

Student Employment Guidelines 2013-14

**Student Employment Office
UNA Box 5043
Bibb Graves, Room 224**

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
 - Notify students that are no longer being considered
 - Notify Students that have interviewed when selection has been made

The Hiring Process continued

- Once a candidate has been selected, provide the New Hire with New Hire Instructions, if the student has not worked on campus before.
- EPAF should not be submitted until timesheet approver receives notification from Student Employment that the student has completed New Hire Paperwork.
- Student Employment 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

LionJobs

Career Planning and Development - University of North Alabama - Windows Internet Explorer

http://career.una.edu/

File Edit View Favorites Tools Help

Favorites MSN UNAHome UNAPortal ANGEL Learning Web Slice Gallery Banner Test Banner Campus Pipeline Google

Career Planning and Development - U...

Career Planning and Development - University of North Alabama
http://career.una.edu/

CAREER PLANNING AND DEVELOPMENT
University of NORTH ALABAMA
CAREERS IN THE MAKING

Home

Employers

Students

Alumni


Student Employment Supervisors


Calendar of Events

Meet Our Staff

Contact Us

Maps/Directions





[Log-in to](#)

LionJobs


[View LionJobs Student Instructions](#) | [View LionJobs Employer Instructions](#)

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



Trusted sites | Protected Mode: Off

125%

8:56 AM
9/17/2010



University of
NORTH
ALABAMA

NACElink
CAREER SERVICES MANAGER MODULAR EDITION
software by symlicity

What type of user are you?



NACElink
NETWORK software by
symlicity

NACElink Network is a collaboration between NACE, Symlicity, DirectEmployers and your college/university.

[NACElink Privacy Policy](#) | [NACElink User Agreement](#)

Page generated in 0.05s

Sign In | LionJobs - Windows Internet Explorer

https://una-csm.symplicity.com/employers/index.php

File Edit View Favorites Tools Help


Favorites MSN UNAHome UNAPortal ANGEL Learning Web Slice Gallery Banner Test Banner Campus Pipeline Google

Sign In | LionJobs

University of NORTH ALABAMA NACElink CAREER SERVICES MANAGER MODULAR EDITION software by sympathy

Sign In

Sign in Forgot my password Register Register and Post on LionJobs Register And Post Job At Multiple Schools


 log-in

Please enter your username and password.

Username: (your email address)

Password:

Go ▶ Reset [Forgot Password](#)

 register

Register for a new account.

Register ▶

Register And Post On LionJobs ▶

Register and Post A Multi-School Job ▶

NACElink NETWORK software by sympathy

work is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.

[NACElink Privacy Policy](#) | [NACElink User Agreement](#)

Page generated in 0.06s

Done

Internet | Protected Mode: On

125%

8:57 AM 9/17/2010

Click Register and Post on LionJobs

Sign In | LionJobs - Windows Internet Explorer

https://una-csm.symphlicity.com/employers/index.php?signin_tab=3


File Edit View Favorites Tools Help

★ Favorites ★ MSN UNAHome S UNAPortal ANGEL Learning Web Slice Gallery Banner Test Banner S Campus Pipeline Google

Sign In | LionJobs

Sign In

Sign in Forgot my password Register **Register and Post on LionJobs** Register And Post Job At Multiple Schools

 register NACElink NETWORK software by symphlicity

Next

* indicates a required field

Company Information

Please provide as much information as possible

Industry*:

Communication Services
Consumer Products
Education
Electronics and Misc. Tech
Energy
Food, Beverage and Tobacco
Government
Health Care/Health Services

Organization Name*:

Description:

Website: (If applicable)

Select Education

Internet | Protected Mode: On 125%

9:07 AM 9/17/2010

Sign In | LionJobs - Windows Internet Explorer

https://una-csm.symplicity.com/employers/index.php?signin_tab=3

File Edit View Favorites Tools Help

★ Favorites | ★ MSN | UNAHome | UNAPortal | ANGEL Learning | Web Slice Gallery | Banner Test | Banner | Campus Pipeline | Google

Sign In | LionJobs

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

Internet | Protected Mode: On

125%

9:14 AM
9/17/2010

Sign In | LionJobs - Windows Internet Explorer

https://una-csm.symphlicity.com/employers/index.php?_subtab=localregpost2&

File Edit View Favorites Tools Help

★ Favorites | ★ MSN | UNAHome | UNAPortal | ANGEL Learning | Web Slice Gallery | Banner Test | Banner | Campus Pipeline | Google

Sign In | LionJobs

University of NORTH ALABAMA | NACElink CAREER SERVICES MANAGER MODULAR EDITION software by symphlicity

Sign In

Sign in | Forgot my password | Register | **Register and Post on LionJobs** | Register And Post Job At Multiple Schools

Step 1: Enter Contact Info | **Step 2: Enter Job Info**

register

Previous | Done | X Cancel

* indicates a required field

Position Information

Position Type*:

- ☐ Part-time On-campus
- ☐ Part-time Off-campus
- ☐ Internship/Co-op
- ☐ Full-time Entry Level
- ☐ Full-time Experienced (experienced alumni only)
- ☐ Not Specified

Blind Posting: Choosing "yes" will hide Employer/Contact name and link from students

☐ yes ☐ no

Title*:

Job Description*:

Select Part Time On Campus

Done

Internet | Protected Mode: On

125%

9:15 AM 9/17/2010

Sign In | LionJobs - Windows Internet Explorer

https://una-csm.symplicity.com/employers/index.php?_subtab=localregpost2&

File Edit View Favorites Tools Help

Favorites MSN UNAHome UNAPortal ANGEL Learning Web Slice Gallery Banner Test Banner Campus Pipeline Google

Sign In | LionJobs

Home Safety ?

Title*: SOAR Counselor

Job Description*: xxxxxxxxxxxxxxxx

Check Spelling

Job Function*: Hospitality/Tourism/Travel
Hotel / Restaurant
Human Resources
Industrial Hygiene
Insurance

Resume Receipt: 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.)

Resume Receipt: How who you like to receive resumes from applicants

Done Internet | Protected Mode: On 125% 9:29 AM 9/17/2010

Sign In | LionJobs - Windows Internet Explorer

https://una-csm.symphlicity.com/employers/index.php?_subtab=localregpost2&

File Edit View Favorites Tools Help

★ Favorites ★ MSN UNAHome S UNAPortal ANGEL Learning Web Slice Gallery Banner Test Banner S Campus Pipeline Google

Sign In | LionJobs

Display Contact Information To Students: ☐

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

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

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

Graduation Date - Range Start: Please enter the desired graduation range start date.
End: Please enter the desired graduation range end date.

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 Select Clear

Duration: 2010 -11 Academic Year

Approximate Hours Per Week: 20

Class Level*: Please enter the desired class levels.
Freshman
Sophomore
Junior

Internet | Protected Mode: On 125%

9:41 AM 9/17/2010

Sign In | LionJobs - Windows Internet Explorer

https://una-csm.symplicity.com/employers/index.php?_subtab=localregpost2&

Google

File Edit View Favorites Tools Help

Favorites

MSN

UNAHome

UNAPortal

ANGEL Learning

Web Slice Gallery

Banner Test

Banner

Campus Pipeline

Google

Sign In | LionJobs

Home

Safety

Delete

Add Item

Automatic Application Packet Generation:

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:

Degree Level:

Bachelor of Arts - BA

Bachelor of Arts in Music - BAM

Bachelor of Business Administration -BBA

Bachelor of Fine Arts - BFA

Bachelor of General Studies - BGS

Previous

Done

Cancel

NACELink NETWORK

software by symlicity

NACELink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.

NACELink Privacy Policy

NACELink User Agreement

Internet | Protected Mode: On

125%

9:44 AM 9/17/2010

Automatic Application Packet: Click add item under attachment

Sign In | LionJobs - Windows Internet Explorer

https://una-csm.symplicity.com/employers/index.php?_subtab=localregpost2&#scroll2me

File Edit View Favorites Tools Help

★ Favorites ★ MSN UNAHome S UNAPortal ANGEL Learning Web Slice Gallery Banner Test Banner S Campus Pipeline Google

Sign In | LionJobs

+ Add Item

Automatic Application Packet Generation: 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):

Title

File

Browse...

