### 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.

<table>
<thead>
<tr>
<th>What you need to do</th>
<th>What you will see</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1: Provide the ePAF parameters:</strong></td>
<td></td>
</tr>
<tr>
<td>a. Enter the TCID of the employee in the ID field (‘T’ in TCID in caps).</td>
<td>![Once TCID is entered above, name will populate here]</td>
</tr>
<tr>
<td>b. Enter the Query Date. The Query Date should equal the appointment effective date.</td>
<td>![03/03/2023]</td>
</tr>
<tr>
<td>c. Select Additional Job - Federal Work Study, FWSADD in the approval category.</td>
<td>![Additional Job - College Work Study, CWSADD]</td>
</tr>
<tr>
<td>d. Click Go.</td>
<td>![Go]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>STEP 2: Select Job</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Click All Jobs to see a listing of all jobs that employee has held.</td>
<td></td>
</tr>
<tr>
<td>Next to the Type “New Job”, enter the Work Study Position Number (999999).</td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> If Position number already exists for this employee, increment the suffix (i.e. from 00 to 01) for this EPAF.</td>
<td></td>
</tr>
</tbody>
</table>

Click Go to navigate to Electronic Personnel Action Form page.
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 ‘,’.

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%
**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.**

**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”

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

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

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

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.