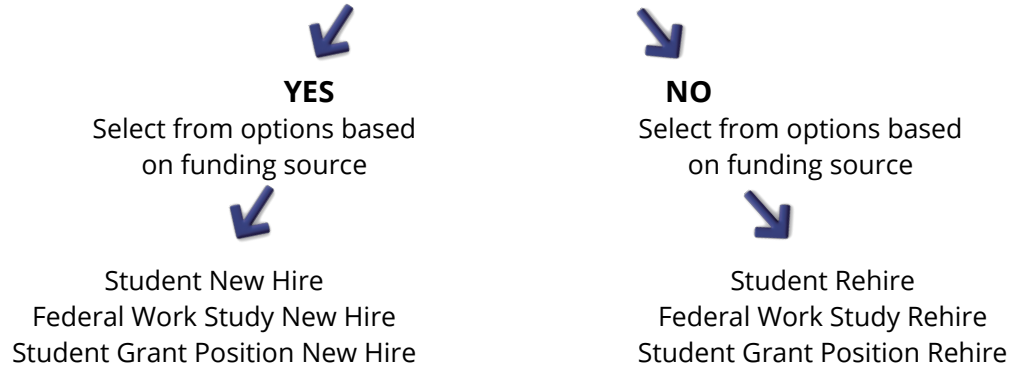# STUDENT EPAF TIPS & TRICKS

HOW TO DETERMINE THE STUDENT ePAF TYPE

Is this a new student worker who has never worked on campus before?

YES
Select from options based
on funding source

NO
Select from options based
on funding source

Student New Hire
Federal Work Study New Hire
Student Grant Position New Hire

Student Rehire
Federal Work Study Rehire
Student Grant Position Rehire

ENSURE YOU HAVE THE CORRECT POSITION NUMBER AND APPROVAL CATEGORY

- Review the title of the position number
- The title should match the type of ePAF you are submitting

Approval Category: * Federal Work Study Student Previously worked on campus, WSTUDY
Go

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization
Secondary	900203	00	Student - Federal Work Study	210070, Library Collection

✔️

Approval Category: FWS NEW Hire, WSTDYN

New FWS NEVER worked on campus, FWKNEW

Search	Type	Position	Suffix	Title
🔍	New Job	900526	00	Seasonal Spec

❌

STUDENT REHIRES

- After selecting your approval category and clicking "Go", click on "All Jobs" to review the student's employment history. If the position number you are looking for is listed, you can select it to reactivate a termed position.

Student who DOES/HAD worked on campus before, STRSPT

Search	Type	Position	Suffix	Title	Time She
🔍	New Job				
	Primary	900522	00	Student	710005,

All Jobs

- A student can have multiple positions but only one can be labeled as primary. If you see the student already has an active, primary position, the Contract Type must be secondary for the position you are entering. Please note that students can only hold one FWS job at any time.

Contract Type: * Primary ▼
Not selected
Primary
Secondary
Overload

- The Begin Date is only required if you entered a new position number for the student and must be the same as the Effective Date.

REMINDERS

- When entering a new position number, the suffix is always 00
- Roll back your Query Date - change the year to the previous year
- With the exception of the I-9 Verification Date, any date you enter on the ePAF must be a date listed on the Payroll calendar
- Dates entered must be in this format: MM/DD/YYYY
- Be mindful of when your ePAF is due - review the last column of the Payroll calendar