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.
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.
Display Contact Information To Students: [ ]

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 Start: [ ]

Graduation Date – Range 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: 2010-11 Academic Year

Approximate Hours Per Week: 20

Class Level*: Please enter the desired class levels.
- Freshman
- Sophomore
- Junior
Automatic Application Packet: Click add item under attachment
1) Click Browse
2) Search for document
3) Click add item

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

Click View Job Applicants
View Job Postings

Welcome, Juliette Butler.

job postings

Single School 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 association)</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 position includes duties such as receiving and processing mail, answering phones and other administrative tasks.</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>2360</td>
<td>This is a part-time position for the fall, spring and summer semesters. The student will be responsible for maintaining and updating records.</td>
<td>Part-time On-campus</td>
<td>Accounting</td>
<td>Aug 18, 2010</td>
<td>Sep 10, 2010</td>
</tr>
</tbody>
</table>
View Applicants
To view PDF files, you may need Adobe Acrobat Reader. To view Excel files, you may need Excel Viewer 2003.
Click the blank space to view all applicants.
<table>
<thead>
<tr>
<th>Position</th>
<th>Documents</th>
<th>Date Submitted</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Clerical Position</td>
<td>Office Clerical Position (2432)</td>
<td>Sep 14, 2010 11:27:00 pm</td>
<td>Delete Application</td>
</tr>
<tr>
<td></td>
<td>Office Clerical Position (2432)</td>
<td>Sep 14, 2010 05:49:00 pm</td>
<td>Delete Application</td>
</tr>
<tr>
<td></td>
<td>Office Clerical Position (2432)</td>
<td>Sep 15, 2010 11:08:00 am</td>
<td>Delete Application</td>
</tr>
<tr>
<td></td>
<td>Office Clerical Position (2432)</td>
<td>Sep 16, 2010 12:15:00 am</td>
<td>Delete Application</td>
</tr>
</tbody>
</table>
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 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.
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
View the list of recipients

ROAR LIONS!

Click Send Messages

STEP 2: Review Recipients

- Please review the list of recipients below, and make any desired changes.
- The Message Preview is for the First Recipient

To: jenndancer89@yahoo.com
From: r.koch@una.edu
Subject: Application status

Body: Thank you for your application for Writing Consultant. We have selected the needed candidates and appreciate your interest.

WARNING:
- When you 'Send Messages', the mailing will begin. This is your last chance to change your mind or make any corrections.

< Prev | Send Messages
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 srsmitth3@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: 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 changed as noted on this form.

Family is available in my department to accommodate this request.

Department Cost Head Signature

OPM APPROVAL

RETURN FORM TO: Stephanie Smith Career Planning and Development - UNA Box 5464 - GHC Room 202
# 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>Complexity of Assignment</td>
<td>Routine &amp; non-complex</td>
<td>Moderate difficulty</td>
<td>Considerable difficulty</td>
</tr>
<tr>
<td></td>
<td>Procedures are well established</td>
<td>Limited decision making required</td>
<td>Extensive problem solving &amp; decision making required</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Usually involves concurrent activities</td>
</tr>
<tr>
<td>Supervision 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>Supervision</td>
<td>None</td>
<td>Supervisory responsibilities for limited activities</td>
<td>Involves supervisory responsibilities for large or complex activities</td>
</tr>
<tr>
<td>Scope</td>
<td>Work within department</td>
<td>Work campus wide</td>
<td>Work goes beyond campus</td>
</tr>
<tr>
<td>Knowledge</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>Training</td>
<td>None or minimal previous training required</td>
<td>Relevant job related training</td>
<td>Requires specific advanced training</td>
</tr>
<tr>
<td>Experience</td>
<td>None or minimal experience related to job</td>
<td>Prior experience Necessary</td>
<td>Related work experience required</td>
</tr>
<tr>
<td>Certification/License</td>
<td>None</td>
<td>None</td>
<td>Requires specific licensure</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scale/Hourly Wage</th>
<th>Level I</th>
<th>LEVEL II</th>
<th>Level III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>$7.25</td>
<td>Step 1</td>
<td>$7.50</td>
</tr>
<tr>
<td>Step 2</td>
<td>$7.50</td>
<td>Step 2</td>
<td>$7.85</td>
</tr>
<tr>
<td>Step 3</td>
<td>$7.75</td>
<td>Step 3</td>
<td>$8.10</td>
</tr>
<tr>
<td>Step 4</td>
<td>$8.00</td>
<td>Step 4</td>
<td>$8.35</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Step 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Step 4</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
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](http://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

