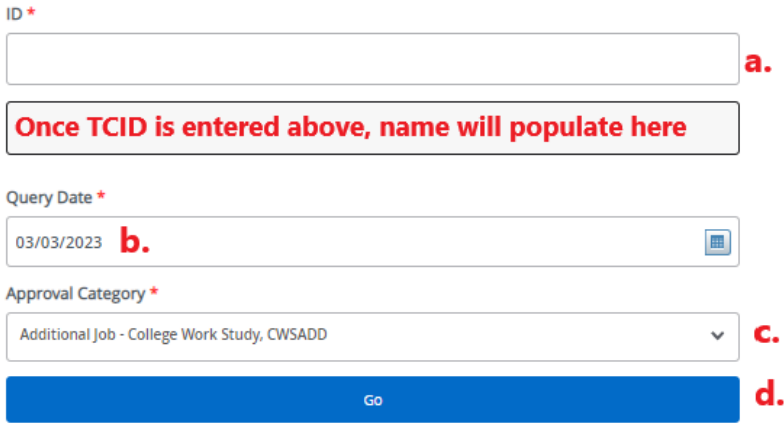
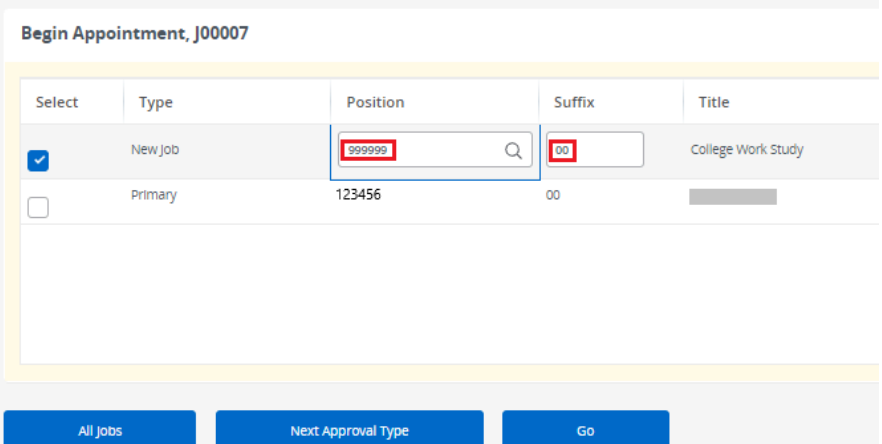


## Additional Job – Federal Work Study, CWSADD

This ePAF is used to process an additional FWS job for FWS employees. The employee must have an active employment record in order to use this ePAF.

What you need to do	What you will see
<p><b>STEP 1: Provide the ePAF parameters:</b></p> <ul style="list-style-type: none"> <li>a. Enter the TCID of the employee in the ID field ('T' in TCID in caps).</li> <li>b. Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u></li> <li>c. Select Additional Job - Federal Work Study, FWSADD in the approval category.</li> <li>d. Click Go.</li> </ul>	 <p>The screenshot shows the following elements:</p> <ul style="list-style-type: none"> <li><b>ID *</b>: An empty text input field with a red 'a.' to its right.</li> <li><b>Once TCID is entered above, name will populate here</b>: A greyed-out text box below the ID field.</li> <li><b>Query Date *</b>: A date input field containing '03/03/2023' with a red 'b.' to its right.</li> <li><b>Approval Category *</b>: A dropdown menu with 'Additional Job - College Work Study, CWSADD' selected, with a red 'c.' to its right.</li> <li><b>Go</b>: A blue button at the bottom with a red 'd.' to its right.</li> </ul>
<p><b>STEP 2: Select Job</b></p> <p>Click All Jobs to see a listing of all jobs that employee has held.</p> <p>Next to the Type "New Job", enter the Work Study Position Number (999999).</p> <p><i>Note: If Position number already exists for this employee, increment the suffix (i.e. from 00 to 01) for this EPAF.</i></p> <p>Click Go to navigate to Electronic Personnel Action Form page.</p>	 <p>The screenshot shows the following elements:</p> <ul style="list-style-type: none"> <li><b>Begin Appointment, J00007</b>: Title of the form.</li> <li><b>Table</b>: <ul style="list-style-type: none"> <li>Columns: Select, Type, Position, Suffix, Title</li> <li>Row 1: <input checked="" type="checkbox"/> New Job, Position: 999999 (highlighted with a red box), Suffix: 00 (highlighted with a red box), Title: College Work Study</li> <li>Row 2: <input type="checkbox"/> Primary, Position: 123456, Suffix: 00</li> </ul> </li> <li><b>Buttons</b>: All Jobs, Next Approval Type, Go</li> </ul>

