Timesheet ORG is the department where the employee is working **not** the FOPAL.

**I-9 forms** can be completed online; however, if you do not have the latest version of ADOBE, you can download the form.

**Errors**
- You may receive warnings in the system. These are not errors and the EPAF can still be processed. Errors will have to be resolved before the EPAF can be processed.
- Incorrect Organization Numbers may be entered into the system.
- Incorrect Student IDs may be selected or entered into system.
- Dates not entered in the correct format (mm/dd/yyyy) will generate an error.

**Documentation**
- All forms necessary to complete the EPAF process are available at [http://www.rowan.edu/hr/recruitstaff/](http://www.rowan.edu/hr/recruitstaff/). There is also a **Student Employment Worksheet** available *for administrator’s use only* (a way to document the student information prior to entering it into the system). This worksheet will not be turned into HR or Payroll.
- The following information must be submitted to Human Resources (HR) through interoffice mail
  - Direct Deposit Form
  - Form W-4 (Employee Withholding Allowance Certificate)
  - An I-9 (Employment Eligibility Verification) must be obtained for new student employees.
  - An I-9 must be re-obtained for student workers who have been inactive for at least three years.
    - Students can provide any item in column A for documentation or a combination of items from columns B and C for the I-9
  - The following information must be submitted to Payroll through interoffice mail
• Payroll requires a social security card, a W-2 (Wage and Tax Statement) Form or a previous pay stub
  • If student does not have any of these documents, they can obtain a letter from the Social Security Office that must include the student’s name and social security number in it.
• FWS students must provide FWS Award Referral Form to administrator.
• Grant-funded students must provide position number that is obtained from the OSP.
• Terminations are not done within the EPAF system. Paper termination forms can be on the www.rowan.edu/hr/recruitstaff/ website.
• Pay rate changes are not done within the EPAF system. Paper Pay Rate Change forms can be found on the www.rowan.edu/hr/recruitstaff/ website.

Policy
• Institutional Work Study (IWS) students can only work 20 hours per week while classes in session/25 hours per week during breaks.
• Federal Work Study (FWS) students can only work 20 hours per week while classes in session/30 hours per week during breaks.
• IWS students must be enrolled full time; FWS students can be part time or full time.
• FWS students cannot have multiple active positions.
• Job Begin Dates must be the beginning of a pay period.

Proxies
• If an administrator needs to designate a proxy for an extended absence, they will need to contact