+ Add Item

Additional Information:

Compensation Type: Monthly

Compensation Details:

Degree Level:

- Bachelor of Arts - BA
- Bachelor of Arts in Music - BAM
- Bachelor of Business Administration -BBA
- Bachelor of Fine Arts - BFA
- Bachelor of General Studies - BGS

Previous Done Cancel

1) Click Browse
2) Search for document
3) Click add item

Click Done

Done Internet | Protected Mode: On 125% 9:47 AM 9/17/2010

Sign In | LionJobs - Windows Internet Explorer

https://una-csm.symplicity.com/employers/index.php?_subtab=localregpost1&

File Edit View Favorites Tools Help

★ Favorites ★ MSN UNAHome S UNAPortal ANGEL Learning Web Slice Gallery Banner Test Banner S Campus Pipeline Google

Sign In | LionJobs

University of NORTH ALABAMA NACElink CAREER SERVICES MANAGER MODULAR EDITION software by symplicity

Sign In

Sign in Forgot my password Register **Register and Post on LionJobs** Register And Post Job At Multiple Schools

register

NACElink NETWORK software by symplicity

⚠ Your job posting and registration has been successfully submitted. You should receive a confirmation email when your registration and job posting are approved.

NACElink NETWORK software by symplicity

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.
[NACElink Privacy Policy](#) | [NACElink User Agreement](#)

Page generated in 0.06s

Your job has been successfully submitted!

Done

Internet | Protected Mode: On 125%

9:55 AM 9/17/2010

View Postings and Applicants Resumes

LionJobs - Windows Internet Explorer

https://una-csm.symlicity.com/manager/index.php?contacts_tab=6

File Edit View Favorites Tools Help

Favorites MSN UNAHome UNAPortal ANGEL Learning Web Slice Gallery Banner Test Banner Campus Pipeline Google

LionJobs

University of NORTH ALABAMA

NACElink CAREER SERVICES MANAGER MODULAR EDITION software by symlicity

Friday, September 17, 2010 | 10:13 am | Stephanie Smith | Logout

Home Announcements Calendar Contacts Employers Students Survey Job Postings Events Resume Book Quick View Reports Publications Reporting Document Library Tools My Account

Users Online

- (2) Manager
- (1) Students

Training

- User Guide
- Videos

Juliette Butler @ Student Engagement BACK

Edit Job Postings Events Account Login As Sent Emails Notes Activities Rel. Mgmt

Home Account Calendar

Welcome, Juliette Butler

Click View Job Applicants

Announcements

- 2010 Fall Career Fair – Tues., 10/12, 12noon – 5pm**
UNA Career Fair, 12noon–5pm, Tuesday, Oct. 12, 2010 GUC Banquet Rooms This year we have combined all events into ONE HUGE Career Fair! All Majors should attend, including Nursing and Education! For a complete list of participants, visit career.una.edu and click on Calendar of Events! Please contact Career Planning and Development with questions!
- REGISTER NOW UNA FALL Career Fair**
Mark your Calendar and Register now for the Fall Career Fair at UNA!! Tuesday, October 12, 2010, 12noon – 5pm, GUC Banquet Halls. Registration is \$150!!! Register at career.una.edu!! Contact Career Planning and Development, 256.765.4276 to assist you!!!!

More Announcements

SHORTCUTS

- Post a Job to Multiple Schools (Fee Based)
- View Multi-School Job Postings
- View Participating NACElink Schools
- Create Job Posting
- View Job Postings
- View Applicants

View Job Postings

LionJobs - Windows Internet Explorer

https://una-csm.symplicity.com/manager/index.php?contacts_tab=6

File Edit View Favorites Tools Help

★ Favorites | ★ MSN | UNAHome | UNAPortal | ANGEL Learning | Web Slice Gallery | Banner Test | Banner | Campus Pipeline | Google

LionJobs

University of NORTH ALABAMA

NACElink CAREER SERVICES MANAGER MODULAR EDITION software by symplicity

Friday, September 17, 2010 | 10:26 am | Stephanie Smith | Logout

Home Announcements Calendar Contacts Employers Students Survey Job Postings Events Resume Book Quick View Reports Publications Reporting Document Library NACE Salary Survey Tools My Account

Users Online

- (2) Manager
- (4) Students
- (2) Employers

Training

- User Guide
- Videos

Juliette Butler @ Student Engagement BACK

Edit Job Postings Events Account Login As Sent Emails Notes Activities Rel. Mgmt

Home Account Calendar Jobs

Welcome, Juliette Butler.

job postings

Single School Postings Student Resumes Multi-School Postings (Paid) Archived Jobs Publication Requests

Items 1-3 of 3

Job Title ▲	ID ▲	Description	Type	Major(s)	Start ▲	End ▲
Graduate Assistant-Greek Life	2132	Duties include assisting with advisement of the 3 Greek Councils (Interfraternity, Panhellenic an...	Part-time On-campus	None	May 19, 2010	Jun 2 2010
Office Clerical Position	2432	This is a part-time position while enrolled during the fall, spring and summer semesters. The st...	Part-time On-campus	None	Sep 14, 2010	Sep 2 2010
Record Bookkeeping	2350	This is a part time position for the fall, spring and summer semesters. The student will be resp...	Part-time On-campus	Accounting	Aug 18, 2010	Sep 0 2010

+ Add New Items 1-3 of 3

NACElink software by

NACElink Network is a collaboration between NACE, Symplicity, Direct

View Applicants

LionJobs - Windows Internet Explorer

https://una-csm.symlicity.com/manager/index.php?contacts_tab=6

File Edit View Favorites Tools Help

★ Favorites ★ MSN UNAHome S UNAPortal ANGEL Learning Web Slice Gallery Banner Test Banner S Campus Pipeline Google

LionJobs

University of NORTH ALABAMA NACElink CAREER SERVICES MANAGER MODULAR EDITION software by symlicity

Friday, September 17, 2010 | 10:30 am | Stephanie Smith | Logout

Home Announcements Calendar Contacts Employers Students Survey Job Postings Events Resume Book Quick View Reports Publications Reporting Document Library NACE Salary Survey Tools My Account

Users Online

- ▶ (2) Manager
- ▶ (5) Students
- ▶ (1) Employers

Training

- ▶ User Guide
- ▶ Videos

Juliette Butler @ Student Engagement BACK

Edit Job Postings Events Account Login As Sent Emails Notes Activities Rel. Mgmt

job postings

Single School Postings **Student Resumes** OneStop Multi-School Postings (Paid) Archived Jobs Publication Reque

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Position

Status

Office

Search Clear

Select Position

Mail to Checked Save As Excel Generate Book Delete Applications Items 1-20 of 78 SHOW 20 per

Last Name	First Name	Position	Documents	Date Submitted	Options
-----------	------------	----------	-----------	----------------	---------

LionJobs - Windows Internet Explorer

https://una-csm.symplicity.com/manager/index.php?contacts_tab=6

File Edit View Favorites Tools Help

★ Favorites ☆ MSN 🐾 UNAHome S UNAPortal 📖 ANGEL Learning 📄 Web Slice Gallery 📄 Banner Test 📄 Banner S Campus Pipeline 🌐 Google

📄 LionJobs

University of NORTH ALABAMA

NACElink
CAREER SERVICES MANAGER MODULAR EDITION
software by symplicity

Friday, September 17, 2010 | 10:13 am | **Stephanie Smith** | [Logout](#)

Home Announcements Calendar Contacts Employers Students Survey Job Postings Events Resume Book Quick View Reports Publications Reporting Document Library NACE Salary Survey Tools My Account

Users Online

- ▶ (2) Manager
- ▶ (1) Students

Training

- ▶ User Guide
- ▶ Videos

Support

- ▶ Submit Issue

Juliette Butler @ Student Engagement + BACK

Edit Job Postings Events Account **Login As** Sent Emails Notes Activities Rel. Mgmt

Home Account Calendar **Jobs**

Welcome, Juliette Butler.

job postings

Single School Postings **Student Resumes** OneStop Multi-School Postings (Paid) Archived Jobs Publication Reque

