

## Student – Federal Work Study (New Hire)

At the EPAF main menu, click the **New EPAF** link and key in the **J#** for the Student you want to hire. Once the student is identified, select the **Student – Federal Work Study (New Hire)** EPAF from the Approval Category drop down menu and click **Go**.

### 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\*

Approval Category: \*  

 There are no active jobs based on the Query Date.

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At the **EPAF Job Selection** screen, enter the student position number assigned by the budget clerk in the **New Job** field, hit **Tab** and enter "00" for the **suffix**.

**Note:** See page 91 for the listing of student position number formats (**Example SFWXXX**).

Ensure that the correct **position title** is populated and the corresponding **radio button** is filled.

Click **Go**.

### New EPAF Job Selection

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

ID: DaMario Keshun Arlum, J00758276  
Query Date: Mar 01, 2014  
Approval Category: Student - Federal Work Study, J00003

Add Hourly Job, J00002

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	SFW060	00	Fed Work Study Student Worker	118215,	Mcallister/Whiteside					<input checked="" type="radio"/>

 There are no active jobs based on the Query Date.

The next screen is the **Employment Information** screen. Here you will enter information in **all required fields** with a **red asterisk (\*)**.

**Note:** The fields that have **(Not Enterable)** are prefilled data. You cannot enter data in those fields.

### Electronic Personnel Action Form

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

**Name and ID:** DaMario Keshun Arlum, J00758276 }  
**Transaction:** } **Query Date:** Mar 01, 2014  
**Transaction Status:**  
**Approval Category:** Student - Federal Work Study (New Hire), J00003

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\* - indicates a required field.

### Employment Information

Item	Current Value	New Value
Current Hire Date: MM/DD/YYYY*	01/01/2014	03/01/2014
Home Organization: *(Not Enterable)	600000, VP Institutional Advancement	503040
Distribution Orgn: *(Not Enterable)	600000, VP Institutional Advancement	000000
SSN First Name: *	DaMario	DaMario
SSN Middle Name:	Keshun	Keshun
SSN Last Name: *	Arlum	Arlum
SSN Name Suffix:		
I9 Received Date: MM/DD/YYYY*	01/01/2014	03/01/2014
I9 Expiration Date: MM/DD/YYYY*		12/15/2014
Employee Class Code: (Not Enterable)	31, Graduate Assistant - Monthly	27
Employee Group Code: (Not Enterable)	TP, Temporary Part Time	TP
Employee Status: (Not Enterable)	Active	A
Home COAS: (Not Enterable)	J	J
Term Reason Code: (Not Enterable)		-
Termination Date: MM/DD/YYYY(Not Enterable)		-
I9 Form Indicator: *(Not Enterable)	Received	T

After completing the Employment Information section of the EPAF, **enter** the proper **data** in the **“Add Hourly Job”** section of the EPAF.

**Note:** The fields that have **(Not Enterable)** are prefilled data. You cannot enter data in those fields.

Add Hourly Job, SFW060-00 Fed Work Study Student Worker

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*	03/01/2014	03/01/2014
Jobs Effective Date: MM/DD/YYYY*		02/27/2014
Personnel Date: MM/DD/YYYY*		02/27/2014
Hourly Rate: *		7.25
Factor: *(Not Enterable)		18.0
Pays: *(Not Enterable)		18.0
Timesheet Orgn: *		<input type="text"/>
Contract Type: (Not Enterable)	Primary	P
Step: (Not Enterable)		0
Job Status: (Not Enterable)		A
Job Change Reason: (Not Enterable)		-

Current Value	New Value
Job Begin Date	1 <sup>st</sup> day at New Job
Jobs Effective Date	1 <sup>st</sup> day at New Job
Personnel Date	1 <sup>st</sup> day at New Job
Salary	Enter New Job Salary
Timesheet Orgn	Enter new department Org #
Factors & Pays	Match Current Value

**Routing Queue**

Approval Level	User Name	Required Action
25 - (FINAID) Financial Aid	J00504936 Charles E Rush	Approve
75 - (PAYROL) Payroll	J00104358 Christie Mickel	FYI
80 - (HR) Human Resources Approver	J00473992 Keunta D McPhearson	Approve
85 - (HR2) Human Resources Applier	J00085189 Linda Wilson	Apply
Not Selected		Not Selected

Save and Add New Rows

**Comment**

Supervisor Name:  
 Supervisor J#:

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Save

Once you've completed the **“Add Hourly Job”** section of the EPAF, **complete the routing queue** section of the EPAF. **All originators are required to enter the supervisors name and J# in the comment field.**

**SAVE** and review your work.

**Note: ONLY MANDATORY DEFAULT APPROVAL LEVELS** (automatically populated approval levels) **ARE NEEDED** for Federal Work Study EPAFs.

Simply **populate the users associated with the mandatory approval level and required action for each user.** It **is not required** that you select additional department/division approval levels for Federal Work Study EPAFs.

Once the EPAF is reviewed for accuracy, click the **SUBMIT** button to route the transaction through the approval process.

## Electronic Personnel Action Form

- ✓ Your change was saved successfully.
- Enter the information for the EPAF and either Save or Submit

**Name and ID:** DaMario Keshun Arlum, J00758276  
**Transaction:** 6863 **Query Date:** Mar 01, 2014  
**Transaction Status:** Waiting  
**Approval Category:** Student - Federal Work Study (New Hire), J00003

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\* - indicates a required field.

### Employment Information

Item	Current Value	New Value
Current Hire Date: MM/DD/YYYY*	01/01/2014	<input type="text" value="03/01/2014"/>
Home Organization: *(Not Enterable)	600000, VP Institutional Advancement	<input type="text" value="503040"/>
Distribution Orgn: *(Not Enterable)	600000, VP Institutional Advancement	<input type="text" value="000000"/>
SSN First Name: *	DaMario	<input type="text" value="DaMario"/>
SSN Middle Name:	Keshun	<input type="text" value="Keshun"/>
SSN Last Name: *	Arlum	<input type="text" value="Arlum"/>
SSN Name Suffix:		<input type="text"/>
I9 Received Date: MM/DD/YYYY*	01/01/2014	<input type="text" value="03/01/2014"/>
I9 Expiration Date: MM/DD/YYYY*		<input type="text" value="12/15/2014"/>
Employee Class Code: (Not Enterable)	31, Graduate Assistant - Monthly	<input type="text" value="27"/>
Employee Group Code: (Not Enterable)	TP, Temporary Part Time	<input type="text" value="TP"/>
Employee Status: (Not Enterable)	Active	<input type="text" value="A"/>
Home COAS: (Not Enterable)	J	<input type="text" value="J"/>

Once the information is reviewed for accuracy, click the **SUBMIT** button to begin the EPAF approval process.