**STEP 3: Input Begin Record Information.**

Effective Date and Personnel Date will default from the Query Date input in Step 1:

- Job Begin Date
- Effective Date
- Personnel Date

Enter the Timesheet Orgn. This is the same as the organization field in the Funding Allocation section. Input the index the transaction is being charged to and click default from index.

Enter Supervisor TC ID/UNI in ALL CAPS.

Enter the hourly rate in the Hourly Rate field. Do not use '\$' or ','.

Begin Appointment, 999999-00 College Work Study

Begin Date \*  
02/23/2023

Effective Date \*  
02/23/2023

Personnel Date \*  
02/23/2023

Contract Type  
S

Timesheet COA  
1

Timesheet Orgn \*  
[Search]

Job Change Reason  
ADL

Supervisor TC ID/UNI \*  
[Input]

Hourly Rate \*  
[Input]

**STEP 4: If applicable, update the Funding Allocation field.**

The Effective Date should match the begin date, which can only occur after the last paid date.

Confirm that the value in the Organization field matches the one in timesheet orgn from step 3.

If the funding information needs to be updated, enter your index number and click the button for "Default from Index."

Please Note: When you click "Default from Index," the system removes the defaulted account. If you forget your account, you can always refer to the [e-class & account chart](#).

Confirm that the percentage equals 100%

New

Effective Date null  
09/16/2023

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
1	500000	500000	500000	6462	6000					100

+ Default from Index    + Add Row

**STEP 5: Input End Record Information**

Enter the end date of the appointment in both Effective Date and Personnel Date.

**\*\*Manually type in date in this field.** Do NOT use the calendar picker tool

End Appointment, 999999-00 College Work Study

Job Status

Effective Date \*  
 Due to a known defect, do not use the datepicker tool. Type the date into the field.

Personnel Date \*  
 Due to a known defect, do not use the datepicker tool. Type the date into the field.

Job Change Reason

**STEP 6: Input Routing Queue.**

Click on the drop down menu to enter the approver for each approval level.

Do not touch the "Required Action"

Routing Queue

Approval Level	User Name	Required Action	Remove
1- (DPMAT) Department Level Approval	Not Selected	Approve	
4- (DPMAT) Department Level 2nd Approval	Not Selected	Approve	
24- (CONTR) Budget/Grant	Not Selected	Approve	
30- (HRASSC) Human Resources Associate	Not Selected	Approve	
90- (HRSG) HRIS Apply	Not Selected	Apply	

[Add Row](#)

**STEP 7: If needed, add a comment (max 4000 chars).**

Enter any applicable comments regarding the job in this section, if needed.

Comments

This is an ePaf for an additional Federal Work Study job.

