

Hire College Work Study Student

HCWS EPCF

Log into UIS → Employee Tab → EPCF Main Menu → New EPAF

New EPCF Person Selection

Enter an ID. Enter the Effective Date in the Query Date Field and select the Approval Category. Select Go.

* - indicates a required field.

ID: * X03651843 Vincent Ian Mission

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

Approval Category: * Hire College Work Study Student, HCWS

Go

There are no active jobs based on the Query Date.

All Jobs

Student Information

1. Enter X number

ID: * X03651843 Vincent Ian Mission

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

Approval Category: * Hire College Work Study Student, HCWS

Go

There are no active jobs based on the Query Date.

All Jobs

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

ID: Vincent Ian Mission, X03651843
Query Date: Mar 14, 2021
Approval Category: Hire College Work Study, HCWS

Hire CWS Student, HCWS

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job	S01969	00	College Work Study Student	803, C.W.S.P.					<input checked="" type="radio"/>

There are no jobs based on the Query Date.

Active Jobs

Go

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

Hire CWS Student, HCWS

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									<input type="radio"/>
	Secondary	S01601	00	Regular Student Worker I-V	260, Human Resource Total	May 29, 2008	Jul 05, 2008	Jul 05, 2008	Terminated	<input type="radio"/>
	Primary	S01969	00	College Work Study Student I-V	260, Human Resource Total	Aug 20, 2007	May 21, 2011	May 21, 2011	Terminated	<input checked="" type="radio"/>

8. Enter Data in corresponding boxes

Hire CWS Student, S01969-00 College Work Study Student

Item	Current Value	New Value
Employee Class Code: *(Not Enterable)		46
Home COAS: *(Not Enterable)		9
Home Organization: *(Not Enterable)		803
Distribution COA: *(Not Enterable)		9
Distribution Orgn: *	🔍	
Timesheet Orgn: *	🔍	
Job Begin Date: MM/DD/YYYY		
Current Hire Date: MM/DD/YYYY*		03/14/2021
Contract Type: *		Primary
Jobs Effective Date: MM/DD/YYYY*		03/14/2021
Personnel Date: MM/DD/YYYY*		03/14/2021
Step: *(Not Enterable)		0
Hourly Regular Rate: *		15.00
Job Status: (Not Enterable)		A

Fill in **ALL** highlighted fields: these fields were highlighted for illustration purposes. You will not see them highlighted on UIS.

Distribution and Timesheet Orgn: Dept where student physically performs job duties.

Job begin date will only be filled in if the student is occupying this position for the first time, otherwise, leave it blank.

Contract Type: if it's the student's only job, select primary, otherwise, secondary.

Tip: If there is a "Last Paid Date" displayed, **DO NOT** enter Job Begin Date.

Minimum hourly wage- If your student is to earn anything other than minimum wage, Enter hourly rate here.

9. Routing Queue- click on magnifying glass to select the approvers

Routing Queue

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

10. Enter Web Time Entry approver and any other comments

Comment

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 **NOT cancel or void** the transaction because payroll has already applied it. Please notify Payroll and we will cancel/void the transaction.