

EPAF and CWS

We need all departments to submit both Federal and State positions for each unless the student is not a resident of Idaho. If you do not know for certain, submit EPAFs for both Federal and State positions. Each work study position will start over every academic year, so always start with the “00” suffix.

- “W” before the position code represents a Federal or “CWS” position
- “I” before the position code represents a State or “IDWS” position
- All positions suffixes will be assigned in this order: 00, 01, 02, and so on.
i.e.

POSITION	FEDERAL (CWS)	STATE (IDWS)
1 st	W12345-00	I12345-00
2 nd	W12345-01	I12345-01
1 st	W54321-00	I54321-00

IMPORTANT: Position and suffixes cannot be corrected in an EPAF! It will be “Denied” and you will need to submit a new EPAF to correct this problem. Please contact Financial Aid if you have questions on the “position and suffix” for work study setup through the EPAF system. Any other questions concerning EPAFs, please contact Human Resources.

Katheryn should be the default approver for EPAFs.

We do not need to be included on any EPAFs for Student positions “S”.

EPAF instructions can be found here: <http://www2.isu.edu/tigeri/bengalweb/docuEPAF.shtml>