Remaining Characters : 3943

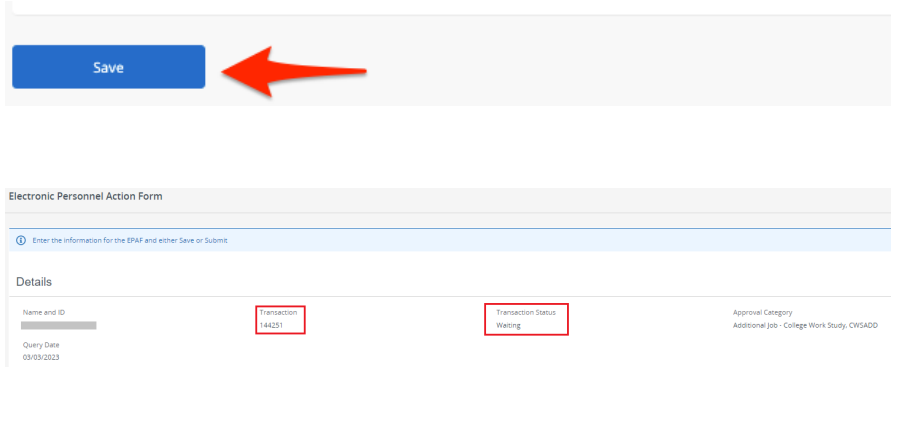
[Save](#)

**STEP 8: Save the ePAF.**

Click the Save button located at the bottom of the screen

\*Note: Saving the ePAF is not the last step.

Once Saved, the EPAF Transaction Number and Status will appear at the top of the screen



The screenshot shows the top of the 'Electronic Personnel Action Form' interface. A blue 'Save' button is highlighted with a red arrow pointing to it from the right. Below the button, the form title 'Electronic Personnel Action Form' is visible, followed by a search bar and a 'Details' section. The 'Details' section contains a table with the following data:

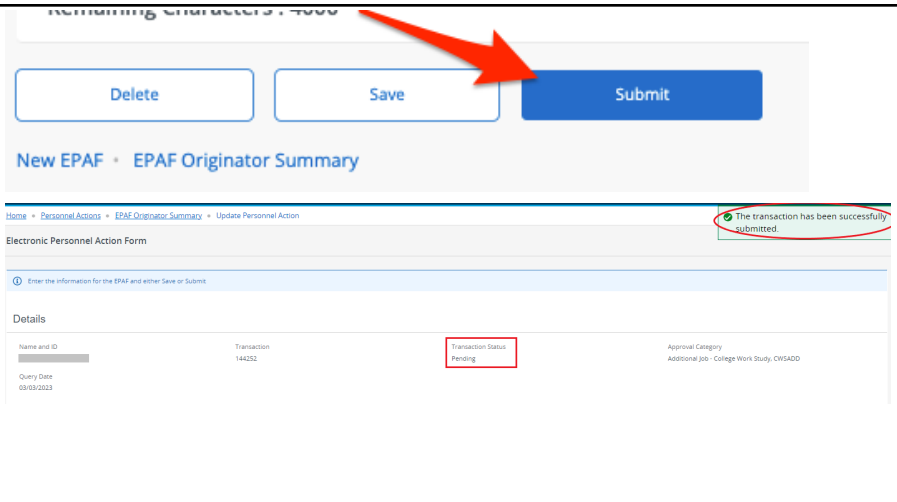
Name and ID	Transaction 144251	Transaction Status Waiting	Approval Category Additional Job - College Work Study, CWSADD
Query Date 09/05/2023			

**STEP 9: Submit the ePAF.**

After saving, additional action buttons will appear at the bottom of the ePAF. Click Submit.

Once submitted, you will receive a notification at the top right hand corner of the page.

The ePAF Transaction status will also move to **Pending**.



The screenshot shows the 'New EPAF - EPAF Originator Summary' page. At the top, there are three buttons: 'Delete', 'Save', and 'Submit'. A red arrow points to the 'Submit' button. Below the buttons, the breadcrumb trail reads 'Home > Personnel Actions > EPAF Originator Summary > Update Personnel Action'. A notification bubble in the top right corner states 'The transaction has been successfully submitted.' Below this, the 'Electronic Personnel Action Form' interface is shown with the 'Details' section updated:

Name and ID	Transaction 144252	Transaction Status Pending	Approval Category Additional Job - College Work Study, CWSADD
Query Date 09/05/2023			