



**Biology Department Electronic Personnel Action Form Reference (EPAF)**

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1. Name: \_\_\_\_\_ Date: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

4. Banner ID#: \_\_\_\_\_ Phone: \_\_\_\_\_

5. Email Address: \_\_\_\_\_

6. Position Title: \_\_\_\_\_ Supervisor \_\_\_\_\_

7. Undergrad (Y/N) Graduate (Y/N) New Hire: \_\_\_\_\_ Rehire \_\_\_\_\_ Continuing \_\_\_\_\_

8. Are you eligible for Federal Work Study? \_\_\_\_\_  
**(If "yes" please do not start work until you have been notified by Tracy Watkins).**

9. Are you working on a Grant? \_\_\_\_\_ Grant#: \_\_\_\_\_

10. Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**OFFICE USE ONLY**

EPAF# \_\_\_\_\_ Position#: \_\_\_\_\_ Rate: \_\_\_\_\_ Job End#: \_\_\_\_\_

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*Complete lines 1 through 6 and line 10. Return to Tracy Watkins at Maclewane Hall, 1<sup>st</sup> Fl, Room 128 at 3507 Laclède Avenue, St. Louis, Missouri 63103 along with the New Hire Confirmation Receipt stamped by Human Recourse. If you have any questions, contact Tracy Watkins at (314) 977-3910.*