What is Student Employment?

- The Federal Work Study (FWS) and University Work Study (UWS) programs are intended to provide financial assistance to students through part-time employment.

- It provides an opportunity for students to earn a monthly check for hours worked to contribute to the cost of their education and additional expenses.

- It also provides skills and development for the job market.
Common misconceptions about FWS eligibility

- If a student is eligible for FWS one year, they will have eligibility every year.

- If a student is awarded $2500 in eligibility, their hiring department received that amount in the departmental FWS budget.

- If a student is awarded FWS eligibility, the eligibility will remain constant during the employment period.

- Student Financial Services can determine the amount of money remaining in departmental budgets.
What is the difference between FWS and UWS?

- **Federal Work Study** is a need-based program. Only students who have filed the FAFSA and have unmet need are eligible for Federal Work Study. To maintain eligibility students must:
  - Maintain a 2.0 GPA
  - Be enrolled at least half-time: 6 hours during Fall and Spring, 3 hours during Summer

- **University Work Study**, all students who meet the following criteria are eligible:
  - Maintain a 2.0 GPA
  - Enrolled at least half-time: 6 hours during Fall and Spring
  - Does not have to be enrolled during the summer, provided that the student has pre-registered for the upcoming Fall semester
Federal and Institutional Requirements

• A school must make Federal Work Study (FWS) positions reasonably available to all eligible students at the school.

• To remain compliant with UNA’s Equal Employment Opportunity Policy all University Work Study (UWS) positions must be posted for a period of seven calendar days on LionJobs at career.una.edu.

• To ensure that departments attract students that best fit departmental needs, both FWS and UWS postings must include a brief job description.

• FWS positions must complement and reinforce student’s educational program or career goals.
Reinforce educational program or career goals

- Encourage students with a related major to apply
  - SRC - Exercise Science
  - Writing Center - English
  - Career Planning - Community Counseling
  - Student Engagement - Communications/PR
  - Financial Aid – Accounting or Business
The Hiring Process

- Review departmental budget to verify funds are available to employ a student!
- Post position on LionJobs with Career Planning and Development.
- Accept and review applications from students; decide which student best fits your departmental needs.
- Notify students of application status.
  - Indicate receipt of application when job closes (CPD)
  - Notify students that are no longer being considered
  - Notify Students that have interviewed when selection has been made
Once a candidate has been selected, provide the New Hire with an Offer Letter and New Hire Instructions, if never employed on campus.

EPAF should not be submitted until timesheet approver receives notification from CPD that the student has completed New Hire Paperwork.

CP&D will verify that New Hire applied for position through LionJobs. If the job was not posted, the EPAF will not be approved.
Register and Post

Lion Jobs
Log-in to LionJobs

Mission Statement

Career Planning and Development is committed to empowering students and alumni to engage in all phases of career development. In support of this mission, Career Planning and Development serves as the primary resource on campus for career related information; providing necessary resources, services and programs to facilitate successful career development as it relates to students, alumni, faculty and employers.

Career Guide

Social Media

facebook
What type of user are you?

Students/Alumni

Employers
Click Register and Post on LionJobs
Select Education
Website: (If applicable)

Services Requested
Please select which services you wish to register for below.

Services:
- Job Postings
- Resume Book
- Profile
- Profile Viewable Contact
- Career Fair
- Information Sessions

Contact Information
Please provide as much information as possible

Salutation: (mr., ms., mrs., etc)

Full Name: (first mi last)
Tammy Jacques

Title: Director

Division:

Email: srsmith3@una.edu

Phone: (###) ####-#####

Cell Phone:

Fax: (###) ####-#####
Select Part Time
On Campus
Resume Receipt:
How who you like to receive resumes from applicants.

Choose how you would like to receive student resumes for non-OCR positions.
- [ ] E-mail
- [☑] Accumulate Online
- [ ] Other (enter below)

Additional Documents:
- Which additional documents do you request for non-OCR positions.
  - [☑] Cover Letter
  - [ ] Academic Transcript
  - [ ] Departmental Application

Documents Required:
- From Additional Documents selected above, which do you want required?
  - [☑] Cover Letter
  - [ ] Academic Transcript
  - [ ] Departmental Application

Requested Document Notes:
- Special instructions regarding requested documents.
  - Must provide class schedule during interview

Display Contact Information To Students:
- [ ] If checked, please provide information in 'Contact Information' field

Posting Date:
- (Job announcement will be posted on this date.)