💡 To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Position **Office Clerical Position** ▼

Status ▼

Office ▼

Search Clear

Internet | Protected Mode: On 125%

10:16 AM
9/17/2010

LionJobs - Windows Internet Explorer

https://una-csm.symplicity.com/manager/index.php?contacts_tab=6

File Edit View Favorites Tools Help

★ Favorites ★ MSN UNAHome S UNAPortal ANGEL Learning Web Slice Gallery Banner Test Banner S Campus Pipeline Google

LionJobs

University of NORTH ALABAMA NACElink CAREER SERVICES MANAGER MODULAR EDITION software by sympathy

Friday, September 17, 2010 | 10:13 am | Stephanie Smith | Logout

Home Announcements Calendar Contacts Employers Students Survey Job Postings Events Resume Book Quick View Reports Publications Reporting Document Library NACE Salary Survey Tools My Account

Users Online
▶ (2) Manager
▶ (1) Students

Training
▶ User Guide
▶ Videos

Support
▶ Submit Issue

Juliette Butler @ Student Engagement BACK

Edit Job Postings Events Account Login As Sent Emails Notes Activities Rel. Mgmt

Home Account Calendar Jobs

Welcome, Juliette Butler.

job postings

Single School Postings Student Resumes OneStop Multi-School Postings (Paid) Archived Jobs Publication Request

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Position Office Clerical Position

Status

Office Sent Email Review Interested

Search

Click the blank space to view all applicants

Internet | Protected Mode: On 125%

10:17 AM 9/17/2010

LionJobs - Windows Internet Explorer

https://una-csm.symplicity.com/manager/index.php?contacts_tab=6

File Edit View Favorites Tools Help

★ Favorites ★ MSN UNAHome S UNAPortal ANGEL Learning Web Slice Gallery Banner Test Banner S Campus Pipeline Google

LionJobs

Home Announcements Calendar Contacts Employers Students Survey Job Postings Events Resume Book Quick View Reports Publications Reporting Document Library NACE Salary Survey Tools My Account

Users Online

- ▶ (2) Manager
- ▶ (1) Students

Training

- ▶ User Guide
- ▶ Videos

Support

- ▶ Submit Issue
- ▶ Send Email

Call Help Desk: 1-703-373-7040
Hours: Mon-Fri 9am-6pm ET
(except holidays)

Juliette Butler @ Student Engagement BACK

Edit Job Postings Events Account Login As Sent Emails Notes Activities Rel. Mgmt

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Position Office Clerical Position

Status

Office

Search Clear

Mail to Checked Save As Excel Generate Book Delete Applications Items 1-20 of 25 SHOW 20 per

	Position	Documents	Date Submitted	Options
ROAR	Office Clerical Position (2432)		Sep 14, 2010 11:27:00 pm	Delete Application
LIONS!	Office Clerical Position (2432)		Sep 14, 2010 05:49:00 pm	Delete Application
	Office Clerical Position (2432)		Sep 15, 2010 11:08:00 am	Delete Application
	Office Clerical Position (2432)		Sep 15, 2010 12:15:00 am	Delete Application

NACElink Privacy Policy | NACElink User Agreement

Internet | Protected Mode: On 125%

10:18 AM 9/17/2010

Notify Student of Application Status

CAREER SERVICES MANAGER MODULAR EDITION
Software by Symplicity

Juliette Butler @ Student Engagement [BACK](#)

Keyword Search [?](#) [Print](#) [Star](#) [Share](#) [Back](#)

Edit Job Postings Events Account **Login As** Sent Emails Notes Activities Rel. Mgmt

Office

Search Clear

Mail to Checked Save As Excel Generate Book Delete Applications Items 1-5 of 5 (0 items selected) SHOW 20 per page

	Portfolio	Last Name	First Name	Position	Documents	Date Submitted	Options	Status
<input type="checkbox"/>				Office Clerical Position (3007)		May 25, 2011 12:22:00 pm	X Delete Application	<input type="text"/>
<input type="checkbox"/>				Office Clerical Position (3007)		May 13, 2011 10:53:00 am	X Delete Application	<input type="text"/>
<input type="checkbox"/>				Office Clerical Position (3007)		May 13, 2011 05:18:00 pm	X Delete Application	<input type="text"/>
<input type="checkbox"/>				Office Clerical Position (3007)		May 13, 2011 07:50:00 pm	X Delete Application	<input type="text"/>
<input type="checkbox"/>				Office Clerical Position (3007)		May 23, 2011 08:11:00 pm	X Delete Application	<input type="text"/>

Items 1-5 of 5

Internet | Protected Mode: On 125%

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 Human Resources 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 Human Resources 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.

Juliette Butler @ Student Engagement [BACK](#)

Keyword Search [?](#) [Print](#) [Star](#) [Share](#) [Back](#)

[Edit](#) [Job Postings](#) [Events](#) [Account](#) [Login As](#) [Sent Emails](#) [Notes](#) [Activities](#) [Rel. Mgmt.](#)












Office

[Search](#) [Clear](#)

Click the + to select all students. Then click next in the bottom right hand corner

[Mail to Checked](#) [Save As Excel](#) [Generate Book](#) [Delete Applications](#) Items 1-5 of 5 (5 items selected)

SHOW 20 per page

 Portfolio	Last Name ▲	First Name ▲	Position ▲	Documents	Date Submitted ▲	Options	Status
<input checked="" type="checkbox"/>			Office Clerical Position (3007)	 	May 25, 2011 12:22:00 pm	X Delete Application	<input type="checkbox"/>
<input checked="" type="checkbox"/>			Office Clerical Position (3007)	 	May 13, 2011 10:53:00 am	X Delete Application	<input type="checkbox"/>
<input checked="" type="checkbox"/>			Office Clerical Position (3007)	 	May 13, 2011 05:18:00 pm	X Delete Application	<input type="checkbox"/>
<input checked="" type="checkbox"/>			Office Clerical Position (3007)	 	May 13, 2011 07:50:00 pm	X Delete Application	<input type="checkbox"/>
<input checked="" type="checkbox"/> 			Office Clerical Position (3007)	 	May 23, 2011 08:11:00 pm	X Delete Application	<input type="checkbox"/>

ROAR
LIONS!

Items 1-5 of 5

Robert T. Koch Jr. @ UNA Center for Writing Excellence BACK

Edit Job Postings Events Account Login As Sent Emails Notes Activities Rel. Mgmt

Robert T. Koch Jr. @ UNA Center for Writing Excellence Show in a Separate Window

job postings NACElink software by symplicity

Mail Wizard Help

1st: Enter the subject of the email message

2nd: Enter message to applicant

3rd: Click Next in the right hand column

STEP 1: Review/Edit Message

Please review/set the parameters of the message you wish to send. Make any changes in the form below, select whether and how you wish to save these changes, and then select the 'next' button.

Subject* Enter the subject of the email message.

