The Referral

Students should provide you with a portion of the referral they received when applying for your position. When you receive the Employer Copy portion of the Student Employment Referral, you will be provided with nearly all the information you require to complete a student’s EPAF. You will need to supply the wage rate, start date, and supervisor I.D.

If a student has an FWS Balance, you should use the “88XXXX” for those pay periods the student is working during the academic year.

Of particular importance is the last field to be completed in the Job Information – Hourly – NBAJOBS section, a required field, for “Contract Number.”

Please use the Contract Number field on the STU110 EPAF to enter the job’s Posting (Contract) # from the referral. Please refer to the example below:

Reports may be run identifying specific jobs within a department students are working and allow both Administrative Coordinators and the Student Employment Office to more easily identify jobs current and previous student employees worked.

If you have any questions regarding this change, please contact John Knox at 285-2432.