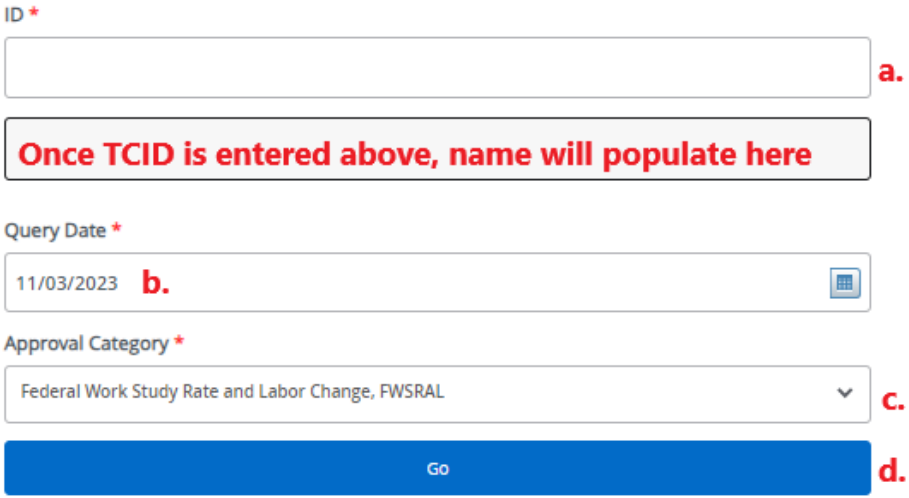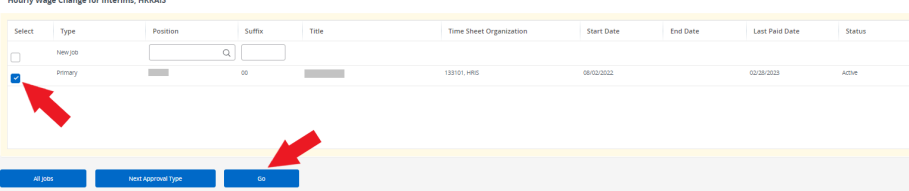# Teachers College
COLUMBIA UNIVERSITY

Hourly Rate or Labor Update - Federal Work Study, FWSRAL

This ePAF allows updates to hourly rates or labor information on a Federal Work Study (FWS) appointment. This is specific to FWS appointments only as the approval workflow goes through Financial Aid.

What you need to do	What you will see
STEP 1: Provide the ePAF parameters: a. Enter the TCID of the employee in the ID field ('T' in TCID in caps). b. Enter the Query Date. <u>The Query Date should equal the appointment effective date</u>. c. Select Federal Work Study Rate and Labor Change, FWSRAL in the approval category. d. Click Go.	ID * **a.** Once TCID is entered above, name will populate here Query Date * 11/03/2023 **b.** Approval Category * Federal Work Study Rate and Labor Change, FWSRAL **c.** Go **d.**
STEP 2: Select Position Number Select All Jobs. In the "Select" column, select the active work study job you want to modify the hourly rate or labor information. Click "Go".	Hourly Wage Change for Interims, HRRAIS Table with columns: Select, Type, Position, Suffix, Title, Time Sheet Organization, Start Date, End Date, Last Paid Date, Status New Job Primary — 00 — 133101, HRIS — 08/02/2022 — 02/28/2023 — Active All Jobs Next Approval Type Go
STEP 3: Input Begin Record Information. Enter the appropriate Effective Date and Personnel Date of the hourly rate or labor update. The effective date should be after the employee's last paid date. If you want to make an update to the employee's current hourly rate, enter the new hourly rate in the Hourly Rate field. Otherwise, leave blank. Do not use '$' or ',' .	Effective Date * 10/23/2023 Personnel Date * 10/23/2023 Hourly Rate * *New Rate Here* *Do not enter $ or , * Job Change Reason * ADJ

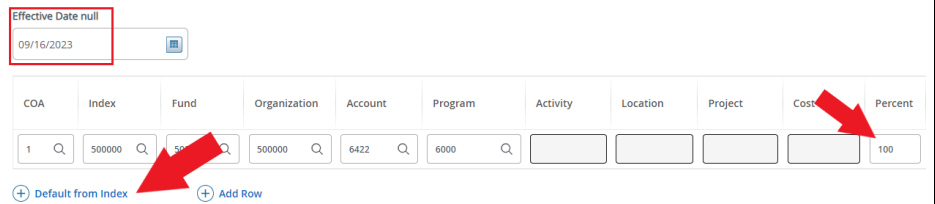**STEP 4: If applicable, update the funding section**

If the only change being requested is for a rate update, leave the labor section as-is and continue to **step 5**.

If a labor update is required, complete the following steps:

Enter the Index. Click the "Default from Index" button which will automatically update the Fund, Organization and Program fields.

Re-enter the account number (The "Default from Index" button will knock it out, a known system defect with Banner).
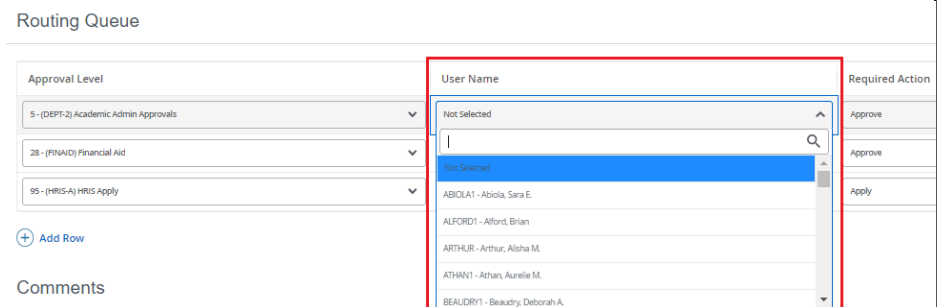
The effective date for this section should be the same as the Job Effective Date. **Ensure the funding percent equals 100%**

Effective Date null										
09/16/2023										
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
1	500000	50...	500000	6422	6000					100

⊕ Default from Index   ⊕ Add Row

STEP 5: Input Routing Queue.

