



## Web Information System

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### 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: \*  Pat Smith

Query Date: MM/DD/YYYY\*

Approval Category: \*

The ID of a person can be searched for in the lookup provided by selecting this magnifying glass icon.

The "Query Date" should be the Effective start date of the change or payroll authorization.

Use this drop-down selection to pick the appropriate approval category.

Once your entries are complete click this "Go" button.

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### New EPAF Job Selection

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

ID: Pat Smith, 801123456

Query Date: Aug 27, 2009

Approval Category: Student Hire-Federal Workstudy, STHIR4

#### New Job

Position:  Federal Student Worker

Suffix:

Position# can be searched for in the lookup provided by selecting this magnifying glass icon but all Federal Workstudy jobs should be W09908. "W" must be capital.

Suffix should be "00" in most cases, but in some cases the number may need to be incremented to "01".

There are no active jobs based on the Query Date.

Click the Create button after entering or selecting the appropriate position# and suffix.



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### Electronic Personnel Action Form

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

**Name and ID:** Pat Smith, 801123456      **Job and Suffix:** W09908-00, Federal Student Worker  
**Transaction:**      **Query Date:** Aug 27, 2009  
**Transaction Status:**      **Last Paid Date:**  
**Approval Category:** Student Hire - Federal Workstudy - BiWeekly, STHIR4

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#### Hire a Student Worker

Any field marked "Not Overrideable", you will not enter a value.

Item	Current Value	New Value
COA Code: (Not Overrideable)		1
Job Status: (Not Overrideable)		A
Jobs Effective Date: MM/DD/YYYY		08/27/2009
Job Begin Date: MM/DD/YYYY		08/27/2009
Regular Rate:		9.00
Contract Type:		Primary
Step: (Not Overrideable)		0
Employee Class Code: (Not Overrideable)		US
Home Department:	430, Human Resources	430
Title:		HR Student Worker
Check Distrib Org:	430, Human Resources	430
Distribution COA: (Not Overrideable)	1	1
Home Department COA: (Not Overrideable)	1	1

This should be the "Effective" start date of the position.

"Begin Date" should be left blank on position rehires and filled in with the start date for new employees.

Example: \$9 per hrs should be entered 9.00

"Contract Type" should be "Primary" by default but if previous current value was "Secondary", then change it to the same using the drop-down box.

"Home Department" is the "Org" number for the department the student will be working in.

Fill in their job "Title" in your department here.

"Check Distrib Org" is the "Org" where the check should be delivered.

Current	Effective Date: 08/27/2009	COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
1			11001	7310	6191	510					100.00

This FOAPAL autofills when you enter position W09908 for Federal WorkStudy Student Workers. You should not change this!

New	Effective Date: MM/DD/YYYY	COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
	08/27/2009										

**Total:** 100.00

Job Labor Distributions defaulted from the approved Position Labor Distributions for fiscal year 2010, position W09908.

## Routing Queue

The "Dept Head OR Approver" is whoever has authority to hire this employee in the department. Likely a department head or supervisor.

Approval Level	User Name	Required Action
20 - (DEPT) Dept Head OR Dept Approver	JSUPER   Joe Supervisor	Approve
35 - (FINAID) Financial Aid	ADDOWER   Andria Dower	Approve
60 - (PAYRL) Payroll Administrators	LACOSTELLO   Lori A. Costello	FYI
80 - (HR) Human Resources	BMULVEY   Beth Mulvey	Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Comments can be added if you want to communicate additional information to someone in the approval process .

Save and Add New Rows

## Comment

This student worked for us last year also. Student has a job in another area also.

Make sure to click the Save button. Anytime you make a change, you'll need to click the Save button before the information you have entered can be submitted using the Submit button.

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Save

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