Done
Posting Date*: (Job announcement will be posted on this date.)
2010-09-21

Expiration Date*: (Job announcement will be removed on this date.)
2010-09-28

GPA*: Please enter the minimum grade point average desired.
3.0

Graduation Date – Range: Please enter the desired graduation range start date.
Start: 

Graduation Date – Range: Please enter the desired graduation range end date.
End: 

Work Authorization*: Please enter the desired work authorization.
- Federal Work Study (on-campus only)
- University Work Study (on-campus only)
- US Citizen

Requisition #:

Desired Start Date: 2010-10-05

Duration: 2010-2011 Academic Year

Approximate Hours Per Week: 20

Class Level*: Please enter the desired class levels.
- Freshman
- Sophomore
- Junior
**Automatic Application Packet:**

Would you like to receive an application packet PDF (includes all documents submitted by all job applicants) when this job expires?

- [ ] yes
- [ ] no

**Attachment(s):**

- [ ] Add item

**Additional Information:**

**Compensation Type:**

**Compensation Details:**

<table>
<thead>
<tr>
<th>Degree Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts - BA</td>
</tr>
<tr>
<td>Bachelor of Arts in Music - BAM</td>
</tr>
<tr>
<td>Bachelor of Business Administration - BBA</td>
</tr>
<tr>
<td>Bachelor of Fine Arts - BFA</td>
</tr>
<tr>
<td>Bachelor of General Studies - BGS</td>
</tr>
</tbody>
</table>

[Previous] [Done] [× Cancel]
1) Click Browse
2) Search for document
3) Click add item

Click Done
Your job has been successfully submitted!
Click View Job Applicants
View Job Postings

Welcome, Juliette Butler.

job postings

<table>
<thead>
<tr>
<th>Job Title</th>
<th>ID</th>
<th>Description</th>
<th>Type</th>
<th>Major(s)</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Assistant, Greek Life</td>
<td>2132</td>
<td>Duties include assisting with advisement of the 3 Greek Councils (Interfraternity, Panhellenic an...</td>
<td>Part-time On-campus</td>
<td>None</td>
<td>May 19, 2010</td>
<td>Jun 2, 2010</td>
</tr>
<tr>
<td>Office Clerical Position</td>
<td>2432</td>
<td>This is a part-time position while enrolled during the fall, spring and summer semesters. The st...</td>
<td>Part-time On-campus</td>
<td>None</td>
<td>Sep 14, 2010</td>
<td>Sep 2, 2010</td>
</tr>
<tr>
<td>Record Bookkeeping</td>
<td>2850</td>
<td>This is a part time position for the fall, spring and summer semesters. The student will be resp...</td>
<td>Part-time On-campus</td>
<td>Accounting</td>
<td>Aug 18, 2010</td>
<td>Sep 6, 2010</td>
</tr>
</tbody>
</table>

NACElink: National Association of Colleges and Employers

View Job Postings
View Applicants
Click the blank space to view all applicants.
Notify Student of Application Status

ROAR LIONS!
Sample Response to Applicants

1) Your resume has been received. If you are given further consideration for the ___________ position, you will be contacted no later than ________.

2) We appreciate your interest in the ___________ position with Career Planning and the time you invested in applying for the position. However, after reviewing the resumes, yours was not selected for further consideration. Thank you for your interest in our department and we encourage you to apply for future openings on LionJobs.

3) We appreciate your interest in the ___________ position with Career Planning and the time you invested in interviewing for the position. We received a high volume of impressive applicants this year. This made our decision even more difficult. Although your skills are impressive, unfortunately we will not be able to offer you the position. I would encourage you to continue to search LionJobs and apply for future openings. Best wishes in your future endeavors.
Click the + to select all students. Then click next in the bottom right hand corner.

ROAR LIONS!
1st: Enter the subject of the email message

2nd: Enter message to applicant

3rd: Click Next in the right hand corner
Click Send Messages

ROAR LIONS!

View the list of recipients

WARNING:
- When you ‘Send Messages’, the mailing will begin. This is your last chance to change your mind or make any corrections.
Supervisor’s Responsibility during Hiring Process

- Provide all New Hires (never worked on campus) with
  - Offer Letter***
  - New Hire Instruction Sheet
  - Student Employment Card
January 21, 2011

Dear xxxxxxx,

I am pleased to inform you that you have been selected for the ________________ position with University Events. Your rate of pay will be $7.25 per hour for up to xx hours per week.

If you accept this offer, you must complete New Hire Paperwork and Student Employment Orientation before you can begin working. Please see attached instructions. Assuming successful completion of this process, you will begin working on ______________________ and your assignment will end _________________, with consideration for summer employment provided there are no performance concerns.

Please respond to this email and indicate your decision on accepting this position.