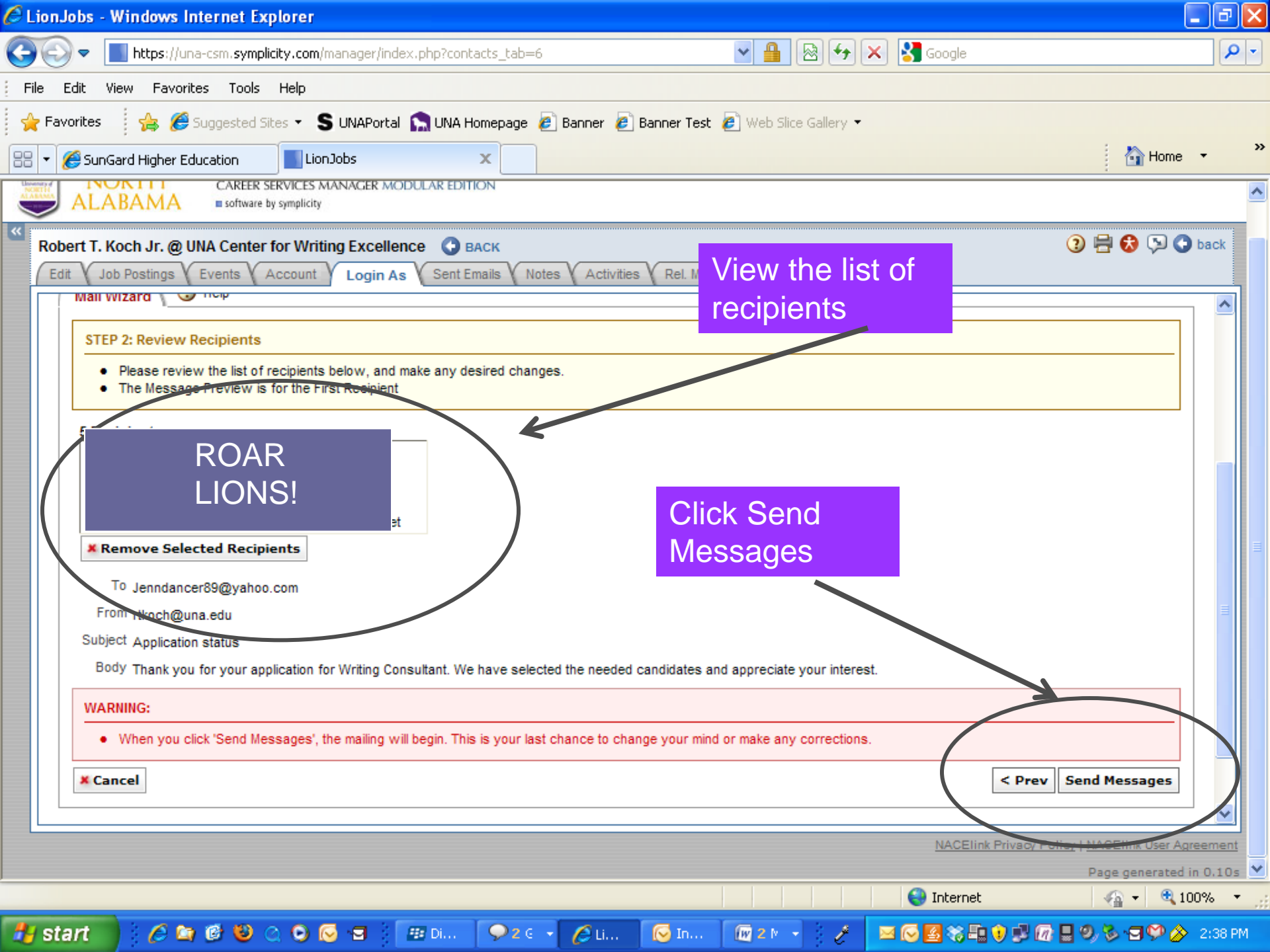
From* rtkoch@una.edu

Cc Address(es) who should be carbon copied. Any email address entered will receive EVERY copy of the sent message

Bcc Address(es) who should be blind copied. Any email address entered will receive EVERY copy of the

AVAILABLE ACTIONS

NEXT



Supervisor's Responsibility during Hiring Process

Provide the following New Hires
(never worked on campus)
with the following information:

- New Hire Instruction Sheet
- Contact Information – email and phone
- Confidentiality Agreement
- Banner Training info, if applicable

Job Expectations

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

- Attire**
- Work Schedule**
- Customer Service**
- Work Environment**

Supervisor's Responsibility during Hiring Process continued

- Direct student to Student Employment Office
Bibb Graves Room 224
- AFTER receiving email confirmation from Student Employment that student has completed paperwork, create an Electronic Personnel Action Form (EPAF) the Query Date and Job Effective date must coincide.

Hiring 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, 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 an International Student continued....

- The Student Employment Coordinator will notify Karen Kennedy, International Affairs of the student's eligibility by email.
- The student will visit Karen Kennedy 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.**

Hiring an International Student continued....

- 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 Student Employment indicating when an EPAF can be submitted

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. Submit email to srsmith3@una.edu include number of students start and end date, budget number, rate of pay number of hours per week, and summary of job duties and skills needed, if applicable
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 their 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: <input type="radio"/> (FWS) <input type="radio"/> (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: _____ _____ _____	
<u>AUTHORIZATION: I request that this student's work study assignment be change as noted on this form.</u> <u>Funds are available in my department to accommodate this request.</u>	
Department _____	Cost Head Signature _____
CP&D APPROVAL: _____	COMMENT: _____
RETURN FORM TO: Stephanie Smith Career Planning and Development - UNA Box 5066 - GUC Room 202	

Wage Level Guide

UNA Student Employment Wage Level Guide

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

Scale/Hourly Wage	Level I	LEVEL II	Level III
	Step 1 \$7.25	Step 1 \$7.60	Step 1 \$7.95
	Step 2 \$7.50	Step 2 \$7.85	Step 2 \$8.20
	Step 3 \$7.75	Step 3 \$8.10	Step 3 \$8.45
	Step 4 \$8.00	Step 4 \$8.35	Step 4 \$8.70

- 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

Personnel File

- 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

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

Payroll

- Supervisor must indicate the Total Pay in the comments field of the EPAF
- Total pay will be divided by the number of months the student is approved to work.
- Example: Begin Date 8/01/2013 - End Date 4/30/2014
Total pay \$5400 / 9 months = \$600 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.

Graduate Assistants

EPAF

- **GA Forms are no longer required**
- **An EPAF must be submitted by selecting GA Stipend Hire**
- **The student cannot receive compensation until the EPAF has been approved by all approvers**

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.

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

Student Employment

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.
- The Student Employment Office 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 Student Employment Office 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 or her with students of the same academic level and/or with 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 deadline 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 & GA.
- 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. EPAF for Change of End Date and Pay Rate coming soon.....
- All paper forms can be found on Human Resources webpage:
<http://www.una.edu/humanresources/employment.html>
- A student MAY NOT begin working until Student Employment has received ID's and Tax Forms are completed and EPAF approvals are received!

Entering a New Work Study Assignment via EPAF



Navigation bar of the SunGard Higher Education portal. It includes a search bar with the URL http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&ai, a Google search bar, and a list of links: Banner, Banner Test, Banner Timesheet, USER Login, New Hire Form, Office Depot, The University of North Alabama, UNA Homepage, and UNAPortal. There are also icons for Search, Bookmarks, Check, AutoFill, and Sign In. The browser tabs show SunGard Higher Education, The University of North Alabama, and AOL.com - Welcome to AOL.

University of North Alabama

User account information and navigation tabs. On the left, it says "My Account Content Layout". In the center, it says "Welcome Laurie F Cates" and "You are currently logged in." On the right, there are icons for E-mail, Calendar, Groups, and Logout. Below this is a row of navigation tabs: My UNAPortal, University Calendar, Tutorial, My Courses, Self Service Banner (highlighted), Self-Service Banner, and BannerINB. The date "July 14" is displayed on the far right.

Navigation tabs for the Employee section. The tabs are: Personal Information, Student, Financial Aid, Employee (highlighted), and Finance. Below the tabs is a search bar with the text "Search" and a "Go" button. On the right, there are links for "RETURN TO MENU", "SITE MAP", and "HELP".

Employee

- Time Sheet
 - Non-exempt: time and leave entry
 - Student: time entry
- Leave Report
 - Exempt and faculty leave reporting
- Electronic Personnel Action Forms
- Benefits and Deductions
 - Retirement, health, miscellaneous, beneficiary, Benefit Statement
- Pay Information
 - Direct deposit allocation, earnings and deductions history, or pay stubs
- Tax Forms
 - W4, A4, and W2 Information
- Jobs Summary

Under the **Employee** tab, select **Electronic Personnel Action Forms**.

Navigation bar of the SunGard Higher Education portal. It includes a search bar with the URL http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&a, a Google search bar, and a list of links: Banner, Banner Test, Banner Timesheet, USER Login, New Hire Form, Office Depot, The University of North Alabama, UNA Homepage, and UNAPortal. There are also icons for Search, Bookmarks, Check, AutoFill, and Sign In. The browser tabs show SunGard Higher Education, The University of North Alabama, and AOL.com - Welcome to AOL.

