Student – Federal Work Study (Rehire)

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 (Rehire)** EPAF from the Approval Category drop down menu and click   .

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: * [J00758276] [DaMario Keshun Arlum] ←

Query Date: MM/DD/YYYY* [02/27/2014] ←

Approval Category: * [Student - Federal Work Study (Rehire), J00011] ←

[Go] ←

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	SFW060	00	Fed Work Study Student Worker	503040, Financial Aid	Mar 01, 2014	May 31, 2014		Active

[All Jobs]

EPAF Approver Summary | EPAF Originator Summary

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   .

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: Feb 27, 2014
Approval Category: Student -Federal Work Study 2, J00011

Add Hourly Job, J00002

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									○
	Primary	SFW060	00	Fed Work Study Student Worker	503040, Financial Aid	Mar 01, 2014	May 31, 2014		Active	⊙

[All Jobs]
[Go]

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:**   Feb 27, 2014
Transaction Status: **Last Paid Date:**
Approval Category: Student - Federal Work Study (Rehire), J00011

Save

Approval Types | Routing Queue | Comments | Transaction History

New EPAF | EPAF Originator Summary

Return to EPAF Menu

Jump to Bottom

* - indicates a required field.

Update Student Employment Information

Item	Current Value	New Value
Home Organization: (Not Enterable)	503040, Financial Aid	503040
Distribution Orgn: (Not Enterable)	000000, Student Payroll	000000
Current Hire Date: MM/DD/YYYY*	09/01/2014	03/01/2014
I9 Received Date: MM/DD/YYYY*	09/01/2014	03/01/2014
I9 Expiration Date: MM/DD/YYYY*(Not Enterable)	05/31/2015	05/31/2015
Employee Class Code: (Not Enterable)	27, College Work Study	27

Add Hourly Job, SFW005-00 Fed Work Study Student Worker

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		03/01/2014
Jobs Effective Date: MM/DD/YYYY*		03/01/2014
Personnel Date: MM/DD/YYYY*		03/01/2014
Hourly Rate: *		7.25
Factor: *(Not Enterable)		18.0
Pays: *(Not Enterable)		18.0
Timesheet Orgn: *		503040
Contract Type: (Not Enterable)		P
Step: (Not Enterable)		0
Job Status: (Not Enterable)		A
Job Change Reason: (Not Enterable)		-

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*		06/01/2014
Personnel Date: MM/DD/YYYY*		06/01/2014
Hourly Rate: *		7.25
Factor: *(Not Enterable)		18.0
Pays: *(Not Enterable)		18.0
Timesheet Orgn: *		50340
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	1st day at New Job
Jobs Effective Date	1st day at New Job
Personnel Date	1st 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
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected

Save and Add New Rows

Comment

Supervisor: John Doe
J#: J-Number Here

Approval Types | Routing Queue | Comments | Transaction History

Save
Return to Top

New EPAF | EPAF Originator Summary

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**.

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.

SAVE and review your work.

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: 6891   **Query Date:** Mar 06, 2014
Transaction Status: Waiting
Approval Category: Student - Federal Work Study (Rehire), J00011

[Save] [Submit] [Delete]

Approval Types | Routing

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

Electronic Personnel Action Form

✔ The transaction has been successfully submitted.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID: DaMario Keshun Arlum, J00758276
Transaction: 6891   **Query Date:** Mar 06, 2014
Transaction Status: Pending
Approval Category: Student - Federal Work Study (Rehire), J00011

Approval Types | Routing Queue | Com