1
- Pays – 1

Create or Change Default Earnings

- Earnings code – HLN; do **not** use RGS
- Hours per Pay – 1

Comments

- Purpose of appointment (reason to gain access)
- Identify entity compensating individual

Adding Instructor Overload Appointments to Full Time Exempt Staff

Full time (1.0) exempt staff employees may teach class in addition to their regular duties provided the home organization is supportive of the secondary appointment and the work does not interfere with the primary job of the employee.

These employees must be assigned the Instructor position title in order to receive Instructor of Record (IOR) designation and gain access to online tools. EPAF originators will use a TTU Add Overload and Future End ePAF to add this appointment.

- Generate a TTU Add Overload and Future End (TOVFEE) ePAF.
    - Position Number – an Instructor position. If the department does not have one, submit a New Position Request form to create one.
    - Suffix – A1
    - Job Information:
        - Effective Date – 9/1 for fall appointments or 1/16 for spring appointments
        - Annual Salary – Monthly amount to be paid X 9
    - Factor/Pays – 9/9
    - Default Earnings:
        - Earnings Code – ADC
        - Hours or Units per Pay – 1
        - Account Code – 6A2011
        - Special Rate – Monthly amount to be paid
    - End Job
        - Effective Date – 1/15 for fall appointments or 5/31 for spring appointments

For more detailed instructions, refer to the Add Overload section of this guide on page 48.

Employee Record Job Aid

EXEMPT Job Titles (Annual Salary paid over 12 months):

Empl Class	Description	Factor	LCAT	BCAT
E1	FT Exempt Staff	12	TE	FT
E4	PT Exempt Staff	12	NL, TE	NE, PT, IF
F7	PT 12 Month Faculty	12	NL, TE	NE, PT, IF
F8	FT 12 Mo Fac Vac Elig	12	TE	FT
R2	Exempt Working TRS Retiree	12	NL	WR
S8	PT Exempt Research Assistant	12	NL	NE, GS, IF

NONEXEMPT Job Titles (Hourly Wage, paid Semi-montly):

Empl Class	Description	Factor	LCAT	BCAT
N0	PT Non Exempt Staff	24	NL, TN	NE, PT, IF
N1	FT Non Exempt Staff	24	TN	FT
N6	FT Non Exempt Non Ben El Temp	24	NL	NE, IF
N7	PT Non Exempt Non Ben El Temp	24	NL	NE, IF
S1	PT Non Exempt Graduate Asst	24	NL	NE, GS, IF
S4	PT Non Exempt Student	24	NL	NE
S6	PT Non Exempt High Sch Student	24	NL	NE
R1	Non Exempt Working TRS Retiree	24	NL	WR

FACULTY/TA/GPTI Titles (Annual Salary paid over 9 months):

Empl Class	Description	Factor	LCAT	BCAT
F1	FT 9 Mo Fac Non Vac Elig	9	T9	FT
F4	PT 9 Mo Fac Non Vac Elig	9	NL, T9	NE, PT, IF
S2	PT Exempt TA/GPTI/GRHA	9	NL	NE, GS, IF

Benefit Categories

FT	Full Time Benefits Eligible
PT	Part Time Benefits Eligible
IF	Insurance FT Eligible
GS	Graduate Student Ins Eligible
NE	Not Benefits Eligible
TR	Temp Employee, Retirement Only
WR	Working Retiree Insurance Only

Leave Categories

T9	9 Month Faculty, Sick - Not Vacation
TE	Leave Eligible Exempt
TN	Leave Eligible Nonexempt
NL	Not Leave Eligible

FTE Guide

Benefits

FTE = .00 to .49	NE - Not Benefits Eligible
FTE = .50 to .74	GS, PT - Grad Student, Part Time
FTE = .75 to .99	IF - Ins FT Eligible
FTE = 1	FT - Full Time Benefits Eligible

Leave

FTE = .00 to .49	NL - Not Leave Eligible
FTE = .50 to 1	TE, TN, T9 - Leave Eligible

*Student Assistants may work up to .50 FTE, but they **are not eligible for benefits & leave**.

*Graduate Students are limited to .50 FTE, but **are eligible for benefits.**

ePAF Calculators

Convert from Annual Salary & FTE to Hourly Rate

Convert Hourly Rate to Annual Salary & FTE

Convert Hours To/From FTE

ePAF Calculator

- Multipurpose Exempt Salary
- Non-exempt Hours per Day and Hours per Pay
- Exempt Hours per Day and Hours per Pay
- Labor Distribution Percent

Hours per Pay

The average number of hours the employee will work each **pay period**. Because nonexempt employees have a different pay period from exempt and faculty, the full-time rate of **Hours per Pay** is different.

Employee Status	Hours per Pay
Nonexempt	86.67
Exempt	173.33
9-month	173.33

Routing Queue Approval Levels

The ePAF transaction will load with the required minimum routing queue to be submitted. Other levels can be added on at the departments discretion or as the appointment requires. The table below provides a reference for when the Approval levels may be added.

Approval Level	Required Action	When to Add
5 - FYI Only TTU	FYI	Department choice
7 - Academic Support FYI TTU	FYI	Will default if required
10 - Principal Investigators TTU	Approve	Department choice
20 - Department TTU	Approve	Every ePAF; may add aditional lines
32 - Financial Aid TTU	Approve	Work Study appts only
33 - Graduate School TTU	Approve	Graduate Student appts only
35 - Research Services TTU - SPAR	Approve	Grant funding
37 - Dean or Area TTU	Approve	If required
50 - Vice President TTU	Approve	If required
51 - Provost TTU	Approve	All faculty ePAFs (not Instructors)
60 - President TTU	Approve	If required
75 - Compensation TTU	Approve	Will default if required
80 - Budget TTU	Approve	Will default if required
95 - HR TTU Approval	Approve	Will default if required
99 - HR TTU Apply-Upload	Apply	Every ePAF

ePAF Glossary

Address and Telephone Selection - allows the originator to see if a work address and work telephone number have already been assigned to the employee.

Annual Salary – *for Nonexempt*: Hourly rate multiplied by 2080 multiplied by FTE; *for Exempt: (12 mo):* Monthly rate multiplied by 12; *for Exempt (9 mo):* Monthly rate multiplied by 9 OR Semester rate multiplied by 2.

Approval Category – ePAF type.

Approved – transaction status of an ePAF that is pending upload to the Banner system. The ePAF has been though all approvals and this is the last level before changes are made to the employee's record.

Benefit Category Code – code used by Banner defining what type of benefits an employee is eligible to have. This code also drives the deduction codes the employee will be assigned.

Cancelled – transaction status of an ePAF that has been removed for the routing queue and will not be resubmitted.

Classified Pay Plan – list of TTU's classified positions**.** Each classified position has a standardized specification with a position code, position class title, position summary, minimum qualifications, exempt/nonexempt status, job category, pay grade, and pay range with set minimum, mid-point, and maximum salary rates.

Comments – the section of the ePAF that allows the originator and approves to add comments to the ePAF as needed for communication.

Completed – transaction status of an ePAF that has been uploaded to the Banner system. Changes to the employee's job record have been done and should be visible on the HR 121 Current and Future report the day after the ePAF has been completed.

Current Hire Date – Date in which the employee will begin working at the University. This date will default from the Query Date in ePAF transactions.

Default Earnings – code used in Banner to allow the position to run though the payroll process and pay a specific earning to the employee. Most common earnings code is HLD for longevity eligible staff, HLN for nonexempt employees who are not eligible for longevity and RGS for exempt employees who earn a consistent monthly salary**.**

Distribution COA – A field in the ePAF transaction that will have the same information as the *Home COAS*.

Distribution Orgn – A filed in the ePAF transaction that will have the same information as the *Home Organization*.

Electronic Personnel Action Form (ePAF) – a system delivered from our vendor that allows departments to communicate employee appointments to the payroll system for payment of wages.

Employee Class Code – code used by Banner defining an employee's whole employment as exempt, nonexempt, what benefits the employee is eligible for, what leave the employee is eligible for and full time or part time status.

Employee Record – ePAF section which consists of the employee class, leave category, benefit category, full time or part time status, assigned home chart of account, assigned home organization, distribution chart of account and distribution organization, current hire date and location code.

Encumbrance – amount of funds held to pay for an employee for the duration of the appointed job.

Encumbrance Begin Date – date in which the ePAF originator intends for funds to begin to be held to pay for an employee's appointed job.

Encumbrance End Date – date in which the ePAF originator intends for funds to be released from an employee's appointed job. The employee will either be ending the job on this date or be placed on leave without pay as of this date.

Ending Jobs ePAFs – end the appointment of an employee. The appointment can be either a primary or secondary job.

ePAF Person Selection – ePAF screen where the originator will select the employee, enter the query date and choose the ePAF type (approval category).

Exempt Employees - are "exempt" from the overtime recordkeeping standards of the Fair Labor Standards Act. These employees must meet certain criteria to be considered exempt under FLSA guidance.

Factor – the number of pay periods per year for the position. F*or Nonexempt*: 24; *for Exempt (12 mo):* 12 *for Exempt (9 mo):* 9

Fair Labor Standards Act (FLSA) - The Federal Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.

FT/PT Status – code used by Banner to define the full time or part time status of an employee. If the overall FTE is 100%, the employee is considered full time. Anything below 100% is considered part time. Other is defined as non-compensated or a retiree.

Full Time Equivalent (FTE) – employee's workload. Average working hours in a week divided by 40.

Home COAS – the chart of account in which the employee will be assigned. Most likely will depend on the home organization assigned.

Home Organization – The organization who will carry the primary appointment for an employee.

Hourly Rate – rate of pay per hour for nonexempt employees. Calculation = Annual Salary divided by 2080 divided by FTE

Hours per Day – the average number of hours the employee will work each **day**. *For all employee types:* 8 multiplied by FTE.

Hours per Pay – the average number of hours the employee will work each **pay period.** For Nonexempt: 86.67 multiplied by FTE; f*or Exempt (9 or 12 mo):* 173.33 multiplied by FTE.

Job Begin Date – the first day an employee is appointed to a specific Position-Suffix.

Job Change Reason – reason code used in the Banner system to quickly define the reason for the new job record added to the person's job information.

Jobs Effective Date – the date the change (i.e. add new, change, end) to the appointment takes effect.

Job Information – ePAF section which consists of specific data elements about the job in which the employee will be assigned.

Job Labor Distribution – *(see Labor Distribution)*

Last Paid Date – last date of a pay period in which an employee was processed through payroll.

Last Work Date – the date in which the employee was last at work working in the appointed job.

Leave Category Code – code used by Banner defining what type of leave an employee is eligible to accrue and use.

Leave Without Pay (LWOP) – Job status in which an employee is not paid for various reasons.

Location Code – Building code in which the employee will be stationed most of the time or where their office is located.

Labor Distribution – also known as **Job Labor Distribution** is the made up of the Fund (F), Organization (O), Account (A) and Program (P) or FOAP. These fields identify where the funding for payment will be taken from.

Modifying Jobs ePAFs – are used to change pay, FTE or funding source.

Multi-Action ePAFs – allow the originator to combine the actions of two ePAFs into one transaction.

New ePAF Job Selection - the originator will choose the position number and suffix combination that will be assigned, modified or ended.

New Position Request Form – The form used to request a new position for a department organization. Link to the New Position Request Form.

Next Approval Type – Button in the ePAF job selection screen that allows the originator to assign a position and suffix number combination to each section of the ePAF transaction.

Non-Classified Pay Plan – list of TTU's non-classified positions. Non-Classified positions are often one of a kind, used by a small number of employees, or are faculty-related and allows flexibility to address the university's unique job market when determining compensation. Non-Classified positions are often recruited for nationally or internationally and typically require a specific degree and/or specialized training. Non-Classified positions have standardized specifications with a position code, position class title, minimum qualifications, exemption status, and job category.

Nonexempt Employees – are subject to overtime pay when that employee works over 40 hours during the work week. Overtime pay is calculated at time-and-a-half pay for all hours actually worked in excess of 40 hours during one work week.

Partially Completed – transaction status of an ePAF in which the job has been ended, but the employee record section of the ePAF has not been uploaded to the Banner system. This is most common on Termination ePAFs but can happen anytime information is changing on the employee record.

Pay Plan – Texas Tech University's list of established position titles we share with Texas Tech University Health Sciences Center as well as the HSC El Paso entity. Link to Texas Tech Pay Plan.

Pays – the number of paychecks per year for the position. F*or Nonexempt*: 24; *for Exempt (12 mo):* 12; *for Exempt (9 mo):* 9

Pending - transaction status of an ePAF that has been submitted for approvals. The ePAF will remain in pending status until it has been through all assigned approval levels 5 through 95.

Person: General Person Data – ePAF section in which general personal data about the employee is entered for uploading into the various HR data screens of the Banner system.

Personnel Date – either the date the change takes effect or the date it would have taken effect (only in cases when ePAF was submitted after payroll processing).

Position Class Code – the alpha numeric combination assigned to each position on the pay plan.

Position Number – the T, S or W number that is used to assign a position to an organization or department. The alpha part of the position number will be determined by the chart of account in which the position will be funded or paid. T= Texas Tech University Funds; S = Texas Tech University System Funds; W = Federal Work-Study Funds.

Premium Pay Code – identifies if the full-time employee will receive longevity pay or hazardous duty pay. If neither are applicable, the field will remain “not selected.”

Primary Job ePAFs – ePAF transactions which establish a primary job for an employee.

Query Date – first date on the ePAF transaction. The query date should always reflect the date of hire or the date a position action should take effect. The query date cannot be changed after the originator moves on from the *New ePAF Person Selection* screen.

Returned for Correction – transaction status of an ePAF that has been returned to the originator for correction, reconsideration and should be resubmitted after changes to the ePAF have been made.

Routing Queue - the section of the ePAF where the originator will assign approvers for the ePAF transaction.

Secondary Job ePAFs - add an additional position number to a person with a primary position already assigned. Secondary jobs can be from the same organization or with a different organization, but the total FTE for one individual cannot exceed 1.0 for faculty and staff positions or 0.5 for student positions.

Special Rate – field in the Default Earnings section that designates the monthly amount paid to the employee. This is blank for earnings codes of RGS, HLN or HLD.

Supervisor ID – R ID number of the person who will be the supervisor of the employee.

Termination – ending an employee’s job as well as severing the employee/employer relationship.

Termination Date – date in which the employee will no longer work in the appointed position and the employee/employer relationship is ended.

Termination Reason Code – a code used in the Banner system to describe why the employee is terminating from position appointment.

Time Entry Method – the information used to communicate how the employee will report time worked. Employee Time Entry via Web is used for employees who will enter time in Web Time Entry on Raiderlink. Third Party with Approvals is used for employees who will enter time in Time Clock Plus.

Timesheet COA – the chart of account the timesheet organization resides within.

Time Sheet Organization or Time Sheet Orgn- the organizational code in which the timesheet or leave from for the employee will be housed, routed and approved.

Voided – transaction status of an ePAF that has been returned for correction but will not or cannot be resubmitted. This may be necessary if the originator used the wrong ePAF and must start a new one to enter the changes.

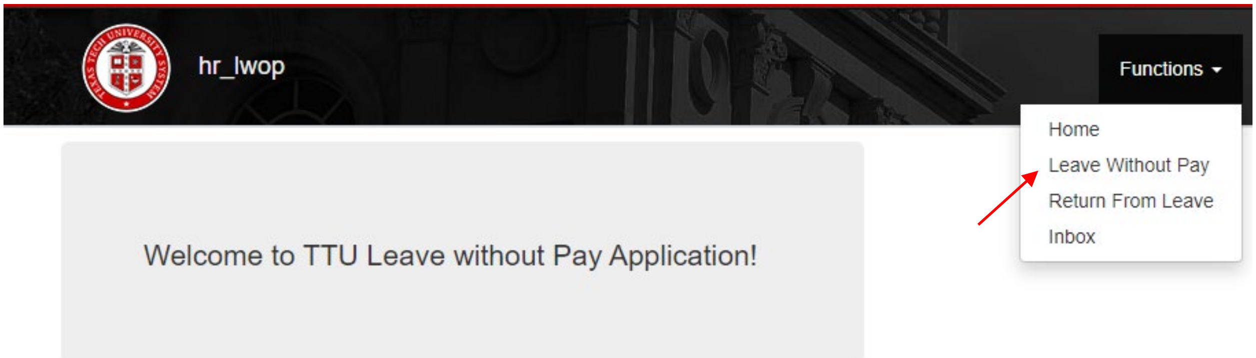
Waiting – ePAF transaction status for a saved transaction that has not been submitted or re-submitted by the ePAF originator.

Work Address – will be the mail stop number used by the university. Format should be MSXXXX (no spaces).

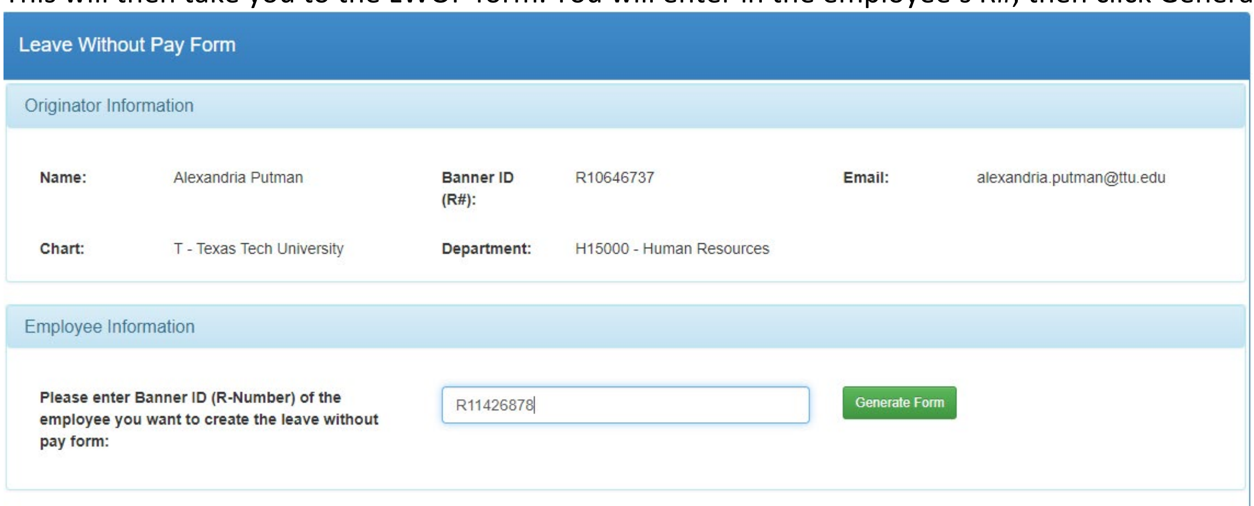
Work Address Update – ePAF section in which work address and work telephone numbers are updated.

Leave Without Pay

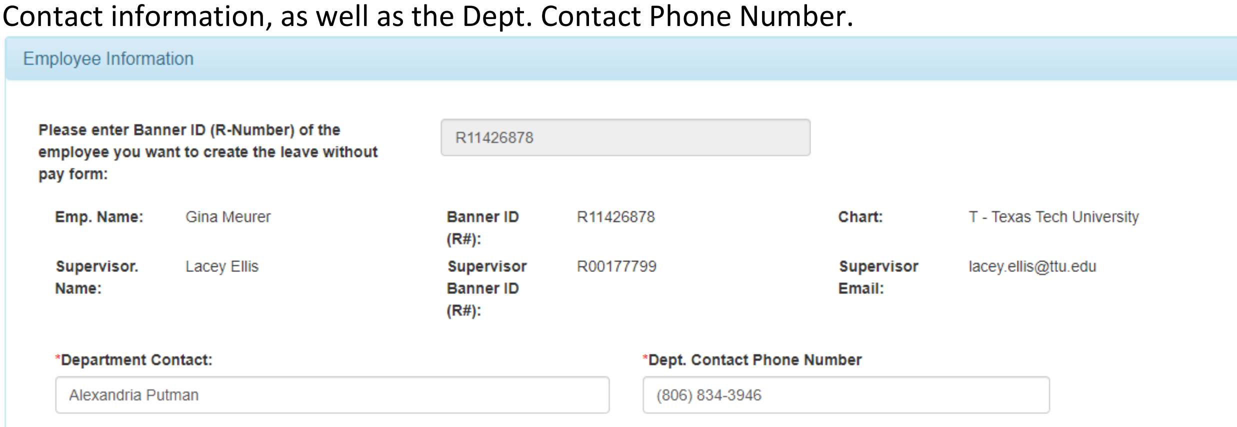
On occasion, it may be necessary to move an employee to a Leave without Pay status. When this happens a form must be submitted to Human Resources through the LWOP application.
https://banapps.texastech.edu/itis/hr_lwop/home
Once you are on the LWOP Home Page, you will click on the Leave Without Pay link located under the Functions tab.



This will then take you to the LWOP form. You will enter in the employee's R#, then click Generate Form.



This will then bring up the employee's work information. From there you will need to fill in the Department Contact information, as well as the Dept. Contact Phone Number.



Now you will enter in the Leave Type and Approver Information. Select the Type of Leave from the dropdown menu:

- Between Term Leave with Benefits (Summer Only)
- Disciplinary Leave Without Pay and Without Benefits
- Education Leave of Absence Without Benefits
- Family Medical Leave (FMLA) Without Pay with Benefits
- Illness Leave Without Pay and Without Benefits (Disability)
- Extended Military Leave Without Pay and without Benefits
- State Parental Leave Without Pay and Without Benefits
- Personal Leave Without Pay and Without Benefits
- Extended Disability Workers Compensation Without Pay and Without Benefits

The First Date of Leave Without Pay will be the first date that the employee is moved to the leave without pay status.
Select the Department Head, and HR (For Approval), for routing. Leave any necessary comments in the Comment(s) section.


Leave Type and Approver Information

*Type of Leave: Family Medical Leave (FMLA) Without Pay with Ben

*First Date of Leave Without Pay: 04/01/2022

*Department Head: Jill Calcote - R10951209

*HR (For Approval): Lacey Ellis - R00177799

Comment(s)

S.No	Comment	Comment Added by	Comment Added on

Add Comment:

Once you have filled in the correct information, you will need to select Submit to start the routing process. Once the LWOP form has been submitted successfully, you will receive a Transaction Number. You may also select Generate PDF to create a PDF for your records.

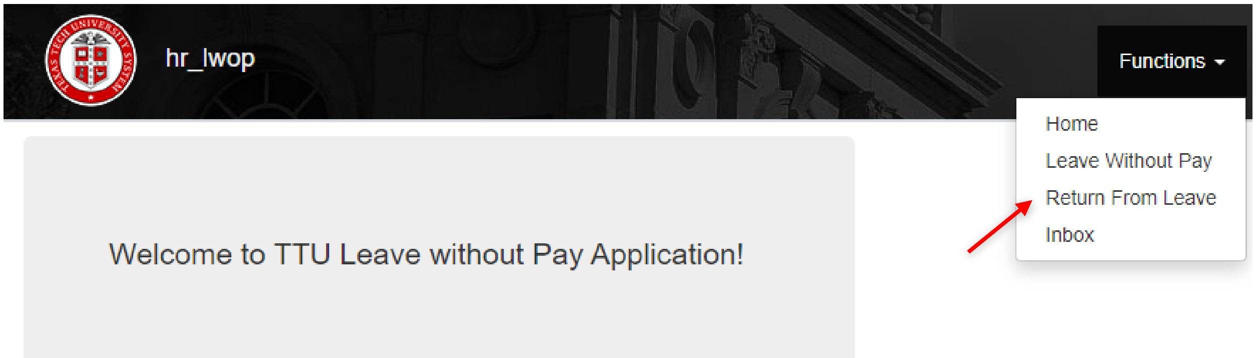
For Approvers:
Once a LWOP form has been submitted, you will receive an email from an automated system that includes a link to review the transaction. From there you may either approve or reject the transaction. A comment will be required for rejected transactions.