University of North Alabama

User account and navigation section. On the left, a link for [My Account Content Layout](#). In the center, a welcome message: **Welcome Laurie F Cates** and *You are currently logged in.* On the right, icons for [E-mail](#), [Calendar](#), [Groups](#), and [Logout](#). Below this is a horizontal menu with tabs: [My UNAPortal](#), [University Calendar](#), [Tutorial](#), [My Courses](#), [Self Service Banner](#) (highlighted), [Self-Service Banner](#), and [BannerINB](#). The date **July 14** is displayed on the far right.

Navigation and search section. A horizontal menu with tabs: [Personal Information](#), [Student](#), [Financial Aid](#), [Employee](#) (highlighted), and [Finance](#). Below the tabs is a search bar with the text **Search**, an input field, and a [Go](#) button. To the right are links for [RETURN TO EMPLOYEE MENU](#), [SITE MAP](#), and [HELP](#).

Electronic Personnel Action Form

- [EPAF Approver Summary](#)
- [EPAF Originator Summary](#)
- [New EPAF](#)
- [EPAF Proxy Records](#)
- [Act as a Proxy](#)

To begin a new EPAF, click [New EPAF](#).

RELEASE: 8.1

powered by
SUNGARD HIGHER EDUCATION

http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&ar Google

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search Bookmarks Check AutoFill Sign In

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

University of North Alabama

My Account Content Layout Welcome Laurie F Cates You are currently logged in. E-mail Calendar Groups Logout

My UNAPortal University Calendar Tutorial My Courses Self Service Banner Self-Service Banner BannerINB July 14

Personal Information Student Financial Aid **Employee** Finance

Search Go

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * 

Query Date: MM/DD/YYYY *

Approval Category: *

Go

Enter the student's L number
OR search for the student using
the magnifying glass.

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search Bookmarks Check AutoFill Sign In

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Laurie F Cates
You are currently logged in.

E-mail Calendar Groups Logout

[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Courses](#) [Self Service Banner](#) [Self-Service Banner](#) [BannerINB](#) July 14

Search Criteria

Employee: ☐

Last Name:

Ball

First Name:

Ash%

Or

ID:

Or

SSN/SIN/TIN:

Records per Page:

25

Go

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](#).

http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&ar

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

Sign In

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Laurie F Cates
You are currently logged in.

[E-mail](#) [Calendar](#) [Groups](#) [Logout](#)

[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Courses](#) [Self Service Banner](#) [Self-Service Banner](#) [BannerINB](#) July 14

[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#) [Finance](#)

Search [Go](#)

Person Search Results

To choose a person, select a link under ID.

ID	Last Name	First Name	Middle Name	Birth Date	Name Type
L00544963	Ball	Ashley	Nikkole	Aug 10, 1989	Student Name STUD

1 - 1 of 1

[EPAF Person Search](#)
[Return to EPAF Menu](#)

Select the student by clicking
his/her ID.

Navigation bar of the SunGard Higher Education portal. It includes a search bar with the URL http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&ai, a Google search bar, and a list of links: Banner, Banner Test, Banner Timesheet, USER Login, New Hire Form, Office Depot, The University of North Alabama, UNA Homepage, and UNAPortal. There are also icons for Search, Bookmarks, Check, AutoFill, and Sign In. The browser tabs show SunGard Higher Education, The University of North Alabama, and AOL.com - Welcome to AOL.

University of North Alabama

User account information and navigation tabs. The user is logged in as Laurie F Cates. Navigation tabs include: My UNAPortal, University Calendar, Tutorial, My Courses, Self Service Banner, Self-Service Banner, and BannerINB. The date July 14 is displayed.

Personal Information Student Financial Aid **Employee** Finance

Search

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#)

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY*

Approval Category: *

Enter the **Query Date**. This will be the date the student's assignment is to begin.

Navigation bar of the SunGard Higher Education portal. It includes a search bar with the URL http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&ai, a Google search bar, and a list of links: Banner, Banner Test, Banner Timesheet, USER Login, New Hire Form, Office Depot, The University of North Alabama, UNA Homepage, and UNAPortal. There are also icons for Search, Check, AutoFill, and Sign In. The browser tabs show SunGard Higher Education, The University of North Alabama, and AOL.com - Welcome to AOL.

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Laurie F Cates
You are currently logged in.

[E-mail](#) [Calendar](#) [Groups](#) [Logout](#)


[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Courses](#) [Self Service Banner](#) [Self-Service Banner](#) [BannerINB](#) July 14

[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#) [Finance](#)

Search

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#)


New EPAF Person Selection

 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and

* - indicates a required field.

ID: * 

Query Date: MM/DD/YYYY *

Approval Category: * 

Next, click the drop down arrow and select [Student Hire and End Job](#).

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Laurie F Cates
You are currently logged in.

E-mail Calendar Groups Logout

[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Courses](#) [Self Service Banner](#) [Self-Service Banner](#) [BannerINB](#)

July 14

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or se

ID: Ashley Nikkole Ball, L00544963

Query Date: Aug 01, 2009

Approval Category: Student Hire, STHIRE

Add Student Job, JOBADD

Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	<input type="text"/>	<input type="text"/>							

There are no active jobs based on the Query Date.

All Jobs

Next Approval Type

Go

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.

http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&a

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search Bookmarks Check AutoFill Sign In

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

University of North Alabama

My Account Content Layout Welcome Laurie F Cates You are currently logged in.

E-mail Calendar Groups Logout

My UNAPortal University Calendar Tutorial My Courses Self Service Banner Self-Service Banner BannerINB July 14

New Position Selection

Enter search criteria and select Go. Then select the link under Position to select

Search Criteria

Position Number:

Employee Class:

PM, Part Time Regular Monthly
SF, Student Federal Work Study

COA:

All
U, UNA University Chart

Budget Organization:

49004, Student Marketing
49210, Dept of Student Financial Services

Go

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.

http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&a

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

Sign In

University of North Alabama

My Account Content Layout Welcome Laurie F Cates You are currently logged in.

E-mail Calendar Groups Logout

My UNAPortal University Calendar Tutorial My Courses Self Service Banner Self-Service Banner BannerINB July 14

New Position Selection

Enter search criteria and select Go. Then select the link under Position to select

Search Criteria

Position Number:

Employee Class:

PM, Part Time Regular Monthly
SF, Student Federal Work Study

COA:

All
U, UNA University Chart

Budget Organization:

49004, Student Marketing
49210, Dept of Student Financial Services

Go

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.

http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&ar

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search Bookmarks Check AutoFill Sign In

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Laurie F Cates
You are currently logged in.

[E-mail](#) [Calendar](#) [Groups](#) [Logout](#)

[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Courses](#) [Self Service Banner](#) [Self-Service Banner](#) [BannerINB](#)

July 14

Search Criteria

Position Number:

Employee Class:

All
E1, Admin Executive

COA:

All
U, UNA University Chart

Budget Organization:

All
20000, Presidents Office

[Go](#)

Once you have found the appropriate position, click on the position number to select it.

Search Results

Position	Title	Employee Class	COA	Budget Organization	Begin Date	End Date
SF9953	Student WS Fed - SFS	SF, Student Federal Work Study	U	49210, Dept of Student Financial Services	Oct 01, 2006	

[Return to EPAF Menu](#)

http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&ai Google

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search Bookmarks Check AutoFill Sign In

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

University of North Alabama

My Account Content Layout Welcome Laurie F Cates You are currently logged in. E-mail Calendar Groups Logout

My UNAPortal University Calendar Tutorial My Courses Self Service Banner Self-Service Banner BannerINB July 14

Enter or search for a new position number and enter the

The suffix for all assignments is 00.

ID: Ashley Nikkole Ball, L00544963
Query Date: Aug 01, 2009
Approval Category: Student Hire, STHIRE

Add Student Job, JOBADD

Search Type	Position	Suffix	Title	Time Sheet Org
New Job	SF9953	00.	Student WS Fed - SFS	49210, Dept of S Services

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.*

There are no active jobs based on the Query Date.

All Jobs

Next Approval Type

Go

After the Next Approval Type box disappears, click Go.

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

University of North Alabama

My Account
Content Layout

My UNAPortal

Save

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.