Sincerely,
Supervisor’s Responsibility during Hiring Process continued

- Direct student to Career Planning Room
  GUC Room 202

- Create an Electronic Personnel Action Form (EPAF) with a query and start date that is indicated on the Student Employment Card
  **AFTER** receiving email confirmation from CPD that student has completed paperwork.
Temporary Student Employee Pool

- What is short term? Short term is viewed as occasional assistance from a few hours or for up to 90 days.

- How does it work? Student Employment currently has a pool of UWS and FWS student employees that have interviewed and prescreened for skills and availability.

- Assignment Examples: Orientation table and chairs set up and take down; packet/envelope stuffing; answering phones/taking messages during absence of sick employee; assistance for graduation ceremonies/special events, etc.
Temporary Student Employee Pool continued

What is the process?

1. Complete the Request to Hire Temporary SE Form
2. Submit form to UNA Box 5066 or srsmith3@una.edu
3. Student Employment will notify you when the request is received. If possible, please allow at least three working days to fill the request and to allow students to complete new hire paperwork and orientation etc.
4. Once you have been notified that the request is filled, Stephanie Smith will create an EPAF. After the Cost Center Head approves the EPAF, the student will have access to approve the student’s timesheet within five working days.
5. It is your responsibility to approve the timesheet before the payroll deadline.
Request To Hire
Temporary Student Form

UNA STUDENT EMPLOYMENT

Request To Hire Temporary Student Employee

Job Group: circle one (FWS) (UWS)

Hiring Department: ____________________________
Supervisor: __________________________
Timesheet Approver: __________________________
Cost Center Head: __________________________
Budget Organization Code: __________
Position Number: __________
Timesheet org #: __________________________

Hire Date: ______/______/__________
End Date: ______/______/__________
Rate of Pay: __________________________

Brief Job Description/Skills Needed: __________________________________________

________________________________________

AUTHORIZATION - I request that this student's work study assignment be change as noted on this form.
Family are available in my department to accommodate this request.

Department: __________________________
Cost Head Signature: __________________________

RETURN FORM TO: Stephanie Smith Career Planning and Development - UNA Box 5046 - GWC Room 202
Hiring Process for an International Student

- All International students are eligible for UWS.
- Supervisors must verify an international student’s eligibility to work before hiring. To verify a student’s eligibility
  - To verify a student’s eligibility, the supervisor must e-mail a request to Stephanie Smith, Student Employment Coordinator @ srsmith3@una.edu, which includes the student’s first and last name, the last four digits of the SID, and the hiring department’s name.
  - The Student Employment Coordinator will confirm that a student:
    - Has successfully completed at least one semester of regular classes
    - Is currently enrolled in 6 hours of courses
    - Currently holds a GPA of 2.0
    - Meets Satisfactory Academic Progress
Hiring Process for an International Student continued....

- The Student Employment Coordinator will notify Martha Hickman, Executive Assistant of International Affairs of the student’s eligibility by email.

- The student will visit Martha Hickman in Powers Hall Room 128 to receive a “Departmental Hiring Letter” and “Verification Letter”.

- The student will take the Departmental Hiring Letter to take to the hiring supervisor to obtain a signature.

- Once the “Departmental Hiring Letter” is signed by the hiring supervisor, the student will take both letters to the Social Security Administration Office located at 203 S. Walnut to apply for a Social Security Card.
If there are no homeland security issues, a Social Security Card is issued and received within two weeks. The student should report to Career Planning and Development to complete all required new hire paperwork and provide a copy of the Social Security Card, Passport, Visa and I-20 Form.

A copy of the student’s new Social Security Card is sent to the Registrar’s Office.

The social security number must be entered into Banner by the Registrar’s Office before an EPAF can be created or approved.

The supervisor will receive an e-mail from CP&D indicating when an EPAF can be submitted.
# Wage Level Guide