Return from Leave Without Pay

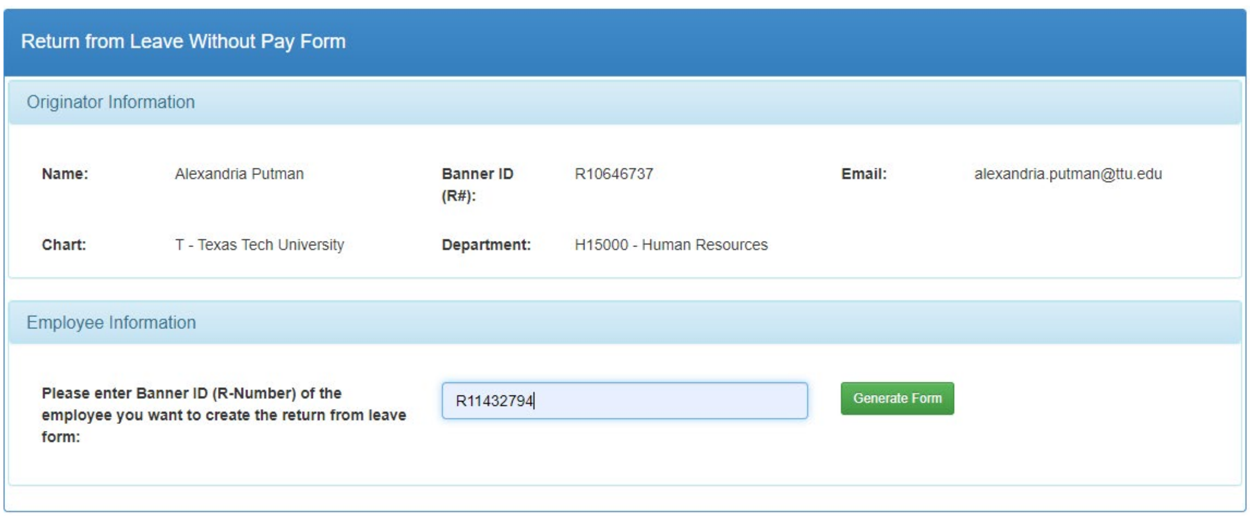
When an employee who has been on Leave Without Pay is ready to return to work, you must submit a Return from Leave Without Pay form to Human Resources through the Return from LWOP application to bring them back to a paid status.

https://banapps.texastech.edu/itis/hr_lwop/rlwop

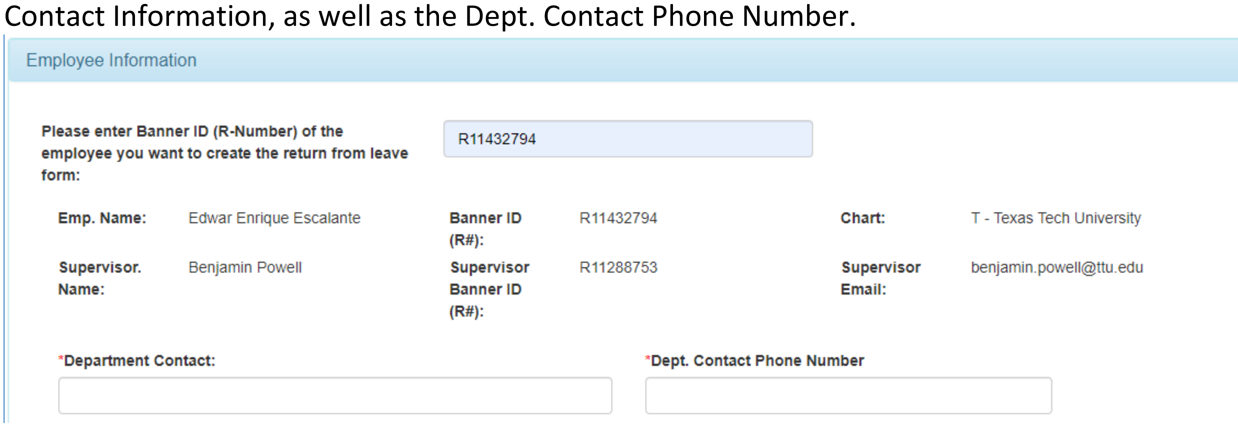
Once you are on the Return from LWOP Home Page, you will click on the Return from Leave link located under the Functions tab.



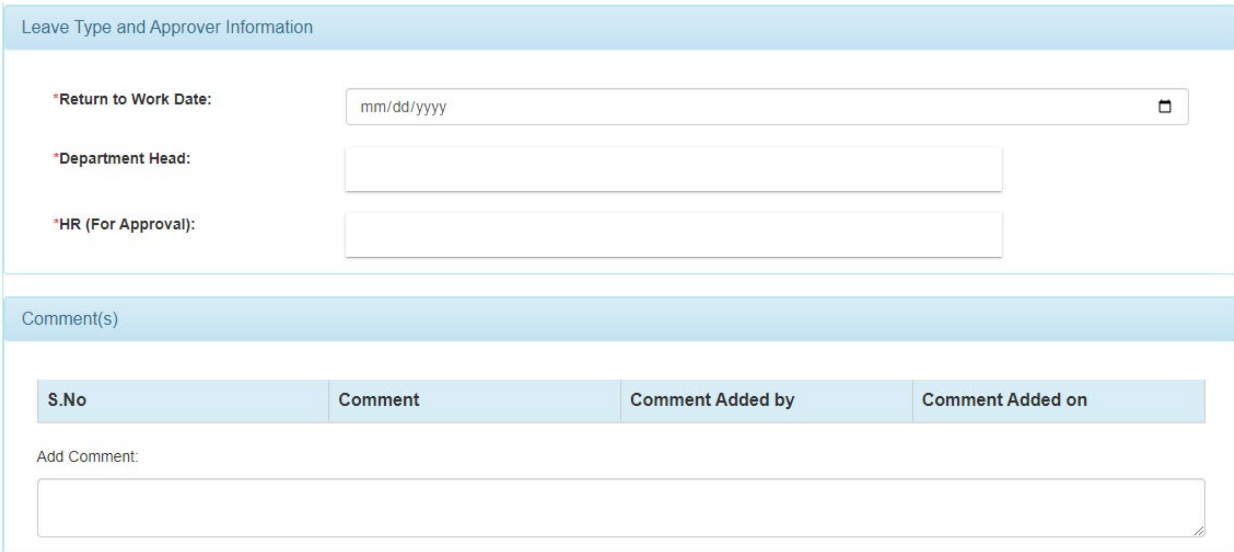
This will then take you to the Return from LWOP form. You will enter in the employee's R#, then click generate form.



This will then bring up the employee's work information. From there you will need to fill in the Department Contact Information, as well as the Dept. Contact Phone Number.



The Return to Work Date will be the first date that the employee starts working once their leave has been completed.
Select the Department Head, and HR (For Approval), for routing. Leave any necessary comments in the Comment(s) section.



Once you have filled in the correct information, you will need to select Submit to start the routing process. Once the Return from LWOP form has been submitted successfully, you will receive a Transaction Number. You may also select Generate PDF to create a PDF for your records.

For Approvers:
Once a Return from LWOP form has been submitted, you will receive an email from an automated system that includes a link to review the transaction. From there you may either approve or reject the transaction. A comment will be required for rejected transactions.

Form I-9

The Purpose of the Form I-9

Employers must complete the Form I-9 to document verification of the identity and work authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States.

After October 31, 2023, the prior version of Form I-9 will be obsolete and no longer valid for use. Starting November 1, 2023, employers who fail to use the 08/01/23 edition of Form I-9 may be subject to all applicable penalties under section 274A of the INA, 8 U.S.C. 1324a, as enforced by U.S. Immigration and Customs Enforcement (ICE).

**Please note that due to the importance of this form, no new hire ePAF will be approved without a completed Form I-9, supporting documents, and an E-Verify® case.

"Form I-9 Instructions." USCIS. Web. Oct 2023

General Instructions

The employee can complete Section 1 of the Form I-9 at any time between acceptance of a job offer and the first day of work. The Form I-9 and E-Verify® process may not start before the employee accepts an offer of employment. The employee must complete Section 1 of the Form I-9 by their first day of work. As a representative of TTU, the department is responsible for ensuring Section 1 has been completed correctly. Upon completing Section 1, the form must be printed, signed, and dated by the employee.

The employer is responsible for reviewing the physical document(s) presented by the employee to complete Section 2. All documents provided must be verified in person and be original documents unless participating in the Alternative Procedure. See page 118 for more information. Section 2 of the Form I-9 should be completed by the end of the third business day after the first day of work, along with an E-Verify® case. Upon completion of Section 2, the form must be printed, signed, and dated by the hiring department.

The employer must complete Supplement B (formally known as Section 3) when new work authorization documents are required due to previous documents expiring. TTU only uses Supplement B for updating expired work authorization on current employees; TTU does not use this section for name changes.

Employers must ensure that all pages of the instructions and Lists of Acceptable Documents are available, either in print or electronically, to all employees completing this form. Employers and employees can also access the full set of instructions at any time by clicking the instruction button at the top of page 1 of the Form I-9 when completing the form on a computer.

Forms completed on the internet cannot be submitted electronically. All forms must be printed, signed, and dated by hand. A blank copy of the Form I-9 is available at https://www.uscis.gov/i-9 if the online version is not accessible.

Additional guidance to complete the form may be found in the Handbook for Employers: Guidance for Completing Form I-9 (M-247) and on USCIS’ Form I-9 website, I-9 Central.

Handbook for Employers, Guidance for Completing Form I-9 (M-274)

I-9 Central

"Form I-9 Instructions." USCIS. Web. Oct 2023

Remote Work

Effective August, 01, 2023, remote employees may complete Section 2 of the I-9 using the Alternative Procedure. See Page 118 for more information.

Once The Form I-9 is completed, the department will process the E-Verify® case and then attach all documents (I-9, copies of documents, and Employment Authorization printout) to the ePAF for processing.

"Form I-9 Instructions." USCIS. Web. Oct 2023

Completing Section 1

After a job offer has been made and accepted, the new employees must complete, sign, and date Section 1 by the end of the first day of work. The following pages will break down Section 1 of the Form I-9 and provide detailed instructions on completing this form correctly. See Figure 1.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	Other Last Names Used (if any)	
Rider	Masked			
Address (Street Number and Name)	Apt. Number (if any)	City or Town	State	ZIP Code
123 Main Street		Lubbock	TX	79409
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address	Employee's Telephone Number	
07/31/1995	1 2 3 4 5 6 7 8 9	masked.rider@ttu.edu	(806) 123-4567	

Figure 1: Section 1 filled out with Employee Information.

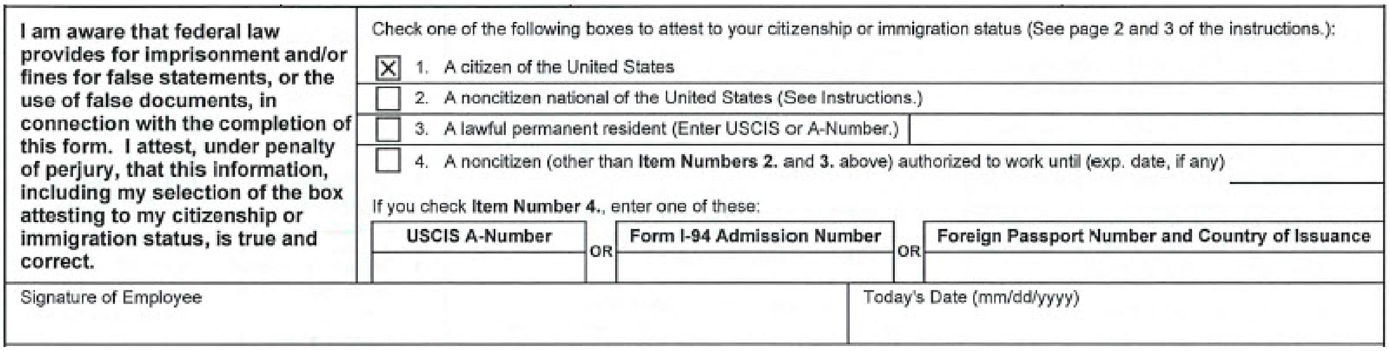
- **Last Name:** full legal last name*
- **First Name:** full legal first name *
- **Middle initial:** the first letter of the second given name. If there is no middle name, leave this field blank.
- **Other Last Names Used:** all other last names used, if any. If there is no other last name, leave this field blank.
- **Address (street name and number):** street number and name of current residence. This must be a physical address within the United States. No PO Boxes are acceptable.
- **Apartment:** numbers or letters of apartment. If there are no apartment numbers or letters, leave this field blank.
- **City or Town:** city or town
- **State:** the abbreviation of your state
- **Zip Code:** 5-digit zip code
- **Date of Birth:** date of birth in format of mm/dd/yyyy
- **US Social Security Number:** 9-digit social security number. Leave this field blank if the social security number has been applied for and not received yet. The E-Verify® should also wait until the US social security number has been received.
- **Employee's E-Mail Address (optional):** e-mail address. If there is no e-mail, leave this field blank.
- **Employee's Telephone Number (optional):** telephone number in the format of (000) 000-0000. If there is no phone number, leave this field blank.

*Employees should include the hyphen (-) or apostrophe (') if their names have them. If an employee has two last names, they must include both names in the Last Name field *ex. O'Neill, Garcia Lopez, Smith-Johnson*. If an employee has two first names, they must include both names in the First Name field *ex. Mary Jo, John-Paul, D'Shan*. Employees with only one name should enter it in the Last Name field, then enter *Unknown* in the First Name field.

"Form I-9 Instructions." USCIS. Web. Oct 2023

Attestation:

The employee must select one box to attest to their citizenship or immigration status. See Figure 2.



I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

- [x] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States (See Instructions.)
- [ ] 3. A lawful permanent resident (Enter USCIS or A-Number.)
- [ ] 4. A noncitizen (other than **Item Numbers 2.** and **3.** above) authorized to work until (exp. date, if any)

If you check **Item Number 4.**, enter one of these:

USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance

Signature of Employee	Today's Date (mm/dd/yyyy)

Figure 2: Attestation in Section 1. One box must be selected.

1. A citizen of the United States.
2. A noncitizen national of the United States: An individual born in American Samoa, certain former citizen of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.
3. A lawful permanent resident: An individual who is not a U.S. citizen and who resides in the United States under legally recorded permanent residence as an immigrant. This term includes conditional residents. Asylees and refugees should not select this status but should instead select “A noncitizen authorized to work” below.
   a. If this box is chosen, the 7-9 digit USCIS or A-number should be written in the blank.
4. A noncitizen authorized to work: An individual who is not a citizen or national of the United States, or a lawful permanent residence, but is authorized to work in the United States.
   a. If this box is chosen, a date should be entered showing the expiration of work authorization. This will be found on the work authorization document.
   b. Noncitizens authorized to work must enter one of the following. You may not ask the employee to present the document from which they supplied this information.
      i. Noncitizen Registration Number A#/USCIS#: or
      ii. Form I-94 Admission number: or
      iii. Foreign Passport Number and the Country of Issuance

"Form I-9 Instructions." USCIS. Web. Oct 2023

Preparer and/or Translator Section:

If the employee did not use a preparer or translator to assist in completing Section 1, Supplement A does not need to be filled out. If the employee did use a preparer or translator to assist in completing Section 1, the preparer or translator should fill out Supplement A. The TTU department representative cannot be a preparer or translator for Section 1. See Figure 3.

Last Name *(Family Name)* from **Section 1.**	First Name *(Given Name)* from **Section 1.**	Middle initial (if any) from **Section 1.**
Rider	Masked	

Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator			Date *(mm/dd/yyyy)*
Raider Reed			Today's Date
Last Name *(Family Name)*	First Name *(Given Name)*		Middle Initial *(if any)*
Red	Raider		
Address *(Street Number and Name)*	City or Town	State	ZIP Code
967 Broadway	Lubbock	TX	79410

Figure 3: Supplement A is filled out only if a Preparer and/or Translator assisted the employee with Section 1 of the Form I-9.

- **Last Name:** The preparer or translator writes the employee's legal last name in this field.
- **First Name:** The preparer or translator writes the employee's legal first name in this field.
- **Middle Initial:** The preparer or translator writes the employee's first letter of their second name. If there is no middle name, leave this field blank.
- **Signature of Preparer or Translator:** The preparer or translator must sign his or her name using a longhand signature.
  Today's Date: The person who signs the Preparer and/or Translator Certification must date the form with the mm/dd/yyyy format. Do not backdate this field. *The date the employee enters next to their signature in Section 1 should match the date the preparer/translator signed Supplement B.
- **Last Name:** (family name) Enter the full legal last name of the person who helped the employee. The last name is also the family name or surname. If the preparer or translator has two last names or a hyphenated name, use both names in this field.
- **First Name:** (given name) Enter the full legal name of the person who helped the employee.
- **Address:** (street name and number) Enter the street name and number of the current address of the residence of the person who helped the employee in preparing or translating Section 1 in this field.
- **City or Town:** Enter the city, town, or village of the residence of the person who helped the employee in preparing or translating Section 1 in this field.
  "Form I-9 Instructions." USCIS. Web. Oct 2023

**The employer must ensure that all parts of the Form I-9 are properly completed and may be subject to penalty under federal law if the form is not completed correctly. Before completing Section 2, the department should review Section 1 to ensure the employee completed it properly. If any errors are found in Section 1, have the employee make corrections appropriately, then initial and date any corrections.

"Form I-9 Instructions." USCIS. Web. Oct 2023

Completing Section 2

The department must complete Section 2 by examining documents showing identity and employment authorization within 3 business days of the employee's first day of employment. If your employee begins working on a Monday, Section 2 should be completed, signed, and dated before or by the end of the day on Thursday.

As a participant of E-Verify®, TTU is eligible to use the alternative procedure also known as Remote Examination of Documents for completing the Form I-9. Rather than Section 2 being completed in person, individuals may have the option to submit documents for inspection electronically and complete the verification using a live online modality. Participation in the alternative procedure is up to a department's discretion. If departments elect to participate in this procedure, there are a few considerations to account. See page 118 for more information related to the alternate process.

- Copies of work authorization documents must be clear and legible, preferably in color.
- Copy of document presented for identity should clearly show the employee's face and not a dark outline.
- Employee must be able to sign Section 1 of the Form I-9 physically. No Adobe signatures are allowed.

Acceptable Documents for completing section 2:

The employer must physically examine the unexpired document(s) presented from the List of Acceptable Documents while the employee is present physically or live via video (if applicable) to complete the fields in Section 2. The employer must accept any documents presented as long as they satisfy federal requirements. The employer cannot require specific documents to be presented (i.e., Driver's license and SS card).

All documents must be unexpired and original. Photocopies are not acceptable documents (certified copies of birth certificates are acceptable for the Form I-9). Photocopies are allowed if completing Section 2 using the alternative procedure. See page 118 for more information.

- Certified birth certificates will generally have a raised seal from the state or a watermark showing it is not a copy.
- Some documents, such as social security cards and birth certificates, do not have expiration dates. If the document does not have an expiration date, leave the expiration date field blank.

Documents are considered acceptable if they appear to relate to the person presenting them and appear authentic. The employee may present a List A document(s) or a combination of List B and List C documents showing identification and work authorization. See Figure 4. TTU requires copies be made of the original documents and are to be included with the Form I-9. The original documents should be returned to the employee after they have been reviewed.

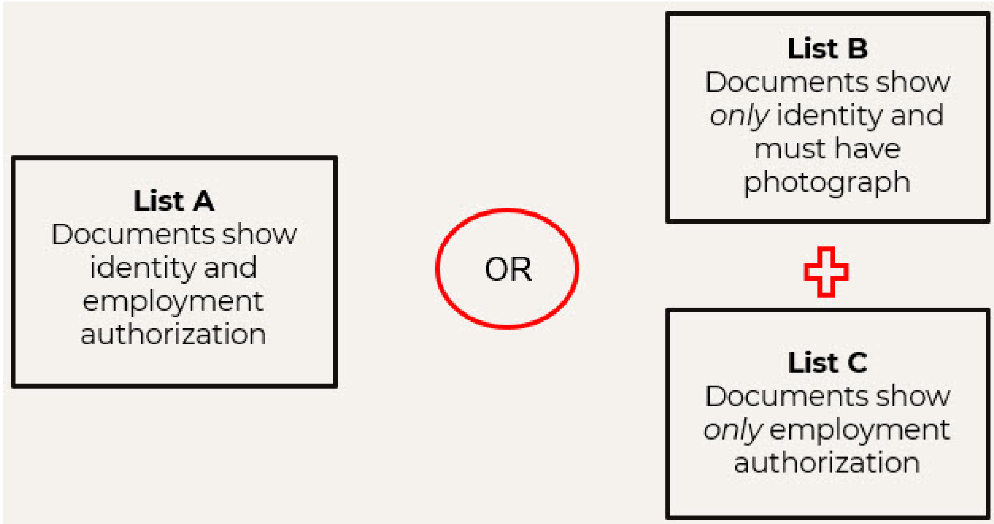


Figure 4: Employees have the option to present a List A document or a combination of List B and a List C document. NOTE: Due to E-Verify® participation, List B documents must have a photo.

"Form I-9 Instructions." USCIS. Web. Oct 2023

List A Documents

List A documents show both identity and work authorization. See Figure 5. Some List A documents are combination documents that must be presented together to be considered a List A document, such as a foreign passport together with a Form I-94, an endorsement of the noncitizen's status (most common statuses are F-1, J-1, or H-1B). See Figure 6.

LIST A Documents that Establish Both Identity and Employment Authorization
1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

Figure 5: Documents categorized under List A.

F-1 Status	• **Individual(s):** Students • **Items:** Foreign Passport, I-94, Form I-20
J-1 Status	• **Individual(s):** Students, researchers, professors • **Items:** Foreign Passport, I-94, Form DS-2019, Sponsor Letter **(for students)
H1B Status	• **Individual(s):** Faculty and professors (specialty occupations) • **Items:** Foreign Passport, I-94 (I-797)

Figure 6: Most common statuses and the necessary paperwork to complete the Form I-9 successfully. NOTE: You may not ask for specific documents. Give the employees the opportunity to show you their chosen materials.