## Federal and University Work-Study

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
</tr>
</thead>
</table>

**Position Type:**
- [ ] 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-No Evaluation.

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

1. **Dependability/Reliability:** Meets work schedule and fulfills job responsibilities. Consistently delivers what is required within deadline and instructions.
2. **Initiative:** Starts assignments without prompting and independently contributes ideas/projects. Sees and acts upon new opportunities.
3. **Attitude:** Displays a positive attitude towards goals and objectives of department. Works well with others to accomplish goals.
4. **Interpersonal Skills:** Ability to establish and maintain good working relationships with others.
5. **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
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.
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.
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

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.
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.
# NEW HIRE STUDENT WORKER EPAF INSTRUCTIONS

## New EPAF Person Selection

<table>
<thead>
<tr>
<th>ID:</th>
<th>[LOGO]##</th>
<th>Jane Q. Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Date:</td>
<td>[GREEN]</td>
<td></td>
</tr>
<tr>
<td>Approval Category:</td>
<td>Student Worker NEW Hire, STUNEW</td>
<td></td>
</tr>
<tr>
<td>Position:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suffix:</td>
<td>00</td>
<td></td>
</tr>
</tbody>
</table>

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 date should be used for the CURRENT HIRE and EFFECTIVE DATES referenced below.

## Hire Student

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Status: * (Not Enterable)</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Employee Class Code: *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home COAS: * (Not Enterable)</td>
<td>U</td>
<td></td>
</tr>
<tr>
<td>Home Organization: *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Hire Date: *</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Status: * (Not Enterable)</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Contract Type: *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Begin Date: MM/DD/YYYY *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Effective Date: MM/DD/YYYY *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Rate (Hourly Rate):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours per Pay: *</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Job Change Reason: * (Not Enterable)</td>
<td>NEASS</td>
<td></td>
</tr>
<tr>
<td>Timesheet Orgn:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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:**

- **Date:** [Enter current date]

**New Effective Date:** 

- **Date:** [Enter new effective date]

### Terminate Job

**Jobs Effective Date:** [Enter last day of student's assignment]

- **Status:** [Enter T]

### Routing Queue

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 - (COSTCH) Cost Center Head</td>
<td>YOURDEPTCH</td>
<td>Approve</td>
</tr>
<tr>
<td>65 - (FIN) Finance</td>
<td>TLRHODES</td>
<td>Approve</td>
</tr>
<tr>
<td>91 - (SELVL1) Stu. Empl. Level 1</td>
<td>SRSMITHS</td>
<td>Approve</td>
</tr>
<tr>
<td>99 - (SELVL2) Stu. Empl. Level 2</td>
<td>SRSMITHS</td>
<td>Apply</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ID: L0C####</th>
<th>Jane D. Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Date:</td>
<td></td>
</tr>
<tr>
<td>Approval</td>
<td></td>
</tr>
<tr>
<td>Category:</td>
<td>Student Worker REHIRE, STUREH</td>
</tr>
</tbody>
</table>

**Position:** 00  
**Suffix:** 00

### Hire Student

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Class Code: *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Hire Date: *</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

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

**Enter student's hourly rate.**

**Enter the timesheet org number of the person who will approve it.**

**Select Primary if you get an error, select Secondary. This date MUST be the SAME as the QUERY DATE and CURRENT HIRE DATE detailed above.**

**Enter 3F or 3U.**
### Labor Distribution

**Current Effective Date:**

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

<table>
<thead>
<tr>
<th>COA</th>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project</th>
<th>Cost</th>
<th>%</th>
<th>Override End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>110000</td>
<td>41210</td>
<td>6113</td>
<td></td>
<td>INS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 100

### Terminate Job

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Status: <em>(Not Enterable)</em></td>
<td></td>
<td>T</td>
</tr>
<tr>
<td>Job Change Reason: <em>(Not Enterable)</em></td>
<td></td>
<td>TERMA</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>38-(COSTCN) Cost Center Head</td>
<td>YOURDEPTCHAR</td>
<td>Your Department Chair</td>
</tr>
<tr>
<td>65-(FIN) Finance</td>
<td>TLRHODES</td>
<td>Terri Lisa Rhodes</td>
</tr>
<tr>
<td>91-(SELVL1) Stu. Empl. Level 1</td>
<td>SRSMITH3</td>
<td>Stephanie Smith</td>
</tr>
<tr>
<td>99-(SELVL2) Stu. Empl. Level 2</td>
<td>SRSMITH3</td>
<td>Stephanie Smith</td>
</tr>
</tbody>
</table>

### Comment

Enter comments if needed.
**STIPEND-PAID (GA OR UNIVERSITY) STUDENT WORKER EPAF INSTRUCTIONS**

