Include the FWS Supervisor’s name, email address and phone number in the comments section of the PSF.

FWS students are always Temporary (Non-Benefits Eligible) so please check appropriately.

Only include the Initials of the person for the “Inter-Dept. Funding Approvals” section and the Project No. for the “Hourly Accounting Information” section. DO NOT enter information in the Salaried Accounting Information.

In the “Approvals as Required” section please add the FWS Coordinator as FWS_AF under the “Type” column.

Include the FWS Supervisor’s name, email address and phone number in the comments section of the PSF.