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.

ID: J00758276 DaMano Keshun Arum

Query Date: MM/DD/YYYY: 03/01/2014

Approval Category: Student - Federal Work Study (New Hire), J00003

There are no active jobs based on the Query Date.

EPAF Approver Summary | EPAF Originator Summary

Return to EPAF Menu

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: DaMano Keshun Arum, J00758276
Query Date: Mar 01, 2014
Approval Category: Student - Federal Work Study, J00003

Add Hourly Job, J00000

<table>
<thead>
<tr>
<th>Search Type</th>
<th>Position</th>
<th>Suffix</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Job</td>
<td>SF4590</td>
<td>00</td>
<td>Fed Work Study Student Worker</td>
</tr>
</tbody>
</table>

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.

### Employment Information

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Hire Date: MM/DD/YYYY</td>
<td>01/01/2014</td>
<td>03/01/2014</td>
</tr>
<tr>
<td>Home Organization:</td>
<td><em>(Not Enterable)</em></td>
<td><strong>600000, VP Institutional Advancement</strong></td>
</tr>
<tr>
<td>Distribution Orgn:</td>
<td><em>(Not Enterable)</em></td>
<td><strong>600000, VP Institutional Advancement</strong></td>
</tr>
<tr>
<td>SSN First Name:</td>
<td><em>(Not Enterable)</em></td>
<td>DaMario</td>
</tr>
<tr>
<td>SSN Middle Name:</td>
<td><em>(Not Enterable)</em></td>
<td>Keshun</td>
</tr>
<tr>
<td>SSN Last Name:</td>
<td><em>(Not Enterable)</em></td>
<td>Arlum</td>
</tr>
<tr>
<td>SSN Name Suffix:</td>
<td><em>(Not Enterable)</em></td>
<td></td>
</tr>
<tr>
<td>IS Received Date: MM/DD/YYYY</td>
<td>01/01/2014</td>
<td>03/01/2014</td>
</tr>
<tr>
<td>IS Expiration Date: MM/DD/YYYY</td>
<td>12/15/2014</td>
<td></td>
</tr>
<tr>
<td>Employee Class Code:</td>
<td><em>(Not Enterable)</em></td>
<td><strong>31, Graduate Assistant - Monthly</strong></td>
</tr>
<tr>
<td>Employee Group Code:</td>
<td><em>(Not Enterable)</em></td>
<td><strong>TP, Temporary Part Time</strong></td>
</tr>
<tr>
<td>Employee Status:</td>
<td><em>(Not Enterable)</em></td>
<td><strong>Adjut</strong></td>
</tr>
<tr>
<td>Home COAS:</td>
<td><em>(Not Enterable)</em></td>
<td><strong>J</strong></td>
</tr>
<tr>
<td>Term Reason Code:</td>
<td><em>(Not Enterable)</em></td>
<td><strong>J</strong></td>
</tr>
<tr>
<td>Termination Date: MM/DD/YYYY</td>
<td><em>(Not Enterable)</em></td>
<td><strong>T</strong></td>
</tr>
<tr>
<td>IS Form Indicator:</td>
<td><em>(Not Enterable)</em></td>
<td><strong>T</strong></td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Begin Date</td>
<td>03/01/2014</td>
<td>03/01/2014</td>
</tr>
<tr>
<td>Jobs Effective Date</td>
<td>02/07/2014</td>
<td>02/07/2014</td>
</tr>
<tr>
<td>Personnel Date</td>
<td>02/07/2014</td>
<td>02/07/2014</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>7.25</td>
<td>10.0</td>
</tr>
<tr>
<td>Factor: (Not Enterable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pays: (Not Enterable)</td>
<td>10.0</td>
<td></td>
</tr>
<tr>
<td>Timesheet Orgn: (Not Enterable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Type: (Not Enterable)</td>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>Start: (Not Enterable)</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Job Status: (Not Enterable)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Job Change Reason: (Not Enterable)</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

**Routing Queue**

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 - (HRADS) Financial Aid</td>
<td>003040036 Charles F Rush</td>
<td>Approve</td>
</tr>
<tr>
<td>75 - (PAYROL) Payroll</td>
<td>00104258 Christie Waddell</td>
<td>Approve</td>
</tr>
<tr>
<td>80 - (HR) Human Resources Approver</td>
<td>00473232 Kaunta D McPherson</td>
<td>Approve</td>
</tr>
<tr>
<td>85 - (HR) Human Resources Applicant</td>
<td>000051183 Linda Wilson</td>
<td>Approve</td>
</tr>
</tbody>
</table>

**Comment**

**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.

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