List B & C Documents

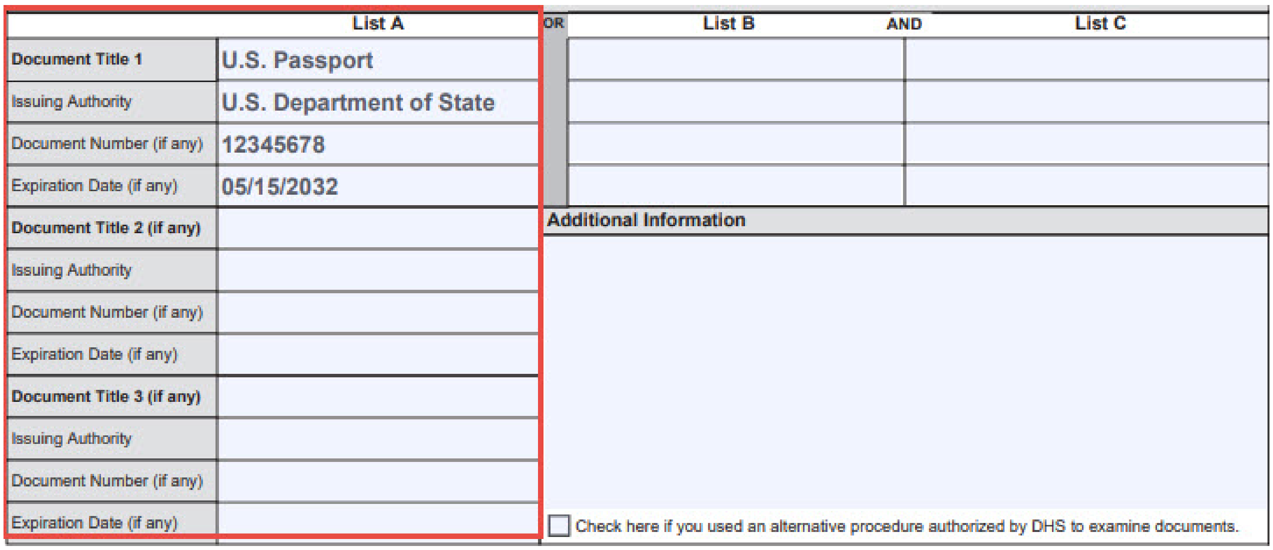
List B documents show identity only, and List C documents show employment authorization only. If an employee presents a List A document, do not ask or require the employee to present List B and List C documents, and vice versa. Since TTU participates in E-Verify®, if a List B document is presented, it must include a photograph. See Figure 7. All documents presented should be unexpired.

LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. School ID card with a photograph.		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. ~~Voter's Registration Card~~		4. Native American tribal document
5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central. The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.
8. Native American tribal document		
9. Driver's license issued by a Canadian government authority		
For persons under age 18 who are unable to present a document listed above:		
10. School record or report card		
11. Clinic, doctor, or hospital record		
12. Day-care or nursery school record		

Figure 7: Documents categorized under List B and List C. Ensure that List B documents presented have a photo of the employee due to TTU's participation in E-Verify®.

Entering Documents the Employee Presents:

List A – Identity and Employment Authorization
Enter the information under the List A column if the employee presents a List A document. If a combination of List A documents is presented, enter information from each document into a separate area under List A. If you enter a document under List A, you should not enter information under List B or C. See Figure 8.



	List A	OR	List B	AND	List C
Document Title 1	U.S. Passport				
Issuing Authority	U.S. Department of State				
Document Number (if any)	12345678				
Expiration Date (if any)	05/15/2032				
Document Title 2 (if any)		Additional Information			
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)		☐ Check here if you used an alternative procedure authorized by DHS to examine documents.			

Figure 8: Fill out Section 2 according to the documents presented. List A document(s) will go under List A.

- **Document Title**: If the employee presents a List A document, enter the title of the List A document in this field. If a combination of documents is presented, use the second and third document title fields as necessary. You may choose to use approved abbreviations. See Appendix A: Common Abbreviations for Document Entry in Section 2 or see page 123 for more information.
- **Issuing Authority:** Enter the issuing authority of the List A document. This will be the specific entity that issued the document. If the employee presented a combination of documents, use the second and third issuing authority fields as necessary.
- **Document Number:** Enter the document number of the List A document, if any. Leave the field blank if the document does not contain a document number.
    - If the employee presented a combination of documents, use the second and third document fields as necessary. If the document presented was a Form I-20 or DS-2019, use the Student and Exchange Visitor Information System (SEVIS) number as the document number. See pages 157 and 159.
- **Expiration Date:** Enter the expiration date of the List A document, if any. This document is not acceptable if it has already expired. If there is no expiration date, leave the field blank. If the document uses D/S, use this as the expiration, which means duration of status. For a receipt, use the expiration date for the receipt period. If the employee presented a combination of documents, use the second and third expiration date fields as necessary.

"Form I-9 Instructions." USCIS. Web. Oct 2023

List B – Identity

If the employee presents an acceptable document from List B or an acceptable receipt for the application to replace a lost or stolen List B document, enter the document information in this column.

If you enter document information in the List B column, you must also enter document information in the List C column. If an employee presents acceptable List B and List C documents, do not ask the employee to present a document from List A. If listing List B document, information should not be listed in List A. See Figure 9.

	List A	OR	List B	AND	List C
Document Title 1			TX DL		SS Card
Issuing Authority			Texas		Social Security Administration
Document Number (if any)			12345678		111223333
Expiration Date (if any)			12/31/2030		
Document Title 2 (if any)			**Additional Information**		
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)			☐ Check here if you used an alternative procedure authorized by DHS to examine documents.		

Figure 9: Fill out Section 2 according to the documents presented. List B documents must have a photo of the employee and be accompanied by a List C document. A List B document will go under List B. A List C document will go under List C.

- **Document Title:** If the employee presents a document from List B, enter the title of the List B document or receipt in this field. You may choose to use approved abbreviations. See Appendix A: common Abbreviations for Document Entry in Section 2 for list or page 124.
- **Issuing Authority**: Enter the issuing authority of the List B document. The issuing authority is the entity that issued the document. If the employee presents a document that is issued by a state agency, include the state as part of the issuing authority.
- **Document Number**: Enter the document number of the List B document, if any. If the document does not contain a number, leave it blank.
- **Expiration Date**: (mm/dd/yyyy) Enter the expiration date of the List B document, if any. The document is not acceptable if it has already expired. If there is no expiration date, leave the field blank. For a receipt, use the expiration date for the receipt period.

"Form I-9 Instructions." USCIS. Web. Oct 2023

List C – Employment Authorization

If the employee presents an acceptable document from List C or an acceptable receipt for the application to replace a lost or stolen List C document, enter the document information in this column. If you enter document information in the List C column, you must also enter document information in the List B column. If an employee presents acceptable List B and List C documents, do not ask the employee to present a document from List A. If listing List C documents, information should not be listed in List A.

- **Document Title:** If the employee presents a document from List C, enter the title of the List C document or receipt in this field. You may choose to use approved abbreviations. See Appendix A: Common Abbreviations for Document Entry in Section 2 or page 124.
- **Issuing Authority:** Enter the issuing authority of the List C document. The issuing authority is the entity who issued the document.
- **Document Number:** Enter the document number of the List C document exactly as it appears on the document. If the document does not contain a number, leave the field blank.
- **Expiration Date:** (mm/dd/yyyy) Enter the expiration date of the List C document, if any. The document is not acceptable if it has already expired. If there is no expiration date, leave the field blank. For a receipt, use the expiration date for the receipt period.

Additional Information: Use this space to notate any additional information for the Form I-9, such as:

- A sponsor letter that may be required to accompany a DS-2019 with an exchange visitor category of student.
- Employment Authorization Extension

"Form I-9 Instructions." USCIS. Web. Oct 2023

Receipts

Receipts are acceptable if a document has been lost or stolen. The employee must present the replacement document to you within 90 days of the first day of work. This is a two-step process:

1. Write the word *receipt* in Section 2 after the document name under the list that relates to the receipt. Complete E-Verify® using the information from the receipt. Attach the receipt of the document with the Form I-9, and E-Verify results with your ePAF. See Figure 10.
2. When your employee presents the replacement document, draw a line through the word *receipt* and update Section 2 of the Form I-9 with any new information, the date, and your initials. See Figure 11. Send the updated Section 2 along with a copy of the document to the general HR Comp and Ops email to *hr.comp.ops@ttu.edu*.

List B	AND List C
Receipt: Replacement TX DL	Receipt: Replacement SS Card
Texas	Social Security Administration
12345678	111223333
12/31/2030	

*Figure 10: If documenting a receipt, write **Receipt** next to the document name.*


Document Title
Driver's License - ~~receipt~~ JC 07/25/2022
Issuing Authority
California

Figure 11: Once an employee receives their official document, cross out irrelevant information, insert new information, initial and date the change.

*You cannot accept receipts if employment lasts less than three days. You may terminate an employee who fails to present acceptable documentation (or an acceptable receipt for a document) within three business days after the date employment begins. If the employee does not present the original document for which the previously provided receipt was issued but presented, within the 90-day period, other facially valid and reasonably related documentation, you may accept it. Be sure to complete a new Section 2 and attach it to the original Form I-9. Provide a note of explanation either in in the Additional Information box included on Page 2 of the Form I-9 or as a separate attachment.

"Form I-9 Instructions." USCIS. Web. Oct 2023

Entering Information in the Employee Certification:

After filling out Section 2, fill in your information at the bottom of the form. See Figure 12.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.		First Day of Employment (mm/dd/yyyy):
Last Name, First Name and Title of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name	Employer's Business or Organization Address, City or Town, State, ZIP Code	

Figure 12: Enter your information at the bottom of Section 2. Be sure to sign using a longhand signature. No adobe signatures are allowed.

- **Employee's First Date of Employment:** Enter the employee's first day of employment as a 2-digit month, a 2-digit day, and 4-digit year (mm/dd/yyyy). This date should match the hire date of the ePAF submitted.
- **Last Name, First Name and Title of the Employer or Authorized Representative:** Enter the full legal name of the person who physically examined the employee's original documents. If the person has two last names or a hyphenated last name, include both names in this field. Enter the title, position, or role of the person who physically examines the employee's original document(s), completes and signs Section 2.
- **Signature of Employer or Authorized Representative:** The person who physically examines the original document(s) and completes section 2 must sign his or her name in this field. This form must have a longhand signature.
  - When you sign Section 2, you are attesting under penalty of perjury that you have physically examined the documents presented by the employee, that the documents appear to be genuine and relate to the employee, and that to the best of your knowledge, the employee is authorized to work in the United States, that the information that you entered in section 2 is complete, true and correct to the best of your knowledge and that you are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements of knowingly accepting false documentation when completing this form.
    "Form I-9 Instructions." USCIS. Web. Oct 2023
- **Today's Date:** The person signing Section 2 must enter the date he or she signed Section 2. Do not backdate this field. Enter the date as a 2-digit month, a 2-digit day, and a 4-digit year (mm/dd/yyyy).
- **Employer's Business or Organization Name:** Enter *Texas Tech University*
- **Employer's Business or Organization Address (Street, City, State, and Zip):** Enter the actual physical address of the employer. Do not use a PO Box or Mail Stop. Use the legal address for Texas Tech, 2500 Broadway, or your office's physical address if you have an off-campus location. Enter *Lubbock* for the city of your office. Enter *TX* for the state. Enter *79409* or your office zip code.

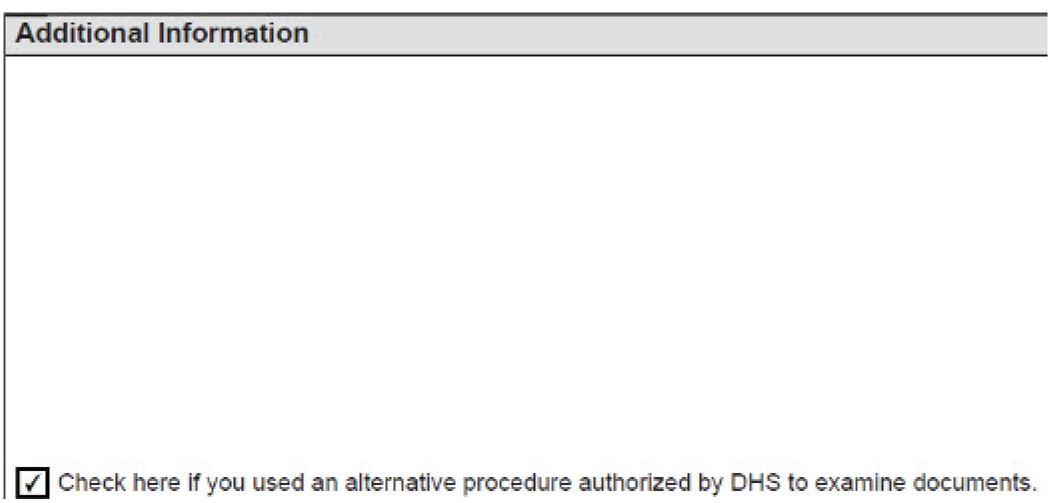
"Form I-9 Instructions." USCIS. Web. Oct 2023

Alternative Procedure

Departments may choose to offer the alternative procedure *also known as the Remote Examination of Form I-9 Documents* for remote hires only or all employees within their department, so long as you do not adopt such a practice for a discriminatory purpose or treat employees differently based on their citizenship, immigration status, or national origin, such as by deciding that certain employees are not eligible for remote examination of their documentation.

To utilize the alternative procedure, there are several steps that must take place.

1. Request that the employee send clear copies of their identifying documents to you. Ensure that the picture is clear enough to see; no outlines of faces are allowed.
2. Examine copies (front and back, if the document is two-sided) of Form I-9 documents or an acceptable receipt to ensure that the documentation presented reasonably appears genuine and relates to the employee.
3. Conduct a live video interaction with the individual presenting the document(s) to ensure that the documentation reasonably appears to be genuine and relates to the individual. Both individuals should have the documents in hand. The employee will have their original documents. The employer will have copies of the original documents in their hands.
4. Retain a clear and legible copy of the documentation (front and back if the documentation is two-sided).
5. Indicate that you used an Alternative Procedure on Form I-9. See Figure 13.
    a. On the Form I-9 dated 08/01/2023, check the box to indicate you used an alternative procedure in the *Additional Information* field in Section 2.


Additional Information

☑ Check here if you used an alternative procedure authorized by DHS to examine documents.

Figure 13: If the Alternative Procedure is used, indicate on the Form I-9.

"Remote Examination of Documents (Optional Alternative Procedure to Physical Document Examination)." USCIS. Web. Oct 2023

Form Reminders

- All documents must be unexpired.
- You must verify the actual document. Copies are only acceptable if participating in the alternative procedure.
- Some documents, such as social security cards and birth certificates, do not contain expiration dates and should be treated as unexpired. For such instances, leave the *expiration field* blank.
- If anyone other than the employee enters any data in Section 1, be sure they complete the preparer certification. This cannot be anyone in the department.
- A Visa cannot be used to substitute for a foreign passport.
- Foreign passports commonly list dates as dd/mm/yyyy. The I-9 requires the date format to be mm/dd/yyyy
    - Ex. December 10, 1997 may look like 10/12/1997 or 10-12-1997. To fill out the Form I-9 correctly, the date should be 12/10/1997.
- A physical address must be listed for Texas Tech – no PO Boxes or Mail Stops.

Corrections and Errors

- Never use whiteout or completely black out incorrect information.
- Draw a single line through the incorrect information.
- Write missing information or correct information nearby.
- Date and initial by the person making the correction.
- Never backdate.
- To correct multiple errors in one section, you may redo the section on a new Form I-9 and attach it to the old form. You can also complete a new Form I-9 describing why you made changes to an existing Form I-9 or why you created a new Form I-9.

Filling out the Form I-9 Frequently Asked Questions

Do citizens and noncitizen nationals of the United States need to complete Form I-9?
Yes. While citizens and noncitizen nationals of the United States are automatically eligible for employment, they too must present the required documents and complete Form I-9, Employment Eligibility Verification. U.S. citizens include persons born in the United States, Puerto Rico, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands. U.S. noncitizen nationals are persons who owe permanent allegiance to the United States, which include those born in American Samoa, including Swains Island. Citizens of the Federated States of Micronesia (FSM) and the Republic of the Marshall Islands (RMI) are not noncitizen nationals, however they are eligible to work in the United States.

Can I ask an employee to show a specific document when completing Form I-9?
No. The employee may choose which document(s) they present from the Lists of Acceptable Documents. You must accept any document (from List A) or combination of documents (one from List B and one from List C) listed on Form I-9 and found in Section 13.0 that reasonably appear to be genuine and to relate to the person presenting them. To do otherwise could be an unfair immigration-related employment practice that violates the anti-discrimination provision in the INA. You must not treat individuals who look and/or sound foreign differently in the recruiting, hiring, or verification process. NOTE: Since TTU participates in E-Verify, List B documents must have a photograph.

What is my responsibility concerning the authenticity of document(s) an employee presents to me?
You must examine the original documentation, and if it reasonably appears to be genuine and to relate to the person presenting them, you must accept it. To do otherwise could be an unfair immigration-related employment practice. If the documentation does not reasonably appear to be genuine or to relate to the person presenting it, you must not accept it. However, you must provide the employee with the opportunity to present other documents from the Lists of Acceptable Documents.

May I accept a copy of a document from an employee?
Employers examining employees' documents in person may only accept original documentation from employees. The only exception is that an employee may present a certified copy of a birth certificate. E-Verify participants in good standing that choose to remotely examine employees' Form I-9 documentation may accept copies of documentation, but must then view original documentation in a live video interaction, as explained in the Form I-9 instructions and in *Section 4.5, Remote Document Examination (Optional Alternative Procedure to Physical Document Examination)*.

When can employees present receipts for documents in place of actual documents from the Lists of Acceptable Documents?
The *receipt rule* is designed to cover situations in which an employee is authorized to work at the time of initial hire or reverification, but does not have the actual document listed on the Lists of Acceptable Documents. You cannot accept a receipt showing the employee has applied for an initial grant of employment authorization and/or an EAD. See *Section 4.4, Acceptable Receipts*, for more information.

My new employee presented two documents to complete Form I-9, each containing a different last name. One document matches the name she entered in Section 1. The employee explained that she had just gotten married and changed her last name, but had not yet changed the name on the other document. Can I accept the document with the different name?
You may accept a document with a different name than the name entered in Section 1 if the document reasonably relates to the employee. You also may attach a brief memo to the employee's Form I-9 stating the reason for the name discrepancy, along with any supporting documentation she provides. An employee may provide documentation to support a name change, but is not required to do so. If you determine the document containing a different name does not reasonably appear to be genuine and to relate to the employee, you may ask her to provide other documents from the Lists of Acceptable Documents on Form I-9.

The name on the document my employee presented to me is spelled slightly differently than the name they entered in Section 1 of Form I-9. Can I accept this document?
If the document contains a slight spelling variation, and the employee has a reasonable explanation for the variation, the document is acceptable if you are satisfied that the document otherwise reasonably appears to be genuine and to relate to the employee.

If an employee writes one last name in Section 1 but presents a document from the List of Acceptable Documents that has only one of those last names, what do I do?
Ask your employee the reason for the difference in the names. If the document reasonably appears to be genuine and to relate to the individual, you may accept the document. Attach a memo to the Form I-9 explaining the discrepancy.

If an employee presents a document from the List of Acceptable Documents in which his or her name is spelled slightly different than the name he or she wrote in Section 1, what do I do?
Ask your employee the reason for the difference in spelling. If it reasonably appears to be genuine and relate to the individual, you may accept the document. Ask your employee to use his or her full legal name in Section 1. Ask him or her to do one of the following: correct the Form I-9 and initial the change; provide a different document with the correct spelling; or provide you a corrected document.

If an employee presents a document in which the name the employee wrote in Section 1 is complete or substantially different form the name on the document, what do I do?
Ask the employee the reason for the name change. If your employee maintains that the name in Section 1 is hir or her legal name and you are satisfied that the document reasonably appears to relate to the employee, you may accept the document. Attach a memo to the Form I-9 explaining the discrepancy. If the employee voluntarily provides proof of a name change, you may keep a copy of it with the memo.

If an employee provides a document that does not reasonably appear to be genuine and/or to relate to the individual or he or she cannot present other documents to satisfy the requirement of the Form I-9, what do I do?
You may terminate the employee.

Is an unsigned Social Security card valid?
Yes. A signature on the card is not required for the card to be valid. You may accept an unsigned Social Security card as long as the card reasonably appears to be genuine and to relate to the person presenting it.

Is an unsigned My employee's EAD expired and now they want to show me a Social Security card. Do I need to see a current DHS document?
No. During reverification, you must allow an employee to choose what document to present from either List A or List C. If the employee presents an unrestricted Social Security card, the employee does not also need to present a current DHS document. However, if the employee presents a restricted Social Security card, you must reject it since it is not an acceptable Form I-9 document and ask the employee to choose a different document from List A or C.

"Questions and Answers and Examining Documents." USCIS. Web. Oct 2023

What abbreviations can I use to fill out Section 2 of the Form I-9?

Individuals may use abbreviations when filling out Section 2 of the Form I-9 to help with limited space. Below are some of the common abbreviations used from the I-9 Central's website.

Full name of List A Document	Common Abbreviation
Permanent Resident Card (Form I-551)	Form I-551 or PRC
Alien Registration Receipt Card (Form I-551)	Form I-551 or PRC
Foreign passport containing a temporary I-551 stamp, also known as Alien Documentation, Identification and Telecommunication (ADIT) stamp.	1. Foreign Passport 2. I-551 or ADIT Stamp
Foreign passport containing a temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)	1. Foreign Passport 2. MRIV
Employment Authorization Document (Form I-766)	Form I-766 or EAD
For a nonimmigrant noncitizen authorized to work for a specific employer because of his or her status, a foreign passport with Form I-94 that contains an endorsement of the noncitizen's nonimmigrant status.	1. Foreign Passport 2. Form I-94 3. Form I-20 or Form DS-2019 Note: In limited circumstances, certain J-1 students may be required to present a letter from their Responsible Officer to work. Enter the document title, issuing authority, document number and expiration date from this document in the Additional Information field.
Passport from the Federated States of Micronesia (FSM) with Form I-94.	1. FSM Passport with Form I-94 2. Form I-94
Passport form the Republic of the Marshall Islands (RMI) with Form I-94	1. RMI Passport with Form I-94 2. Form I-94
Receipt: The arrival portion of Form I-94 containing a temporary I-551 (ADIT) stamp and photograph	Receipt: Form I-94 w/I-551 stamp, photo
Receipt: The departure position of Form I-94 with an unexpired refugee admission stamp	Receipt: Form I-94 w/refugee stamp
For receipts, indicate Receipt in the field along with the appropriate abbreviation above, if provided. For example, to document a receipt for the application to replace a lost, stole, or damaged, Permanent Resident Card (Form I-551), you could enter the following:	Receipt replacement Form I-551 or PRC

"Questions and Answers." USCIS. Web. Oct 2023

Full name of List B Document	Abbreviations
Driver's license issued by a State or outlying possession of the United States	DL plus the state. For example, enter VA DL for a driver's license issued by the Commonwealth of Virginia
ID card issued by a State or outlying possession of the United States	ID plus the state. For example, enter NY ID for an ID Card issued by the State of New York
ID card issued by federal, state, or local government agencies or entities	Government ID
School ID card with photograph	School ID
U.S. Coast Guard Merchant Mariner Card	USCG Merchant Mariner card
Driver's license issued by a Canadian government authority	Canadian DL
For receipts, indicate Receipt in the field along with the appropriate abbreviation above, if provided. For example, to document a receipt for the application to replace a lost, stolen, or damaged Driver's License issued by a State or outlying possession of the United States, you could enter the following:	Receipt: Replacement VA DL

Full name of List C Document	Abbreviations
Social Security Account Number card without restriction	SS Card
Certification of Birth Abroad (Form FS-545)	Form FS-545
Certification of Report of Birth (Form DS-1350)	Form DS-1350
Consular Report of Birth Abroad (Form FS-240)	Form FS-240
Original or certified copy of a U.S. birth certificate bearing an official seal	Birth Certificate
U.S. Citizen ID Card (Form I-197)	Form I-197
Identification Card for use of Resident Citizen in the United States (Form I-179)	Form I-179
Employment authorization document issued by DHS (List C #7)	Employment Auth. document (DHS) List C #7
For receipts, indicate Receipt in the field along with the appropriate abbreviation above, if provided. For example, to document a receipt for the application to replace a lost, stole or damaged Social Security Account Number Card without restrictions, you could enter the following:	Receipt: Replacement SS Card

"Appendix A: Common Abbreviations for Document Entry in Section 2." USCIS. Web. Oct 2023

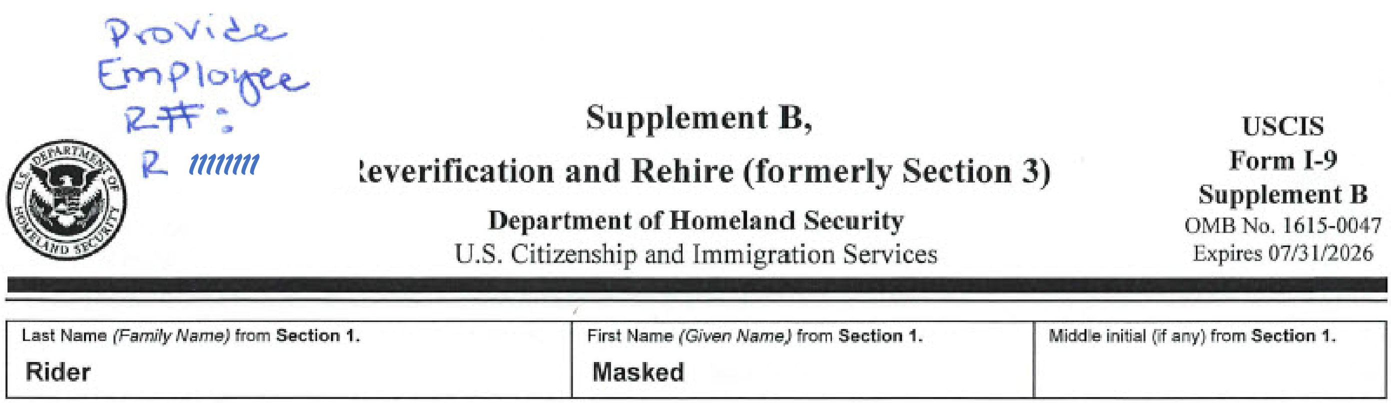
Do not write in Supplement B of the Form I-9, as TTU uses this section for reverifications only. Process the E-Verify® case using the completed Form I-9 and attach both the form and E-Verify® paperwork to the ePAF.