## UNA

### Student Employment Wage Level Guide

<table>
<thead>
<tr>
<th>FACTOR</th>
<th>Level I</th>
<th>Level II</th>
<th>Level III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Complexity of Assignment</strong></td>
<td>Routine &amp; non-complex Procedures are well established</td>
<td>Moderate difficulty Limited decision making required</td>
<td>Considerable difficulty Extensive problem solving &amp; decision making required Usually involves concurrent activities</td>
</tr>
<tr>
<td><strong>Supervision</strong> Received</td>
<td>Close supervision with assistance readily available</td>
<td>Receives some instructions but may use independent judgment within limits</td>
<td>Received limited supervision; able to follow set procedures and make independent decisions</td>
</tr>
<tr>
<td><strong>Supervision</strong></td>
<td>None</td>
<td>Supervisory responsibilities for limited activities</td>
<td>Involves supervisory responsibilities for large or complex activities</td>
</tr>
<tr>
<td><strong>Scope</strong></td>
<td>Work within department</td>
<td>Work campus wide</td>
<td>Work goes beyond campus</td>
</tr>
<tr>
<td><strong>Knowledge</strong></td>
<td>Routine or repetitious</td>
<td>Basic knowledge of assigned tasks</td>
<td>Requires considerable degree of proficiency in an area of specialized knowledge or skill</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td>None or minimal previous training required</td>
<td>Relevant job related training</td>
<td>Requires specific advanced training</td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td>None or minimal experience related to job</td>
<td>Prior experience Necessary</td>
<td>Related work experience required</td>
</tr>
<tr>
<td><strong>Certification/License</strong></td>
<td>None</td>
<td>None</td>
<td>Requires specific licensure</td>
</tr>
</tbody>
</table>

## Scale/Hourly Wage

<table>
<thead>
<tr>
<th>Level I</th>
<th>Level II</th>
<th>Level III</th>
</tr>
</thead>
<tbody>
<tr>
<td>$7.25</td>
<td>$7.50</td>
<td>$7.95</td>
</tr>
<tr>
<td>$7.50</td>
<td>$7.85</td>
<td>$8.20</td>
</tr>
<tr>
<td>$7.75</td>
<td>$8.10</td>
<td>$8.45</td>
</tr>
<tr>
<td>$8.00</td>
<td>$8.35</td>
<td>$8.70</td>
</tr>
</tbody>
</table>

1. All students begin at Step 1 the first year in a position.
2. Students are eligible for longevity raises (step increments) if they maintain satisfactory job performance and return to the same position or a similar position in the same department after one full year of service in that department (not to include Summer sessions).
3. Rate increases are subject to the availability of funding and approval.
The supervisor must maintain a personnel file for each Student Employee (FWS or UWS) which should consist of the following records:

- Copy of EPAF
- Copy of job description*
- Confidentiality Agreement, if applicable
- Student’s class schedule*
- Student’s work schedule
- Timesheets

*Info indicated on LionJobs job posting
*Info indicated on departmental application, if applicable
Student’s responsibility during the Hiring Process

- All students that have not worked on campus within the past two years, must provide the following to complete New Hire Paperwork:
  - Two original and current forms of identification: (NOTE: One form of ID must be a photograph!)
    - Driver’s License
    - School ID
    - Certified Birth Certificate
    - Social Security Card
    - Voided check or bank statement that includes a routing number and or account number

Students MAY NOT begin working until the paperwork has been processed and an email approval has been received from CP&D.
New Hire Orientation

New Hires will:

- Complete New Hire Paperwork
- Discuss expectations for the job
- Be informed on SE Guidelines
Graduate Assistants

- Enrolled in a Graduate Program
- Enrolled in 6 hours or more
- Maintain a 2.0 G.P.A.
- Receives a Tuition Scholarship & Stipend
- Cannot be employees of UNA and work as a Graduate Assistant
- Any Graduate Student that does not receive a tuition scholarship or stipend is classified as a University Work Study Student
Graduate Assistants (cont’d)

- GA cannot receive compensation until all paperwork has been received:
  - Request To Hire
  - Graduate Assistant Agreement
  - GA Endorsement/Endorsement of Dean
  - Scholarship Award Authorization

Please submit paperwork as a complete package!
Graduate Assistants Payroll

- Supervisor must indicate the Total Pay on the Request To Hire form.

- Total pay will be divided by the number of months the student is approved to work.

  Example: Begin Date 8/01/2011 - End Date 5/11/2012
  Total pay $5900 / 10 months = $590 stipend per month

- Pay will not be prorated.

- If a GA works one week within a month or 4 weeks out of a month, the pay will be the same.

- Stipends no longer automatically get paid. Each student earning a stipend must submit one (1) hour per month via a timesheet through SSB. The timesheet approver must approve the one (1) hour in order for the student to receive his/her monthly stipend.
EPAF for UWS- Stipend

Supervisor should:

- Submit an EPAF by requesting stipend amount.
- Indicate one (1) as “Hours per pay.”
- Start date must be the first day of the month to prevent stipend from being prorated
- The timesheet approver must approve the one (1) hour in order for the student to receive his/her monthly stipend.

Student should:

- Submit one (1) unit of pay each month on their timesheet through Self Service Banner.
Work Hours for FWS and UWS

• Students cannot be required to work during scheduled class hours, study day or exam periods.