### New EPAF Person Selection

<table>
<thead>
<tr>
<th>ID:</th>
<th>1000000000</th>
<th>Jane Q. Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Date:</td>
<td>Green</td>
<td>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.</td>
</tr>
<tr>
<td>Approval Category:</td>
<td>Green</td>
<td>GA/SU Stipend Hire (GAHIRE)</td>
</tr>
<tr>
<td>Position:</td>
<td></td>
<td>00</td>
</tr>
</tbody>
</table>

### Hire Student

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Status: <em>(Not Enterable)</em></td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>Employee Class Code: *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home COAS: <em>(Not Enterable)</em></td>
<td></td>
<td>U</td>
</tr>
<tr>
<td>Home Organization: *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Hire Date: *</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter GS 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

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Effective Date: MM/DD/YYYY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Type: *</td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>Job Status: <em>(Not Enterable)</em></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Job Change Reason: <em>(Not Enterable)</em></td>
<td></td>
<td>NEASS</td>
</tr>
</tbody>
</table>

Select Primary, if you get an error, select Secondary.
### Routing Queue

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Username</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>37 -(HRLVL1) HR Level 1</td>
<td>SRSMITH3</td>
<td>Stephenie Smith</td>
<td>Approve</td>
</tr>
<tr>
<td>38 -(COSTCN) Cost Center Head</td>
<td>YOURDEPTCHAIR</td>
<td>Your Department Chair</td>
<td>Approve</td>
</tr>
<tr>
<td>41 -(DEAN) Dean</td>
<td>YOURDEAN</td>
<td>Your Dean</td>
<td>Approve</td>
</tr>
<tr>
<td>55 -(FIN) Finance</td>
<td>TLRHODES</td>
<td>Terri Lisa Rhodes</td>
<td>Approve</td>
</tr>
<tr>
<td>57 -(FINAID) Financial Aid</td>
<td>JWBYERS</td>
<td>Jeremy Wade Byers</td>
<td>FYI</td>
</tr>
<tr>
<td>90 -(PAYROL) Payroll</td>
<td>MCBROWN</td>
<td>Margaret Brown</td>
<td>FYI</td>
</tr>
<tr>
<td>91 -(SELVL1) Student Emp. Level 1</td>
<td>SRSMITH3</td>
<td>Stephanie Smith</td>
<td>Approve</td>
</tr>
<tr>
<td>99 -(SUPER) Superuser/Applier</td>
<td>KCHARAWAY</td>
<td>Kathy Haraway</td>
<td>Apply</td>
</tr>
</tbody>
</table>

### 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) $500 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.
Click on **History** tab.
To view all originated EPAFs, select **All** and **Go**.
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.
To view any comments associated with the EPAF, click **Comments**. Note that ** indicates comments do exist for the EPAF.

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Action</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin, David A. Student WS Univ - J Hart Grant, SU9909-15</td>
<td>L00541007</td>
<td>Student Hire and End Job</td>
<td>Jul 14, 2009</td>
<td>Aug 01, 2009</td>
<td>Pending</td>
</tr>
<tr>
<td>Ball, Ashley N. Student WS Fed - SFS, SF9953-16</td>
<td>L00544963</td>
<td>Student Hire and End Job</td>
<td>Jun 16, 2009</td>
<td>Aug 01, 2009</td>
<td>Completed</td>
</tr>
<tr>
<td>Bonner, Ciesha N. Student WS Univ - SRC, SU9931-16</td>
<td>L00520461</td>
<td>Student Hire and End Job</td>
<td>Jun 18, 2009</td>
<td>Jun 01, 2009</td>
<td>Completed</td>
</tr>
<tr>
<td>Campbell, Joseph N. Student Univ - SOAR Counselor, SU9880-15</td>
<td>L00500618</td>
<td>Student Hire and End Job</td>
<td>Jun 16, 2009</td>
<td>Aug 24, 2009</td>
<td>Completed</td>
</tr>
<tr>
<td>Chow, Cassandra M.</td>
<td>L00500432</td>
<td>Student Hire and End Job</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
View comment(s).

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
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.

### Budget Queries

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

<table>
<thead>
<tr>
<th>Column</th>
<th>Status</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>

Save Query as: 

- Shared

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.
<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 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>
</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>
</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>
</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>
</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>
</tr>
<tr>
<td>Report Total (of all records):</td>
<td></td>
<td></td>
<td></td>
<td>1,540.03</td>
<td></td>
</tr>
</tbody>
</table>

Details of monthly earnings
Departmental Budgets

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

- **Budget Amount** – contact Lisa Rhodes @ tlrhodes@una.edu
QUESTIONS???