NEW HIRE and REACTIVATE Federal Work Study (FWS) ePAF
NEW HIRE FEDERAL WORK STUDY (FWS) STUDENT

This ePAF should be used when hiring a UHart Student who has been awarded Federal Work Study (FWS) and has never worked at the University of Hartford or if they have had more than one year break in service from the University. These employees are Employee Class Code S1

Note: If you haven’t already done so, please see **Information to Gather** found on the HRD website

To access ePAFs, you must be able to log onto the Self Service Center (SSC) using your University ID number and secure PIN. SSC can be found by navigating to [http://www.hartford.edu/selfserve/default.aspx](http://www.hartford.edu/selfserve/default.aspx). The ePAF menu is found on the Employee tab.

1. Enter your User ID and PIN/password for SSC
   Click Login.

2. Select the Employee tab

3. Select the EEAfS link from the menu, be sure to validate every student’s eligibility for FWS before starting. See **Information to Gather** to learn how.

4. From the ePAF menu, select New EEAf, enter the ID of the employee & Query Date (the date the employee will begin working – allow for a minimum of 5-7 business days for processing). Click Go.
5. Select the appropriate Approval Category from the drop-down menu, in this case New Hire Fed Work Study, WKSTDY, Click ‘Go’.

![Approval Category Drop-down Menu]

6. Enter the Position Number and Suffix. The FWS Position Number is ALWAYS **ST3450**, Suffix 00. Click Go

**Note:** If the employee is switching their FWS position from one department to another, use Suffix 01 and, later in the process, in Comment box, write “HRD please correct suffix, FWS switching departments”.

If the employee has a different primary position, as in the example below, contact your HR Service Partner to have that job changed to Secondary BEFORE continuing with your ePAF. The FWS job must be the PRIMARY job.

![Position Number Entry Screen]
7. Create New Employee Record Section

**Employee Class Code** – Always S1 for FWS

**Home & Distribution COAS** – Will default to A and cannot be changed

**Home Organization** – Must be 3450

**Distribution Organization** – This is the org number of your department where the student will be working. i.e. 3900 Allen Library, 2190 Psychology
If you do not know your distribution org number please refer to [Organization Numbers](#).

**Current Hire Date: MM/DD/YYYY** – This is the date the employee will begin working, please allow for a minimum of 5-7 business days for processing.

8. Create New Job Assignment Section – definitions for each field follow on next page

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**Create New Job Assignment Non Exempt, ST3450-00 Student Labor FWS**
**Job Begin Date: MM/DD/YYYY** – For this ePAF Category – New Hire Fed Work Study, WKSTDY use the same date as the Current Hire Date. Please ensure you’ve provided enough time for your employee to complete his/her I-9 form with HRD – **minimum 5-7 business day lead time.**

**Personnel Date: MM/DD/YYYY** – For this ePAF Category – New Hire Fed Work Study, WKSTDY use the same date as the Current Hire Date. Please ensure you’ve provided enough time for your employee to complete his/her I-9 form with HRD – **minimum 5-7 business day lead time.**

**Contract Type** – must be Primary for FWS position. If the student has another active position listed as Primary, contact your HR Service Partner to have that job changed to Secondary BEFORE continuing with your ePAF.

- If the student already has a primary FWS job, you cannot offer another work study job to this student. You can, however, offer the student a position but your department/college budget would be the funding source. If that happens, start over using the Additional Job (Non-Exempt) NWJOBN ePAF.

**Job Effective Date: MM/DD/YYYY** – For this ePAF Category – New Hire Fed Work Study, WKSTDY use the same date as the Current Hire Date. Please ensure you’ve provided enough time for your employee to complete his/her I-9 form with HRD – **minimum 5-7 business day lead time.**

**Step, Factor, Pays, and Regular Rate** – will default and cannot be changed. For FWS the hourly rate follows CT minimum wage and is set by Financial Aid.

**Title** – All FWS jobs should start with the acronym “FWS” followed by department and job title. e.g. FWS – A&S Clerical or FWS – SSC Red Cap

**Job Change Reason** – Will default to NEW, new hire. Do not change.

**Timesheet Org** – Enter the same as the Distribution Org.

**Supervisor ID** – enter the supervisor’s University ID # noted at the beginning of this process. This will be the person responsible for verifying accuracy of and approving time/hours worked by the employee. Note: In Comment box below, enter Supervisor’s Name.
9. Routing Queue and Comment Section

- Enter Routing Queues as detailed in **Routing Queue** manual
- Enter Supervisor’s Name in Comment box
- Click Save

10. If no Errors occur (Warnings are OK and will not affect submission), Click SUBMIT

11. If any errors occur after Submit, correct, Save, and Submit again.
REACTIVATE FEDERAL WORK STUDY STUDENT (FWS) EPAF

This EPAF should be used when the FWS position has ended and the student is returning to the same position in the next academic year, or if the student is using their FWS in a different department in the next academic year. Please make sure to validate the student’s status to verify continued FWS eligibility, see Information to Gather.

