TCU HUMAN resources

View Biweekly pay dates here. PAFs received after the deadline will be processed on the next payroll.

ePAF User Guide

Student - Personnel Action Form

Note: Many student employment actions can be processed via self service in My TCU through the ePAF system. Department managers are granted access to this system and can assign department delegates. If you are having access issues or need further assistance, please contact hrtech@tcu.edu.

Effective Date	Name	TCU ID

Term Date (if appl)	Personnel Action - Action Reason
	Account Code Change

Job Information

Department	Job Code	Pay Rate	Total Award *(GAs Only)*

Pay Group	Employee Class
STU - Student	

Budget Information

Department	Fund	Account	Project	Earn Code

Additional Pay / One-Time Payment

Earn Code	Begin Date	End Date	Pay Rate	Goal Amount

Department	Fund	Account	Project

Comments for Job Information & Additional Pay

Job Contact Information

Employee's Supervisor	Supervisor TCU ID	Form Completed By	Date

Authorization

Department Budget Manager	Date	Vice Chancellor's Office	Date