Reverifications - Completing Supplement B

Texas Tech University uses Supplement B to complete reverifications. Departments will receive notifications months in advance before work authorization documents expire. Departments should contact the employee to request they present new unexpired document(s) from either List A or List C showing they are still authorized to work. Departments CANNOT require the employee to present a particular document from List A or List C. The employee is also not required to show the same type of document that he or she presented previously.

Reverifications should be processed by hand while writing the R# at the top of the page. Complete the Last Name, First Name, and Middle Initial fields in the *Employee Info* at the top of Supplement B. See Figure 14. Some individuals may have multiple documents. If there are multiple documents to account for, insert all document information in the first reverification block. Do not use the additional reverification blocks on the sheet. See Figure 15.

Departments should not reverify US Citizens and noncitizen nationals, or lawful permanent residents (including conditional residents) who presented a Permanent Resident Card (Form I-551). Reverifications do not apply to List B documents.


Provide Employee R#:
R mmmm

Supplement B,
Reverification and Rehire (formerly Section 3)
Department of Homeland Security
U.S. Citizenship and Immigration Services

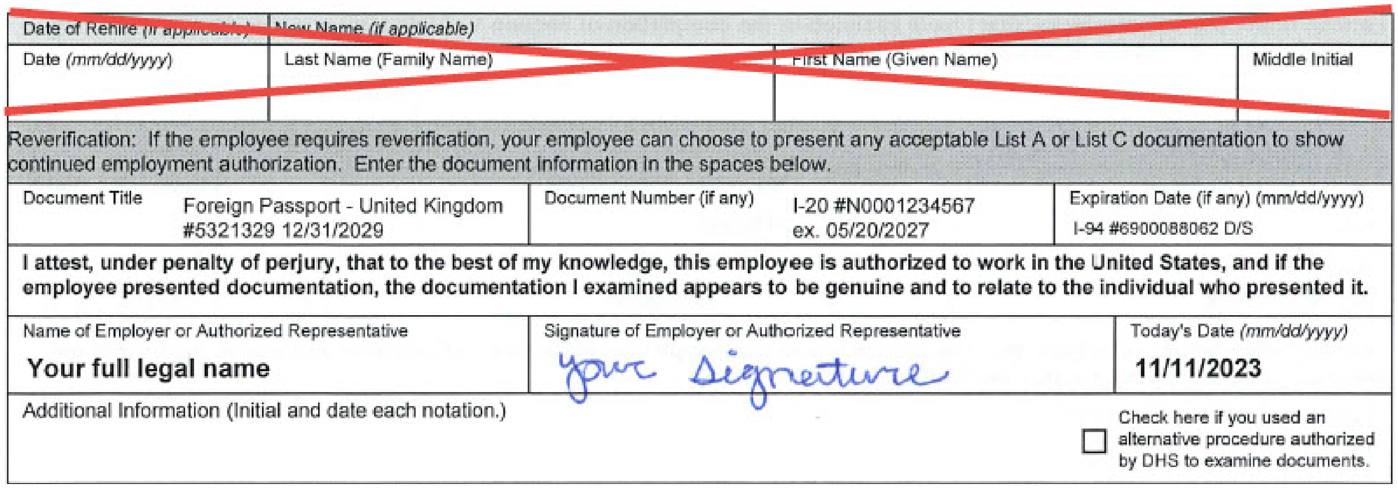
USCIS Form I-9 Supplement B
OMB No. 1615-0047
Expires 07/31/2026

Last Name *(Family Name)* from **Section 1.**	First Name *(Given Name)* from **Section 1.**	Middle initial (if any) from **Section 1.**
Rider	Masked	

Figure 14: When filling out Supplement B for a reverification, write the employee's R# at the top of the form.

"Form I-9 Instructions." USCIS. Web. Oct 2023

Complete the first *Reverification* block in Supplement B:



Date of Rehire (if applicable) | New Name (if applicable)

Date (mm/dd/yyyy) | Last Name (Family Name) | First Name (Given Name) | Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)
Foreign Passport - United Kingdom #5321329 12/31/2029	I-20 #N0001234567 ex. 05/20/2027	I-94 #6900088062 D/S

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Your full legal name	your Signature	11/11/2023

Additional Information (Initial and date each notation.)

Check here if you used an alternative procedure authorized by DHS to examine documents.

Figure 15: If there are multiple documents, insert all of the information into the first Reverification block. Do not use the additional spaces.

- **Date of Rehire:** At Texas Tech, we process rehire employees as New Hire employees using a new form. Leave this field blank. *NOTE: The red X is for reference purposes only. Do not add an X to your form.
- **New Name:** Texas Tech does not use the Form I-9 to change names, so leave this field blank.
- **Reverification:** Complete these blocks for documents. Write all information for each document per block, including *Document Title*, *Document Number*, and *Expiration Date (mm/dd/yyyy)*.
- **Name of Employer:** The person who completes, signs, and dates Supplement B must **print** his or her name in this field.
- **Signature of Employer:** The person who completes Supplement B must sign in this field.
  - By signing Supplement B, you attest under penalty of perjury that you have examined the documents presented by the employee, that the document(s) reasonably appear to be genuine and to relate to the employee, and that to the best of your knowledge, the employee is authorized to work in the United States, that the information you entered in Supplement B is complete, true and correct to the best of your knowledge, and that you are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or knowingly accepting false documentation when completing this form.
- **Today's Date:** The person who completes Supplement B must enter the date Supplement B was completed and signed in this field. Do not backdate this field. Enter the date as a 2-month, 2-day, and 4-year (mm/dd/yyyy).
- **Alternative Procedure Checkbox:** Check the box if the alternative procedure was used to reverify the employee. See page 118 for more information.

"Form I-9 Instructions." USCIS. Web. Oct 2023

E-Verify®

What is E-Verify®?
E-Verify® is an internet-based system operated by the US Department of Homeland Security (DHS) and in partnership with the Social Security Administration (SSA) that allows us to electronically verify employment eligibility of newly hired employees and employees assigned to federal contracts.

How it Works?
E-Verify® compares the information entered from the employee's Form I-9 with the SSA and DHS records to verify employment eligibility.

Newly Hired Employees
All newly hired employees are required to have an E-Verify® case that has been authorized.

You can create a case for all newly hired employees ONLY after:

- A job has been offered;
- The applicant has accepted the position;
- Form I-9 has been completed

Creating a case in E-Verify® before a job offer has been accepted and Form I-9 is considered pre-screening and is not allowed.

"E-Verify®." USCIS. Web. Oct 2023

Privacy Guidelines

Take the steps shown below to protect the privacy of our employees.

- Allow ONLY authorized users to use E-Verify®.
- SECURE access to E-Verify®.
- PROTECT and STORE individuals' information properly.
- Discuss E-Verify® results in PRIVATE.

E-Verify User Manual

E-Verify Quick Reference Guide

Rules and Responsibilities

When participating in E-Verify®, you must:

- Follow E-Verify® procedures for each newly hired employee
- Notify each job applicant of E-Verify® participation.
- Clearly display the *Notice of E-Verify® Participation* and *Right to Work* posters in all languages supplied by DHS. See Figures 16 and 17.
- Complete Form I-9, Employment Eligibility Verification, for each newly hired employee before creating a case in E-Verify®.
- Ensure that all Form I-9 List B identity documents have a photo.
- Create a case for each newly hired employee no later than the third business day after he or she starts work for pay.
- Obtain a Social Security number (SSA) from Form I-9 for each newly hired employee.
- Provide each employee with notice of and the opportunity to contest a *Tentative Nonconfirmation (TNC)*.
- Not terminate the employee during the E-Verify® verification process because he or she receives a TNC.
- Ensure that all personally identifiable information is safeguarded.
- Use E-Verify® for existing employees under limited circumstances.
- Understand the special considerations when deciding how to and whether to verify existing employees.
- Create a case within a specified period of time. If a case is not created within those timeframes, you must note the reason for the delay and attach it to the Form I-9.

"E-Verify®." USCIS. Web. Oct 2023

Figure 16: All employers who use E-Verify® must post signage indicating they participate in E-Verify® within their workplace.

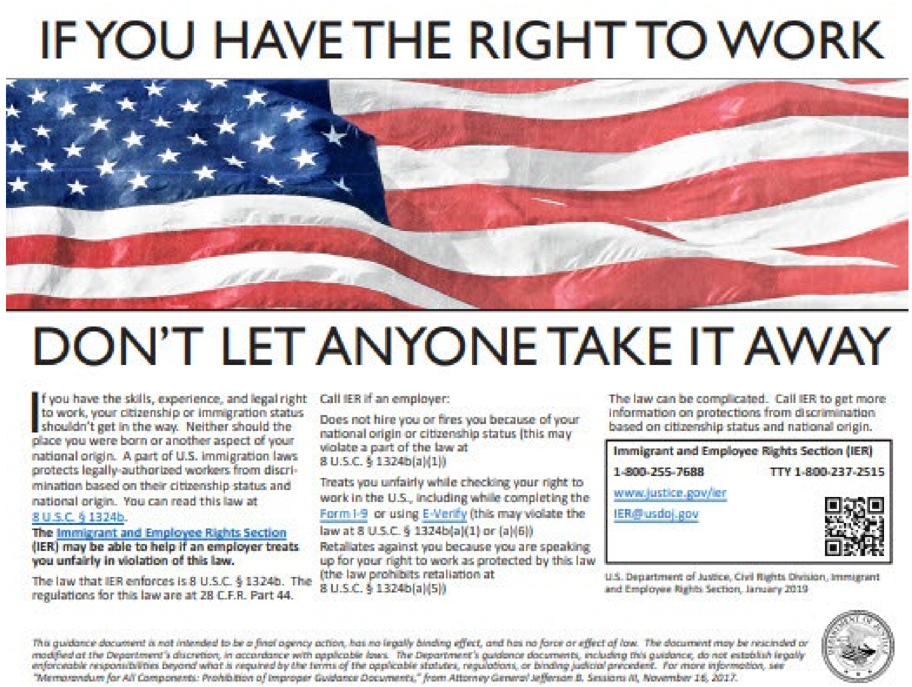


Figure 17: All employers who use E-Verify® must post employee rights within their workplace.

When participating in E-Verify® you must NOT:

- Use E-Verify® to pre-screen an applicant for employment.
- Check the employment eligibility of an employee hired before the company signed the E-Verify® MOU.
- Take adverse action against an employee based upon a case result unless E-Verify® issued a final Nonconfirmation.
- Specify or request which Form I-9 documentation a newly hired employee must use.
- Use E-Verify® to discriminate against any job applicant or new hire on his or her national origin, citizenship, or immigration status.
- Selectively verify the employment eligibility of newly hired employee.
- Share any user ID and/or password.
- Create a case in E-Verify® before a job offer has been accepted and Form I-9 is complete. This is considered pre-screening.
- Use E-Verify® to screen job applicants or to re-verify employment eligibility.
- Use E-Verify® selectively.

Employee Protection
It is your responsibility to treat employees equitably when using E-Verify®.

You MUST:

- Create a case in E-Verify® only AFTER the applicant has accepted an offer of employment and the Form I-9 is complete.
- Give notice to employees regarding your participation in E-Verify® and employee rights.
- Take steps to ensure the privacy of employees by protecting their personal information and limit these conversations to the relevant case details.
- Ensure employees who receive a *Tentative Nonconfirmation (TNC)* case result are provided with the printed *Further Action Notice*.

Deter Discrimination

Use the guidelines below to comply with federal anti-discrimination requirements.

- Post the *Right to Work* post in highly visible areas in the workplace.
- Do not make assumptions about an applicant's work eligibility based on appearance, language ability, or accent.
- Do not request additional or different documents than are required to verify employment eligibility and identity, reflect reasonably authentic-looking documents, or specify certain documents over others.
- Do not take adverse action against an employee because of a *Tentative Nonconfirmation (TNC)* or because the employee's case is pending with DHS or SSA.

E-Verify® prohibits you from taking adverse actions against employees based on the employee's decision to contest a TNC or because the employee's case is pending with DHS or SSA. Adverse actions include terminating, suspending, withholding pay or training, delaying a start date or otherwise limiting his or her employment.

To avoid improper adverse actions, treat employees who choose to contest a case result as you would treat any other employee.

If you take adverse actions against a job applicant or employee, you could face legal action, including civil penalties and back pay awards, and your participation in E-Verify® may be terminated.

Form I-9 and Social Security Cards

Newly hired employees must complete Section 1 of the Form I-9 with a social security number due to Texas Tech University's participation in E-Verify®.

If an employee does NOT have a social security number, he or she must obtain one from the Social Security Administration (SSA). This delays the 3-day requirement to create a case in E-Verify®. In this case, the Form I-9 should still be completed as normal. Follow the Texas Tech University temporary social security process to create an ePAF. The E-Verify® process should wait until the social security card arrives from the Social Security Administration.

An employee may begin work if he or she has work authorization documents covering the start date along with identification and completed the Form I-9. Submit the ePAF as usual, attaching the Form I-9, supporting documents, and the receipt from the SSA showing they have applied for a number.

Create an E-Verify® case as soon as the employee receives the social security number from the SSA. When prompted to answer why the case was created beyond the 3 days on the E-Verify® website, choose *Awaiting Social Security Number*. See complete instructions in the temp social process in the appendix.

"E-Verify®." USCIS. Web. Oct 2023

Creating a Case

After the employee completes the Form I-9, your next step is to create a case in E-Verify®. The case should be created no later than the third business day after the employee starts working.

To create a case in E-Verify®, take the information provided by the employee on the Form I-9 and enter it into the website. See Figure 18. Start from the *home page* by clicking one of the following:

- Using the drop-down, choose *Start New Case*; or,
- *Create New Case*

No case can be canceled after it has been created. If a case is created in error, close the case.

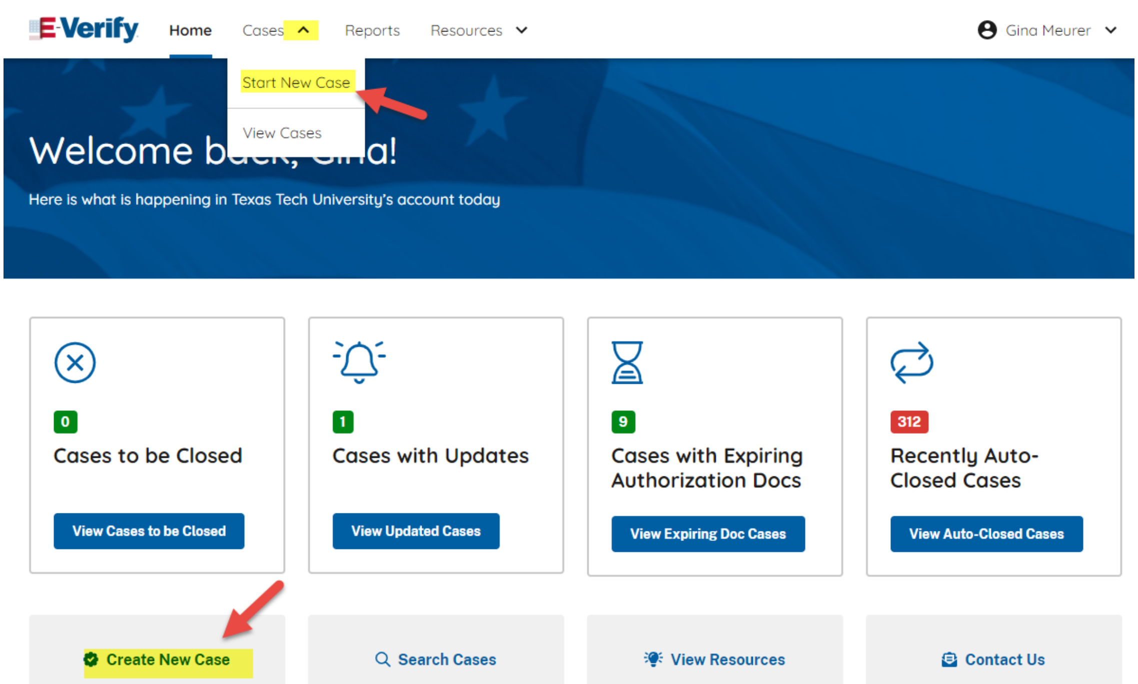


*Figure 18: To create a case, select **Cases**, **Start New Case** or **Create New** Case at the bottom of the homepage upon login.*

"E-Verify®." USCIS. Web. Oct 2023

Use the employee's Form I-9 information to complete the required steps on each screen. See Figure 19.

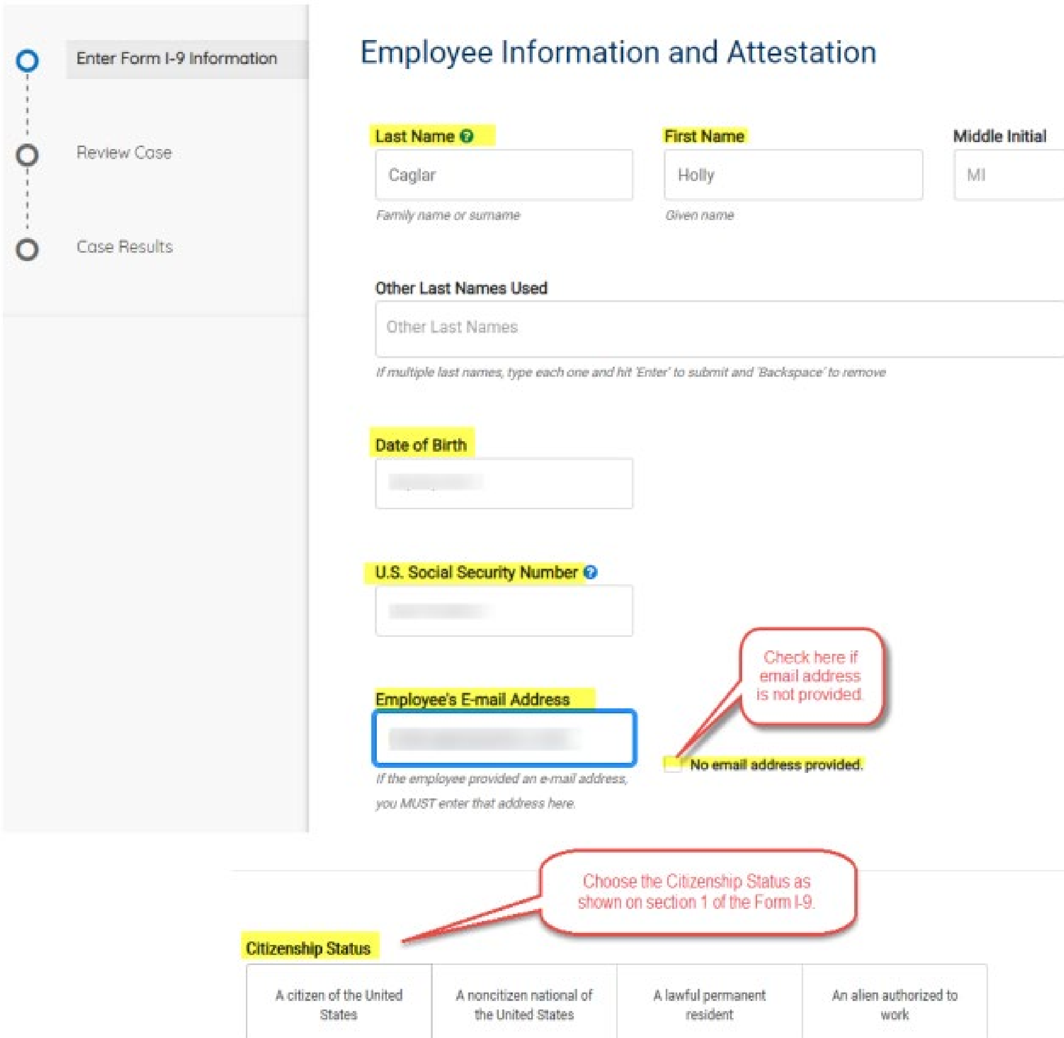


Figure 19: Insert the information highlighted. Complete only the required fields.

Complete the required fields **only**:

- Last name
- First name
- Date of birth
- Social Security Number
- Employee's Email Address if provided
- Choose the Citizenship Status

Click *continue* at the bottom of the page.

"E-Verify®." USCIS. Web. Oct 2023

Answer the questions about the documents.

When you select *List B and C documents*, E-Verify® prompts you to select the documents presented by the employee from Section 2 of Form I-9 for both List B and List C. When you select *Driver's license or ID card issued by a US state or outlying possession*, E-Verify® will prompt you to choose the document name and state. Make the correct selection. See Figure 20.

