

Add a New Federal Work Study Appointment

1. [Search for an Employee](#).
2. From the *Employee-Appointment Menu* screen, select **Add New Appointment**, or **Appointment Information** and then from the *Appointment Selection List*, select **Add New Appointment**.
3. From the *Appointment Type Selection* screen, select the appropriate unit, select **Go** and then select the **Student, UG** appointment type.
4. From the *Appointment Information-Hourly or Non-Standard Payment* screen, complete all required fields (use the **Student/FWS** title) and select **Insert**. Select **Funding Source**.
5. From the *Funding Source* screen, complete the **Account # Outside Unit**, **Percent of Pay**, and the appropriate Effective & Expiration Dates and select **Insert**.
6. From the *Funding Source Selection List* screen, verify the funding source information and select **Time Entry Method**
7. From the *Time Entry Setup* screen, complete all required fields and select **Insert**.
 Upon selecting Insert, the *Time Entry Setup* screen will re-appear, displaying the new data.
8. From the screen, select **Return to Appointment**.

Note: Once complete, the Appointment will need to be released & approved.

Report: Use the **APPT Activity Suite** to monitor these transactions. Go to the [WOW Front Page](#) to use this report.