• Students cannot work more than 20 hours per week or 8 hours a day.

• Students should not record more than 80 hours per month with the exception of 5 week months.

• Students may work 40 hours per week during interim sessions, if the departmental budget allows. (I.E. August before first day of classes, December after exams, or May after graduation before the first day of summer school.)
Student Payroll

- The student worker is responsible for entering time worked into their timesheet on a **WEEKLY** basis.

- Timesheets are due at the end of each month by the “Return Date and Time”. Please refer to Payroll schedule for students on the Payroll website: www.una.edu/payroll.

- It is the supervisor’s responsibility to approve timesheets before the payroll deadline.

- If a student’s time card is late, the paycheck can and will be issued in the **next** pay period.
Student Payroll (cont’d)

As a supervisor, you are required to monitor the student’s earnings to ensure that your worker does not:

- Earn monies in excess of your departmental budget
- Earn more per semester than the student is eligible for in Federal Work Study
- Work more than 20 hours per week
- Falsify hours worked
- Submit personnel action forms before the 25th of each month

Supervisors are prohibited from accepting voluntary services from WS Students. All students employed under Student Employment must be paid for all hours worked.
Job Expectations

Supervisors are strongly encouraged to provide the student worker with performance expectations prior to hiring.

– Attire
– Work Schedule
– Customer Service
– Work Environment
**Termination Procedures**

- Students are automatically terminated from the work study program at the end of each spring/summer term.

- Students may voluntarily terminate a work study position. However, they should provide their employer with a two-week written notice of their termination.

- A supervisor has the right to dismiss a student for unsatisfactory performance. This includes, but is not limited to:
  - Repeated failure to comply with the agreed work schedule
  - Poor performance
  - Insubordination or lack of cooperation which results in disturbing other workers or work progress

**Progressive Discipline Form**
Progressive Discipline Form

PROGRESSIVE DISCIPLINE FORM

DATE: ______________________

NAME: ______________________ Student ID: ______________________

DEPARTMENT: ______________________

___ Documentation ___ Verbal Warning ___ Written Warning

POLICY VIOLATION/OFFENSE: __________________________________________

____________________________________________________________________

CORRECTIVE ACTION:

____________________________________________________________________

____________________________________________________________________

COMMENTS:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Student Signature: ______________________ Date: ______________________

Supervisor Signature: ______________________ Date: ______________________

Career Planning and Development: ______________________ Date: ______________________
Progressive Discipline

- Work study students should be held responsible for duties, responsibilities, and expectations outlined by the supervisor. If a student fails to meet these criteria, the following procedures should be followed:

1. A verbal warning for first-time or minor offenses.
2. A written warning for repeated or more serious offenses. This should be given in a face-to-face meeting, with time for the student to respond.
3. A written notice of termination for on-going problems. This should be given in a face-to-face meeting, with time for the student to respond.

Each warning or notice should be given in private; a copy should be sent to the Student Employment Coordinator. These warnings should be specific, clearly stated, and given in a timely manner.
Termination Procedures (cont’d)

• If a student or supervisor chooses to terminate a position early, the supervisor must complete a Request to Change End Date form. This form should indicate the actual *last day worked* as the New End Date.

• Career Planning and Development may terminate a student’s work study position, should the following occur:
  – Enrollment status drops below half-time
  – Satisfactory Academic Progress is not maintained
  – Hours worked are in excess of allowed FWS eligibility
  – Additional resources, which were not known at time of award i.e. scholarships, grants, etc.

• If Career Planning and Development must terminate a student’s position, the supervisor will be notified in writing.
Performance Evaluation Form

Performance Evaluation
Federal and University Work Study

Student Name ___________________________ Student ID __________________

Position Type: please circle one: FWS UWS GA

Type of Evaluation: Annual 90-day Other

Please evaluate each student employee for each criterion shown below. The immediate supervisor should evaluate the student objectively comparing him/her with students of the same academic level and/or other personnel assigned to identical or similar jobs. If criterion does not apply or if you do not have sufficient information, please indicate N for no evaluation.

E - Excellent  VG - Very Good  G - Good  F - Fair  P - Poor  N - No Evaluation

() Dependability/ Reliability - Meets work schedule and fulfills job responsibilities. Consistently delivers what is required within deadlines and instructions

() Initiative - Starts assignments without prompting and independently contributes ideas/projects. Sees and acts upon new opportunities

() Attitude - Displays a positive attitude towards goals and objectives of department. Works well with others to accomplish goals

() Interpersonal Skills - Ability to establish and maintain good working relationships with others

() Overall Performance - Works with minimal supervision, manages own time. Effectively, maintains control of all projects and responsibilities.