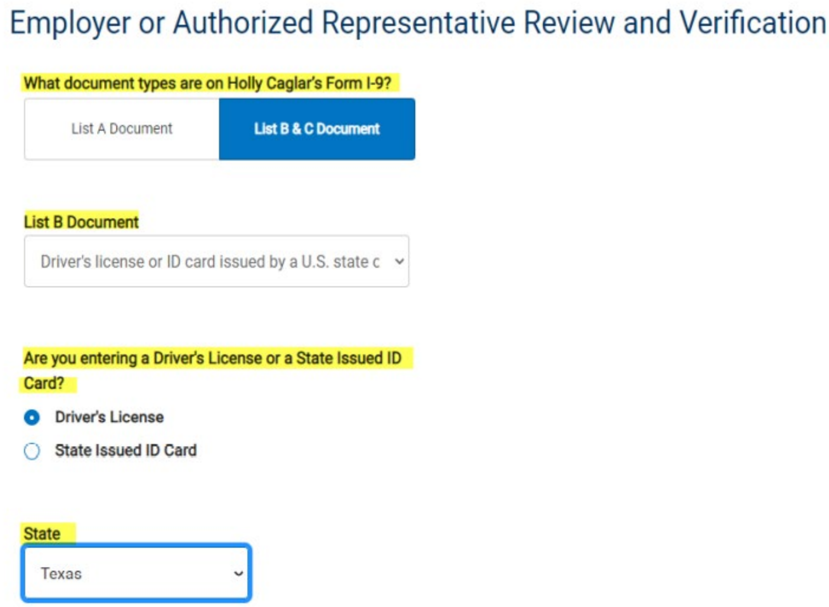


Figure 20: Insert the document information that was provided by the employee.

When you continue to enter document information, the system may ask for additional information. Ensure you enter all information asked for. See Figure 21.

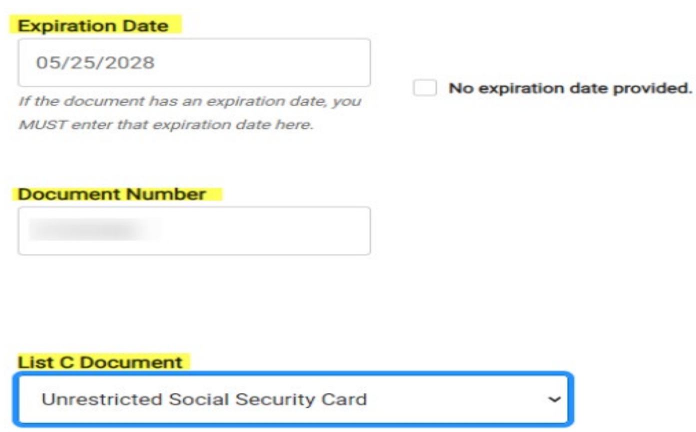


Figure 21: Additional information may be requested as your insert data.

Click *continue* at the bottom of the page.

"E-Verify®." USCIS. Web. Oct 2023

Choose the start date if available, or type in the date. These choices do not consider if your office is closed on the weekend. See Figure 22.

Leave the employee ID blank. If your employee is international, **leave the visa number blank.**

Click *continue* at the bottom of the page.

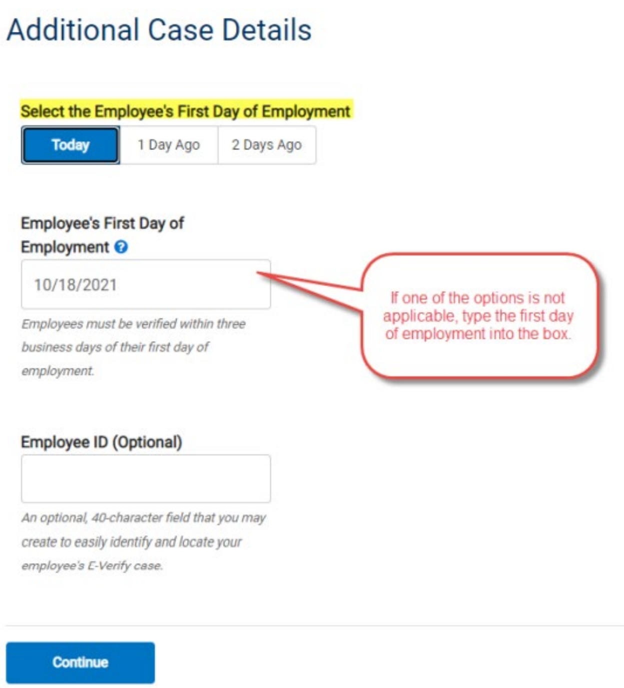


Figure 22: If the employee's first day of employment is not one of the following buttons provided, insert the date in the field.

Change of Start Date

If the employee's hire date changes after you have created the case in E-Verify®, no additional action is required in E-Verify®. You **cannot** change the hire date once you have created the case. However, you must, correct Section 2 *First Day of Employment* on the employee's Form I-9 if the employee's hire date changes. See Figure 23.

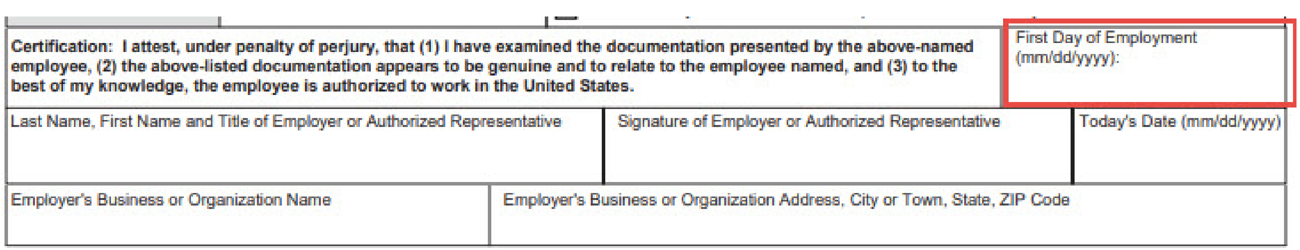


*Figure 23: If the hire date changes, you must change the Form I-9's **First Day of Employment** field.*

"E-Verify®." USCIS. Web. Oct 2023

The next screen gives you the opportunity to check the information. See Figure 24. Review to ensure that the data entry is correct. If not, click *Edit Case Details* and correct it. If correct, click *submit Case*.

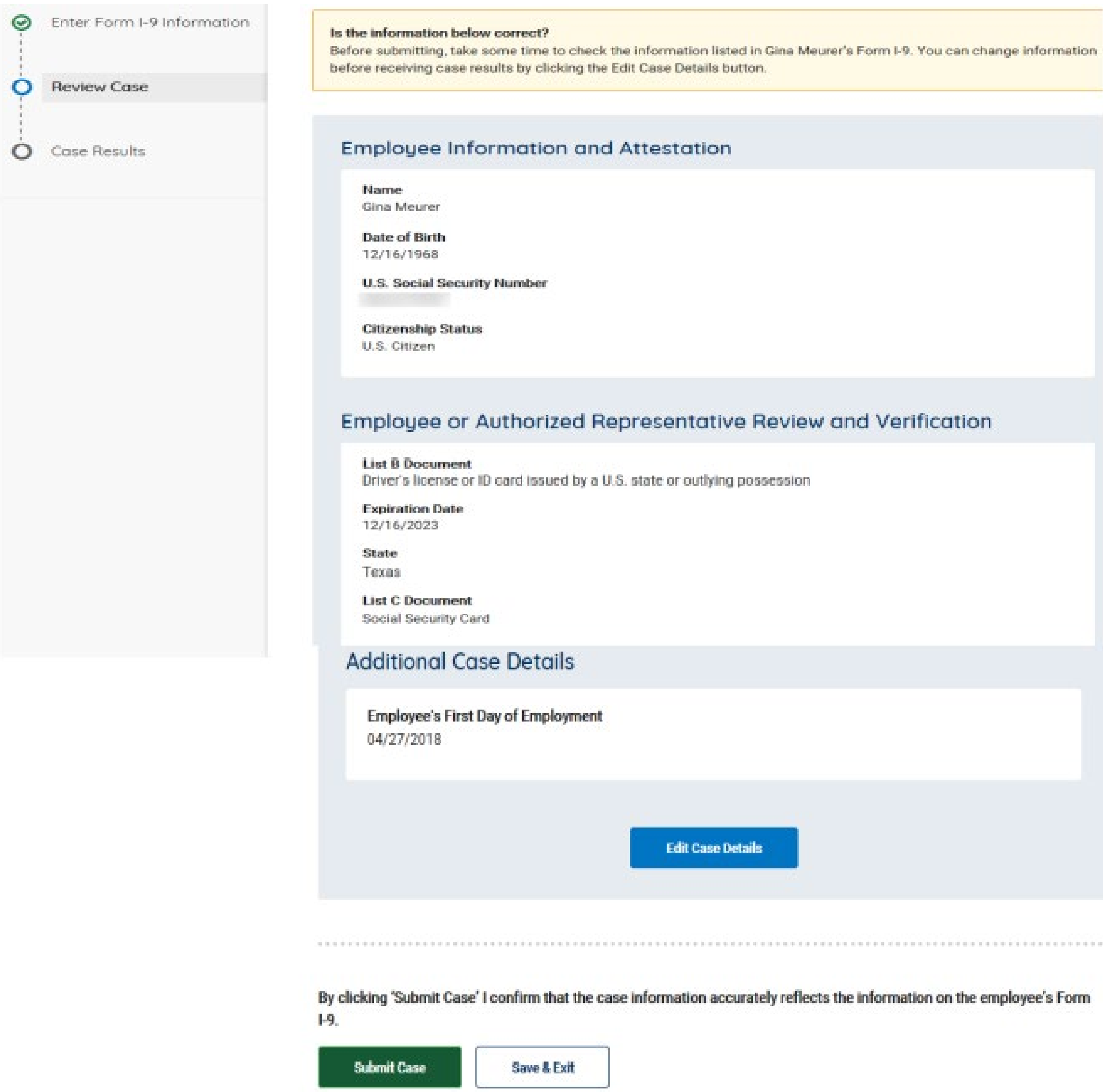


Figure 24: After entering all of the employee's information, be sure to review the material.

"E-Verify®." USCIS. Web. Oct 2023

Print your case result page. Review your printout to ensure that the correct name, the start date, and *employment authorized* at the bottom of the page are visible. Attach this page to your ePAF along with the Form I-9 and supporting documents. See Figure 25.

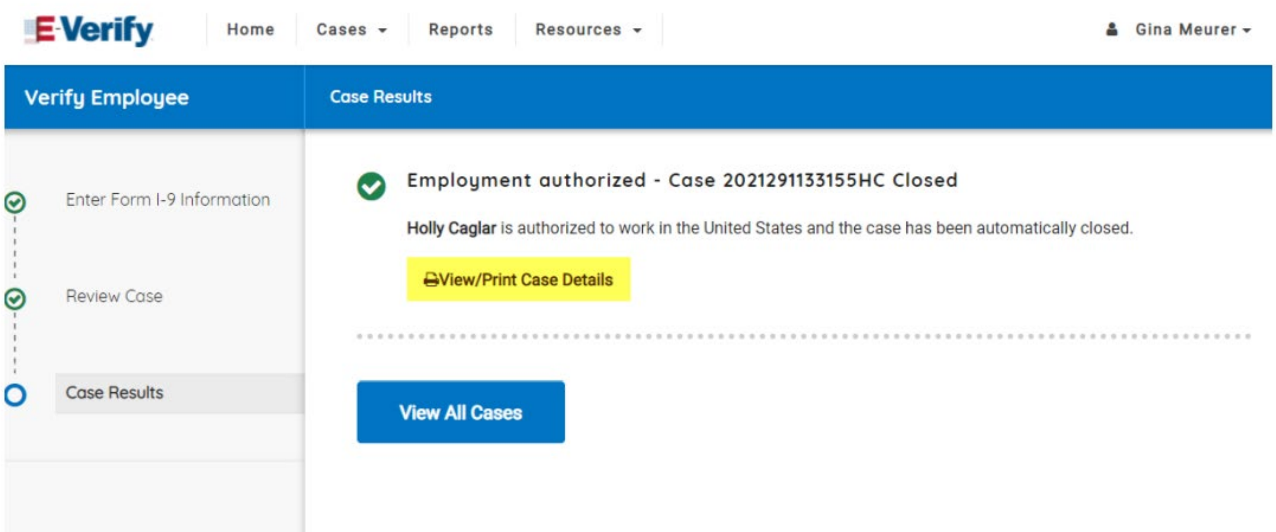


Figure 25: Upon submitting, you will receive a result. If the employee has been authorized to work, select ***View/Print Case Details****. Ensure the printed document shows* ***Employment Authorized*** *(typically at the bottom of the page).*

Justification beyond the 3 days

When appropriate, E-Verify® will prompt you to enter the reason you have not created a case within 3 business days of hire. Select the appropriate response and click *Continue*. See Figure 26. The response should be brief and professional, representing the university. If your case is out of compliance, you will receive an email internally from Texas Tech University's Human Resources asking for a detailed description to keep on file for university records.

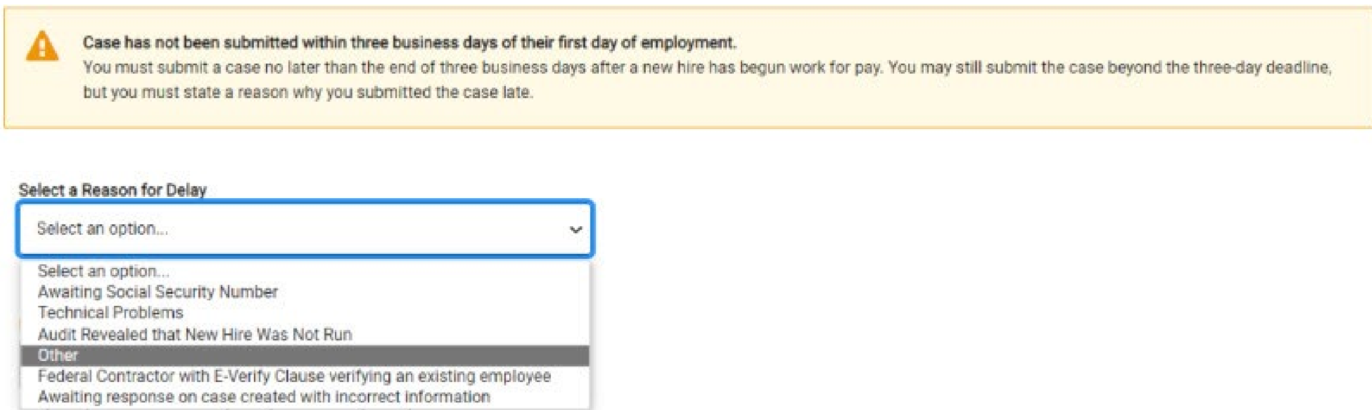


Figure 26: Select the reason on the dropdown menu as to why a case has not been made within the three days.

"E-Verify®." USCIS. Web. Oct 2023

Duplicate Case

After you enter the employee's Form I-9 information and click *Continue*, the following screen may alert you that the information you entered matches another case created by you or another E-Verify® user of this employer. See Figure 27. A duplicate case alert can occur for several reasons. It does not necessarily mean that your case should be closed.

Review the case information and determine if you need to continue with the case. If you need to continue with the case, you will need to select a reason from the options presented in E-Verify®.

Sometimes, your employee may have been hired within the last 365 days within another department. If you are confident you are processing a new hire, continue with your case, choosing *rehire*. If your employee is transferring from another department within TTU, an E-Verify® case **may not** be needed; please contact Compensation and Operations for clarification as needed.

Is this Information Correct:

At times, after you enter the employee's Form I-9 information and click *continue*, the next screen asks you to check the employee's information before E-Verify® provides an initial case result.

To complete this step, ensure that the information you entered in E-Verify® matches the employee's Form I-9. The information you entered in E-Verify® MUST match the employee's Form I-9.

After you have verified the information against the Form I-9 and/or corrected, click *Continue*.

Figure 27: Check the information on the pop-up to determine if a case needs to be created or closed.

NOTE: If you think you have made an error or no longer need to continue the verification process, you can close any case by clicking *Close case*.

"E-Verify®." USCIS. Web. Oct 2023

Photo Match

In some cases, E-Verify® prompts you to compare the photo on an employee's Form I-9 photo document with a photo displayed on the E-Verify® screen. This helps you ensure that the document provided matches DHS records. The photo-matching step happens automatically. This may occur when an employee presents a US Passport or Passport Card, a Permanent Resident Card, or an Employment Authorization Document for completing the Form I-9.

Compare the photo shown in E-Verify® to the photo on the employee's Form I-9 photo document, NOT to the employee. The two photos should be identical.

Determine if the photos appear reasonably identical, account for minor variances in shading and detail, and select:

- *Yes*: the photo on the employee's actual document or a copy matches the photo displayed by E-Verify®. Clothing, hairstyle, facing direction, and appearance on the card should be identical to the photo displayed by E-Verify®.

OR

- *No*: the photo on the employee's actual document or a copy does not match the photo displayed in E-Verify®.

Then, click *Continue*.

NOTE: A watermark has been added to the photo displayed in E-Verify® to prevent unauthorized use. The photo on the document presented by the employee will not have a watermark. Absence of a watermark on the document photo does not mean that it is not authentic.

E-Verify® Case Results

Once the E-Verify® case has been created you will receive one of the case results listed below. Each result is discussed in detail, noting any action that may need to be taken.

- Employment Authorized
- Tentative Nonconfirmation (TNC)
  - SSA or DHS
- DHS Verification in Progress
- SSA or DHS Case in Continuance
- SSA or DHS Final Nonconfirmation
- DHS No Show
- Error: Close Case and Resubmit

"E-Verify®." USCIS. Web. Oct 2023

Employment Authorized

Most often, you will receive *Employment Authorized*. This means the employee's information matches DHS and/or SSA records. Print the case result, ensuring the entire page has been printed, including the name, case number, start date, and the result of *Employment Authorized*. The case results should be attached with the Form I-9 and supporting documents to the new hire ePAF.

The case will automatically close after it is authorized.

DHS Verification in Process

A case result of *DHS Verification in Process* or *Needs More Time* means that the employee's information did not initially match DHS records. E-Verify® automatically sends this case to DHS for further verification. *DHS Verification in Process* does not require action. DHS responds within 3 Federal Government working days with an updated case result. You can review the result through *Case Alerts* on your E-Verify® user home page. Your next step is determined by the case result provided.

In these cases, you must wait to submit your ePAF. An ePAF cannot be approved with a case result of *DHS Verification in Process* or *Needs More Time*. Check back on the E-Verify® website within 24-48 hours for an update. The cases will update to either of the statuses below:

- *Employment Authorized* – will automatically close and can be found under *closed cases* by last name to print your case.
- *Tentative Nonconfirmation (TNC)* – refer to the TNC process with your employee. See Figure 28. See Page 142 for more information.

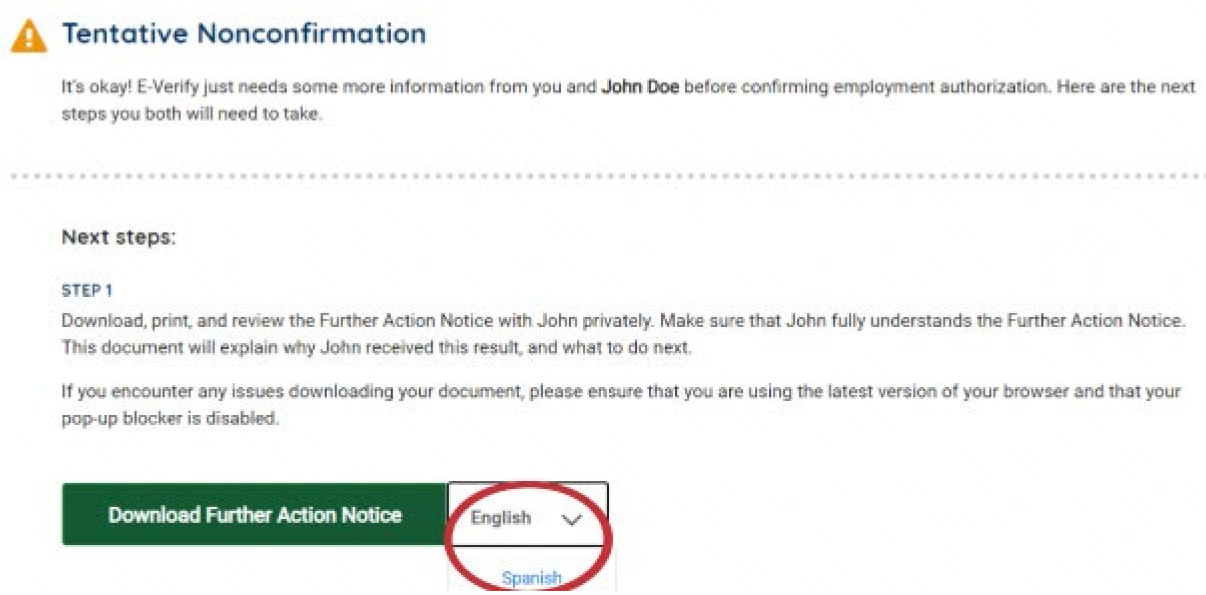


Figure 28: E-Verify® will update the status of the employee under Employment Eligibility.

"E-Verify®." USCIS. Web. Oct 2023

SSA/DHS Tentative Nonconfirmation (TNC)

A Social Security Administration (SSA) or US Department of Homeland Security (DHS) TNC means that the employee's information does not match SSA or DHS records. A TNC does NOT necessarily mean that the employee is not authorized to work in the United States.

The table below provides possible reasons a TNC may occur. See Figure 29.

SSA TNC	▪ Citizenship or immigration status was not updated with SSA ▪ Name change was not reported to SSA ▪ Name, SSN or date of birth is incorrect in SSA records ▪ SSA record contains another type of error ▪ Information was not entered correctly by the employer
DHS TNC	▪ Name, A-number and/or I-94 number are incorrect in DHS records ▪ U.S. Passport, Passport Card or driver's license information could not be verified ▪ ID photo document differs from the photo in DHS records ▪ Information was not updated in the employee's DHS records ▪ Citizenship or immigration status changed ▪ Record contains another type of error ▪ Information was not entered correctly by the employer

Figure 29: Various reasons why SSA TNC and DHS TNC may appear.

The TNC requires action by you and the employee. See Figure 30. Check your data entry on your E-Verify® case.

If you see a data entry error, you may close the case by choosing the appropriate option of incorrect information entered. Open a new case with the correct information. If you receive another TNC, move forward with your case or call HR Comp and Ops for assistance. Do not close and open a third case.

If everything is correct, you must notify the employee in private of the TNC case result. Print the *Further Action Notice* to review with your employee. To confirm the employee's decision:

- Have the employee indicate on the *Further Action Notice* whether he or she will contest or not contest the TNC.
- Ensure that the employee signs and dates the *Further Action Notice*.
- Give the employee a copy of the signed *Further Action Notice* and attach the original to the employee's Form I-9.

"E-Verify®." USCIS. Web. Oct 2023

If the employee chooses to **not contest** the TNC and take no further action, choose the option that the employee will not contest and close the case. If the employee has worked, contact HR Compensation and Operations. We will assist you with an ePAF to pay them for any work completed. At this time, you may terminate the employee due to their decision.

If the employee chooses **to contest**, select the option that the employee will contest and click *continue*. You will then print the referral page. The employee must have a copy of the *Further Action Notice* he or she has signed and the referral page when contacting the referring agency. The employee has 8 Federal Government working days to contact SSA or DHS, as shown on the *Further Action Notice*. It is the responsibility of the employee to act.