Self Service Banner Self-Service Banner

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

Hire Student, SF9953-00. Student WS Fed - SFS

Item	Current Value	New Value
Employee Status: (Not Overrideable)	Active	A
Employee Class Code:	SF, Student Federal Work Study	<input type="text"/>
Home COAS: (Not Overrideable)	U	U
Home Organization:	49210, Dept of Student Financial Services	<input type="text"/>
Distribution COA: (Not Overrideable)	U	U
Distribution Orgn:	49210, Dept of Student Financial Services	<input type="text"/>
Current Hire Date: MM/DD/YYYY	08/04/2008	<input type="text"/>

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

Enter the start date of the assignment.

NEW HIRE STUDENT WORKER EPAF INSTRUCTIONS

New EPAF Person Selection

ID:	LOO#####	Jane Q. Student
Query Date:		
Approval Category:	Student Worker NEW Hire, STUNEW	

Position: Suffix: 00

For a NEW student worker, this date MUST be the date provided to you by Student Employment. For rehires, please use the first date the student reports to work (August 1 or after). This same date should be used for the CURRENT HIRE and EFFECTIVE DATES referenced below.

Hire Student

Item	Current Value	New Value
Employee Status: *(Not Enterable)	<input type="text"/>	Active
Employee Class Code: *	<input type="text"/>	<div style="background-color: yellow; width: 100px; height: 20px;"></div>
Home COAS: *(Not Enterable)	<input type="text"/>	U
Home Organization: *	<input type="text"/>	<div style="background-color: yellow; width: 100px; height: 20px;"></div>
Current Hire Date: *	<input type="text"/>	<div style="background-color: green; width: 100px; height: 20px;"></div>

Enter SF or SU.

Enter your department's org. number.

For a NEW student worker, this date MUST be the date provided to you by Student Employment. This MUST be the same date as the QUERY DATE and EFFECTIVE DATE referenced below.

Add Job

Item	Current Value	New Value
Job Status: *(Not Enterable)	<input type="text"/>	A
Contract Type: *	<input type="text"/>	<div style="background-color: yellow; width: 100px; height: 20px;"></div>
Job Begin Date: MM/DD/YYYY *	<input type="text"/>	<div style="background-color: green; width: 100px; height: 20px;"></div>
Job Effective Date: MM/DD/YYYY *	<input type="text"/>	<div style="background-color: green; width: 100px; height: 20px;"></div>
Regular Rate (Hourly Rate):	<input type="text"/>	<input type="text"/>
Hours per Pay: *	<input type="text"/>	20
Job Change Reason: *(Not Enterable)	<input type="text"/>	NEASS
Timesheet Orgn:	<input type="text"/>	<div style="background-color: yellow; width: 100px; height: 20px;"></div>

Select Primary. If you get an error, select Secondary.

These two dates MUST be the SAME and must be the date provided to you by Student Employment. These MUST be the same date as the QUERY DATE referenced above.

Change hours if necessary.

Enter the timesheet org number of the person who will approve time.

Enter student's hourly rate.

Step: *(Not Enterable)

0

Salary Group: *(Not Enterable)

2014

Labor Distribution

Current Effective Date:

This date SHOULD match the other four dates in green blocks.

COA	Index	Fund	Org	Account	Program	Activity	Location	Project	Cost	%	Encumbrance Override End Date
New											
Effective Date: MM/DD/YYYY											
COA	Index	Fund	Org	Account	Program	Activity	Location	Project	Cost	%	Encumbrance Override End Date
U		110000	41210	6115	INS					100	
Total:										100	

Terminate Job

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY *		
Job Status: *(Not Enterable)		T
Job Change Reason: *(Not Enterable)		TERMA

This should be the LAST day of the student's assignment.

Please ensure that you choose the appropriate USER NAME as indicated below. Also, the REQUIRED ACTION must be as indicated here.

Routing Queue

Approval Level	User Name		Required Action
38 - (COSTCN) Cost Center Head	YOURDEPTCHAIR	Your Department Chair	Approve
65 - (FIN) Finance	TLRHODES	Terri Lisa Rhodes	Approve
91 - (SELVL1) Stu. Empl. Level 1	SRSMITH3	Stephanie Smith	Approve
99 - (SELVL2) Stu. Empl. Level 2	SRSMITH3	Stephanie Smith	Apply

Comment



Enter comments if needed.

REHIRE A STUDENT WORKER EPAF INSTRUCTIONS

This is for renewing a student in the SAME position he/she has previously been in.

New EPAF Person Selection

ID:	LOO#####	Jane Q. Student
Query Date:		
Approval		
Category:	Student Worker REHIRE, STUREH	

Enter the first date the student reports to work (August 1 or after). This same date should be used for the CURRENT HIRE and EFFECTIVE DATES referenced below.

Position:	Suffix:	00
-----------	---------	----

Hire Student

Item	Current Value	New Value
Employee Class Code: *		
Current Hire Date: *		

Enter SF or SU.

For a NEW student worker, this date MUST be the date provided to you by Student Employment. This MUST be the same date as the QUERY DATE and EFFECTIVE DATE referenced below.

Add Job

Item	Current Value	New Value
Job Status: *(Not Enterable)		A
Contract Type: *		
Job Effective Date: MM/DD/YYYY *		
Regular Rate (Hourly Rate):		
Hours per Pay: *		20
Job Change Reason: *(Not Enterable)		NEASS
Timesheet Orgn:*		
Step: *(Not Enterable)		0
Salary Group: *(Not Enterable)		2014

Select Primary. If you get an error, select

This date MUST be the SAME as the QUERY DATE and CURRENT HIRE DATE detailed above.

Enter student's hourly rate.

Change hours if necessary.

Enter the timesheet org number of the person who will approve time

Labor Distribution

Current Effective Date:

This date SHOULD match the other four dates in green blocks.

COA	Index	Fund	Org	Account	Program	Activity	Location	Project	Cost	%	Encumbrance Override End Date
New											
Effective Date: MM/DD/YYYY											
COA	Index	Fund	Org	Account	Program	Activity	Location	Project	Cost	%	Encumbrance Override End Date
U		110000	41210	6115	INS					100	
Total:										100	

Terminate Job

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY *		
Job Status: *(Not Enterable)		T
Job Change Reason: *(Not Enterable)		TERMA

This should be the LAST day of the student's assignment.

Please ensure that you choose the appropriate USER NAME as indicated below. Also, the REQUIRED ACTION must be as indicated here.

Routing Queue

Approval Level	User Name		Required Action
38 - (COSTCN) Cost Center Head	YOURDEPTCHAIR	Your Department Chair	Approve
65 - (FIN) Finance	TLRHODES	Terri Lisa Rhodes	Approve
91 - (SELVL1) Stu. Empl. Level 1	SRSMITH3	Stephanie Smith	Approve
99 - (SELVL2) Stu. Empl. Level 2	SRSMITH3	Stephanie Smith	Apply

Comment

Enter comments if needed.

STIPEND-PAID (GA OR UNIVERSITY) STUDENT WORKER EPAF INSTRUCTIONS

New EPAF Person Selection

ID:	L00#####	Jane Q. Student
Query Date:		
Approval		
Category:	GA/SU Stipend Hire (GAHIRE)	

This should be the first day of the month (Example August 1). This same date should be used for the CURRENT HIRE and EFFECTIVE DATES referenced below.

Position:	Suffix:	00
-----------	---------	----

Hire Student

Item	Current Value	New Value
Employee Status: *(Not Enterable)		Active
Employee Class Code: *		
Home COAS: *(Not Enterable)		U
Home Organization: *		
Current Hire Date: *		

Enter SG or SU.

Enter your department's org. number.

This should be the FIRST day of the FIRST month (Example August 1) the student will be paid for. If you begin this after the first day of the first month of the assignment, the student WILL NOT receive the full monthly stipend. This MUST be the same date as the QUERY DATE referenced above and EFFECTIVE DATE referenced below.

Add Job

Item	Current Value	Value
Job Effective Date: MM/DD/YYYY		
Contract Type: *		P
Job Status: *(Not Enterable)		A
Job Change Reason: *(Not Enterable)		NEASS

Select Primary. If you get an error, select Secondary.

