To Be Completed Before Attending HR and ePAF Class

Name ___________________________ Department _______________________________

Why is this pre-class assignment required?

Some employees who attend this class have little or no experience with HR-related duties and/or ePAF preparation. To make matters more difficult, TTU has widely varied operations across academic and administrative departments. This class is designed to provide class participants with a broad overview of typical HR practices at TTU. The following information will assist the class facilitator adapt the curriculum to the participants, if possible.

*Ask your department for assistance in completing your introduction and duties.*

**Introduction:**

My department is more accurately described as:

- [ ] Academic, with faculty and graduate student employees
- [ ] Administrative, with staff and student employees

**Duties:**

- [ ] My ePAF duties are not yet assigned / I am attending so I can be the ‘backup’ for ePAF preparation
  - OR -
- [ ] My job duties upon completing class will include (check all that apply):

  **ePAF Preparation:**
  - [ ] For faculty
  - [ ] For TA/GPTI/RAs
  - [ ] For staff
  - [ ] For GAs and SAs

  **Other HR Duties:**
  - [ ] Preparing Employee One-time Payments (EOPS)
  - [ ] Reviewing/Approving Timesheets or Leave Reports
  - [ ] Not HR related – Finance, Purchasing
  - [ ] Department Head / Supervisor

Please comment about education or experience (TTU or elsewhere) that may help you in your job duties:

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**Present this page to the class facilitator upon arrival. If desired, make a copy for yourself.**