

## EPAFs and College Work-Study (CWS)

**We need all departments to submit both Federal and State positions for each Work-Study position** 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 for both the state and federal positions.

- “W” before the position code represents a Federal Work-Study (FWS) position code
- “I” before the position code represents a State Work-Study (SWS) position code
- All position code suffixes will be assigned in this order: 00, 01, 02, and so on.  
i.e.

POSITION	FEDERAL (FWS)	STATE (SWS)
1 <sup>st</sup>	W12345-00	I12345-00
2 <sup>nd</sup>	W12345-01	I12345-01
1 <sup>st</sup>	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 the Financial Aid office if you have questions on the “position code and suffix” for work-study setup through the EPAF system. Any other questions concerning EPAFs, please contact Human Resources.

Katheryn Wareing should be the default approver for EPAFs.

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

EPAF instructions can be found here: <https://www.isu.edu/hr/epaf/>  
Any additional questions concerning EPAFs, please email [epaf@isu.edu](mailto:epaf@isu.edu).