Employers may NOT take adverse action against an employee because of a TNC while he or she is contesting the TNC and the case is pending.

YOUR ACTION

- Notify the employee of the TNC in private
- Instruct employee to sign and date Further Action Notice
- Confirm employee's choice to contest or not contest TNC
- Keep original signed Further Action Notice on file with Form I-9
- If employee chooses to contest TNC, refer employee
- Print the Referral Date Confirmation and provide it to the employee
- If prompted, attach and submit or mail a copy of employee's Form I-9 photo document to E-Verify

THE EMPLOYEE'S ACTION

- Decide to contest or not contest and indicate choice on signed Further Action Notice
- Acknowledge receipt of TNC by signing and dating Further Action Notice
- Take next action based on decision to contest or not to contest

If he or she contests:

- Visit SSA field office with a copy of the Further Action Notice or contact DHS within 8 Federal Government working days

Figure 30: When a TNC appears, the employer and employee must take steps to clear the status.

In some cases, when you refer the case, E-Verify® will prompt you to provide a copy of the employee's photo document. If you are prompted to do this, determine how you will submit a copy of this document to DHS. You may use E-Verify® to submit a copy electronically or send a paper copy by selecting one of the following:

- Attach and submit a copy of the employee's document

OR

- Mail paper copy

Select how you will submit the document and follow the instructions on this screen in E-Verify®. Additional details are available in the E-Verify® User Manual. The manual may also be found under *View Essential Resources* on the E-Verify ® homepage. Never send original documents to DHS.
"E-Verify®." USCIS. Web. Oct 2023

Attach the *Further Action Notice* that has been contested, signed, and dated to the ePAF along with the Form I-9 and supporting documents. Human Resources will approve the ePAF with the signed and dated contested TNC. When the case has been updated to *Employment Authorized*, you will forward a copy of the case result to the HR Compensation and Operations email to be placed in the file of the employee.

After the employee is notified and referred, E-Verify® provides an updated case result within 10 Federal Government working days. Check E-Verify® periodically for a change in case result. The case result determines your next step. You may NOT ask the employee for additional evidence or confirmation that SSA or DHS resolved his or her case. You can search for the case using the magnifying glass icon by *Search Cases* at the bottom of the home page.

SSA/DHS Case in Continuance

An SSA or DHS *Case in Continuance* means that the employee has visited an SSA field office and/or contacted DHS, but more time is needed to determine a final case result. The reason SSA/DHS needs more time varies with each situation. E-Verify® provides a case result update through *Case Alerts* on your user home page. Check E-Verify® periodically for a change in case result. Your next step is determined by the case result provided.

NOTE: You cannot terminate or take adverse action against the employee based on the employee's decision to contest a TNC or because the employee's case is pending with SSA or DHS.

SSA/DHS Final Nonconfirmation

An SSA or DHS *Final Nonconfirmation* case result means that E-Verify® cannot verify an employee's employment eligibility after an employee has contacted DHS or SSA. It can also mean the employee did not visit an SSA field office or contact DHS within 8 Federal Government working days.

You may terminate employment based on a case result of SSA or DHS *Final Nonconfirmation* with no civil or criminal liability. The next step is to close the case in E-Verify®. After you close the case, you have completed the verification process. See Figure 31.

Reminder: You may not ask the employee for additional evidence or confirmation that SSA or DHS resolved his or her case.

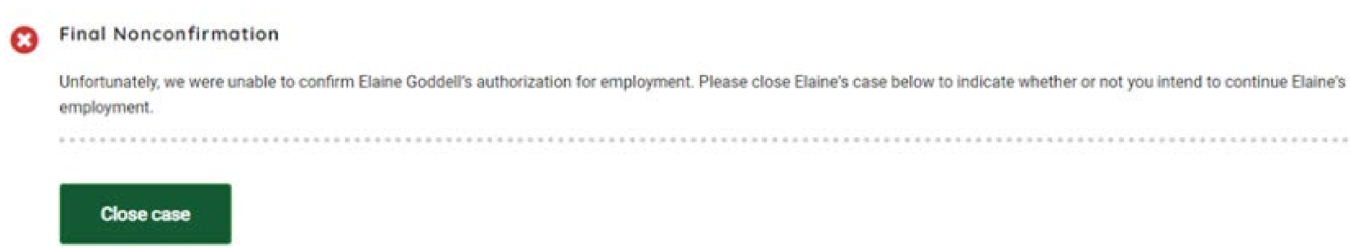


Figure 31: SSA/DHS Final Nonconfirmation means the employment eligibility cannot be verified. You may terminate the employee at this point. Ensure you close the E-Verify® case.

"E-Verify®." USCIS. Web. Oct 2023

DHS No Show

A *DHS No Show* means that the employee did not contact DHS within the 8 Federal Government working days and, therefore, E-Verify® cannot verify the employee's employment eligibility.

You may terminate employment based on a case result of SSA or DHS *Final Nonconfirmation* with no civil or criminal liability. The next step is to close the case in E-Verify®. After you close the case, you have completed the verification process.

Error: Close Case and Resubmit

A case result of *Error: Close Case and Resubmit* means that the expiration date entered for the employee's U.S. Passport, Passport Card, or driver's license is incorrect. See Figure 32.

A new case must be created for the employee. To do this, close the case and create a new case for this employee using the correct document expiration date.

This does not mean that the employee is not authorized to work. E-Verify® will verify the employment eligibility of the employee once you create a new case and enter the correct document expiration date.

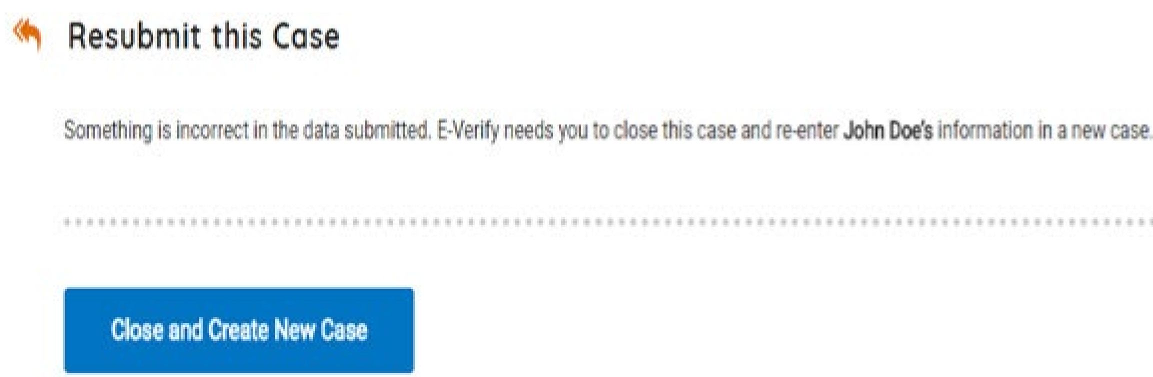


*Figure 32: Error: **Resubmit this Case** means there was incorrect information submitted. Close the case, create a new case for the employee, and use the correct expiration dates.*

"E-Verify®." USCIS. Web. Oct 2023

Case Alerts

The home screen of E-Verify® has multiple case alerts. See Figure 33. These alerts are for all the cases for Texas Tech University. When waiting for a case update, you can check these alerts to see if any of these cases are yours.

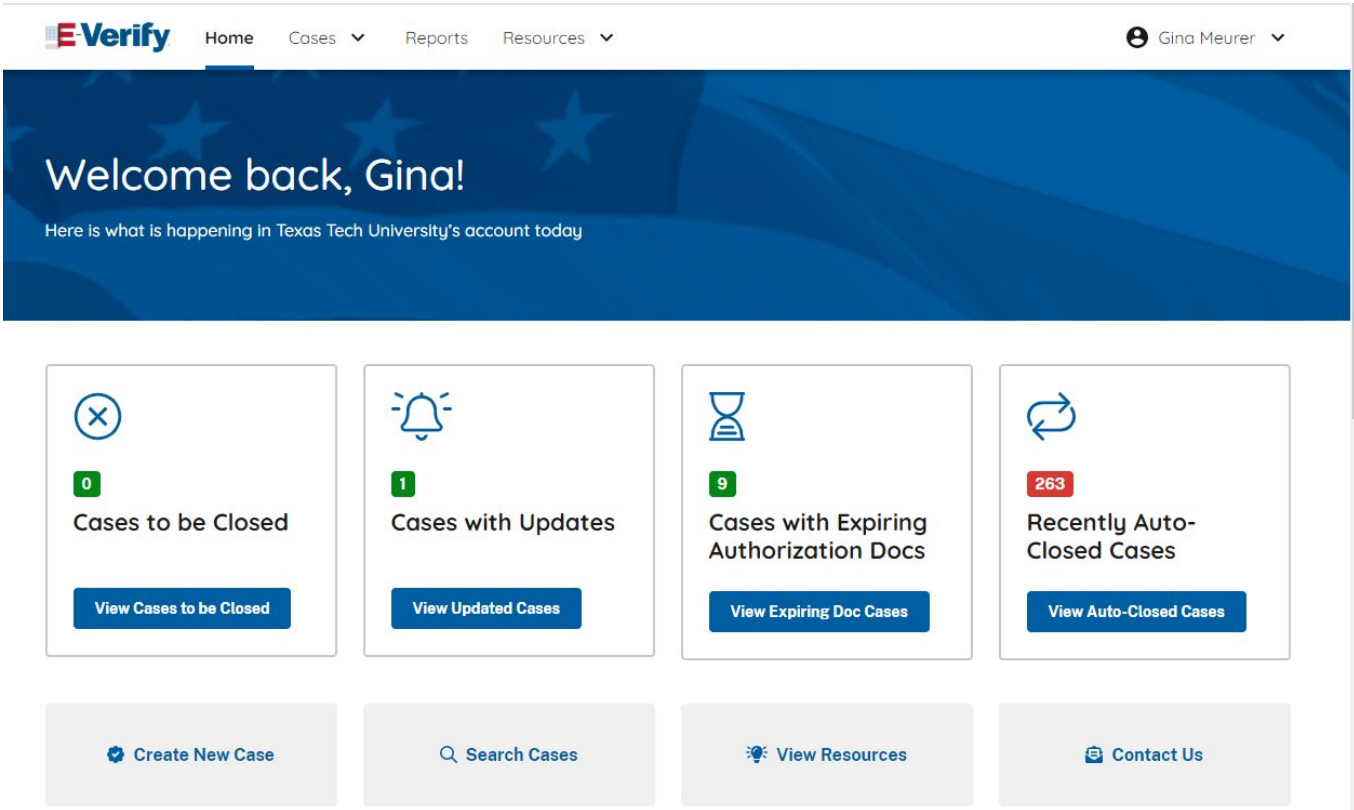


Figure 33: The E-Verify® homepage has multiple case alerts.

- **Cases to be Closed**: this will show cases that need to be closed.
- **Cases with Updates**: this shows any cases with updates such as *TNCs*, *DHS Verification in Process*, *Needs More Time*, etc.
- **Cases with Expiring Authorization Docs**: these are cases with documents expiring. We do not process reverifications on E-Verify®. **Do not use this function.** Texas Tech University will contact the department about expiring work authorization, and any new documentation will be processed as a reverification in Supplement B of the Form I-9.
- **Recently Auto - Closed Cases**: this shows all the most recently closed cases for the university.

"E-Verify®." USCIS. Web. Oct 2023

How to Find a Case

Click on the magnifying glass icon and *Search Cases* on the home page. See Figure 34.

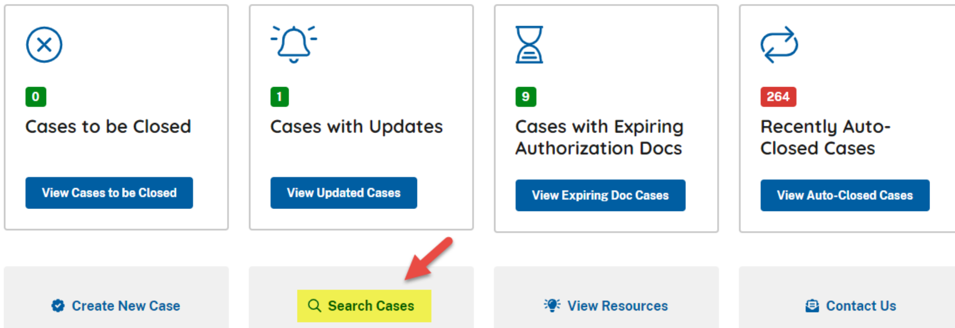


*Figure 34: To find a case, select **Search Cases**.*

There are search choices of employee last name, first name, case number, etc. Type in your choice and then choose your option from the list that appears. See Figure 35.

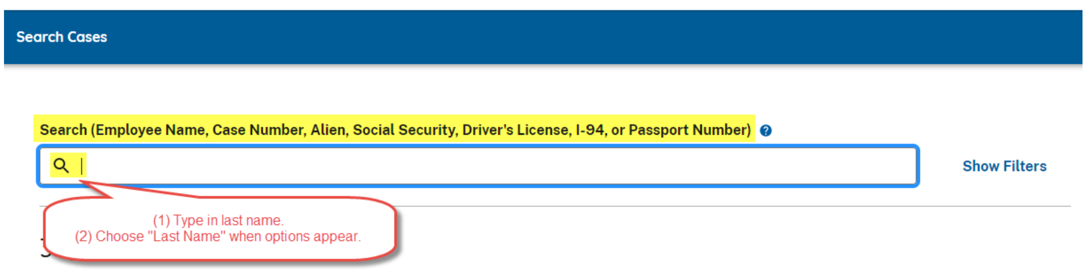


Figure 35: Enter the employee's information of your choosing to locate the case.

This will show cases based on your search criteria. Click on *View Case* to view and print the case. See Figure 36.

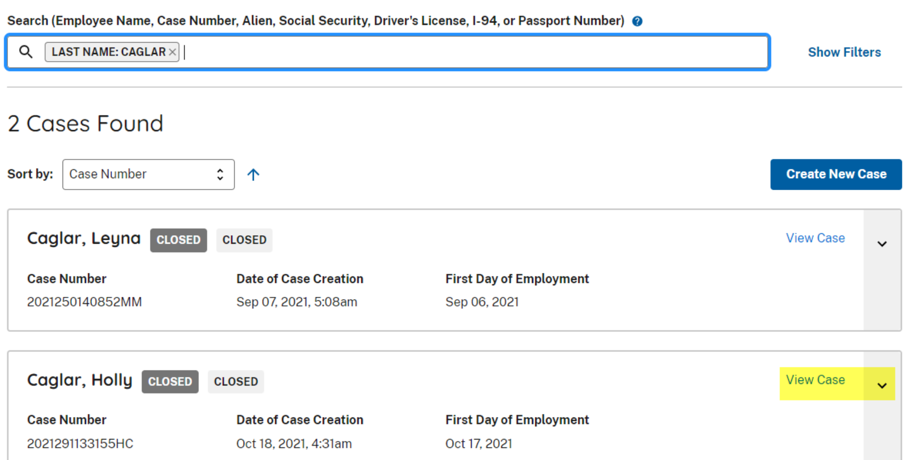


*Figure 36: Once searched, cases related to your criteria will populate. Select **View Case** to review.*

"E-Verify®." USCIS. Web. Oct 2023

Other Information

Penalties
Employers who violate the law may be subject to:

- Civil fines
- Criminal penalties (when there is a pattern or practice of violations)
- Debarment from government contracts
- A court order requiring the payment of back pay to the individual discriminated against.
- A court order requiring the employer to hire the individual discriminated against.

Civil Violations:

- Knowingly hired, or to have knowingly recruited or referred for a fee, an unauthorized noncitizen for employment in the United States or to have knowingly continued to employ an unauthorized noncitizen in the United States.
- Failing to comply with Form I-9 employment verification requirements.
- Committing or participating in document fraud for satisfying a requirement or benefit of the employment verification process or the INA.
- Committing document abuse.
- Unlawful discrimination against an employment-authorized individual in hiring, firing or recruitment or referral for a fee.
- Failing to notify DHS of a *Final Nonconfirmation (FNC)* of an employer's employment eligibility.
- Requiring an individual to post a bond or security or to pay an amount or otherwise to provide financial guarantee or indemnity against any potential liability arising under the employment verification requirements.

Criminal Violations:

- Engaging in a pattern or practice of hiring, recruiting or referring for a fee unauthorized noncitizens.

"I-9-central." USCIS. Web. Oct 2023

Helpful Websites/Links

Form I-9 Information
https://www.uscis.gov/i-9

E-Verify® Information
http://www.dhs.gov/E-Verify

E-Verify® Log In Page
https://everify.uscis.gov/

Print I-94 for employees
http://www.cbp.gov/i94

Human Resources Comp & Ops
(806)742-3851
hr.comp.ops@ttu.edu

I-9 Central Handbook
https://www.uscis.gov/i-9-central/form-i-9-resources/handbook-for-employers-m-274

E-Verify Manual
https://www.e-verify.gov/e-verify-user-manual

Office of International Affairs
(806)742-3667
https://www.depts.ttu.edu/international/

Process for Temporary Social Security #s

- Student employees must be in the country for 10 days before they can apply for SSN.
- Department will need to provide an offer of employment letter for the student employee to give to the Social Security Office, this letter needs to include:
  1. Name of student employee
  2. Description of employment
  3. Employment start date
  4. Number of hours expected to work
  5. Supervisor contact information
  6. Signature with title and date
  7. TTU's EIN#75-6002622

- A general template can be found and user using the link below: *http://www.depts.ttu.edu/international/attachments/isss/sslettertemplate.docx*

- Once the student employee has applied for a SSN, they will be given a receipt. Please attach a copy of this receipt to an email sent to *hr.comp.ops@ttu.edu*.
- Comp and Ops will work with Payroll to get a temporary SSN assigned so that you can process an ePAF for your employee. The Form I-9 should be processed as usual. The Form I-9, supporting documents, and a copy of the Social Security Administration receipt must be attached to the ePAF to be approved. Keep a copy of Section 1 of the Form I-9 to update with social when it arrives,
- Do not use the temporary SSN for the E-Verify® case, you will have to wait until your employee's number is received from SSA and then process the case.

- Once the employee receives the social security number from the Social Security Administration:
  1. Have the employee bring it to your office so you can process their E-Verify® case. At that time ask the employee to update Section 1 of the I-9 as shown below.
  2. Write in the SSA Social Security Number.
  3. Initial and date the update.
  4. You will then copy the social security card and process the E-Verify® case. Since you will be processing this case after the 3 days from the date of hire, the E-Verify® website will prompt you for a reason. Please choose *Awaiting Social Security Number* and this will not count again us maintain compliance
  5. Print the authorized case and handwrite *Awaiting Social* on the case print out.
  6. Email the legible photo copy to Comp and Ops of the case, the E-Verify® case result, and the updated Section of the Form I-9 in the same email. Comp and Ops will then update the employee's record.

New Hire I-9 Examples

New Hire: U.S. Citizen - Passport

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No.1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	Other Last Names Used (if any)
Champion	Fearless	M	

Address (Street Number and Name)	Apt. Number (if any)	City or Town	State	ZIP Code
653 Main Street No PO Boxes		Lubbock	TX	79409

Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address	Employee's Telephone Number
04/19/2005	1 2 3 4 5 6 7 8 9	fearless.champion@ttu.edu Optional	(806) 123 - 4567 Optional

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

- [X] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States (See Instructions.)
- [ ] 3. A lawful permanent resident (Enter USCIS or A-Number.)
- [ ] 4. A noncitizen (other than **Item Numbers 2.** and **3.** above) authorized to work until (exp. date, if any)

If you check **Item Number 4.**, enter one of these:

USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance

Signature of Employee	Today's Date (mm/dd/yyyy)
Fearless Champion	12/01/2023

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1	U.S. Passport				
Issuing Authority	U.S. Department of State				
Document Number (if any)	12345678				
Expiration Date (if any)	05/15/2029				

		Additional Information
Document Title 2 (if any)		
Issuing Authority		
Document Number (if any)		
Expiration Date (if any)		
Document Title 3 (if any)		
Issuing Authority		
Document Number (if any)		
Expiration Date (if any)		- [ ] Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

First Day of Employment (mm/dd/yyyy): 12/04/2023

Last Name, First Name and Title of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Last Name, First Name, Your Title	your signature	12/01/2023

Employer's Business or Organization Name	Employer's Business or Organization Address, City or Town, State, ZIP Code
Texas Tech University	2500 Broadway, Lubbock, TX 79409 No PO Boxes or Mail Stops

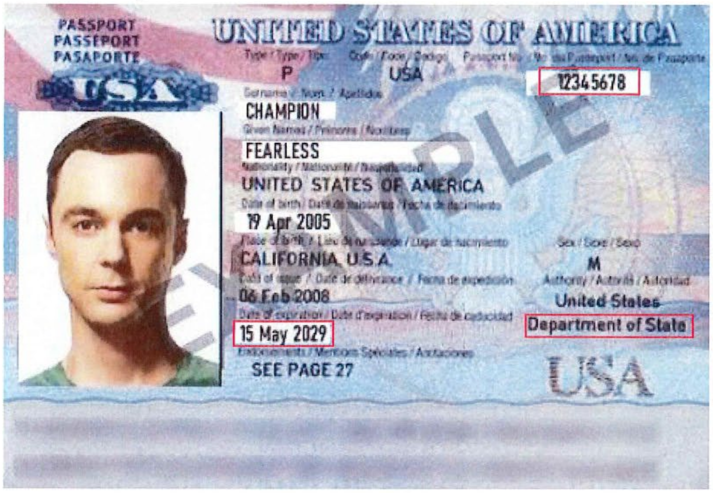
For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

Form I-9 Edition 08/01/23

Page 1 of 4

New Hire: U.S. Passport

U.S. Passport:



Reminders: No PO boxes can be used for the employee's/ employer's address. Employee's email and telephone number are optional. Employee and Employer must sign the document using a longhand signature.

