

UNIVERSITY OF HARTFORD

**NEW
HIRE/Reactivate
Federal Work
Students**

(Employee Class Codes S1 only)

ePAF

FEDERAL WORKSTUDY STUDENT (“FWS”) EMPLOYEES

The **New Hire Fed Work Study, WKSTDY** ePAF should be used when hiring an a student who has been granted work study funds.

The **Reactivate Work Study Job, REACTW** ePAF is used if a student had a work study job in a prior year.

These employees use the following Employee Class Code:

- S1 (fulltime grad/undergrad student employees who have been awarded FWS)

Note: If you haven’t already done so, please see [“Things to Know & Do Before Starting an ePAF”](#)

To access ePAFs, you must be able to log onto the Self Service Center (SSC). The ePAF menu is found on the Employee tab and then under “Electronic Personnel Action Forms (EPAF) in the Employee Dashboard.

1. From the ePAF menu, select New EPAF
2. Enter the ID of the employee (or search by name) & Query Date (the Query date is typically the date the employee will begin working) – **allow for a minimum of 5-7 business days for processing**. Click “Search” if looking up the ID number.
3. Select the **New Hire Fed Work Study, WKSTDY** or **Reactivate Work Study Job, REACTW** for the Approval Category
4. Enter the **Position Number – ALWAYS ST3450**. If this is the first FWS assignment in a given academic year, the suffix is always 00. If they had a previous assignment that has ended and they are moving to a new FWS assignment, the suffix will be 01. Click ‘Go’.
5. Enter the employment data ensuring all fields denoted with * are completed. Please note that some fields may be pre-populated with default information that cannot be changed.

Employee Class –

S1 = This is the ONLY employee class for FWS students

Home & Distribution COAs – will default to “A” and cannot be changed.

Home Organization – ALWAYS 3450 for FWS

Distribution Orgn – This is the organization number of your specific department within the overarching Home Org (i.e. Psychology or Computer Science).

Current Hire Date: MM/DD/YYYY – This date must be the day of the first shift or training that the employee will work. It is best practice this date be a date in the future as employees are not supposed to work before all paperwork and approvals are complete – **minimum 5-7 business days in the future**. Cannot be earlier than the first day of classes nor after the last day of classes in an academic year.

Job Begin Date: MM/DD/YYYY – 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 – 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 – will default to Primary.

Contract Begin and End Date – NOT USED –LEAVE BLANK

Job Effective Date: MM/DD/YYYY –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 – Step cannot be changed. Factor and Pays must remain at 26.

Regular Rate – The rate for FWS is currently set by Financial Aid and is typically set at the current minimum wage.

Title – Job title should always start with FWS and should include department name for clarity – eg “FWS Hartt reception desk”.

Job Change Reason – This will default to NEW, New Hire for a new job and REACT, Reactivate for reactivated jobs.

Timesheet Org – This should be the same as the Distribution Org – this determines where the timesheet will be displayed for approval.

Supervisor ID – Enter the University ID# of the person responsible for verifying the accuracy of and approving hours worked by the employee. In the Comment Box at the bottom of the form,

enter the supervisor's name. (To find ID# see "Things to Know & Do Before Starting an ePAF")

Routing Queue – This should have been pre-populated so the names simply appear for each and every new hire. Doing default routing queues saves time when you have multiple ePAFs to process. See "Routing Queue ePAF" for instructions on setting up your approval queues

Comment Box – Enter the Supervisor's Name for the ID# provided. Please keep in mind this box becomes part of the employee's permanent record.

Click **SAVE** to ensure no loss of data. This will also provide a Transaction number to track your ePAF through the process.

Click **SUBMIT**. If you do not SUBMIT your ePAF will not be processed

NOTE: If an employee has not yet returned his/her I-9 to HRD, or if the information has not been input, the following errors will occur. Warnings are not going to stop the process and are not of concern.

Type	Message Type	Description
Create New Employee Record	ERROR	First Name, SSN/SIN, Birth Date or Gender incomplete.
Create New Employee Record	ERROR	Missing mandatory Citizen Code.
Create New Job Assignment Non Exempt	WARNING	*WARNING* Encumbrance has been set to 0, because method is Hours Input.

* - indicates a required field.

If you get the error that says "First Name, SSN/SIN or Birth Date are incomplete or Sex Code is invalid" or "Missing mandatory Citizen code", please email hrd@hartford.edu with the employee's name and email address with "Missing First Name, SSN, DOB, Citizen code" in the subject line. The employee will need to come to HRD to complete their Form I-9 and provide their Social Security number. Once HRD is provided with the Social Security Number, you will be notified that you can create and submit the ePAF.