Would you recommend this student for rehire? ( ) Yes ( ) No

Comments: ____________________________________________________________

I allow my "Work Record" information to be released to on or off campus employers, if requested. Student Signature __________________________ Date ____________

My supervisor has discussed the above work record evaluation with me. I have been given an opportunity to express any concerns regarding my work-study position.

Student Signature __________________________ Date ____________

Supervisor’s Signature __________________________ Date ____________

Career Planning and Development __________________________ Date ____________
Performance Evaluation Form

- This is a tool to address areas where improvements must be made and to encourage students in areas where they excel.
- When searching for on-campus or off-campus positions, students may request a copy of their evaluation from Career Planning and Development to present to potential employers.
Frequently Asked Questions

- An EPAF must be created with each new hire and rehire.
- An EPAF must be created for each new academic year - August 1.
- A Request to Change End Date can only be submitted to extend a position from Fall to Spring or Spring To Summer.
- Paper Forms still exist for and must be submitted for:
  - Hiring Graduate Assistants
  - Request To Change End Date including termination
  - Request To Change Pay Rate
  - Request To Change Account Number
- All paper forms can be found on the Career Planning and Development webpage: career.una.edu
- A student **MAY NOT** begin working until CP&D has received ID’s and Tax Forms are completed!
Entering a New Work Study Assignment via EPAF
Under the Employee tab, select Electronic Personnel Action Forms.
To begin a new EPAF, click New EPAF.
Enter the student’s L number OR search for the student using the magnifying glass.
To search for a student’s information (after clicking on the magnifying glass), enter all of the last name and part of the first name followed by %. Then click Go.
Select the student by clicking his/her ID.

<table>
<thead>
<tr>
<th>ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Birth Date</th>
<th>Name Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>L00544963</td>
<td>Ball</td>
<td>Ashley</td>
<td>Nikkole</td>
<td>Aug 10, 1989</td>
<td>Student Name STUD</td>
</tr>
</tbody>
</table>
Enter the Query Date. This will be the date the student’s assignment is to begin.
Next, click the drop down arrow and select **Student Hire and End Job**.
Enter the position number and suffix. If you do not know what position number to choose, click the magnifying glass.

The suffix for all assignments beginning in Fall 2009 is 00.
To search for a position, select the proper employee class (SF for Federal Work Study, SU for University Work Study, etc.). Select U for University Chart of Accounts, and then select the “org” to which the position is assigned.
Hint: Once you have clicked inside any one of these boxes, you can begin typing the first few characters of your choice to avoid having to scroll through all of the choices.
Once you have found the appropriate position, click on the position number to select it.

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Title</th>
<th>Employee Class</th>
<th>COA</th>
<th>Budget Organization</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF9953</td>
<td>Student WS Fed - SFS</td>
<td>SF, Student Federal Work Study</td>
<td>U</td>
<td>49210, Dept of Student Financial Services</td>
<td>Oct 01, 2006</td>
<td></td>
</tr>
</tbody>
</table>
The suffix for all assignments is 00.

Once the position number and suffix have been entered, click **Next Approval Type** and continue clicking this box until it disappears. **With each click, the EPAF form is being built.**

After the **Next Approval Type** box disappears, click **Go**.
NOTE: If the student has worked in the past, information will show under Current Value. You must enter New Value information to update or start the student’s employment. Certain information will automatically populate.

Enter the Appropriate Employee Class Code.
SF: Federal Work Study,
SU: University Work Study,
SG: Graduate Student

Enter the Organization number to which the student will be assigned.

Enter the start date of the assignment.
All blanks must be supplied with information.

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Status: (Not Overrideable) Active</td>
<td>SF, Student Federal Work Study</td>
<td>A</td>
</tr>
<tr>
<td>Employee Class Code:</td>
<td>U</td>
<td>SF</td>
</tr>
<tr>
<td>Home COAS: (Not Overrideable)</td>
<td>U</td>
<td>U</td>
</tr>
<tr>
<td>Home Organization:</td>
<td>49210, Dept of Student Financial Services</td>
<td>49210</td>
</tr>
<tr>
<td>Distribution COA: (Not Overrideable) U</td>
<td></td>
<td>U</td>
</tr>
<tr>
<td>Distribution Orgn:</td>
<td>49210, Dept of Student Financial Services</td>
<td>49210</td>
</tr>
<tr>
<td>Current Hire Date: MM/DD/YYYY</td>
<td>08/04/2008</td>
<td>08/01/2009</td>
</tr>
</tbody>
</table>
Next, specific job information will be entered. If there is no Current Value information for this section, select Primary for Contract Type. If the student already has a job assignment (as detailed in Current Value), select Secondary for Contract Type.