New Hire: U.S. Citizen - Driver's License and Social Security Card

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9
OMB No.1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	Other Last Names Used (if any)
Rider	Masked	F	

Address (Street Number and Name)	Apt. Number (if any)	City or Town	State	ZIP Code
987 Main Street — No PO Boxes		Lubbock	TX	79409

Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address	Employee's Telephone Number
07/05/1983	1 2 3 4 5 6 7 8 9	Masked.rider@ttu.edu — Optional	(806) 123 - 4567 — Optional

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

- [X] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States (See Instructions.)
- [ ] 3. A lawful permanent resident (Enter USCIS or A-Number.)
- [ ] 4. A noncitizen (other than **Item Numbers 2.** and **3.** above) authorized to work until (exp. date, if any)

If you check **Item Number 4.**, enter one of these:

USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance

Signature of Employee	Today's Date (mm/dd/yyyy)
Masked Rider	12/14/2023

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1			Driver's License issued by state/territory		Social Security Card (Unrestricted)
Issuing Authority			Texas		Social Security Administration
Document Number (if any)			87654321		123456789
Expiration Date (if any)			09/15/2030		

	List A
Document Title 2 (if any)	
Issuing Authority	
Document Number (if any)	
Expiration Date (if any)	
Document Title 3 (if any)	
Issuing Authority	
Document Number (if any)	
Expiration Date (if any)	

Additional Information

- [ ] Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

First Day of Employment (mm/dd/yyyy): 12/15/2023

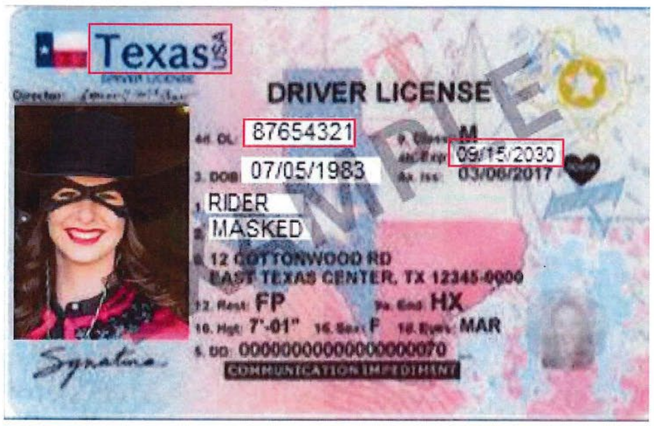
Last Name, First Name and Title of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Last Name, First Name, Your Title	your Signature	12/14/2023

Employer's Business or Organization Name	Employer's Business or Organization Address, City or Town, State, ZIP Code
Texas Tech University	2500 Broadway, Lubbock, TX 79409 — No PO Boxes or Mail Stops

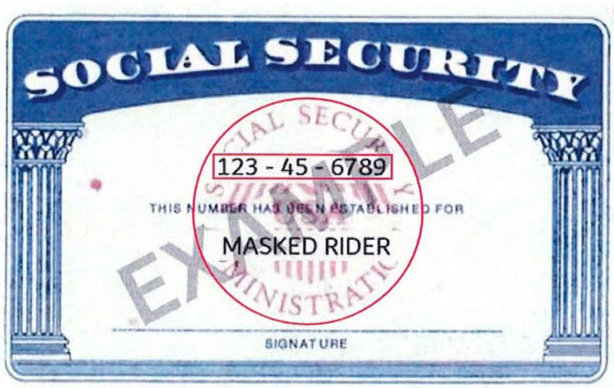
For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

New Hire: U.S. Citizen – Driver License and Social Security Card

Driver License:



Social Security Card:



Reminders: No PO boxes can be used for the employee's/ employer's address. Employee's email and telephone number are optional. Employee and Employer must sign the document using a longhand signature.

New Hire: U.S. Citizen - School ID and Birth Certificate

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9
OMB No.1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation:
Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	Other Last Names Used (if any)
Red	Raider		

Address (Street Number and Name)	Apt. Number (if any)	City or Town	State	ZIP Code
456 Main Street — No PO Boxes		Lubbock	TX	79409

Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address	Employee's Telephone Number
11/18/1967	1 2 3 4 5 6 7 8 9	raider.red@ttu.edu — Optional	(806) 123 - 4567 — Optional

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest your citizenship or immigration status (See page 2 and 3 of the instructions.):

- [X] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States (See Instructions.)
- [ ] 3. A lawful permanent resident (Enter USCIS or A-Number.)
- [ ] 4. A noncitizen (other than **Item Numbers 2.** and **3.** above) authorized to work until (exp. date, if any)

If you check **Item Number 4.**, enter one of these:

USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance

Signature of Employee	Today's Date (mm/dd/yyyy)
Raider Red	05/21/2024

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification:
Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1			School ID		U.S. Birth Certificate
Issuing Authority			Texas Tech University		Texas
Document Number (if any)			R87654315		File # 146-87-047818
Expiration Date (if any)					

		Additional Information
Document Title 2 (if any)		
Issuing Authority		
Document Number (if any)		
Expiration Date (if any)		
Document Title 3 (if any)		
Issuing Authority		
Document Number (if any)		
Expiration Date (if any)		[ ] Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

First Day of Employment (mm/dd/yyyy): 05/28/2024

Last Name, First Name and Title of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Last Name, First Name, Your Title	Your Signature	05/21/2024

Employer's Business or Organization Name	Employer's Business or Organization Address, City or Town, State, ZIP Code
Texas Tech University	2500 Broadway, Lubbock, TX 79409 — No PO Boxes or Mail Stops

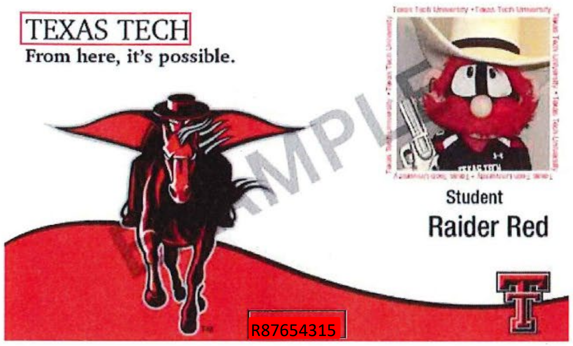
For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

Form I-9 Edition 08/01/23

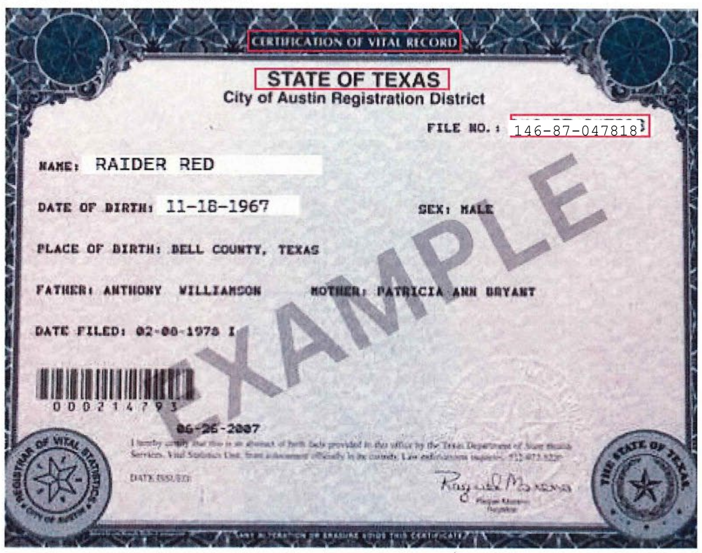
Page 1 of 4

New Hire: U.S. Citizen School ID and Birth Certificate

School ID:



Birth Certificate:


CERTIFICATION OF VITAL RECORD

STATE OF TEXAS
City of Austin Registration District

FILE NO.: 146-87-047818

NAME: RAIDER RED

DATE OF BIRTH: 11-18-1967 SEX: MALE

PLACE OF BIRTH: BELL COUNTY, TEXAS

FATHER: ANTHONY WILLIAMSON MOTHER: PATRICIA ANN BRYANT

DATE FILED: 02-08-1978 I

0 0 0 2 1 4 7 9 3

06-26-2007

EXAMPLE

Reminders: No PO boxes can be used for the employee's/ employer's address. Employee's email and telephone number are optional. Employee and Employer must sign the document using a longhand signature.

New Hire: F-1 - Foreign Passport, Form I-94, Form I-20

Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS Form I-9
OMB No.1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	Other Last Names Used (if any)
Potter	Harry	J	

Address (Street Number and Name)	Apt. Number (if any)	City or Town	State	ZIP Code
123 Main Street No PO Boxes		Lubbock	TX	79409

Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address	Employee's Telephone Number
07/31/1995	1 2 3 4 5 6 7 8 9	harry.potter@ttu.edu Optional	(806) 123 - 4567 Optional

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

- [ ] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States (See Instructions.)
- [ ] 3. A lawful permanent resident (Enter USCIS or A-Number.)
- [x] 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any) 030

Program end date from I-20

If you check Item Number 4., enter one of these: One of these 3 choices.

USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance
				533321329 United Kingdom

Signature of Employee	Today's Date (mm/dd/yyyy)
Harry Potter	11/11/2023

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1	Foreign Passport, work-authorized non-immigrant				
Issuing Authority	United Kingdom				
Document Number (if any)	533321329				
Expiration Date (if any)	12/31/2030				
Document Title 2 (if any)	Form I-94/ I-94				
Issuing Authority	U.S. Customs and Border Protection				
Document Number (if any)	6900088062				
Expiration Date (if any)	D/S				
Document Title 3 (if any)	Form I-20				
Issuing Authority	U.S. Immigration and Customs Enforcement				
Document Number (if any)	N0001234567				
Expiration Date (if any)	12/31/2028				

Additional Information

I-9

- [ ] Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

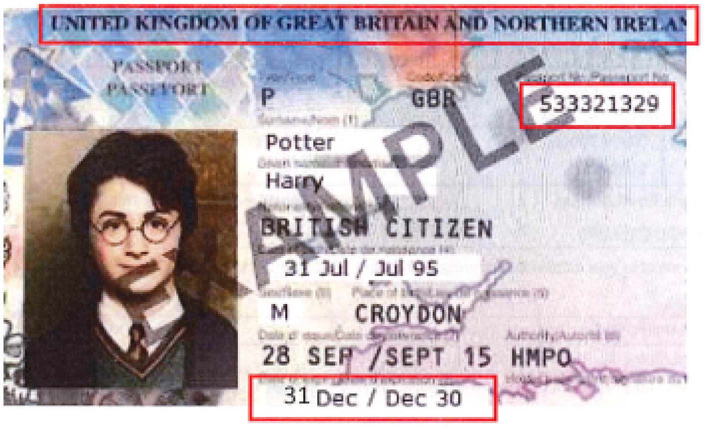
First Day of Employment (mm/dd/yyyy): 11/12/2023

Last Name, First Name and Title of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Last Name, First Name, Your Title	Your Signature	11/11/2023

Employer's Business or Organization Name	Employer's Business or Organization Address, City or Town, State, ZIP Code
Texas Tech University	2500 Broadway, Lubbock, TX 79409 No PO Boxes or Mail Stops

New Hire: F-1 - Documents Needed: Unexpired Foreign Passport, I-94, I-20

Passport:



I-94:

I-20:

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N0001234567

SURNAME/PRIMARY NAME POTTER	**GIVEN NAME** HARRY	**Class of Admission** **F-1** **ACADEMIC AND LANGUAGE**
PREFERRED NAME Student Sample, II	**PASSPORT NAME**	
COUNTRY OF BIRTH UNITED KINGDOM	**COUNTRY OF CITIZENSHIP** CROYDON	
DATE OF BIRTH 31 July 1995	**ADMISSION NUMBER**	
FORM ISSUE REASON CONTINUED ATTENDANCE	**LEGACY NAME**	

SCHOOL INFORMATION

SCHOOL NAME Texas Tech University	**SCHOOL ADDRESS** 2500 Broadway, Lubbock, TX 79409
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Helene Robertson PDSO	**SCHOOL CODE AND APPROVAL DATE** BAL214F44444000 03 APRIL 2013

PROGRAM OF STUDY

EDUCATION LEVEL BACHELOR'S	**MAJOR 1** History and Philosophy of Science and Technology 54.0104	**MAJOR 2** None 00.0000
PROGRAM ENGLISH PROFICIENCY Required	**ENGLISH PROFICIENCY NOTES** Student is proficient	**EARLIEST ADMISSION DATE** 04 APRIL 2023
START OF CLASSES 01 Nov 2023	**PROGRAM START/END DATE** 01 NOV 2023 - 31 Dec 2028	

EXAMPLE

Reminders: No PO boxes can be used for the employee's/ employer's address. Employee's email and telephone number are optional. Program end date should be the date provided on the I-20 document. Employee and Employer must sign the document using a longhand signature.

New Hire: J-1 - Foreign Passport, Form I-94, Form DS-2019

Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS Form I-9
OMB No.1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	Other Last Names Used (if any)
Lee	Tim	J	

Address (Street Number and Name)	Apt. Number (if any)	City or Town	State	ZIP Code
345 Main Street — No PO Boxes		Lubbock	TX	79409

Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address	Employee's Telephone Number
09/19/1979	1 2 3 4 5 6 7 8 9	tim.lee@ttu.edu — Optional	(806) 123 - 4567 — Optional

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

- [ ] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States (See Instructions.)
- [ ] 3. A lawful permanent resident (Enter USCIS or A-Number.)
- [x] 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any) 08/12/2024

DS-2019 end date

If you check Item Number 4., enter one of these:

One of these 3 options

USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance
		11234567890		

Signature of Employee	Today's Date (mm/dd/yyyy)
Tim Lee	11/11/2023

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1	Foreign Passport, work-authorized non-immigrant				
Issuing Authority	United Kingdom				
Document Number (if any)	123456789				
Expiration Date (if any)	09/19/2027				
Document Title 2 (if any)	Form I-94/ I-94				
Issuing Authority	U.S. Customs and Border Protection				
Document Number (if any)	11234567890				
Expiration Date (if any)	D/S				
Document Title 3 (if any)	Form DS-2019				
Issuing Authority	U.S. Department of State				
Document Number (if any)	N0000147766				
Expiration Date (if any)	12/12/2024				

Additional Information

I-9

Sponsor Letter Texas Tech University
Document #: N/A
12/12/2024

Add sponsor letter information if required. If the visitor exchange category has the word Student (excluding Student Intern) on the DS-2019, a sponsor letter is required.

The expiration date on the sponsor letter will override this date, if applicable.

- [ ] Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

First Day of Employment (mm/dd/yyyy): 11/12/2023

Last Name, First Name and Title of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Last Name, First Name, Your title	Your Signature	11/11/2023

Employer's Business or Organization Name	Employer's Business or Organization Address, City or Town, State, ZIP Code
Texas Tech University	2500 Broadway, Lubbock, TX 79409 — No PO Boxes or Mail Stops

New Hire: J-1 - Documents Needed: Unexpired Foreign Passport, Form I-94, Form DS-2019, Sponsor Letter (for students only except *Student Interns*)

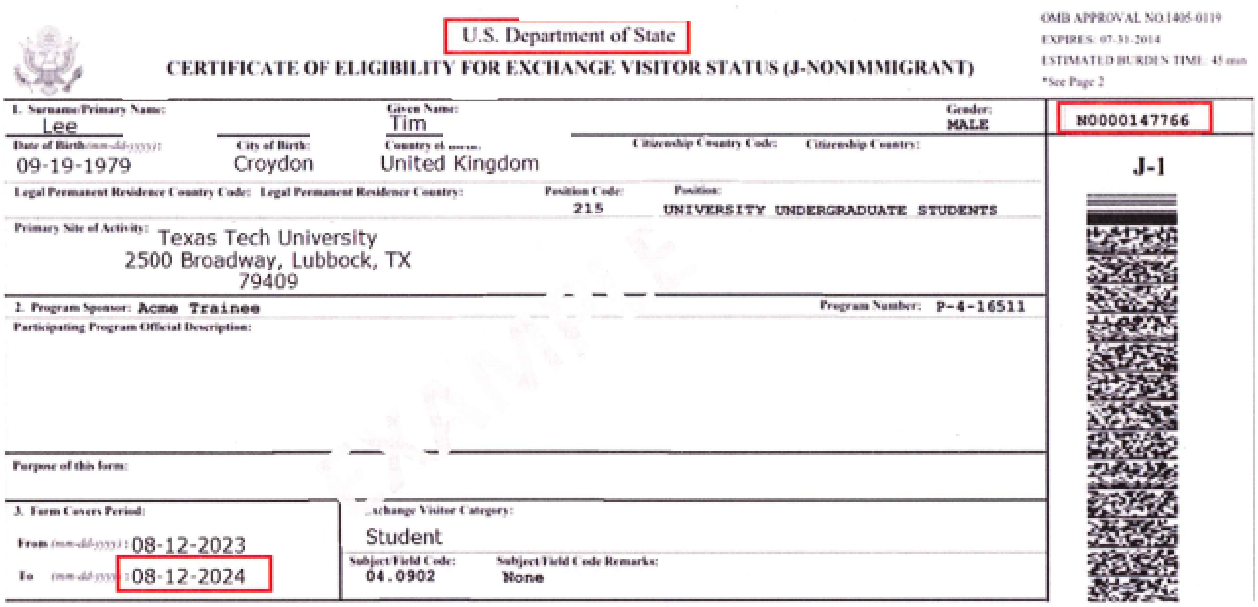
Passport:

UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELA
PASSPORT
PASSEPORT
P GBR 123456789
Lee
Tim
BRITISH CITIZEN
19 Sept / Sept 79
M CROYDON
28 SEP /SEPT 15 HMPO
19 Sept / Sept 27
EXAMPLE

I-94:

U.S. Customs and Border Protection
Get I-94 Number | I-94 FAQ
Admission (I-94) Number Retrieval
Admission (I-94) Record Number: 11234567890
Admit Until Date (MM/DD/YYYY): D/S
Details provided on Admission(I-94) form:
Family Name: Lee
First (Given) Name: Tim
Birth Date (MM/DD/YYYY): 09/19/1979
Passport Number: 123456789
Passport Country of Issuance: United Kingdom
Date of Entry (MM/DD/YYYY): 11/09/2023
Class of Admission: J-1
EXAMPLE

DS-2019:



U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)
OMB APPROVAL NO.1405-0119
EXPIRES: 07-31-2014
ESTIMATED BURDEN TIME: 45 min
*See Page 2

1. Surname/Primary Name: Lee
Given Name: Tim
Gender: MALE
N0000147766
J-1
Date of Birth (mm-dd-yyyy): 09-19-1979
City of Birth: Croydon
Country of Birth: United Kingdom
Citizenship Country Code:
Citizenship Country:
Legal Permanent Residence Country Code:
Legal Permanent Residence Country:
Position Code: 215
Position: UNIVERSITY UNDERGRADUATE STUDENTS
Primary Site of Activity: Texas Tech University 2500 Broadway, Lubbock, TX 79409
2. Program Sponsor: Acme Trainee
Program Number: P-4-16511
Participating Program Official Description:
Purpose of this form:
3. Form Covers Period:
From (mm-dd-yyyy): 08-12-2023
To (mm-dd-yyyy): 08-12-2024
Exchange Visitor Category: Student
Subject/Field Code: 04.0902
Subject/Field Code Remarks: None
EXAMPLE

Reminders: No PO boxes can be used for the employee's/ employer's address. Employee's email and telephone number are optional. Section 1's end date should be the date provided on the DS-2019 document. Sections 2's DS-2019 expiration date can be overridden with sponsor letter (if applicable). Add sponsor letter information in *Additional Information* box. Employee and Employer must sign the document using a longhand signature.

New Hire: H-1B - Foreign Passport, Form I-94 with expiration date

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9
OMB No. 1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	Other Last Names Used (if any)
Weasley	Barbie		

Address (Street Number and Name)	Apt. Number (if any)	City or Town	State	ZIP Code
789 University — No PO Boxes		Lubbock	TX	79409

Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address	Employee's Telephone Number
08/11/1981	1 2 3 4 5 6 7 8 9	barbie.weasley@ttu.edu — Optional	(806) 123 - 4567 — Optional

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

- [ ] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States (See Instructions.)
- [ ] 3. A lawful permanent resident (Enter USCIS or A-Number.)
- [x] 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any) 12/16/2028

I-94 expiration date

If you check Item Number 4., enter one of these: One of these 3 choices

USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance
		12345678911		

Signature of Employee	Today's Date (mm/dd/yyyy)
Barbie Weasley	09/01/2023

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1	Foreign Passport, work-authorized non-immigrant				
Issuing Authority	United Kingdom				
Document Number (if any)	123456789				
Expiration Date (if any)	11/11/2032				
Document Title 2 (if any)	Form I-94/ I-94		Additional Information		
Issuing Authority	U.S. Customs and Border Protection				
Document Number (if any)	12345678911				
Expiration Date (if any)	12/16/2028				
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

- [ ] Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

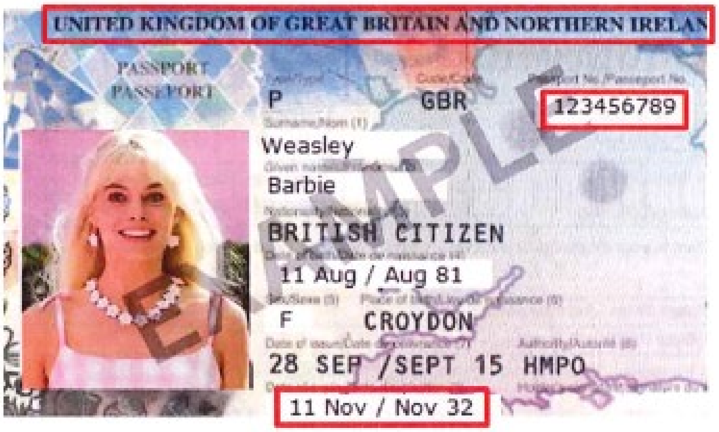
First Day of Employment (mm/dd/yyyy): 09/02/2023

Last Name, First Name and Title of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Last Name, First Name, Your Title	Your Signature	09/01/2023

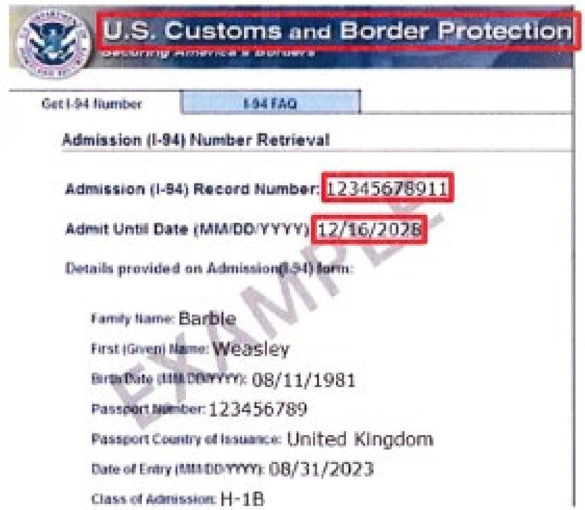
Employer's Business or Organization Name	Employer's Business or Organization Address, City or Town, State, ZIP Code
Texas Tech University	2500 Broadway, Lubbock, TX 79409 — No PO Boxes or Mail Stops

New Hire: H-1B - Documents: Unexpired Foreign Passport, I-94 with a specific expiration date

Passport:



I-94:



Reminders: No PO boxes can be used for the employee's/ employer's address. Employee's email and telephone number are optional. Section 2's 1-94/ I-94A Document Expiration Date is provided on the I-94 document (Ex. Dec. 16, 2028). Employee and Employer must sign the document using a longhand signature.

