**Explanation of FWS PCN Suffix Numbers**

It is very important that the PCN suffix numbers used when creating an EPAF are correct so that FWS earnings load from the Payroll system to the Financial Aid system.

**The suffix number used for all FWS PCNs should be 00 for the first work assignment of a new academic year**.

* The academic year includes summer term, fall term, and spring term.
* If a student worked under FWS the prior academic year, the suffix number will start over with 00 for the first work assignment of the new academic year.
* If a student’s first work assignment of a new academic year begins summer term and the student is rehired in the same department the following fall and spring terms, the suffix number used for the fall and spring EPAF remains at 00 (no change in work assignment).

**If a student changes departments within an academic year, the suffix number should be increased by one.**

* The first time the student changes departments within the same academic year, the suffix number should be increased from 00 to 01; the second time the student changes departments within the same academic year, the suffix number should be increased from 01 to 02; and so on.

**If a student has two FWS work assignments in two different departments at the same time, the first department to complete the EPAF will use the suffix number 00 (if it is the first work assignment of a new academic year) and the second department to complete the EPAF will use the suffix number 01.**

* A student can have more than one FWS position at the same time. Both departments need to work together to make sure that the student does not work more than 20 hours per week AND does not earn more than their FWS award.

**PCNs assigned to FWS positions change at the beginning of each fiscal year (July 1).**

* When FWS PCNs are changed at the beginning of a fiscal year, the suffix number used with the new PCNs will be 00 for the first work assignment under the new PCN.

Example:

Joe Student worked two different jobs during academic year 2010-11. His active PCN that ended at the close of spring term 2011 was P70001 with a suffix number of 01.

You would like to hire Joe for summer term 2011. On his EPAF, the PCN you would use is still P70001, but the suffix number would be 00.

On July 1, his PCN changes to P60011 with a suffix number of 00.

You rehire Joe for fall term 2011. On his EPAF for fall/spring you use PCN P60011 and keep the 00 suffix number.

Part way through fall term you aren’t able to give Joe enough hours and he decides to get another job, in addition to his position in your department. The new department completes a new EPAF using PCN P60011 and the suffix number 01.

Part way through spring term Joe has an opportunity to work in a department that is more in line with his career goals. He quits both jobs and is hired in the next department. That department will complete a new EPAF using PCN P60011 and the suffix number 02.

Joe is awarded FWS for the 2012-13 academic year and would like to stay at his current position. His department completes a new EPAF for his summer position using PCN P60011 and the suffix number 00.