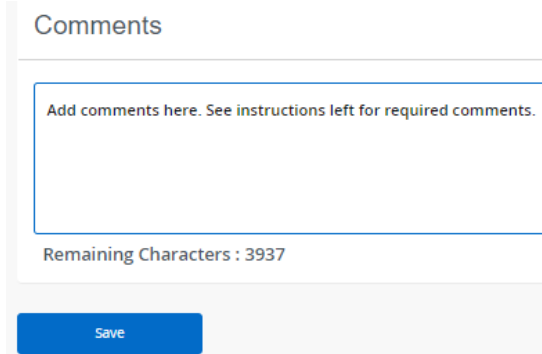Once all applicable fields have been filled out, update the routing queue.

Routing Queue will vary depending on ePAF type. Click on the User Name drop down to enter the approver for each approval level.

Routing Queue

Approval Level	User Name	Required Action
5 - (DEPT-2) Academic Admin Approvals	Not Selected	Approve
28 - (FINAID) Financial Aid		Approve
95 - (HRIS-A) HRIS Apply		Apply

⊕ Add Row

Not Selected
ABIOLA1 - Abiola, Sara E.
ALFORD1 - Alford, Brian
ARTHUR - Arthur, Alisha M.
ATHAN1 - Athan, Aurelie M.
BEAUDRY1 - Beaudry, Deborah A.

Comments

STEP 6: Add a comment (max 4000 chars).

Enter the total amount for this ePAF in the Comments box. This is required by the Budget department. You may also enter additional comments if needed
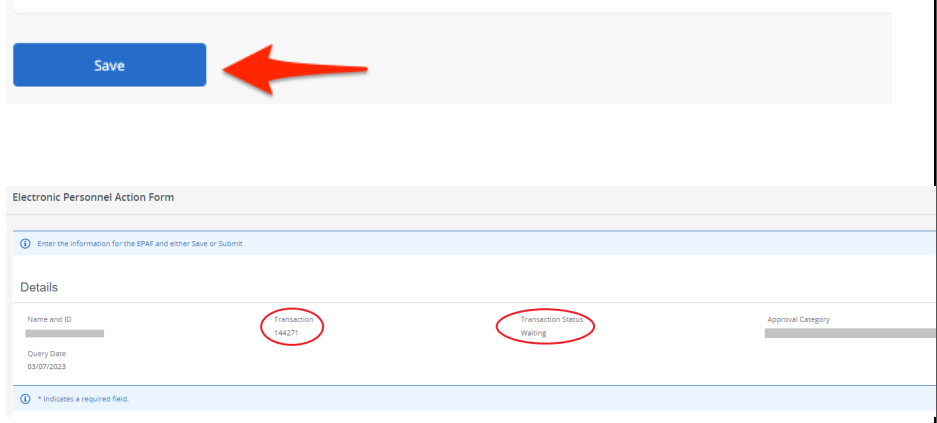
Click Save when done.

Comments

Add comments here. See instructions left for required comments.

Remaining Characters : 3937

Save

STEP 7: 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

Save

Electronic Personnel Action Form

ⓘ Enter the information for the EPAF and either Save or Submit

Details

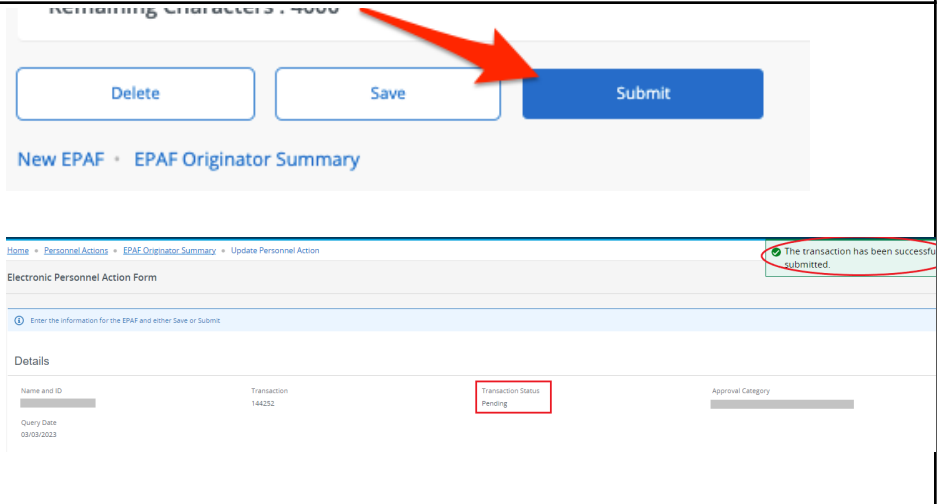| Name and ID	Transaction	Transaction Status	Approval Category
	144271	Waiting	
Query Date			
03/07/2023			

ⓘ * Indicates a required field.

STEP 8: 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**.

Remaining Characters : 4000

| Delete | Save | Submit |

New EPAF · EPAF Originator Summary

Home · Personnel Actions · EPAF Originator Summary · Update Personnel Action

The transaction has been successfully submitted.

Electronic Personnel Action Form

ⓘ Enter the information for the EPAF and either Save or Submit

Details

Name and ID	Transaction	Transaction Status	Approval Category
	144252	Pending	
Query Date			
03/03/2023			