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Status</td>
<td>A</td>
<td>Not selected</td>
</tr>
<tr>
<td>Contract Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Begin Date</td>
<td>08/01/2009</td>
<td>08/01/2009</td>
</tr>
<tr>
<td>Jobs Effective Date</td>
<td>08/01/2009</td>
<td>08/01/2009</td>
</tr>
<tr>
<td>Regular Rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours per Pay</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Job Change Reason</td>
<td>NEASS, New Assignment</td>
<td></td>
</tr>
<tr>
<td>Timesheet Orgn</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Job Begin Date and Jobs Effective Date will default to the date entered earlier in the process as the Query Date. This may be changed if necessary.
Enter the hourly rate of pay (no $ sign). The new minimum wage ($7.25) will default in, but the field is editable.

Enter the number of hours per week. 20 will default in, but the field is editable.
Enter the Timesheet Orgn. This cannot be searched and selected using the magnifying glass. This is a unique identifier assigned by Human Resources to each Time Approver. If you are unsure as to what your Timesheet Orgn is, please contact Human Resources.
Based on the position selected, the appropriate budget information should automatically populate. If you see a problem with the budget information, please contact Human Resources.
Next, enter the end date for the assignment.
The other information will automatically populate.

### End Job, SF9953-1: Singleton WS Fed - SFS

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs Effective Date</td>
<td></td>
<td>05/14/2010</td>
</tr>
<tr>
<td>Job Status:</td>
<td>T</td>
<td></td>
</tr>
<tr>
<td>Job Change Reason:</td>
<td>TERMA</td>
<td></td>
</tr>
</tbody>
</table>

### Routing Queue

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>66 - (CONT) Controller</td>
<td></td>
<td>FYI</td>
</tr>
<tr>
<td>67 - (FIN) Finance</td>
<td></td>
<td>FYI</td>
</tr>
<tr>
<td>09 - (FINAID) Financial Aid</td>
<td></td>
<td>Approve</td>
</tr>
</tbody>
</table>
Enter approver names by clicking the magnifying glass by each Approval Level.
Select the name in each list and click **Select** in the box.
<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>66 - (CONT) Controller</td>
<td>DFTIPPS</td>
<td>FYI</td>
<td></td>
</tr>
<tr>
<td>67 - (FIN) Finance</td>
<td>TLRHODES</td>
<td>FYI</td>
<td></td>
</tr>
<tr>
<td>90 - (FINAID) Financial Aid</td>
<td>SRSMITH3</td>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>91 - (HR) Human Resources</td>
<td></td>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>99 - (SUPER) Superuser/Applier</td>
<td></td>
<td>Apply</td>
<td></td>
</tr>
</tbody>
</table>

**Kathy Haraway**

**Kathy Haraway**
Enter any comments you wish regarding the assignment.

Click Save.
You will be returned to the top of the form. Then click Submit.
You will receive a message regarding the submission of the EPAF.
To check the status of the EPAF, select **EPAF Originator Summary**.
Click on **History** tab.
To view all originated EPAPFs, select **All** and **Go**.
By clicking on the student’s name, you can view the EPAF and see exactly whose queue it is in.

You may view the overall status of the EPAF here.
To view any comments associated with the EPAF, click **Comments**. Note that ** indicates comments do exist for the EPAF.

<table>
<thead>
<tr>
<th>Last Name, First Name</th>
<th>ID</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin, David A.</td>
<td>L00541007</td>
<td>Student Hire and End Job</td>
</tr>
<tr>
<td>Ball, Ashley N.</td>
<td>L00544963</td>
<td>Student Hire and End Job</td>
</tr>
<tr>
<td>Bonner, Ciesha N.</td>
<td>L00520461</td>
<td>Student Hire and End Job</td>
</tr>
<tr>
<td>Campbell, Joseph N.</td>
<td>L00500618</td>
<td>Student Hire and End Job</td>
</tr>
<tr>
<td>Chow, Cassandra M.</td>
<td>L00500432</td>
<td>Student Hire and End Job</td>
</tr>
</tbody>
</table>
View comment(s).

Date: Jul 14, 2009 11:04:34 AM
Made by: Kathy Haraway

Comments: Test Comment
When the EPAF has been completed, you will see the status update here. The student may begin working once this has taken place.
Viewing the Work Study Budget for Your Department
After logging into Portal, click on Self Service Banner.
Click on FINANCE to view your department's budget.
Click on Budget Queries to view specific information about your department's budget.
From the drop-down menu, select Budget Status by Account and then click Create Query.
Check the desired boxes. The more that are checked, the more information is provided.