New Hire: Employment Authorization Card

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No.1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	Other Last Names Used (if any)
Hernandez	Rick	B	

Address (Street Number and Name)	Apt. Number (if any)	City or Town	State	ZIP Code
789 Main Street — No PO Boxes		Lubbock	TX	79409

Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address	Employee's Telephone Number
03/01/2000	1 2 3 4 5 6 7 8 9	rick.hernandez@ttu.edu — Optional	(806) 123 - 4567 — Optional

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

- [ ] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States (See Instructions.)
- [ ] 3. A lawful permanent resident (Enter USCIS or A-Number.)
- [X] 4. A noncitizen (other than **Item Numbers 2.** and **3.** above) authorized to work until (exp. date, if any) 10/25/2028

Expiration Date from the EAD card

If you check **Item Number 4.**, enter one of these: One of the 3 choices

USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance
000 000 701				

Signature of Employee	Today's Date (mm/dd/yyyy)
Rick Hernandez	09/17/2023

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1	Employment Auth. Document (Form I-766)				
Issuing Authority	U.S. Citizenship and Immigration Services				
Document Number (if any)	SRC1234567890				
Expiration Date (if any)	10/25/2028				

The document # is 3 letters and 10 digits (sometimes located on the back of the card)

		Additional Information
Document Title 2 (if any)		
Issuing Authority		
Document Number (if any)		
Expiration Date (if any)		
Document Title 3 (if any)		
Issuing Authority		
Document Number (if any)		
Expiration Date (if any)		☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

First Day of Employment (mm/dd/yyyy): 09/18/2023

Last Name, First Name and Title of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Last Name, First Name, Your Title	Your Signature	09/17/2023

Employer's Business or Organization Name	Employer's Business or Organization Address, City or Town, State, ZIP Code
Texas Tech University	2500 Broadway, Lubbock, TX 79409 — No PO Boxes or Mail Stops

For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

Form I-9 Edition 08/01/23 Page 1 of 4

New Hire: EAD - Documents Needed: Employment Authorization Card (Front & Back)

Employment Authorization Card (Front):

Employment Authorization Card (Back):

Reminders: No PO boxes can be used for the employee's/ employer's address. Employee's email and telephone number are optional. Section 1's expiration date is the expiration date from the EAD card. The EAD's document number will be 3 letters and 10 digits (sometimes on the back on the card). Employee and Employer must sign the document using a longhand signature.

New Hire: Permanent Resident Card

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9
OMB No.1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	Other Last Names Used (if any)
Schrute	Dwight		

Address (Street Number and Name)	Apt. Number (if any)	City or Town	State	ZIP Code
123 19th Street No PO Boxes		Lubbock	TX	79409

Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address	Employee's Telephone Number
02/13/1981	1 2 3 4 5 6 7 8 9	dwightrules@ttu.edu Optional	(806) 123 - 4567 Optional

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

- [ ] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States (See Instructions.)
- [X] 3. A lawful permanent resident (Enter USCIS or A-Number.) 123456789 USCIS # from the card
- [ ] 4. A noncitizen (other than **Item Numbers 2.** and **3.** above) authorized to work until (exp. date, if any)

If you check **Item Number 4.**, enter one of these:

USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance

Signature of Employee	Today's Date (mm/dd/yyyy)
Dwight Shrute	11/30/2023

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1	Perm. Resident Card Form (I-551)				
Issuing Authority	U.S. Citizenship and Immigration Services				
Document Number (if any)	SRC1234561890				
Expiration Date (if any)	10/03/2028				

		Additional Information
Document Title 2 (if any)		
Issuing Authority		
Document Number (if any)		
Expiration Date (if any)		
Document Title 3 (if any)		
Issuing Authority		
Document Number (if any)		
Expiration Date (if any)		☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

First Day of Employment (mm/dd/yyyy): 12/01/2023

Last Name, First Name and Title of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Last Name, First Name, Your Title	your signature	11/30/2023

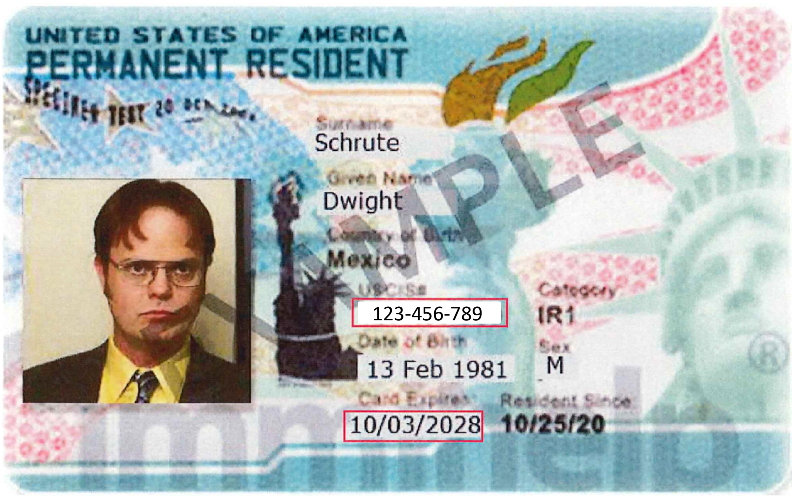
Employer's Business or Organization Name	Employer's Business or Organization Address, City or Town, State, ZIP Code
Texas Tech University	2500 Broadway, Lubbock, TX 79409 No PO Boxes or Mail Stops

For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

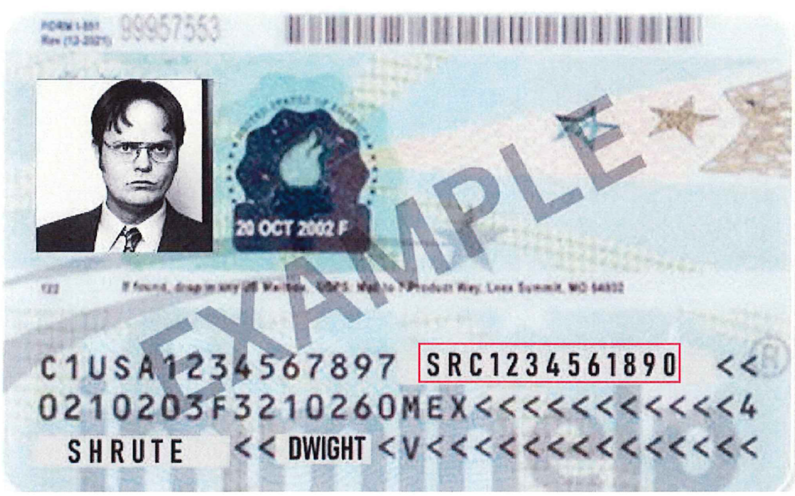
Form I-9 Edition 08/01/23 Page 1 of 4

New Hire: Permanent Resident Card - Documents: Permanent Resident Card (Form I-551)

Permanent Resident Card (Front):



Permanent Resident Card (Back):



Reminders: No PO boxes can be used for the employee's/ employer's address. Employee's email and telephone number are optional. Section 1's lawful permanent resident number should be the USCIS #. Employee and Employer must sign the document using a longhand signature.

New Hire: Receipts

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No.1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	Other Last Names Used (if any)
Green	Rachel		

Address (Street Number and Name)	Apt. Number (if any)	City or Town	State	ZIP Code
468 Main Street — No PO Boxes		Lubbock	TX	79409

Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address	Employee's Telephone Number
01/17/1999	1 2 3 4 5 6 7 8 9	rachel.green@ttu.edu — Optional	(806) 123 - 456 — Optional

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

- [X] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States (See Instructions.)
- [ ] 3. A lawful permanent resident (Enter USCIS or A-Number.)
- [ ] 4. A noncitizen (other than **Item Numbers 2.** and **3.** above) authorized to work until (exp. date, if any)

If you check **Item Number 4.**, enter one of these:

USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance

Signature of Employee	Today's Date (mm/dd/yyyy)
Rachel Green	09/20/2024

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1			Receipt Replacement Driver's License		Receipt Replacement Unrestricted Social Security Card
Issuing Authority			Texas		Social Security Administration
Document Number (if any)			123456789		123456789
Expiration Date (if any)			10/14/2024		
Document Title 2 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

1. Choose *Receipt Replacement DL* or write in the word *Receipt* after the doc #. Type in all other information including receipt expiration.

2. When the replacement arrives, cross out the word *Receipt* with a single line, initial, and date. Change any other info such as expiration date and/or document #.

3. Email updated page and copy of document to the general HR Comp and Ops email: hr.comp.ops@ttu.edu

1. Choose *Receipt Replace Unrestricted SSC* or write in the word *Receipt* after the doc #. Fill in all other info shown.

2. When the replacement arrives, cross out the word *Receipt* with a single line, initial, and date.

3. Email updated page and copy of document to the general HR Comp and Ops email: hr.comp.ops@ttu.edu

Additional Information

- [ ] Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

First Day of Employment (mm/dd/yyyy): 09/23/2024

Last Name, First Name and Title of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Last Name, First Name, Your Title	your Signature	09/20/2024

Employer's Business or Organization Name	Employer's Business or Organization Address, City or Town, State, ZIP Code
Texas Tech University	2500 Broadway, Lubbock, TX 79409 — No PO Boxes or Mail Stops

For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

Form I-9 Edition 08/01/23 Page 1 of 4

New Hire: Receipts

Reminders: No PO boxes can be used for the employee's/ employer's address. Employee's email and telephone number are optional. Employee and Employer must sign the document using a longhand signature.

To Document the Driver License Receipt:

1. Choose *Receipt Replacement DL* or write in the word *Receipt* after the document number. Type in all other info including receipt expiration.
2. When the replacement arrives, cross out the word *Receipt* with a single line, initial, and date. Change any other information such as expiration date and/ or document number.
3. Email updated page and copy of document to the general HR Comp and Ops email:
   hr.comp.ops@ttu.edu

To Document the Social Security Card Receipt

1. Choose the *Receipt Replace Unrestricted Social Security Card* or write in the word *Receipt* after the document number. Fill in all other information shown.
2. When the replacement arrives, cross out the word *Receipt* with a single line, initial, and date.
3. Email updated page and copy of document to the general HR Comp and Ops email:
   hr.comp.ops@ttu.edu

Reverification Examples

Reverification:
F-1

Harry's
R#: 11111111

Supplement B,
Reverification and Rehire (formerly Section 3)
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement B
OMB No. 1615-0047
Expires 07/31/2026

Last Name *(Family Name)* from Section 1.	First Name *(Given Name)* from Section 1.	Middle initial (if any) from Section 1.
Potter	Harry	J

Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the Handbook for Employers: Guidance for Completing Form I-9 (M-274)

Date of Rehire *(if applicable)*	New Name *(if applicable)*		
Date *(mm/dd/yyyy)*	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)
Passport United Kingdom #533321329 Exp. 12/31/2030	I-20 #N000123456 Exp. 12/31/2029	I-94 #6900088062 D/S

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*
Last Name, First Name	your Signature	11/17/2028

Additional Information (Initial and date each notation.)

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire *(if applicable)*	New Name *(if applicable)*		
Date *(mm/dd/yyyy)*	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*

Additional Information (Initial and date each notation.)

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire *(if applicable)*	New Name *(if applicable)*		
Date *(mm/dd/yyyy)*	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*

Additional Information (Initial and date each notation.)

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Reverification: F-1 - Documents Needed: Unexpired Foreign Passport, I-94, I-20
Note: On December 31, 2028, the I-20 will expire, so a reverification is needed.

Passport:

I-94:

U.S. Customs and Border Protection

Get I-94 Number | I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 69000888062

Admit Until Date (MM/DD/YYYY): D/S

Details provided on Admission(I-94) form:

Family Name: Potter
First (Given) Name: Harry
Birth Date (MM/DD/YYYY): 07/31/1995
Passport Number: 533321329
Passport Country of Issuance: United Kingdom
Date of Entry (MM/DD/YYYY): 11/09/2023
Class of Admission: F-1

EXAMPLE

I-20:

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N0001234567

SURNAME/PRIMARY NAME
POTTER

GIVEN NAME
HARRY

PREFERRED NAME
Student Sample, II

PASSPORT NAME

COUNTRY OF BIRTH
UNITED KINGDOM

COUNTRY OF CITIZENSHIP
CROYDON

DATE OF BIRTH
31 July 1995

ADMISSION NUMBER

FORM ISSUE REASON
CONTINUED ATTENDANCE

LEGACY NAME

Class of Admission
F-1
ACADEMIC AND LANGUAGE

SCHOOL INFORMATION

SCHOOL NAME
Texas Tech University

SCHOOL ADDRESS
2500 Broadway, Lubbock, TX 79409

SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL
Helene Robertson
PDSO

SCHOOL CODE AND APPROVAL DATE
BAL214F44444000
03 APRIL 2013

PROGRAM OF STUDY

EDUCATION LEVEL	MAJOR 1	MAJOR 2
BACHELOR'S	History and Philosophy of Science and Technology 54.0104	None 00.0000
PROGRAM ENGLISH PROFICIENCY	**ENGLISH PROFICIENCY NOTES**	**EARLIEST ADMISSION DATE**
Required	Student is proficient	04 APRIL 2023
START OF CLASSES	**PROGRAM START/END DATE**	
01 Nov 2023	01 NOV 2023 - 31 Dec 2028	

EXAMPLE

Reverification:
J-1

Tim's
R#: 11111111

Supplement B,
Reverification and Rehire (formerly Section 3)

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9 Supplement B
OMB No. 1615-0047
Expires 07/31/2026

Last Name *(Family Name)* from Section 1.	First Name *(Given Name)* from Section 1.	Middle initial (if any) from Section 1.
Lee	Tim	J

Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the Handbook for Employers: Guidance for Completing Form I-9 (M-274)

Date of Rehire *(if applicable)*	New Name *(if applicable)*		
Date *(mm/dd/yyyy)*	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)
Passport United Kingdom #123456789 Exp. 09/19/2027	DS 2019 #N0000147766 Exp. 08/12/2025	I-94 #11234567890 D/S

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*
Last Name, First Name	your Signature	01/15/2026

Additional Information (Initial and date each notation.)

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire *(if applicable)*	New Name *(if applicable)*		
Date *(mm/dd/yyyy)*	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*

Additional Information (Initial and date each notation.)

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire *(if applicable)*	New Name *(if applicable)*		
Date *(mm/dd/yyyy)*	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*

Additional Information (Initial and date each notation.)

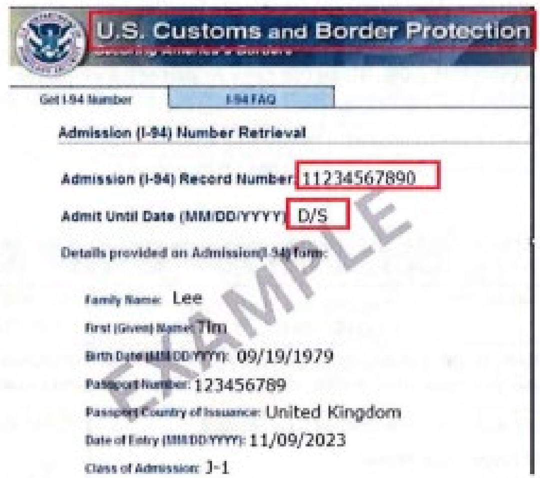
☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Reverification: J-1 - Documents Needed: Unexpired Foreign Passport, Form I-94, Form DS-2019

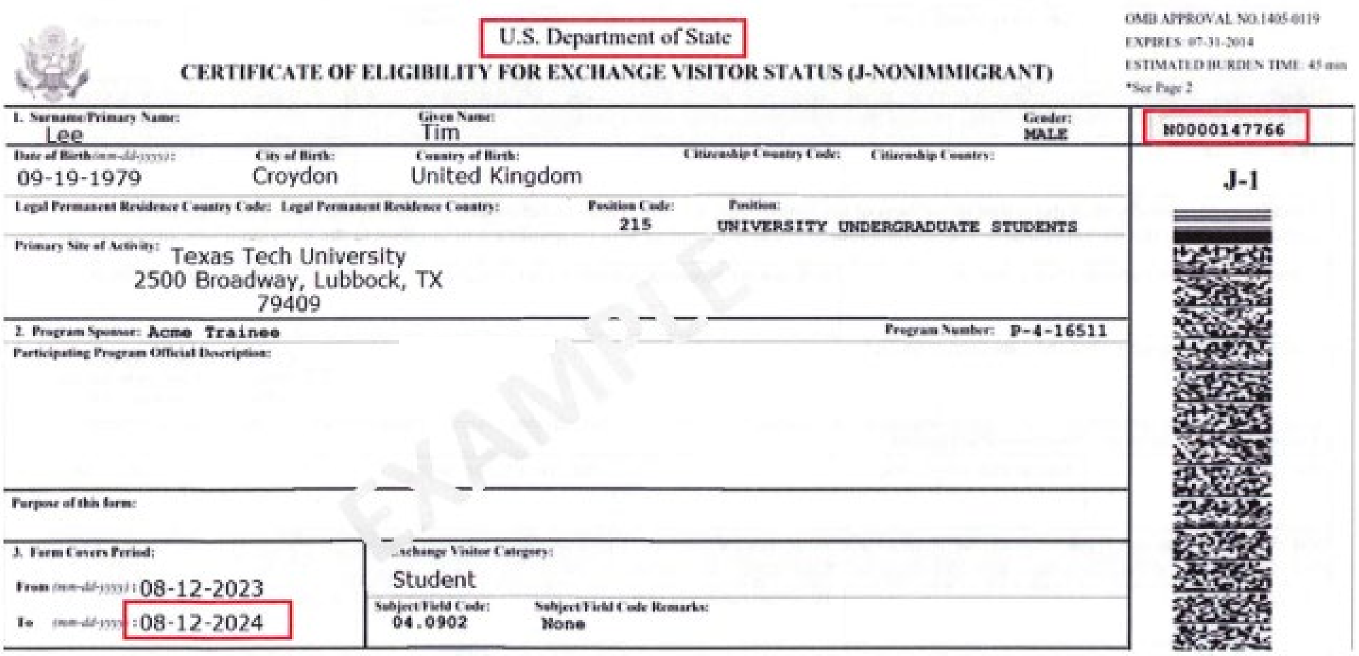
Note: On August 12, 2024, the DS-2019 will expire, so a reverification is needed.

Passport:

I-94:



DS-2019:



U.S. Department of State

CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

OMB APPROVAL NO.1405-0119
EXPIRES: 07-31-2014
ESTIMATED BURDEN TIME: 45 min
*See Page 2

1. Surname/Primary Name: Lee
Given Name: Tim
Gender: MALE
N0000147766
J-1

Date of Birth (mm-dd-yyyy): 09-19-1979
City of Birth: Croydon
Country of Birth: United Kingdom
Citizenship Country Code:
Citizenship Country:

Legal Permanent Residence Country Code:
Legal Permanent Residence Country:
Position Code: 215
Position: UNIVERSITY UNDERGRADUATE STUDENTS

Primary Site of Activity: Texas Tech University
2500 Broadway, Lubbock, TX
79409

2. Program Sponsor: Acme Trainee
Program Number: P-4-16511
Participating Program Official Description:

Purpose of this form:

3. Form Covers Period:
From (mm-dd-yyyy): 08-12-2023
To (mm-dd-yyyy): 08-12-2024

Exchange Visitor Category: Student
Subject/Field Code: 04.0902
Subject/Field Code Remarks: None

EXAMPLE

Reverification: H-1B

Barbie k R#: 11111111

Supplement B, Reverification and Rehire (formerly Section 3)

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9 Supplement B
OMB No. 1615-0047
Expires 07/31/2026

Last Name *(Family Name)* from Section 1.	First Name *(Given Name)* from Section 1.	Middle initial (if any) from Section 1.
Weasley	Barbie	M

Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the Handbook for Employers: Guidance for Completing Form I-9 (M-274)

Date of Rehire *(if applicable)*	New Name *(if applicable)*		
Date *(mm/dd/yyyy)*	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)
Passport United Kingdom #123456789 Exp. 11/11/2032	I-94 #12345678911	Exp. 12/16/2028

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*
Last Name, First Name	Your Signature	12/16/2028

Additional Information (Initial and date each notation.)

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire *(if applicable)*	New Name *(if applicable)*		
Date *(mm/dd/yyyy)*	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*

Additional Information (Initial and date each notation.)

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire *(if applicable)*	New Name *(if applicable)*		
Date *(mm/dd/yyyy)*	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

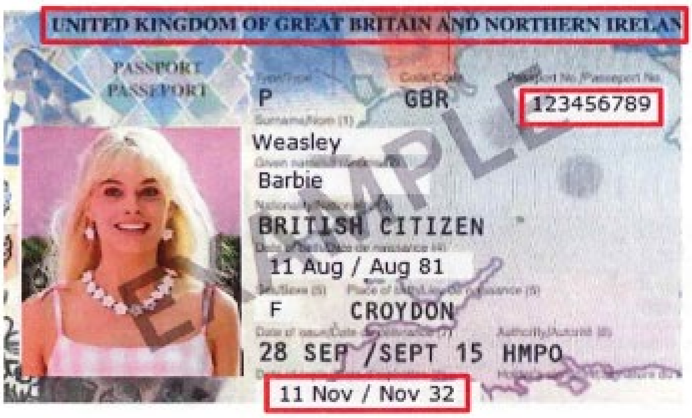
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*

Additional Information (Initial and date each notation.)

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Reverification: H-1B - Documents Needed: Unexpired Foreign Passport, I-94 with a specific expiration date Note: On December 16, 2028, the I-94 will expire, so a reverification is needed.

Passport:


UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAN

PASSPORT
PASSEPORT

P

GBR

123456789

Weasley

Barbie

BRITISH CITIZEN

11 Aug / Aug 81

F

CROYDON

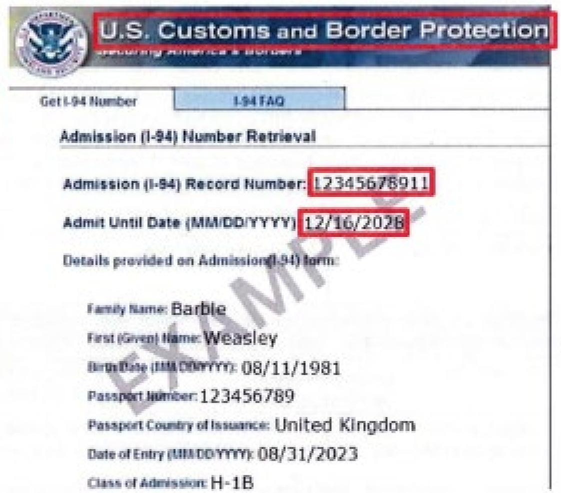
28 SEP /SEPT 15

HMPO

11 Nov / Nov 32

EXAMPLE

I-94:


U.S. Customs and Border Protection

Get I-94 Number | I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 12345678911

Admit Until Date (MM/DD/YYYY): 12/16/2028

Details provided on Admission (I-94) form:

Family Name: Barbie
First (Given) Name: Weasley
Birth Date (MM/DD/YYYY): 08/11/1981
Passport Number: 123456789
Passport Country of Issuance: United Kingdom
Date of Entry (MM/DD/YYYY): 08/31/2023
Class of Admission: H-1B

EXAMPLE

Rick's ~~RH#~~: 1111111

Reverification: Employment Authorization Card (EAD)

Supplement B, Reverification and Rehire (formerly Section 3)

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9 Supplement B
OMB No. 1615-0047
Expires 07/31/2026

Last Name *(Family Name)* from Section 1.	First Name *(Given Name)* from Section 1.	Middle initial (if any) from Section 1.
Hernandez	Rick	B

Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the Handbook for Employers: Guidance for Completing Form I-9 (M-274)

Date of Rehire *(if applicable)*	New Name *(if applicable)*		
Date *(mm/dd/yyyy)*	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)
Employment Auth. Document (Form I-766)	EAC1234567890	10/01/2029

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*
Last Name, First Name	Your Signature	07/28/2028

Additional Information (Initial and date each notation.)

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire *(if applicable)*	New Name *(if applicable)*		
Date *(mm/dd/yyyy)*	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*

Additional Information (Initial and date each notation.)

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire *(if applicable)*	New Name *(if applicable)*		
Date *(mm/dd/yyyy)*	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*

Additional Information (Initial and date each notation.)

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Reverification EAD – Documents Needed: Employment Authorization Card (Front & Back)
Note: On October 25, 2028, the EAD will expire, so a reverification is needed.

Employment Authorization Card (Front):

Employment Authorization Card (Back):