

How to process a Federal Work-Study EPAF

I want to hire my student in a Federal Work-Study position – how do I get started:

A: You should know:

- the employee's Banner ID number;
- which Approval Category to use;
- the position number (six-character code) on which action is being taken;
- the date the action or change (rehire, etc.) will occur;
- if it's a change, the elements of the employee's record that are changing (ex, salary, E-class);
- and who will approve this request in the department and the University.

Q: What if I don't have an employee's Banner ID? How do I start the EPAF?

A: You can query the employee's name in the ID field. Their new nine-digit Banner ID will then be displayed in the field. For a new hire, contact the appropriate Human Resources for the employee's Banner ID. Human Resources must first set up the person in Banner, or you will not be able to hire them.

Q: What is the Query Date on the EPAF and what do I enter in this field?

A: Getting your Query Date right is one of the keys to EPAF success! In general, the **Query Date** is the date the action or change needs to occur on the employee's personnel record. Please note that effective dates must occur after the employee's Last Paid Date, so refer to the payroll calendar when entering a Query Date. If your effective date in the body of the EPAF does not match your Query Date, you may encounter an error and have to start over.

Q: What do the different date fields in the EPAF mean?

A: The different date fields are as follows:

- **Job Begin Date:** The date the employee begins or began in this job. If updating an existing record, use Current Value in the New Value field.

- **Jobs Effective Date:** The date the change in the EPAF will take effect. The effective date cannot be before the Last Paid Date (indicated at the top of the EPAF). For a new hire, enter the employee’s start date.
- **Personnel Date:** The actual date the job change occurred. This may be different from the effective date if an EPAF is not completed within the pay period of the job change.

Federal Work Study – Students who have been awarded Federal Work Study to work on campus are required to go to the Financial Aid Office to pick up their **Federal Work Study Card** and show this card to their Supervisor, who will then be able to start the FWS EPAF.

After accessing EPAF, follow the steps to creating an EPAF for a FWS Student position. Use one of the “STK Student FWS/PWS” EPAFs Approval Category.

If this is the first time your employee will work in this FWS grant position, the New correct grant Index will populate in the Labor Distribution.

If this is a rehire from last semester’s FWS grant position, you will start your EPAF and populate all the information.

Moving down to the Labor Distribution, you will see the old index pre-populate in the Index Box(O01436), type in the new Index(O01439), then re-enter the account code (6063). Save. Continue to finish your EPAF.

Old FWS Index:

| New | | | | | | | | | | | | |
|-----------------|--------|------------|--------------|---------|---------|----------|----------|---------|------|---------|-------------------------------|--|
| Effective Date: | | 01/01/2013 | | | | | | | | | | |
| MM/DD/YYYY | | | | | | | | | | | | |
| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance Override End Date | |
| 1 | FCSP | 110001 | 30060 | 6062 | 301100 | | | | | 25.00 | | |
| 1 | O01436 | 201439 | 60000 | 6063 | 600010 | | | | | 75.00 | | |

New FWS Index:

| New | | | | | | | | | | | | |
|-----------------|-------|----------|--------------|---------|---------|----------|----------|---------|------|---------|-------------------------------|--|
| Effective Date: | | 08/16/13 | | | | | | | | | | |
| MM/DD/YYYY | | | | | | | | | | | | |
| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance Override End Date | |

| | | | | | | | | | | | |
|--------------------------------|-------------------------------------|-------------------------------------|------------------------------------|-----------------------------------|-------------------------------------|--|--|--|--|------------------------------------|--|
| <input type="text" value="1"/> | <input type="text" value="FCSP"/> | <input type="text" value="110001"/> | <input type="text" value="30060"/> | <input type="text" value="6062"/> | <input type="text" value="301100"/> | | | | | <input type="text" value="25.00"/> | |
| <input type="text" value="1"/> | <input type="text" value="O01439"/> | <input type="text" value="201439"/> | <input type="text" value="60000"/> | <input type="text" value="6063"/> | <input type="text" value="600010"/> | | | | | <input type="text" value="75.00"/> | |

Save. Continue finishing your EPAF and add your approvers. Use comments! This helps everyone who is approving the EPAF with information on that student.