To initiate a Reactivate Work Study Job, REACTW EPAF, log into SSC, Employee Tab, ePAF, New ePAF as detailed on page 1.

1. Enter the Student ID#, Query Date (today’s date is fine) then select the ‘Reactivate Work Study Job, REACTW’ from the Approval Category. Click ‘Go’.

2. Click ‘All Jobs’ to display list of possible jobs to reactivate.
3. Select position to be reactivated. Click Go.
Note: For FWS students working for a new department but with continued FWS funding, select the last FWS position the student worked and instructions follow on page 8 for how to correct Distribution & Timesheet Org so the position reflects the correct department.

4. Enter all fields with denoted with the * as well as Title. Regular Rate will not change, leave field blank. Definitions follow below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Effective Date: MM/DD/YYYY*</td>
<td>05/15/2018</td>
<td></td>
</tr>
<tr>
<td>Personnel Date: MM/DD/YYYY*</td>
<td>05/15/2018</td>
<td></td>
</tr>
<tr>
<td>Job Status: <em>(Not Enterable)</em></td>
<td>Terminated</td>
<td>A</td>
</tr>
<tr>
<td>Regular Rate:</td>
<td>10.1</td>
<td></td>
</tr>
<tr>
<td>Factor:</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>Pays:</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td>Marketing &amp; Sales Assistant</td>
<td></td>
</tr>
<tr>
<td>Job Change Reason: <em>(Not Enterable)</em></td>
<td>JBEH</td>
<td></td>
</tr>
<tr>
<td>Supervisor ID:</td>
<td>19545835</td>
<td></td>
</tr>
</tbody>
</table>

**Job Effective Date: MM/DD/YYYY** – For this ePAF Category, Reactivate Work Study Job, Enter the date of the first shift the employee will work. **Please provide a minimum 5-7 business day lead time for approvals and processing.**

**Personnel Date: MM/DD/YYYY** – For this ePAF Category, Reactivate Work Study Job, Enter the date of the first shift the employee will work. **Please provide a minimum 5-7 business day lead time for approvals and processing.**

**Job Status** – Will default to A and cannot be changed

**Regular Pay** – FWS pay rate is predetermined by Financial Aid and follows CT Minimum wage guidelines. When reactivating this position, leave this field blank.

**Factor and Pays** – Enter 26 for both.
**Title** – Use FWS-DEPT-Position as the designation for a title.
i.e. FWS-HRD-Clerical, FWS-A&S Psych Research, FWS-CETA-Lab Monitor

**Job Change Reason** – Will default to REACT and cannot be changed

**Supervisor** – Enter the ID# of the supervisor directly responsible for the accuracy of hours work and the accuracy of the timesheet. See **Information to Gather** to find an ID#. In the Comment Box at the bottom of the form, enter the supervisor’s name.

5. Routing Queues should be populated if Default Routing Queues were entered previously. If not refer to **Routing Queues** manual for instructions on how to complete this section.

6. In the comments section of the form enter the name of the supervisor and, very important, if needed as mentioned on page 7, this is where to request the Distribution Org and Timesheet Org be changed by HRD to reflect the new department the student will be working for. Click Save.

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**Routing Queue**

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 - (HRD) Human Resources Development</td>
<td></td>
</tr>
<tr>
<td>40 - (FINAID) Financial Aid</td>
<td></td>
</tr>
<tr>
<td>45 - (HRD-2) Human Resources Final Review</td>
<td></td>
</tr>
<tr>
<td>50 - (DEPT) Department Head/Chair</td>
<td></td>
</tr>
<tr>
<td>98 - (APPLY) EPAF Applier</td>
<td></td>
</tr>
</tbody>
</table>

**Comment**

Supervisor name is Tina Berrien
Please change DIST & TIMESHEET ORG to 6050

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Approval Types | Routing Queue
Note: The status will be flagged as ‘Waiting’, your ePAF has not been submitted. Click the 'submit' button.

Error Messages – If you receive an error message after saving the ePAF you will not be allowed to proceed until the errors are addressed. Once the corrections have been made you must re-save the ePAF.

7. Once Submitted, your ePAF will be Pending for approval. You can track your ePAF progress using the Transaction number provided.