Regular Rate (Monthly Rate):

Enter the monthly stipend amount the student should receive.

Hours per Pay: *(Not Enterable)

Factor: *

Pays: *

Step: *(Not Enterable)

Salary Group: *(Not Enterable)

Enter the number of months the student will receive the stipend. Enter the same number in BOTH blanks.

Labor Distribution

Current Effective Date:

This date SHOULD match the other three dates in green blocks.

COA	Index	Fund	Org	Account	Program	Activity	Location	Project	Cost	%	Encumbrance Override End Date
New											
Effective Date: MM/DD/YYYY											
COA	Index	Fund	Org	Account	Program	Activity	Location	Project	Cost	%	Encumbrance Override End Date
U		110000	41210	6115	INS					100	
Total:										100	

End Job

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY *	<input type="text"/>	<input type="text"/>
Job Status: *(Not Enterable)	<input type="text"/>	<input type="text" value="T"/>
Job Change Reason: *(Not Enterable)	<input type="text"/>	<input type="text" value="TERMA"/>

This should be the LAST day of the last month (Example April 30) the student will be paid for. If you end this prior to the last day of the last month of the assignment, the student WILL NOT receive the full monthly stipend

Routing Queue

Please ensure that you choose the appropriate USER NAME as indicated below. Also, the REQUIRED ACTION must be as indicated here.

Approval Level	User Name		Required Action
37 - (HRLVL1) HR Level 1	SRSMTIH3	Stephanie Smith	Approve
38 - (COSTCN) Cost Center Head	YOURDEPTCHAIR	Your Department Chair	Approve
41 - (DEAN) Dean	YOURDEAN	Your Dean	Approve
65 - (FIN) Finance	TLRHODES	Terri Lisa Rhodes	Approve
67 - (FINAID) Financial Aid	JWBYERS	Jeremy Wade Byers	FYI
90 - (PAYROL) Payroll	MCBROWN	Margaret Brown	FYI
91 - (SELVL1) Student Emp. Level 1	SRSMTIH3	Stephanie Smith	Approve
99 - (SUPER) Superuser/Applier	KHARAWAY	Kathy Haraway	Apply

Comment

Student's total number of enrolled hours per semester: (example: 6 hours Fall; 9 hours Spring)
 Total academic year stipend amount: (example: \$5,400) \$600 X 9 months

Comments are REQUIRED and must include the student's total number of enrolled hours for each semester covered by the tuition scholarship AND the total academic year stipend amount. TIP: The FACTORS multiplied by the MONTHLY RATE MUST equal the academic year stipend amount.

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Laurie F Cates
You are currently logged in.

[E-mail](#) [Calendar](#) [Groups](#) [Logout](#)

[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Courses](#) [Self Service Banner](#) [Self-Service Banner](#) [BannerINB](#) July 14

Search


[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#)

EPAF Originator Summary

Current **History**

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status:

 No transactions found in your queue.

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)
[Return to EPAF Menu](#)

Click on [History](#) tab.

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search Check AutoFill Sign In

SunGard Higher Education x The University of North Alab... AOL.com - Welcome to AOL

University of North Alabama

[My Account](#) [Content Layout](#) **Welcome Laurie F Cates**
You are currently logged in.

E-mail Calendar Groups Logout

My UNAPortal **University Calendar** **Tutorial** **My Courses** **Self Service Banner** **Self-Service Banner** **BannerINB** July 14

Personal Information **Student** **Financial Aid** **Employee** **Finance**

Search

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#)

EPAF Originator Summary

Current **History**

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status:

To view all originated EPAFs,
select **All** and **Go**.

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)

1 - 22 of 22

EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
------	----	-------------	----------------	----------------	----------------	--------------------	-------

http://unaportal.una.edu/tag.236807d77d3e2f86.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&ar

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

Sign In

University of North Alabama

My Account Content Layout Welcome Laurie F Cates You are currently logged in.

E-mail Calendar Groups Logout

My UNAPortal University Calendar Tutorial My Banner BannerINB July 14

Uchenna R. Student WS Univ - Sociology, SU9984-15			End Job					Warnings
Austin, David A. Student WS Univ - J Hart Grant, SU9909-15	L00541007	12	Student Hire and End Job	Jun 16, 2009	Jun 09, 2009	Completed		
Ball, Ashley N. Student WS Fed - SFS, SF9953-16	L00544963	191	Student Hire and End Job	Jul 14, 2009	Aug 01, 2009	Pending	**Comments	
Bonner, Ciesha N. Student WS Univ - SRC, SU9931-16	L00520461	13	Student Hire and End Job	Jun 16, 2009	Aug 01, 2009	Completed		
Campbell, Joseph N. Student Univ - SOAR				Jun 18, 2009	Jun 01, 2009	Completed	**Comments	Warnings

You may view the overall status of the EPAF here.

By clicking on the student's name, you can view the EPAF and see exactly whose queue it is in.

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Laurie F Cates
 You are currently logged in.

[Calendar Groups](#) [Logout](#)
[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Courses](#) [Self](#)

July 14

SU9984-15							
Austin, David A. Student WS Univ - J Hart Grant, SU9909-15	L00541007	12	Student Hire and End Job				
Ball, Ashley N. Student WS Fed - SFS, SF9953-16	L00544963	191	Student Hire and End Job	Jul 14, 2009	Aug 01, 2009	Pending	**Comments
Bonner, Ciesha N. Student WS Univ - SRC, SU9931-16	L00520461	13	Student Hire and End Job	Jun 16, 2009	Aug 01, 2009	Completed	
Campbell, Joseph N. Student Univ - SOAR Counselor, SU9880-15	L00500618	14	Student Hire and End Job	Jun 18, 2009	Jun 01, 2009	Completed	**Comments Warnings
Chow, Cassandra M	L00500432	5	Student Hire and End Job	Jun 16, 2009	Aug 24, 2009	Completed	Warnings

To view any comments associated with the EPAF, click [Comments](#). Note that ****** indicates comments do exist for the EPAF.

University of North Alabama

My Account Content Layout

Welcome Laurie F Cates
You are currently logged in.

E-mail Calendar Groups Logout

My UNAPortal University Calendar Tutorial My Courses Self Service Banner Self-Service Banner BannerINB July 14

Enter a comment.

Name and ID: Ashley Nikkole Ball, L00544963
Transaction: 191
Job and Suffix: SF9953-16, Student WS Fed - SFS
Approval Category: Student Hire, STHIRE

Previous Comments

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

Enter Comment

View comment(s).

File Edit View Favorites Tools Help

Links Banner Banner Test Banner Timesheet USER Login New Hire Form Office Depot The University of North Alabama UNA Homepage UNAPortal

Google Search

SunGard Higher Education The University of North Alab... AOL.com - Welcome to AOL

Sign In

University of North Alabama

My Account Content Layout Welcome Laurie F Cates You are currently logged in. E-mail Calendar Groups Logout

My UNAPortal University Calendar Tutorial BannerINB July 14

SU9984-15	L00541007	12	S	E		Completed	
Austin, David A. Student WS Univ - J Hart Grant, SU9909-15							
Ball, Ashley N. Student WS Fed - SFS, SF9953-16	L00544963	191	Student Hire and End Job	Jul 14, 2009	Aug 01, 2009	Pending	**Comment
Bonner, Ciesha N. Student WS Univ - SRC, SU9931-16	L00520461	13	Student Hire and End Job	Jun 16, 2009	Aug 01, 2009	Completed	
Campbell, Joseph N. Student Univ - SOAR Counselor, SU9880-15	L00500618	14	Student Hire and End Job	Jun 18, 2009	Jun 01, 2009	Completed	**Comment Warnings
Chow, Cassandra M	L00500432	5	Student Hire and End Job	Jun 16, 2009	Aug 24, 2009	Completed	Warnings

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



University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Lisa Farris Rogers
You are currently logged in.

