For purposes of Concurrent Employment enter only the number of hrs student is "committed" to work. Total cumulative hours are limited 19.99/wk.

The FWS 2-Codes Type can be found on our website.

The effective & begin date must match the dates on the FWS report.

"Skills" section should be left blank.

Use "no degree" for undergrads with a high school diploma.

The FWS cost split happens behind the scene just use your cost center at 100%.

The percentage must equal 100%. you may have multiple cost centers or Internal Order numbers.

Please provide any comments you deem helpful, such as "Concurrent Employment"