<table>
<thead>
<tr>
<th>Column</th>
<th>Check Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Budget</td>
<td>✔</td>
</tr>
<tr>
<td>Year to Date</td>
<td>✔</td>
</tr>
<tr>
<td>Budget Adjustment</td>
<td>✔</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>✔</td>
</tr>
<tr>
<td>Adjusted Budget</td>
<td>✔</td>
</tr>
<tr>
<td>Reservations</td>
<td>✔</td>
</tr>
<tr>
<td>Temporary Budget</td>
<td>✔</td>
</tr>
<tr>
<td>Commitments</td>
<td>✔</td>
</tr>
<tr>
<td>Accounted Budget</td>
<td>✔</td>
</tr>
<tr>
<td>Available Balance</td>
<td>✔</td>
</tr>
</tbody>
</table>

Then click Continue.
Enter the current (or next) fiscal year.

To view the full year’s numbers, enter 14 in the Fiscal Period box.

For the University Work Study budget, enter 110000 for Fund and the appropriate org number for Organization. Also enter 6139 for the Account.
Then click Submit Query.
The Adjusted Budget figure should reflect the budget for the entire fiscal year. The Year to Date figure should reflect the funds expended from the budget for the entire fiscal year.
By clicking on the blue dollar figure, you can view the details of each charge to the account.
### Details of monthly earnings

**Period Ending Sep 30, 2009**

*As of Aug 03, 2009*

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>U UNA University Chart</th>
<th>Commitment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund:</td>
<td>210900 Federal Workstudy Program:</td>
<td></td>
</tr>
<tr>
<td>Organization:</td>
<td>30300 Human Resources</td>
<td>Activity: All</td>
</tr>
<tr>
<td>Account:</td>
<td>6141 Federal Workstudy</td>
<td>Location: All</td>
</tr>
</tbody>
</table>

#### Document List

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Activity Date</th>
<th>Document Code</th>
<th>Vendor/Transaction Description</th>
<th>Amount</th>
<th>Rule</th>
<th>Class Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 06, 2009</td>
<td>Mar 03, 2009</td>
<td>F0002471</td>
<td>HR Payroll 2009 ST 3 0</td>
<td>330.00</td>
<td>HGNL</td>
<td></td>
</tr>
<tr>
<td>Feb 06, 2009</td>
<td>Feb 03, 2009</td>
<td>F0002341</td>
<td>HR Payroll 2009 ST 2 0</td>
<td>322.50</td>
<td>HGNL</td>
<td></td>
</tr>
<tr>
<td>Jan 09, 2009</td>
<td>Jan 07, 2009</td>
<td>F0002182</td>
<td>HR Payroll 2009 ST 1 0</td>
<td>275.10</td>
<td>HGNL</td>
<td></td>
</tr>
<tr>
<td>Dec 05, 2008</td>
<td>Dec 03, 2008</td>
<td>F0002061</td>
<td>HR Payroll 2008 ST 12 0</td>
<td>275.10</td>
<td>HGNL</td>
<td></td>
</tr>
<tr>
<td>Nov 07, 2008</td>
<td>Nov 07, 2008</td>
<td>F0001949</td>
<td>HR Payroll 2008 ST 11 0</td>
<td>337.33</td>
<td>HGNL</td>
<td></td>
</tr>
</tbody>
</table>

**Report Total (of all records):** 1,540.03
Departmental Budgets

- **Budget Access** - Julie Graham via e-mail @ bdgraham@una.edu

- **Budget Amount** – contact Lisa Rhodes @ tlrhodes@una.edu
Handbook Receipt and Acknowledgement Form

for

Work Study Supervisors

The Work Study Supervisor Handbook describes important information about the Work Study Program. I understand that I should consult the Student Employment Specialist in Career Planning and Development regarding any questions about the content or any questions not answered in the Handbook.

I understand that the policies, rules, and procedures described in the Handbook are subject to change or may be revised based on the University's particular circumstances of a given situation. I acknowledge receipt of a copy of the Handbook and understand it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it. I understand that failure to comply with the policies, rules, and procedures in the Handbook may result in the loss of work study positions in my department and that the availability of positions is not guaranteed.

Please keep a copy of this form for your records and return a copy to the Student Employment Specialist in the Guillot University Center, Room 202.

________________________________________________________________________
Supervisor’s Signature

________________________________________________________________________
Supervisor’s Printed Name

________________________________________________________________________
Date
QUESTIONS???