

**UNIVERSITY OF HARTFORD**

**NEW HIRE and  
REACTIVATE  
Federal Work Study  
(FWS)  
ePAF**

OCTOBER 2018

## 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>. The ePAF menu is found on the Employee tab.

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

Enter your **University ID** and **PIN/Password** in the boxes below and then click the Login button.  
To reset your **PIN/Password**, enter your UofH ID#, then click the **Forgot PIN?** button.  
If you are **alumni** and do not recall your current PIN/Password, please [CLICK HERE](#) for a temporary PIN.

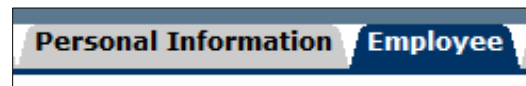
**Please note: The PIN/Password is case-sensitive.**

Your account will be disabled after **FOUR** unsuccessful attempts.

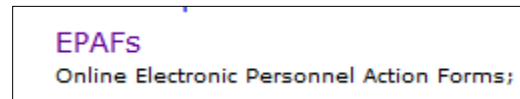
User ID:   
PIN:

Login Forgot PIN?

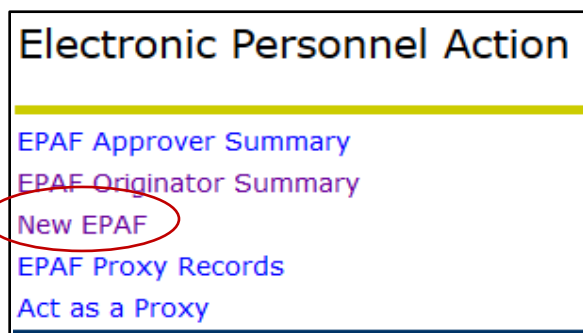
2. Select the Employee tab



3. Select the EPAFs 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 ePAF, 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.



New ePAF Person Selection

Enter an ID, select the link to search for an ID, or generate a new ID.

\* - indicates a required field.

ID: \*

Query Date: MM/DD/YYYY\*

Approval Category: \*

Go

- Select the appropriate Approval Category from the drop-down menu, in this case New Hire Fed Work Study, WKSTDY, Click 'Go'.

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Student Personal Inform

Search

New EPAF Person

Enter an ID, select the li

\* - indicates a required fie

ID: \*

Query Date: MM/DD/YYYY\*

Approval Category: \*

Go

There are no active jobs based on the Query Date.

All Jobs

- 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.

ID:

Query Date: 10/04/2018

Approval Category: New Hire Fed Work Study, WKSTDY

**Create New Job Assignment Non Exempt, JOBNE**

Search	Type	Position	Suffix	Title	Time Sheet Organization
<input type="text"/>	New Job	ST3450	00	Student Labor FWS	3450, FINANCIAL AID AWARDS
	Primary	ST7260	00	Intramurals	7150, ATHLETICS

All Jobs

Go

7. Create New Employee Record Section

Create New Employee Record		
Item	Current Value	New Value
Employee Class Code: *		<input type="text"/>
Home COAS: *(Not Enterable)		<input type="text" value="A"/>
Home Organization: *		<input type="text"/>
Distribution COA: *(Not Enterable)		<input type="text" value="A"/>
Distribution Orgn: *		<input type="text"/>
Current Hire Date: MM/DD/YYYY*		<input type="text"/>

**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

Create New Job Assignment Non Exempt, ST3450-00 Student Labor FWS		
Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		<input type="text"/>
Personnel Date: MM/DD/YYYY*		<input type="text"/>
Contract Type: *		<input type="text" value="Primary"/>
Contract Begin Date: MM/DD/YYYY		<input type="text"/>
Contract End Date: MM/DD/YYYY		<input type="text"/>
Jobs Effective Date: MM/DD/YYYY*		<input type="text"/>
Step: *(Not Enterable)		<input type="text" value="0"/>
Factor: *(Not Enterable)		<input type="text" value="26"/>
Pays: *(Not Enterable)		<input type="text" value="26"/>
Regular Rate: *(Not Enterable)		<input type="text" value="10.10"/>
Title: *		<input type="text"/>
Job Change Reason: *		<input type="text" value="NEW, New Hire"/>
Timesheet Orgn: *		<input type="text"/>
Supervisor ID: *		<input type="text"/>

