How To Hire or Rehire a College Work Study (EPAF)

***An EPAF cannot be submitted prior to a new employee completing their new hire paperwork in Human Resources. Departments must give the New Employee Instructions Form to each employee who has not worked on campus previously with instructions to report to HR with page one of their I9 completed and their supporting documents.

1. Go to Employee Self Service Banner: https://portal.mwsu.edu:9040/pls/PROD/twbkwbis.P_WWWLogin or from the Portal, click on Web World https://my.mwsu.edu/web/mycampus/home

2. Enter your User ID (always use a Capital M) and PIN and click the Login button. If you’ve forgotten your PIN, click on the Forgot PIN button.
3. Once logged in, click on EMPLOYEE.


5. Click on NEW EPAF.
• Once you’ve logged into Self Service, enter the employee’s Campus ID or click on the search icon (magnifying glass) to search for the employee you are creating the EPAF for.
• Enter the effective date of the job (the first day the job starts) in the Query Date field. Please note that the Query Date field always defaults to today’s date, therefore it is very important that you enter the actual JOB EFFECTIVE DATE.
• Choose the correct Approval Category: Hire or Rehire Student Employee
• Click “Go”
Once on the Hire Screen, enter the College Work Study PC # listed on your PINK Budget sheet or locate the CWS PC# to REHIRE. Enter the suffix, click go.

You will need to choose the correct suffix depending on the chart below:

```
STATE= xxxxWG-00   09-01-14 to 05-31-15
FEDERAL=xxxxWG-01  08-16-14 to 05-31-15
SS1=xxxxWG-02   06-01-15 to 06-30-15
SS2=xxxxWG-03   07-01-15 to 08-15-15
```

(SS1 = Summer Session 1 / SS2 = Summer Session 2)

<table>
<thead>
<tr>
<th>Hire Hourly Employee, HIRED</th>
<th>SearchType</th>
<th>Position</th>
<th>SuffixTitle</th>
<th>TimeSheetOrganization</th>
<th>StartDate</th>
<th>EndDate</th>
<th>LastPaidDate</th>
<th>Status</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Job</td>
<td></td>
<td>SP07WG</td>
<td>Student - Workstudy General</td>
<td>3700, Human Resources Director</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

⚠️ There are no active jobs based on the Query Date.

Approval Category: Rehire/Chg Hourly Student/Temp, STATU1

```
Rehire/Chg Hourly Student/Temp, STATU1
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary</td>
<td>SC02SW</td>
<td>00</td>
<td>$7.25/Clark Student Center</td>
<td>4840, Student Development CSC Dir</td>
<td>Jan 16, 2012</td>
<td>May 11, 2012</td>
<td>May 15, 2012</td>
<td>Terminated</td>
</tr>
<tr>
<td>Secondary</td>
<td>SC02WG</td>
<td>00</td>
<td>$7.75/STATE/CSC</td>
<td>4800, Dean of Students</td>
<td>Sep 16, 2012</td>
<td>May 31, 2014</td>
<td>Dec 15, 2012</td>
<td>Terminated</td>
</tr>
</tbody>
</table>
```

Sara Connolly will send the department an email notifying them of the suffix that they need to use as long as they have turned in the Students Work-Study Notice form.

**IMPORTANT:** You must turn in their student Work Study Notice in order for me to be able to determine their suffix prior to starting the EPAF.
• Enter Title to include ($ Rate/State or Fed/Job Title), Regular Rate without $ sign, Contract Type (Primary if this is their only job) or Secondary if they have more than one job. FTE, Hours Per Day, and Hours Per Pay from the (Orange) Semi-Monthly EPAF Hours worksheet.

• Your routing queue should already be set up to automatically default, if not select each approver. **Very Important**: You will need to add **Sara Connolly** to the routing queue for **ALL CWS JOBS**. Under Approval Level select DEPT; under User Name choose SCONNOLLY and under Required Action select **Approve**. This will allow Financial Aid to ensure the accuracy of the Work Study PCN and suffix numbers.
• Click **Save** and **Submit** to finalize your hire and to send your EPAF for approval.

If errors occur, review the Errors and Warning Messages Section at top of the EPAF. (Ignore the Warning Messages, correct the Error Messages) If no errors exist, your transaction has successfully submitted.

Return to the EPAF Originator Summary and click on your History Tab to view the status of your EPAF.

Need Additional Help?
Contact [epafhelp@mwsu.edu](mailto:epafhelp@mwsu.edu)