 [E-mail](#)  [Calendar](#)  [Groups](#)  [Logout](#)

[My UNAPortal](#) [Tutorial](#) [University Calendars](#) [My Courses](#) [Self Service Banner](#) [Self-Service Banner](#) [BannerINB](#) May 5,

Personal Announcements



[Campus Master Plan](#)

[Need furniture? Need to get rid of furniture?](#)

[End of the Year Check Outs for Traditional Housing](#)

[Camerata closes its third season this Tuesday!](#)

[Evaluations for online classes now available](#)

[More...](#)

My E-mail Inbox



INBOX folder has (25) messages, (0) unread

lfrogers@un

After logging into Portal,
click on Self Service Banner.

http://unaportal.una.edu/tag.d2ad2b26461f2737.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&... Google

File Edit View Favorites Tools Help Google Search ABC Check

Links UNA HomePage SunGard Higher Education

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Catherine Driskell White
You are currently logged in.

[E-mail](#) [Calendar](#) [Groups](#) [Logout](#)

[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Co](#)

Click on FINANCE to view your department's budget.

Main Menu

Students - Please see your advisor before attempting to register. To find your advisor, go to Student (below) --> Student Records --> View Student Information --> Select the term and Submit.

Personal Information

View addresses, phone numbers, and contact information; review name or social security number change information;

Faculty and Advisors

Enter Grades and Registration Overrides, View Class Lists and Student Information

Employee

Time and leave reporting, benefits, leave or job data, paystubs, W2 forms, A4 forms, W4 data.

Finance

Create or review financial documents, budget information, approvals.

RELEASE: 8.1.1

powered by
SUNGARD HIGHER EDUCATION

Navigation bar of the SunGard Higher Education portal. It includes a search bar with the Google logo, a "Search" button, and a "Check" button. Below the search bar is a "Links" section with a "UNA HomePage" link. The main header area features the SunGard Higher Education logo and a navigation menu with links to "My Account Content Layout", "Welcome Catherine Driskell White", "You are currently logged in.", "E-mail", "Calendar", "Groups", and "Logout".

University of North Alabama

Navigation bar of the University of North Alabama portal. It includes a search bar with the Google logo, a "Search" button, and a "Check" button. Below the search bar is a "Links" section with a "UNA HomePage" link. The main header area features the SunGard Higher Education logo and a navigation menu with links to "My Account Content Layout", "Welcome Catherine Driskell White", "You are currently logged in.", "E-mail", "Calendar", "Groups", and "Logout".

Navigation bar of the University of North Alabama portal. It includes a search bar with the Google logo, a "Search" button, and a "Check" button. Below the search bar is a "Links" section with a "UNA HomePage" link. The main header area features the SunGard Higher Education logo and a navigation menu with links to "My Account Content Layout", "Welcome Catherine Driskell White", "You are currently logged in.", "E-mail", "Calendar", "Groups", and "Logout".

Finance

- [Budget Queries](#)
- [Encumbrance Query](#)
- [Requisition](#)
- [Approve Documents](#)
- [View Document](#)
- [Budget Transfer](#)
- [Multiple Line Budget Transfer](#)
- [Delete Finance Template](#)

Click on Budget Queries to view specific information about your department's budget.

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Catherine Driskell White
You are currently logged in.

[E-mail](#) [Calendar](#) [Groups](#) [Logout](#)

[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Courses](#) [Self-Service Banner](#) [BannerINB](#)

August 3

Budget Queries

To create a new query choose a query type and select Create Query. To retrieve :
Retrieve Query.

Create a New Query Type

Budget Status by Account

Create Query

Retrieve Existing Query Saved Query

None

Retrieve Query

From the drop-down menu,
select Budget Status by
Account and then click Create
Query.

University of North Alabama

My Account
Content Layout

Welcome Catherine Driskell White
You are currently logged in.

My UNAPortal University Calendar Tutorial My Courses

Check the desired boxes. The more that are checked, the more information is provided.

Budget Queries

Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input checked="" type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input checked="" type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations
<input checked="" type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

☐ Shared

Continue

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.

Fiscal year:

2009

Fiscal period:

14

Comparison Fiscal year:

None

Comparison Fiscal period:

None

Commitment Type:

All

Chart of Accounts

U

Index

Fund

110000

Activity

Organization

30300

Location

Grant

Fund Type

Account

6139

Account Type

Program

☐ Include Revenue Accounts

Save Query as:

Navigation bar of Windows Internet Explorer showing the address bar with the URL http://unaportal.una.edu/tag.d2ad2b26461f2737.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&..., search bar, and various toolbars including File, Edit, View, Favorites, Tools, Help, Google, Search, and a toolbar with icons for E-mail, Calendar, Groups, and Logout.

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Catherine Driskell White
You are currently logged in.

[E-mail](#) [Calendar](#) [Groups](#) [Logout](#)

[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Courses](#) [Self-Service Banner](#) [BannerINB](#)

August 3

Organization: 30300 Location: []

Grant: []

Account: []

Program: []

☐ Include Revenue Accounts

Save Query as: []

☐ Shared

Then click Submit Query.

[[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#)]

RELEASE: 8.1

powered by
SUNGARD HIGHER EDUCATION

SunGard Higher Education - Windows Internet Explorer

http://unaportal.una.edu/tag.d2ad2b26461f2737.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&a

File Edit View Favorites Tools Help Google Search

Links UNA HomePage

SunGard Higher Education

University of North Alabama

Welcome Catherine Driskell White

The Adjusted Budget figure should reflect the budget for the entire fiscal year.

Self-Service Banner

The Year to Date figure should reflect the funds expended from the budget for the entire fiscal year.

Chart of Accounts	U UNA University Chart	Commitment Type	All
Fund	210900 Federal Workstudy Program		All
Organization	30300 Human Resources	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY09/PD14 Adopted Budget	FY09/PD14 Budget Adjustment	FY09/PD14 Adjusted Budget	FY09/PD14 Temporary Budget	FY09/PD14 Accounted Budget	FY09/PD14 Year to Date	FY09/PD14 Encumbrances	FY09/PD14 Reservations
6141	Federal Workstudy	1,604.00	0.00	1,604.00	0.00	1,604.00	1,540.03	0.00	0.00
Report Total (of all records)		1,604.00	0.00	1,604.00	0.00	1,604.00	1,540.03	0.00	0.00

Download All Ledger Columns

Download Selected Ledger Columns

http://unaportal.una.edu/tag.d2ad2b26461f2737.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&a

File Edit View Favorites Tools Help Google Search

Links UNA HomePage

SunGard Higher Education

University of North Alabama

My Account
Content Layout

Welcome Catherine Driskell White
You are currently logged in.

By clicking on the blue dollar figure, you can view the details of each charge to the account.

My UNAPortal University Calendar Tutorial My Courses Self-Service Banner

Chart of Accounts	U UNA University Chart	Commitment Type	All
Fund	210900 Federal Workstudy	Program	All
Organization	30300 Human Resources	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY09/PD14 Adopted Budget	FY09/PD14 Budget Adjustment	FY09/PD14 Adjusted Budget	FY09/PD14 Temporary Budget	FY09/PD14 Account Budget	FY09/PD14 Year to Date	FY09/PD14 Encumbrances	FY09/PD14 Reservations
6141	Federal Workstudy	1,604.00	0.00	1,604.00	0.00	1,604.00	1,540.03	0.00	0.00
Report Total (of all records)		1,604.00	0.00	1,604.00	0.00	1,604.00	1,540.03	0.00	0.00

Download All Ledger Columns

Download Selected Ledger Columns

http://unaportal.una.edu/tag.d2ad2b26461f2737.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&... Google

File Edit View Favorites Tools Help Google Search ABC Check

Links UNA HomePage

SunGard Higher Education

University of North Alabama

[My Account](#)
[Content Layout](#)

Welcome Catherine Driskell White
You are currently logged in.

[E-mail](#) [Calendar](#) [Groups](#) [Logout](#)

[My UNAPortal](#) [University Calendar](#) [Tutorial](#) [My Courses](#) [Self-Service Banner](#) [BannerINB](#)

August 3

Period Ending Sep 30, 2009

As of Aug 03, 2009

Chart of Accounts:	U UNA University Chart	Commitment Type:	
Fund:	210900 Federal Workstudy	Program:	
Organization:	30300 Human Resources	Activity:	All
Account:	6141 Federal Workstudy	Location:	All

Details of monthly earnings

Document List

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

QUESTIONS???