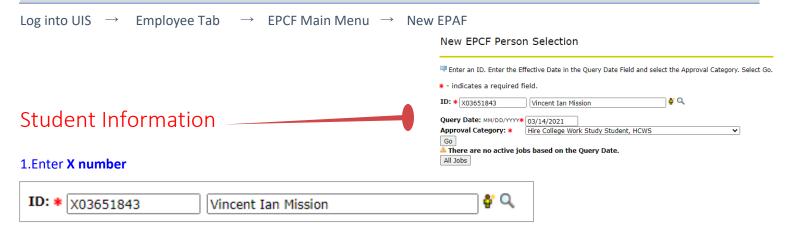
Hire College Work Study Student

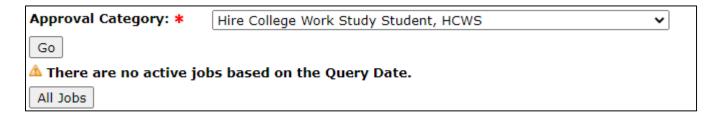
HCWS EPCF



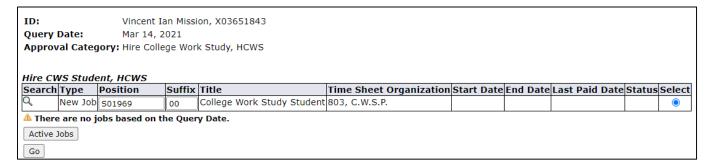
2. **Query Date**: QUERY Date is the start date and must be the **beginning of BW Pay Period**. Please refer to BW Pay schedule.

Query Date: MM/DD/YYYY* 03/14/2021

- 3. Select HCWS approval category
- 4. Click on Go
- 5. Click on All Jobs to bring up all Active jobs for the student



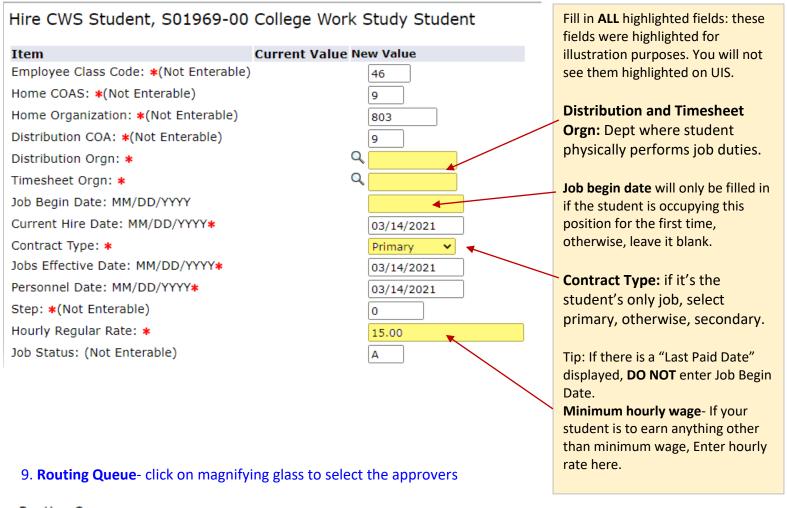
6. If the student has never worked in the department before, enter the Position number S01969 with Suffix 00.



7. If student is continuing, select the job that will be continued then click Go.

Hire CWS Student, HCWS

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Search	Туре	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select			
Q,	New Job									0			
	Secondary	S01601	00	Regular Student Worker I-V	260, Human Resource Total	May 29, 2008	Jul 05, 2008	Jul 05, 2008	Terminated	0			
	Primary	S01969	00	College Work Study Student I-V	260, Human Resource Total	Aug 20, 2007	May 21, 2011	May 21, 2011	Terminated				
										\sim			



Routing Queue

Approval Level	User Name	Required Action	
20 - (APPROV) HR Approval	Q DRUSSELL	Darren Russell	Approve
90 - (APPLY) HR Applier	RCOSTALE	Rose A. Costales	Apply

10. Enter Web Time Entry approver and any other comments

WTA- Nabeela Johnson

Enter Timesheet Approver's name.

Note: If it's a new timesheet approver, please send request to Rose Costales before submitting EPCF

11. click Save. You MUST click on Submit to complete EPCF.

If you receive errors, CONTACT PAYROLL at Ext 1471. Warnings received are OK.

Note: If a transaction has a status of "Completed", the EPCF Originator should <u>NOT cancel or void</u> the transaction because payroll has already applied it. Please notify Payroll and we will cancel/void the transaction.