



**PEF: Preliminary EPAF for Hires**

Prepared By \_\_\_\_\_

Contact Number \_\_\_\_\_

**Section 1: Employee and Job Information**

Aggie ID \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_ Job Type : Primary Secondary Overload

**Section 2: Activate Hire/Rehire**

Contract Type \_\_\_\_\_ Position or GA Level \_\_\_\_\_  
 Job Start/Personnel Date \_\_\_\_\_ Job End/Personnel Date \_\_\_\_\_  
 Job Title \_\_\_\_\_ Job/Timesheet Org Hire \_\_\_\_\_  
 Employee Class Code \_\_\_\_\_ Hire Term \_\_\_\_\_  
 Annual Salary or Rate \_\_\_\_\_ Hire FTE \_\_\_\_\_

**Section 3: Labor Distribution (for course buyouts, only list the information as it pertains to the buyout funding source)**

GR# or Index Name	Index#	Fund#	Account	%
GR# or Index Name	Index #	Fund #	Account	%
GR# or Index Name	Index #	Fund #	Account	%
				<b>Total</b>

**Section 4: Cost Share & Job Information**

Will position be cost shared (CS)? Grant Name CS# Charge Back %  
 Grant Name CS# Charge Back %

Cost Share PI Signature (Required If Applicable): \_\_\_\_\_ Total % \_\_\_\_\_

**Section 5: Course Assignment**

Course Name	Number/CRN	Section	X-Listing	Credits	Job Details (if not course-based):
					<b>Total</b>

**Section 6: Budget Salary & Fringe**

Salary Calculation Basis, e.g., (Rate \* FTE \* Length of Hire): \_\_\_\_\_ Salary (Prorated) Amount: \_\_\_\_\_ Fringe Rate: \_\_\_\_\_  
 Fringe Amount: \_\_\_\_\_ (Reg, Temp, Student, Grad)  
**Budget Total:** \_\_\_\_\_

**Section 7: Eligibility (Not Required for Buyouts)**

Total FTE at NMSU (including this hire): \_\_\_\_\_ For GA & Student Hires:  
 Offer Letter Prepared: \_\_\_\_\_  
 Official Transcripts on File (Staff/Faculty Hires): \_\_\_\_\_  
 • Meets GPA Minimum (grad 3.0/undergrad 2.0)?  
 • Enrolled in Minimum Hours (grad 9/undergrad 6)?

**Section 8: Requestor/Supervisory Approvals**

Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_ Department/Program Head \_\_\_\_\_ Date \_\_\_\_\_  
**Does the PI have a conflict of interest (COI) to disclose for this hire?**  
 Supervisor of Record (for HR & Payroll approvals), if not PI/Department Head named above: \_\_\_\_\_  
**Does the supervisor have a conflict of interest (COI) to disclose for this hire?** *Note: Anyone with a COI to disclose should follow NMSU policy for doing so.*

**Section 9: Finance & Budgeting Office Review**

FBO Director Approval \_\_\_\_\_ Date \_\_\_\_\_

Dean Approval (If Needed) \_\_\_\_\_ Date \_\_\_\_\_