**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

**Routing Queue**

Approval Level	User Name	Required Action
10 - (HRD) Human Resources Development	<input type="text" value=""/>	Approve
40 - (FINAID) Financial Aid	<input type="text" value=""/>	Approve
45 - (HRD-2) Human Resources Final Review	<input type="text" value=""/>	Approve
50 - (DEPT) Department Head/Chair	<input type="text" value=""/>	Approve
98 - (APPLY) EPAF Applier	<input type="text" value=""/>	Apply
Not Selected	<input type="text" value=""/>	Not Selected
Not Selected	<input type="text" value=""/>	Not Selected
Not Selected	<input type="text" value=""/>	Not Selected
Not Selected	<input type="text" value=""/>	Not Selected

**Comment**

Supervisor's name here

[Approval Types](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

- 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

✓ Your change was saved successfully.

Enter the information for the EPAF and

**Name and ID:** Anne

**Transaction:** 81842

**Transaction Status:** Waiting

**Approval Category:** New Hire Fed Work S

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'.

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Student Personal Inform

Search

New EPAF Person

Enter an ID, select the li

\* - indicates a required fie

ID: \* 19729772

Query Date: MM/DD/YYYY\*

Approval Category: \*

Go

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

All Jobs

- Additional Job (Non-Exempt), NWJOBN
- Additional Job (Faculty), NWJOBF
- Terminate Existing Job, JBTERM
- Terminate Work Study Job, WKTERM
- Job Detail Change (Hourly), JOBRAT
- Job Detail Change (Exempt), JOBSAL
- Job Detail Change (Faculty), JOBFAC
- Job Transfer Exempt, XFEREX
- Labor Distribution Change, LABOR
- Job Transfer Non Exempt, XFERNE
- Supervisor Change, SUPER
- Title Change Only, TITLE
- HCD MSS Compensation Change, HCDMSS
- Reactivate Hourly Job, REACT
- Reactivate Work Study Job, REACTW**
- Reactivate Work Study Job, REACTW

2. Click 'All Jobs' to display list of possible jobs to reactivate.

ID: 197...

Query Date: 10/05/2018

Approval Category: Reactivate Work Study Job, REACTW

**Reactivate Work Study Job, REACTW**

Search	Type	Position	Suffix	Title	Time Sheet	Orga
🔍	New Job					

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

All Jobs

Go

- 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.

ID: [REDACTED] 197 [REDACTED]  
 Query Date: 10/05/2018  
 Approval Category: Reactivate Work Study Job, REACTW

**Reactivate Work Study Job, REACTW**

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									<input type="radio"/>
	Primary	ST3450	00	Marketing & Sales Assistant	7150, ATHLETICS	03/15/2018	05/15/2018		Terminated	<input checked="" type="radio"/>

Active Jobs  
Go

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

**Reactivate Work Study Job, ST3450-00 Marketing & Sales Assistant**

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	05/15/2018	<input type="text"/>
Personnel Date: MM/DD/YYYY*	05/15/2018	<input type="text"/>
Job Status: *(Not Enterable)	Terminated	A
Regular Rate:	10.1	<input type="text"/>
Factor: *	26	<input type="text"/>
Pays: *	26	<input type="text"/>
Title:	Marketing & Sales Assistant	<input type="text"/>
Job Change Reason: *(Not Enterable) JBEND		REACT
Supervisor ID: *	19545835	<input type="text"/>

**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.

### Routing Queue

Approval Level	User Name
10 - (HRD) Human Resources Development	<input type="text"/>
40 - (FINAID) Financial Aid	<input type="text"/>
45 - (HRD-2) Human Resources Final Review	<input type="text"/>
50 - (DEPT) Department Head/Chair	<input type="text"/>
98 - (APPLY) EPAF Applier	<input type="text"/>
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>

### Comment

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

[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.

## Electronic Personnel Action Form

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

**Name and ID:** [REDACTED]

**Job and Suffix:** 705200-00, FWS - HCD

**Transaction:** 19461

**Query Date:** 08/29/2014

**Transaction Status:** Waiting

**Last Paid Date:** 10/06/2013

**Approval Category:** W - Work Study Student REACTIVATE, WN1030

Save

Submit

Delete

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

## Electronic Personnel Action Form

✓ The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

**Name and ID:** [REDACTED]

**Job and Suffix:** 705200-00, FWS - HCD

**Transaction:** 19461

**Query Date:** 08/29/2014

**Transaction Status:** Pending

**Last Paid Date:** 10/06/2013

**Approval Category:** W - Work Study Student REACTIVATE, WN1030